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**Lymphoma**  
**action** 

Inform | Support | Connect



## Lymphoma Action

(formerly Lymphoma Association)

### **Annual Report and Accounts for the year ending 31 December 2017**

- |                |   |
|----------------|---|
| <b>Inform</b>  | Award-winning information and education resources |
| <b>Support</b> | Outstanding support services                      |
| <b>Connect</b> | An established lymphoma community                 |



# Contents

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Introduction	Page 4
Who we are and what we do	Page 5
<b>Strategy Report Our achievements</b>	<b>Page 6</b>
Our year in numbers	Page 7
Information and publications	Page 10
Support services	Page 14
Education and training	Page 18
Campaigning, awareness, policy work	Page 20
Fundraising	Page 25
The future	Page 28
<b>Governance, structure and management</b>	<b>Page 30</b>
<b>Financial review</b>	<b>Page 38</b>

## A welcome from Gordon Johns, our Chair of the Board of Trustees

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Welcome to this year's report on the achievements, successes and progress we have made as a charity. It also marks a significant evolution in our identity, outlook and development, as over the course of the last 12 months, we have completed a rebranding exercise, changing our name and brand from the Lymphoma Association to Lymphoma Action. Following a thorough, consultative and inclusive process with all our key supporters and stakeholders, we confirmed the need to update and modernise our name and brand, to reflect the dynamism, positivity and forward-thinking nature of the support we provide and the way we now work. We also wanted to ensure that the organisation is welcoming to all our audiences, so that we can continue to increase our reach and impact. Key among the findings from our brand research was the message that our previous name was old-fashioned, off-putting and excluding some people through its connotation of being a membership organisation.



At the same time, we've introduced changes that chime with our heritage and retained aspects that are important to our current service users and stakeholders. We want to take people with us, as well as reach new audiences and I'm immensely grateful to supporters, volunteers, staff and fellow trustees for all their help, work and commitment. I'm proud of the progress we've made and the major achievements and successes of the past year.

The last year marked the third and final year in our most recent plan, and so much has been done by the staff and trustees to map the way forward in the years ahead. True to the pioneering spirit of the organisation and its desire to achieve the best outcomes for people affected by lymphoma, we have a set of ambitious goals for the next three years. Some of them are rooted in the recent major developments in our support services, such as the *Live Your Life* survivorship programme, while others mark a move into new territory, such as a quality of life based research programme. All of this and more you will find inside this pages.

While countless people are involved in our work and a spirit of teamwork and collaboration pervades the organisation, I'd like to acknowledge the contribution of Jonathan Pearce, our outgoing chief executive who moved on in early 2018. It was his energy and vision that helped shape the organisation and set its direction over the last four years, and we look forward to welcoming his replacement to continue our mission and build on the successes of recent years.

**Gordon Johns**  
**Chair of the Board of Trustees**  
**Lymphoma Action**

# Who we are and what we do

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Lymphoma Action is a national charity, established in 1986, which provides high quality information, advice and support to people affected by lymphoma. We also provide education, training and support to healthcare practitioners who care for lymphoma patients. In addition, we engage in policy and lobbying work at government level and within the National Health Service with the aim of improving the patient journey and experience of people affected by lymphoma. We are the only UK charity which specialises in providing support and information on lymphomas.

## Our vision

We want everyone affected by lymphoma to receive the best possible information, support, treatment and care.

## Our mission

Through information, education, support and influence, we will make sure no one has to face their lymphoma alone.

## Our values

All our work is underpinned by our values:

### *SPECIFIC about lymphoma*

- **Specialists** – in lymphoma
- **Proactive and ambitious** – in bringing about change for people affected by lymphoma
- **Empathetic and caring** – about people affected by lymphoma
- **Confident** – about what we can achieve
- **Inclusive and representative** – of people affected by lymphoma
- **Focused and clear** – on what we need to achieve
- **Influential and empowering** – in what we do
- **Collaborative** – in how we work

Strategy report  
**Our achievements**

# Our year in numbers

## Information

Books sent out:

**21,596**



Information printed  
as pdfs or requested  
as hard copies:

**19,724**



Audio books:

**88**



## Lymphoma TrialsLink



**29,555**

page views during the year

## Digital

Unique website users:

**1,796,660**

(45% UK based)



Social media:



**35,574**

**Facebook followers**

(from 33,930 in Dec 2016)

**Reach** 955,048



**6,900**

**Twitter followers**

(from 5,468 in Dec 2016)

**Impressions** 1,416,238



**579,815**

**YouTube views**

(from 124,662 in Dec 2016)

**45%**

of our website users  
were in the UK.



**38%**

of our website users  
were in the US



## In the media



**208**  
mentions  
in print



**506**  
mentions  
online



Estimated total  
audience reach:  
**32,202,126**

## Support

Buddy links:

**58**



Active buddies:

**135**



Information and  
support team  
incoming  
contacts:

**5,310**

Support group  
attendees:

**4,500**



Support group  
meetings:

**450**



Incoming helpline  
calls:

**2,114**



Live chats –

**831**



**1,373**  
emails



## Education

**389**

healthcare  
professionals  
attended our education events



We held

**8**

healthcare  
professional events



**544**

people affected  
by lymphoma  
attended one of our events



We held

**7**

events for people  
affected by lymphoma



## Lymphatic Cancer Awareness Week 2017



**44,185**  
people visited  
our website



**608**  
new contacts

Social media reach  
Twitter 250,000  
Facebook 667,664



Unique web visitors  
**up 59%**  
from 2016



## Income



Overall organisational income of  
**£1.53m**



Bumper year for challenge events:

**£298k**

Raised by 312 participants, including  
29 runners in the London Marathon

Increase of

**£360k**

in charitable  
trusts and foundations  
fundraising



## Live Your Life survivorship and education programme



**446**

People attended  
Live your Life events



**30**

events held  
(England 27, Scotland 2,  
Wales 1)

## Lymphoma Matters magazine



On average, each issue sent to **17,000** people

## Clinical psychology service



**567** people benefited from our one-year pilot  
clinical psychology project

# Information and publications

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Lymphoma is a complex and complicated type of cancer. Most people don't know much, if anything about the disease, let alone the lymphatic system which it affects. Our award-winning information and publications are a key part of our mission to ensure no one faces their lymphoma alone.

## Our objective was...

To extend and modernise our current range of information, publications and resources for people affected by lymphoma and for the health professionals who care for them.

## What we achieved was...

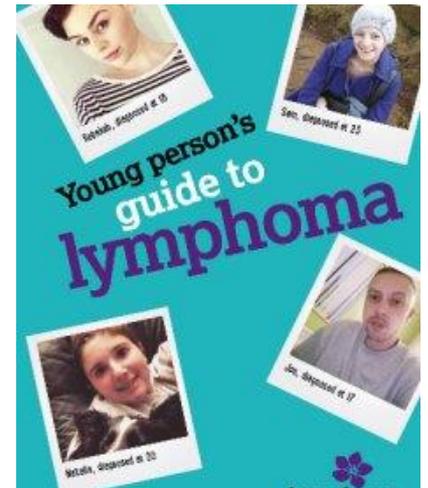
Working to the Information Standard (the Department of Health's quality assurance process), we continue to review and produce new and existing written and audio-visual resources for people affected by lymphoma. We fully understand the needs of people affected by lymphoma for clear, easy-to-read and digest information and knowledge that helps them better understand and manage their diagnosis, treatment and aftercare. We remain committed to researching the complex clinical world of lymphoma and translating it into meaningful, useful and accessible resources in a range of media and formats.

Our website and digital resources remain the key means by which people benefit from our work, with over 1.8m individuals visiting our website during 2017, a 50% increase on the previous year. The vast majority of our website users are looking to access our information and support services, and the huge increases we have seen are testament to the success of our continuing investment and support of a "digital first" approach. This ongoing programme of work has seen us repurpose our existing materials during the course of which we have developed 31 new or revised webpages, with an increasing focus on personalising information by lymphoma subtype. In the second half of the year, we began more detailed review and planning work to begin the process of preparing our written content for migration to our new website which we launched in April 2018. The new page architecture and enhanced navigation are all designed to improve user experience and the accessibility of health information.

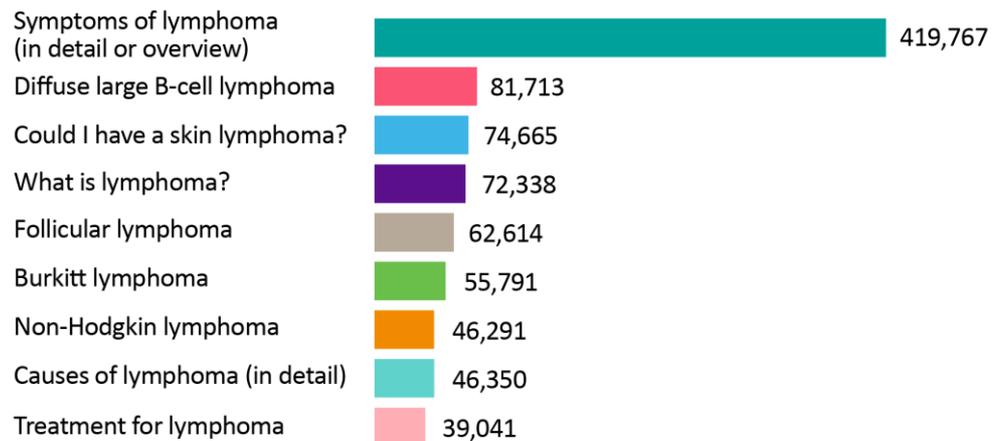
In addition to our digital resources, we continue to publish a range of booklets for distribution to individuals and hospital information centres. During the year, we published new editions of the following:

- *Introduction to Lymphoma*
- *Young Person's Guide to Lymphoma*
- *Living with Lymphoma*
- *High-grade Non-Hodgkin Lymphoma*
- *Low-grade Non-Hodgkin Lymphoma*

We introduced a new look and feel to our books in early 2017, giving them a modern, fresher image and lots of additional features to make them easier to use and more helpful. We were particularly pleased when the *Young Person's Guide to Lymphoma* scooped the top spot in its category at the 2017 BMA awards, an endorsement of all the involvement and contributions of the editorial review panel of young people with experience of lymphoma who were an invaluable part of its production.



**Top 10 most visited medical information pages during 2017**  
(unique pageviews)



### Top 5 downloaded booklets 2017



**1,323**

Low-grade non-Hodgkin lymphoma

**949**

Easy read: All about lymphoma

**895**

Living with Lymphoma

**830**

High-grade non-Hodgkin lymphoma

**753**

Introduction to lymphoma

### Total booklets distributed to hospitals



High-grade non-Hodgkin lymphoma	5,699
Low-grade non-Hodgkin lymphoma	5,669
Hodgkin lymphoma	2,294
Introduction to lymphoma (new May 2017)	2,264
Young persons' guide to lymphoma (new January 2017)	2,146
Autologous stem cell transplant	1,508
Living with Lymphoma (new September 2017)	1,142
Clinical trials	349
Easy read: All about lymphoma	282
Tom has lymphoma (with CLIC Sargent)	243
<b>Total</b>	<b>21,596</b>

## Our objectives were...

To build on the 2016 launch of our clinical trials database, Lymphoma TrialsLink, to include Phase I trials alongside the existing Phase II/III trials, making it the only comprehensive, accurate and up-to-date information source on lymphoma trials and innovative treatments in the UK.

To help people understand clinical trials better and access information about new and innovative treatments not otherwise available on the NHS.

## What we achieved was...

We've always known how difficult it was for people with lymphoma to find clear, easy-to-understand information on clinical trials of new and innovative treatments in the UK. We've also known how doctors and nurses working in the field of lymphoma can struggle to find out where and which clinical trials were available for their patients. We found it frustrating that existing sources of information for clinical trials were either incomplete, inaccurate or out-of-date as far as lymphoma was concerned. In addition, they were written and presented in a way that made them difficult to understand and were not designed with patients in mind – the very people who are needed in order for invaluable research to take place.

With the launch of Lymphoma TrialsLink in 2016 we were able to take a major step forward in fixing that problem. When the information service went live in September 2016, we were able to include all the Phase II and III/IV trials currently operating in the UK. The need for the service was evidenced by the 13,000 unique visitors it received in its first year of use, giving them access to clinical trials information searchable by lymphoma subtype, treatment, age and geographical location. In addition, TrialsLink has acted as a wider news and information service, including patient and clinician case studies, and the latest research developments.

*"I think it's brilliant! So interesting to see all the work that's going on. The site is really clearly laid out. Thank you for providing this resource."*

Yet there was still more to do and we were determined to add Phase I lymphoma trials, despite the various challenges involved. For instance, Phase I trials can open and close quickly, so it can be difficult to find out about them, draft a plain English summary, have it approved by the trial centre and publish it before the trials close. Sometimes the centres or pharmaceutical companies don't want to publicise the trial or it may be a "batch trial" with participants diagnosed with a range of different cancers, not just lymphoma.

Following a period of research and contact with academic and commercial researchers, we took the decision to start adding Phase I in September 2017, the first anniversary of the service's launch. By the end of the year, we had listed 8 Phase I trials out of a total of 95 trials listed on the site. Since then in early 2018, we have reached the 100 trials mark and now believe we have identified and listed the main Phase I trials that are feasible and meaningful to publish, and where we have the necessary permission to do so.

# Support services

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A lymphoma diagnosis changes your life, whether it's dealing with "watch and wait", beginning treatment straight away or coping with a "new normal" and aftercare. Ongoing support for people with lymphoma and those around them is a vital part of what Lymphoma Action provides. All so that no one has to face their lymphoma alone...

## Our objective was...

To broaden and increase the support services we provide for people affected by lymphoma.

## What we achieved was...

The core of our support is provided by our Helpline and associated support services. In 2017, over 5,300 people contacted us directly for help and support, approximately two-thirds (66%) of those via phone or email, with a further 15% using our online chat service (accessible via our website) or text-based/WhatsApp services. Our team of Information and Support Officers also support people through our online forums, social media and other interactive opportunities.

Along with providing crucial information and advice, much-needed reassurance and emotional understanding, our Helpline is a route to a wider community and network of support, including our support groups and buddy scheme. The volunteer-led peer support of our groups and buddies is at the heart of a personal understanding and empathy that transforms the lives of people affected by lymphoma and helps them cope with their disease.

As in previous years, we're indebted to the work and support of over 200 volunteers – each with their personal experience of lymphoma – who help us improve people's lives.

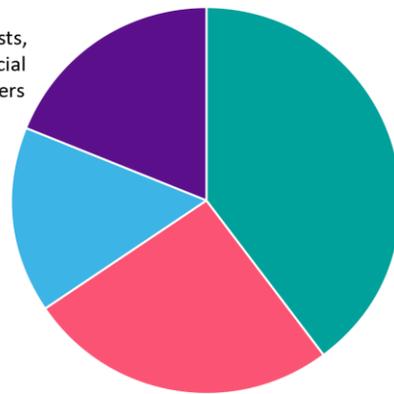
During the year, we saw our continuing investment in regional development staff contribute to a significant increase in the number of support groups and meetings that we are able to provide. Groups have increased from 45 to 50 and the number of meetings held was 450 compared with 352 in 2016.

**Total Helpline enquiries in 2017 and type of contact**

**Total enquiries**  
**5,309**

**Other**  
**991**  
**(19%)**  
web requests,  
forums, social  
media, letters

**Chat**  
**831**  
**(15%)**



**Phone**  
**2,114**  
**(40%)**

**Email**  
**1,373**  
**(26%)**

**Support group activity 2017**

**50**

groups  
throughout  
the UK



**450**

meetings

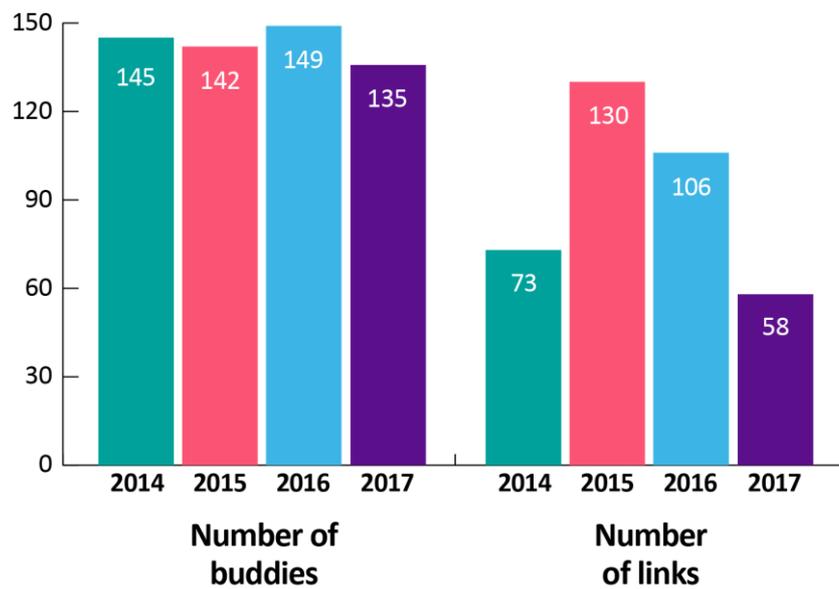


**4,500**

attendees



**Buddies and links 2014 to 2017**



## Our objective was...

To run a psychological support service to help people affected by lymphoma cope with their diagnosis, treatment and aftercare.

## What we achieved was...

We've always known that lymphoma is more than just a physical disease. Down through the years, people living and coping with a lymphoma diagnosis have repeatedly and regularly reinforced the psychological burden of the disease. While there may be parallels with other forms of cancer, lymphoma and other haematological cancers have added dimensions. The complexity and systemic nature of the cancer, the variety of subtypes, the indolent, long-term chronic, incurable nature of many forms versus the aggressive, fast-growing approach of others – all contribute to a need for specialised, sensitive and informed psychological support.

Following the appointment of our first clinical psychologist towards the end of 2016, we were able to run a one-year pilot clinical psychology service, working out of Buckinghamshire NHS Community Trust, and significantly supported by a generous grant from the Aylesbury Vale Community Chest. The service provided direct psychological support via personal referrals while also providing education, support and insight to support groups, study days and our other care services.

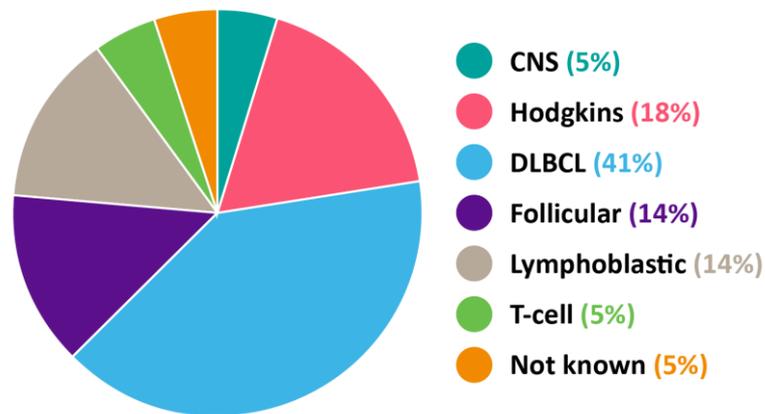
Our aim was that 120 people would benefit from the service, directly or indirectly, and we were overwhelmed that in the end we were able to help 567 people. Nearly 300 people were able to benefit from education and training sessions delivered by our psychologist while a further 245 people accessed filmed resources developed and delivered to support the service. Direct referrals were made for 29 people and a total of 118 clinical sessions were held, ranging from 1 to 14 for each person who was seen.

Anxiety, low mood, difficulties in adjusting to a lymphoma diagnosis, fear of relapse and sleeping difficulties, were some of the more common reasons for referral.

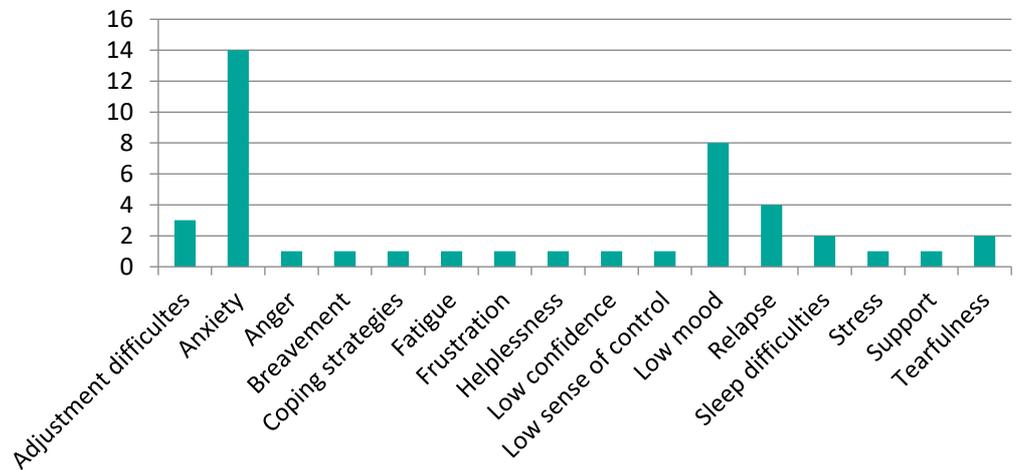
We learned a lot in delivering this service, which formal and informal feedback and evaluation confirmed was wholly positive. Our psychologist's own recorded clinical observations supported the benefits of the service, including the people seen having improved mood, increased motivation, being more active, making plans for the future and being less fatigued.

Our only regret is that at the end of the first year of the project, we were unable to secure enough funding to continue this much-needed service. However, we have not given up on our desire and ambition to develop and deliver such services in the future.

## Lymphoma subtype of patients accessing one-year clinical psychology service



## Reasons for referral



## What we achieved was...

The importance of health and wellbeing programmes for people diagnosed with cancer and recovering from treatment is widely acknowledged. There are established programmes in place for more common, usually solid tumour, cancers. However, the patients and doctors and nurses we work with were telling us that these programmes don't work or fit with the different characteristics of lymphoma. Therefore, following the award in 2016 of a major three-year grant from the Big Lottery Fund, it was a dream come true to be able to roll out the delivery of the full *Live Your Life: Living With and Beyond Lymphoma* education and survivorship programme.

Conceived as a modular programme of learning and content that can be delivered either by clinical nurse specialists in hospital settings, trained facilitators in support groups or workshops, or as a downloadable set of online resources, *Live Your Life* covers:

- exercise and physical activity – their importance in recovery
- diet, nutrition and weight management
- returning to work after treatment
- self-help techniques for psychological support
- relationships and communication
- self-health management
- financial issues
- how to equip patients for a “new normal”
- other sources of support and help.

During the year, we were able to deliver 30 *Live Your Life* events around the UK to 446 people affected by lymphoma, making a significant and positive improvement to their lives and how they cope with their diagnosis.

“A very worthwhile and enjoyable day despite the circumstances surrounding everyone. Both facilitators made the whole day very memorable indeed – thank you!” – *Participant*

As we continue to roll out the programme across the UK between now and 2019, we’re confident it will help people affected by lymphoma to:

- undertake normal daily activities they might otherwise not be able to manage
- reduce their levels of psychological distress
- develop a sustained recovery
- improve communications with healthcare professionals, family, friends and carers
- play a more active role in their community
- manage the consequences of their treatment and identify signs and symptoms of recurrence
- improve their vocational opportunities.

“Thank you so much. I found the day inspirational and felt privileged to be present. Well run, comfortable, and excellent content. Please can we do another.” – *Clinical Nurse Specialist*

While the Big Lottery Fund grant covers delivery of the programme only in England, such has been the success and interest in its impact that we’ve been able to secure funding to run events in other parts of the UK and also for particular groups of people. For instance, we’re very grateful to the BUPA Foundation for the award of a generous grant in 2017 that will allow us to run a series of *Live Your Life* events in 2018 to young people aged 18 to 30.

During the year, the funding has also enabled us to develop an advanced evaluation system, which we started using from September. This will help us demonstrate with reliable, effective and academically accredited evaluation tools the real impact that our work makes on changing the lives of people affected by lymphoma. It's too early to report fully on those impact measures, but early data has given us some good indications. For example, in the first four months of the new system:

- 105 out of 118 people said they 'feel better able to cope with fatigue and/or pain, and therefore more able to undertake 'normal' daily activities'.
- 119 out of 127 people said they 'feel better able to cope with the emotional aspects of a lymphoma diagnosis'.
- 118 out of 124 people said they 'feel less alone and know how to get in touch with people that can help me should I need to'.
- 110 out of 118 people said they 'can better manage the physical side effects of my treatment'.

As our evaluation system is designed for longer-term follow up, in future years we hope to report on the long-lasting impact of the *Live Your Life* programme.

# Education and training

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Learning and knowledge are key to understanding and coping with a cancer like lymphoma, particularly when it is a less common disease and not well understood. Each person we help teaches us a little more about lymphoma and the impact of living with it. That teaching becomes learning as we communicate it to others.

## Our objective was...

To expand our education and training programme for people affected by lymphoma.

## What we achieved was...

Our educational events for people affected by lymphoma have a massive impact on those who attend. They hear and learn first-hand from people who have been through a lymphoma diagnosis and the subsequent treatment and then come out the other side. They also benefit from the wisdom and insights of the leading doctors, nurses and cancer support practitioners, who are pleased to share their knowledge on the latest research, innovations and best practice in supporting people with a lymphoma diagnosis. During the year we ran seven events that were attended by 544 people at national and regional events.

## Our objective was...

To deliver an education and training programme aimed at meeting the continuing professional development needs of lymphoma healthcare professionals.

## What we achieved was...

We see educating, informing and supporting lymphoma healthcare professionals as an important part of our work. The more we can help doctors, nurses and support workers, the better the experiences and outcomes for people with lymphoma. During 2017 we succeeded in expanding our programme so that we ran eight events that reached 389 healthcare professionals, including:

- A masterclass for lymphoma or haematology clinical nurse specialists.
- Three lymphoma introduction events in different regions of the UK.
- A two-day lymphoma treatment and management course in Oxford.
- A satellite symposium at the British Society of Haematologists' annual scientific conference in Brighton.

- A Haemato-Oncology Diagnostics conference in partnership with the Royal Marsden
- A South Central Lymphoma Forum seminar

To further increase the reach of our educational events, we have been filming all our speakers and their presentations which we are using to build an invaluable resource of materials and learning.

# Campaigning, awareness, policy work

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Campaigning for better understanding of lymphoma, earlier diagnosis and improved outcomes really matters to the people we work with and help. Our supporters and service users are galvanised by their experiences and want to do more to help others affected by lymphoma, so that their journeys are easier.

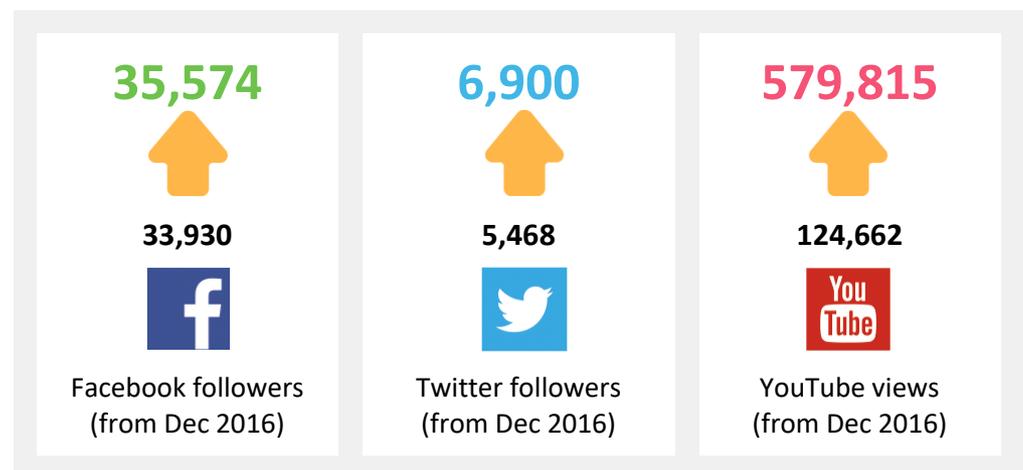
## Our objective was...

To reach more people affected by lymphoma, especially through a stronger online engagement programme.

## What we achieved was...

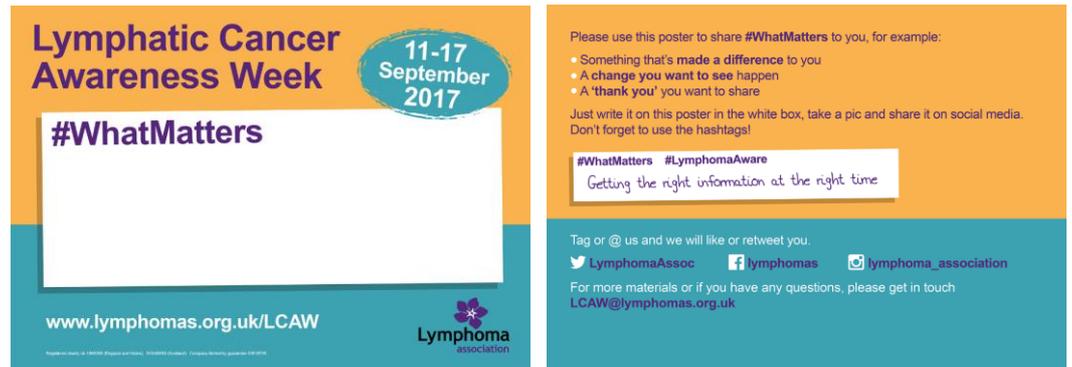
Campaigning and communications, particularly through digital channels, is a key focus of our work that we try to build into everything we do. This can be seen in our *Digital First* approach to developing and producing information and publications, in the way we deliver digital versions of support services alongside phone and face-to-face methods, and in how we reach more people with our key messages via social media.

Our digital reach has increased massively over the last year, whether it's measured in the numbers of website visitors, Facebook likes, Twitter followers, YouTube views, WhatsApp users or LinkedIn connections.



## Our objective was...

To run our most successful Lymphatic Cancer Awareness Week.



## What we achieved was...

For Lymphatic Cancer Awareness Week in September, we developed a highly targeted campaign focused on trying to understand better the needs of people with lymphoma, as well as the doctors and nurses who care for them. Using the headline of *#WhatMatters*, the campaign encouraged people to complete a survey and raise awareness of what matters to them (in diagnosis, treatment and care) across social media.

The campaign appealed to people affected by lymphoma and healthcare practitioners alike and proved to be one of our most popular weeks yet.

### Key highlights of LCAW 2017

Highest ever number of unique visitors to our website in any one day **(8,354)**

Social media reach of nearly **917,664** people during the week, up by 15% on the previous year

**56,954** social media interactions during the week, nearly double the previous year's level

**688** responses to the survey

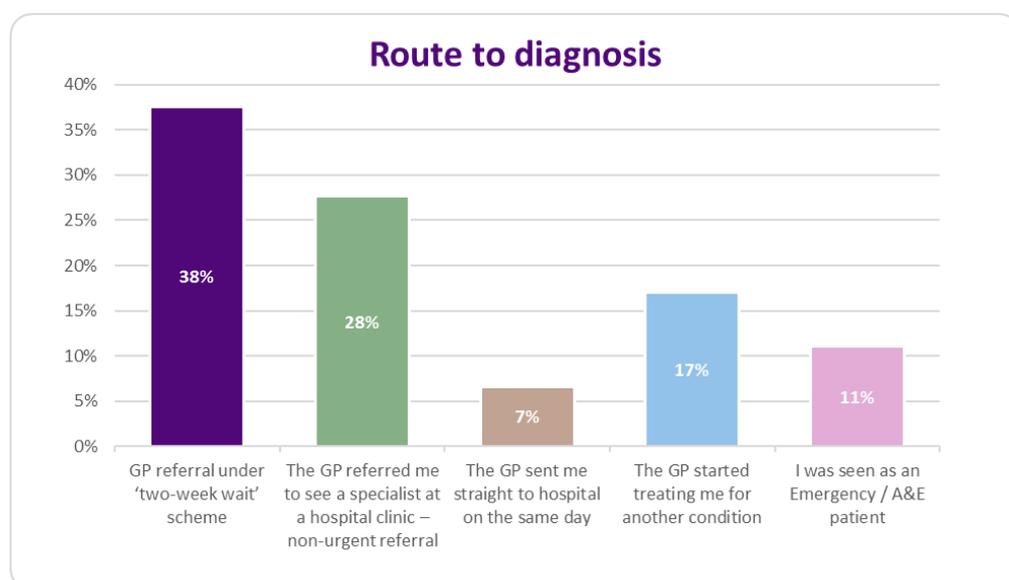
## Our objective was...

To run a campaign programme for improvements in UK health policy and practice as it affects lymphoma.

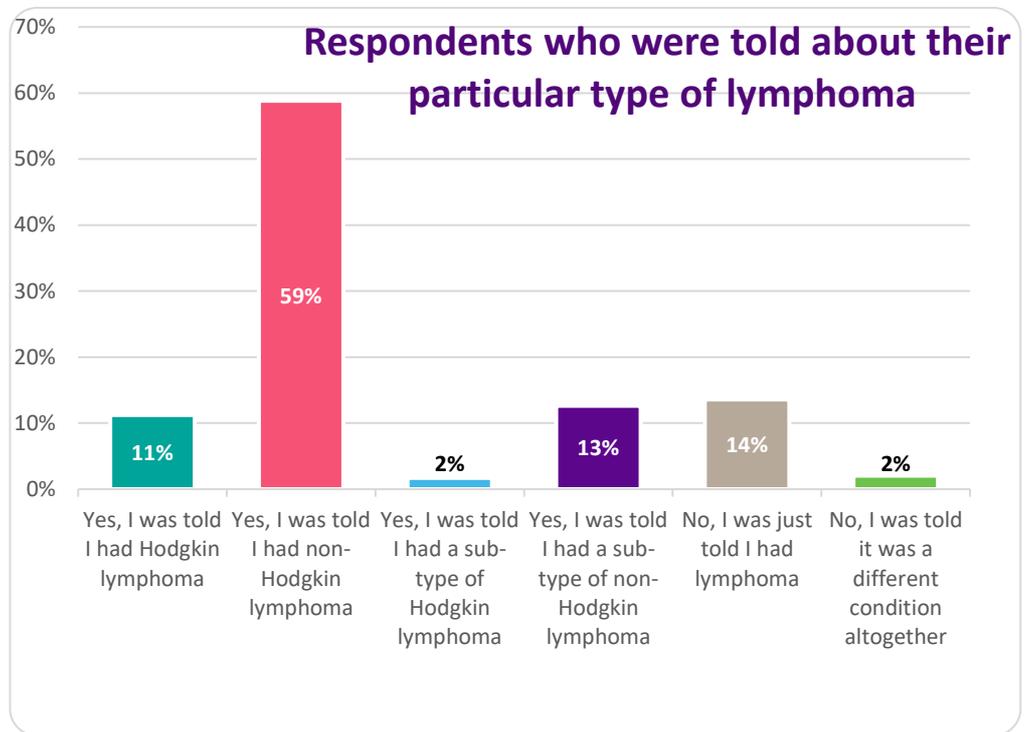
## What we achieved was...

During 2017 we completed the work we had started in the year before with Quality Health (the company that runs the National Cancer Patient Experience survey for NHS England) to carry out a follow-up survey with lymphoma patients. With nearly 4,000 people approached, we achieved the company's highest ever response rate, with nearly 3,200 people (80% of those surveyed) providing us with invaluable information about their experiences of diagnosis, treatment, aftercare and support. With Quality Health's support, we collated and analysed the data, which we released as a report in March 2017, with a range of key recommendations.

Figure 4 from *Understanding lymphoma as a cancer* (Lymphoma Action patient survey, March 2017)



*\*Totals more than 100% as numbers have been rounded up*



We also built on the previous year's research and analysis into the need for better national lymphoma data on diagnostics and data by working with Public Health England's National Cancer Registration and Analysis Service, resulting in a much-needed review of local data collections services for haematological cancer data.

# Fundraising

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Our work and achievements are only made possible by the generosity, commitment, passion and enthusiasm of all those who support us. We thank everyone who has given to us over the past year or who has helped us raise funds or support.

## **Our objective was...**

To meet our ambitious fundraising targets.

## **What we achieved was...**

We succeeded in achieving overall organisational income of over £1.5m, the third consecutive year in which we surpassed £1.5m. Although this was below the target we set ourselves, it has been a challenging year for the charity sector, with increased fundraising regulation being introduced and wider political and economic uncertainty. We were especially grateful to the Roger Counter Foundation for an exceptional gift of £250,000 to mark its 10<sup>th</sup> anniversary.

The vast majority of our financial support is from voluntary donors and supporters, and we are incredibly grateful to the individuals and organisations that have helped us throughout the year. We look forward to developing these relationships further in the future.

## Key highlights from our fundraising year include:

Our **28** London Marathon runners raised over **£62,000** and we were delighted to congratulate them at our runners' reception once they had crossed the finish line.



The investment we've made in recent years in our grant-making trust fundraising is starting to be realised, with income levels increasing by **235%** from £137,000 to **£460,000**, which includes an exceptional grant of £250,000 from the Roger Counter Foundation to mark its 10<sup>th</sup> anniversary and a proportion of a three year grant secured last year totalling £318,000 from the Big Lottery Fund for our *Live Your Life* education and survivorship programme.



We were named **Charity of the Year** for companies including SAS UK, Marks & Spencer's Borehamwood and Carbon Credentials and raised a total of **£115,000** from all employee fundraising, corporate sponsorship and company donations across the year.



We were grateful for legacies totalling **£16,000** in 2017 and for the **£116,000** raised or donated in memory and in tribute to loved ones, which we were honoured to receive.



Lymphatic Cancer Awareness Week raised **£12,000** in one-off donations and bucket collections, and many community fundraising events linked to the week took place around the country.



Our volunteer community fundraisers raised an annual total of **£369,000** from a whole host of activities and events, including our flagship Great British Tea Breaks and Wear Purple Days.



# The future

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We have achieved a great deal in recent years. With our current three-year plan coming to end in 2017, we took stock through the year, refocusing our objectives and designing a new plan for the years ahead to 2020.

With a bigger and better offer to our service users and supporters over the last two years and into the future, allied with the launch of a new name/brand and website, and an investment in ICT in order to achieve our organisational objectives, the organisation has the potential to grow and develop further, ensuring its information and support make an even greater impact on a wider audience.

Key to achieving this will be the following factors:

- The renaming and rebranding of the charity.
- The launch of a new website, and linking this with our database to help us personalise the information and support we provide to people affected by lymphoma.
- Investing in regional development, in three respects: local information and support service delivery; relationship-building with healthcare professionals; and local/community fundraising.
- The development of a research programme.
- Utilising all the above to increase our fundraising potential.

The above initiatives have a number of interdependencies and overlap with each other in terms of their contribution to Lymphoma Action's overall organisational development, and our ability to increase our fundraising potential.

As such, our 2018 to 2020 business plan sets out what we aim to do in order to continue to increase our reach and impact and grow the organisation so that it remains a sustainable resource for current and future generations of people coping with a lymphoma diagnosis. Given the changes going on in our funding environment and knowing also what we need to focus on over the next three years, we will work to the following revised organisational objectives:

- To develop, provide and maintain excellent information and support services for people affected by lymphoma.
- To personalise our services, particularly digital information, so that people can access the help that is relevant and tailored to their needs.
- To develop a quality of life based research programme that will bring about improvements in diagnosis, treatment and care of people affected by lymphoma.

- To regionalise our services, support and fundraising.
- To implement our ICT programme as part of building capacity, enhancing sustainability and unlocking potential.
- To continue building an engaging and supportive CPD/education programme for healthcare professionals.
- To maximise our fundraising potential through creating tailored and personalised supporter journeys and developing a regional fundraising framework.

## Developing a research programme

We have taken the exciting decision to move into the field of research. In the coming years, we will define our research priorities and begin the process of building funds for a highly patient-led programme targeted at improving lymphoma outcomes. From our work with those affected by lymphoma, we already know that there are gaps in current research and there is a demand for advances and developments in:

- Quality of life, particularly the impact that new and existing treatment regimes have on people's ability to return to a "new normal" life.
- Early diagnosis and screening.
- The causes of lymphoma.
- Innovation and acceleration, including support for cutting edge ideas or help for future clinical/research leaders in the field of lymphoma.

## Regional development

From benchmarking research that we've carried out, we know how important a regional network of fundraisers and supporters is to the success and sustainability of a charity. Thanks to generous support from the Roger Counter Foundation, in early 2018 we have already started to recruit a number of new support and fundraising posts that will help us work more locally into two parts of the UK. This will help us meet the needs of people affected by lymphoma by designing and delivering locally-based, personalised information and support services.

If these posts are as successful as we hope they will be, then future years will see further regional expansion.

## Branding and renaming

With the pace of our growth and development in recent years, resulting from a renewed vision, vigour and energy to achieve much more for people affected by lymphoma, we have outgrown our current name and brand. We are no longer a membership organisation (as we want our work to be accessible to all) and the range of new services, products and initiatives we have launched clearly demonstrate our ambition and dynamism.

Following extensive work and detailed consultation with the service users and supporters closest to us, we're excited to have changed our name and branding in Spring 2018 to better reflect who we are and what we want to achieve. Lymphoma Action, with the strapline 'Inform Support Connect' is right for us and who we want to be in the future.



**Inform | Support | Connect**

### **Information and communications technology (ICT)**

ICT is central to our work and last year saw us take major steps forward in implementing our multi-year, four-tranche programme. Our ICT strategy and roadmap sets out how we will invest in this area of our work to bring dramatic change to what we can do to improve the lives of people affected by lymphoma and to generate stronger engagement and support for that work.

In 2017, we have overhauled our ICT infrastructure giving us stability and reliability in our systems, while also doing much of the work that enabled us to relaunch our website in April 2018. For the rest of the year, tranche 2 concentrates on the implementation of a new CRM system.

# Governance, structure and management

## Constitution

Lymphoma Action is incorporated as a charitable company limited by guarantee and is a registered charity in England and Wales, and in Scotland. It is governed by its Memorandum and Articles of Association, and the work, management, finances and strategy of the charity are overseen by a board of trustees, who are also the company directors. The trustees who held office during the financial year and at the date of the report are set out on page 66.

A minimum of four trustees and a maximum of eleven trustees in office at any one time are required by the Articles of Association. At every Annual General Meeting (AGM) four trustees retire by rotation, but are eligible for re-election. There is no restriction on the term of tenure as a trustee. Trustees do not receive remuneration for their duties.

## Purpose

The charity's purposes are set out in its Memorandum of Association:

- The relief of suffering of persons affected by lymphoma and other blood cancers by providing information, psychological support and treatment.
- The promotion, funding and publication of research into lymphomas and other blood cancers, including the causes, the treatments and treatment outcomes.
- Activities to raise the awareness of lymphomas and other blood cancers, to encourage the allocation of resources to their treatment and research and to allow more people to access Lymphoma Action's services.

## Public benefit

Our work delivers public benefit by providing information and support to people diagnosed with, treated for or living with lymphoma. That information and support helps those people and their friends and family better understand the nature of lymphoma, the treatment options and the consequences for their future lives. It also gives reassurance where it is needed, the confidence to go forward and the support of a community where before there may have been isolation.

As our information and support is rooted in patient experience, our work also delivers public benefit by complementing the clinical and medical diagnoses, treatments and support provided by healthcare professionals. The services we provide reduce the demands on the NHS to deliver the same services so that it can save money and focus more on clinical outcomes. Linking personal perspectives with professional ones improves patients' journeys and makes for better longer term outcomes.

As part of our business planning processes, we review our aims and objectives each year, which includes looking at what we have achieved in previous years, and how our activities have benefited those groups of people we were set up to help. We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives, and in planning our work for the future.

## **Board and management operations and structure**

### ***Board of trustees***

The board of trustees meets at least four times a year to review the organisation's work, finances and services, and to agree the strategic goals for the charity. The chief executive and senior management team attend all meetings. The board is also establishing a process to review its own operation, effectiveness and governance.

A finance committee, chaired by the treasurer and comprising at least two other trustees, meets quarterly to monitor and scrutinise the charity's financial strategy and operations (including its investments), and makes recommendations to the full board of trustees.

A remuneration committee, chaired by the chair of the board and comprising the treasurer and another trustee with HR expertise, meets annually to oversee and review the organisation's salary policy and makes recommendations to the full board of trustees. The committee also has delegated powers to review the salary of the chief executive.

### ***Recruitment and appointment of new trustees***

An annual review of the recruitment needs of the board of trustees is carried out under the leadership of the chair, including an audit of the current knowledge, experience, skills and abilities, and how they will be affected by any trustee departures in the future. Any trustee vacancies are advertised nationally, and via relevant professional and organisational networks, including the charity's own service user and supporter base, depending upon the expertise and specialisms required. Applicants are shortlisted against the criteria in the person specification for the role of trustee, including any specific qualities highlighted during the above audit. Shortlisted applicants are invited for interview by at least two trustees, one of whom will be the chair. Shortlisted applicants are only appointed where they have the necessary skills and qualities to contribute effectively to the charity's governance and development.

All new trustees receive thorough induction and training, which includes detailed information about the charity via a Trustee Manual, including its Memorandum and Articles, accounts, financial reports and minutes of previous trustees' meetings. In addition, trustees attend a one-day induction process at head office, where they are briefed by the chief executive and key staff on all aspects of the charity's operations, staffing and organisational management.

## **Management and organisation**

Day-to-day operation of the charity, and strategy implementation, is delegated to the chief executive, with the support of the senior management team (SMT).

The senior management team comprises:

Chief Executive	Jonathan Pearce (resigned February 2018)
Interim Chief Executive	Simon Hills (appointed February 2018)
Director of Fundraising and Communications	Alice Strudwick
Head of Finance	Jim Howson
Head of Business Development	Stephen Scowcroft

## **Related parties**

The only related parties are considered to be the trustees and those connected with the trustees including their close family, business and other charity interests. There have been no transactions with related parties, other than the reimbursement of reasonable travel expenses for the purposes of attendance at board meetings and other relevant organisational activities.

## **Remuneration policy**

The board of trustees formally approved a remuneration policy in February 2016, which was reviewed in February 2017 and February 2018 and can be summarised as follows.

Lymphoma Action's remuneration policy takes into account the National Council of Voluntary Organisations' 2014 inquiry into executive pay (NCVO, *Report of the Inquiry into Charity Senior Executive Pay and Guidance for Trustees on Setting Remuneration*). The organisation is committed to ensuring that we pay our staff fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. As such, our principles are to pay a fair salary that is competitive within the charitable sector, proportionate to the complexity of each role, and in line with organisational objectives.

In setting levels of pay for all staff, we take into account a range of factors which are set out in detail in the full policy and include:

- Purpose, aims and values of the organisation and its general needs.
- How any decision might impact on the overall pay policy.
- The type of skills, experience, expertise, competencies, etc, required in order to meet business objectives and to achieve our business plan.
- Organisational ability to pay.
- Assessment of individual staff performance against expectations.
- Available information on charitable sector pay levels.

- The nature of the wider “employment offer”.
- The organisational track record in recruiting and retaining high-performing staff.
- The likely impact of any decision on the charity’s public reputation.

Lymphoma Action upholds a policy that the ratio for remuneration between its highest paid member of staff and the median salary level will not exceed 3:1, and that remuneration will always meet all national pay standards, ensuring all staff are provided with a living wage.

The organisation reviews the salaries of all staff annually in January, with the board of trustees approving the percentage rates for any baseline or higher rate increases. A salary review does not imply an increase and, in making any pay award, the review will be based on the organisation’s financial health. The remuneration policy is reviewed annually and a remuneration committee oversees its application, providing advice to the full board.

With reference to the 2014 NCVO inquiry noted above, the board of trustees is committed to including the following information within its annual statutory report and financial statements:

- A summary statement of the organisation’s remuneration policy and approach to senior executive pay.
- Disclosures on the number of staff in receipt of more than £60,000 per annum (in bands of £10,000), and the collective total benefits (including pension payments and employer’s national insurance) paid to “key management personnel” (which we have defined as the senior management team), in line with the accounting Statement of Recommended Practice 2015 for charities. Given the organisation’s size, the board of trustees does not believe it is appropriate to disclose the actual/personal salary of any individual member of staff, including senior executives, to the public.
- Disclosures on pensions and other staff benefits (see subsequent notes to the financial statements).
- **Staff/pension costs** The total organisational staff costs increased in 2017 to £1,129,990 (2016: £953,743), in line with our business plan and representing the continuing extension of our services and reach. Overall our staff costs as a proportion of overall expenditure were 63% for 2017, which was on par with the percentage for 2016 (63%).

## Risk assessment and management

The board of trustees and the SMT operate a dynamic approach to risk assessment and management, via which each of the identified risks is “owned” by a senior manager and actively managed. A risk matrix, showing all the risks relative to each other is reviewed quarterly by the SMT, with further review on specific risks carried out at each trustee meeting. In this way, the trustees are satisfied that the major risks to the organisation have been accurately identified and that appropriate systems and procedures for managing those risks are in place.

The main areas of identified risk are in relation to:

- Providing a suitable range of high quality services that sufficiently meet the needs of enough people affected by lymphoma.
- Lack of investment in the organisation’s ICT capacity.
- Inability to raise sufficient funds for the charity.

To address these risks, effective management measures and controls have been put in place by the trustees, including:

- Appropriate insurance cover and measures.
- The development in 2017 of a revised strategic plan and business objectives, to be implemented between 2018 and 2020, with the aim of mitigating or avoiding these risks, including:
  - Investment of free reserves in new work and initiatives aimed at growth and development, increasing reach and impact, and diversifying income streams.
  - The implementation of, and investment in, a new fundraising strategy.
  - Creating a more personalised approach to meeting the information and support needs of people affected by lymphoma.
  - Stronger involvement from people affected by lymphoma in the running and development of the charity.
  - Developing a stronger regional framework for our support services and community fundraising.
  - Developing a wider range of publications and resources for people affected by lymphoma and the healthcare professionals who work with them.
  - Taking a stronger campaigning and lobbying role in relation to government and policy matters related to cancer services and support.
- Future investment in ICT hardware, software and systems, so as to improve business efficiency, opportunities and continuity. During 2017 we have implemented tranche 1 of our ICT strategy to guide the required ICT development and investment in order to meet our business objectives. The strategy will be implemented over a number of years and contains three main streams of activity:
  - Investment in our ICT infrastructure.
  - Replacement of our customer relationship management database and software.
  - Continuing website and new projects software development, linked with our information, education and training services.

- For 2018, the board of trustees has designated funds amounting to £150,000 from its reserves to undertake the implementation of the ICT strategy.

## Our approach to fundraising

With stronger fundraising regulation being introduced in the UK (and forthcoming EU General Data Protection Regulation due to come into force in May 2018), we have continued to ensure that we uphold the strongest standards in how we work with donors and supporters and that our fundraising practices and management meet the requirements of the new frameworks. We never take our supporters for granted and treat with them with the respect and gratitude that befits a community of people and organisations that make our work possible.

### *Key aspects of our approach to fundraising*

- We are a member of the Institute of Fundraising and follow the [Code of Fundraising Practice](#) which is set by the [Fundraising Regulator](#) through its Standards Committee. We are registered with the Fundraising Regulator, which maintains the standards for charitable fundraising and ensures that fundraising is respectful, open, honest and accountable to the public. It also takes complaints about fundraising, investigates cases and adjudicates on fundraising practice.
- Our [fundraising promise](#) outlines our commitment to high standards.
- Our fundraising approach is in keeping with the charity's governing objectives.
- We have a complaints policy which outlines our commitment to resolving fundraising complaints as promptly and amicably as possible. It also sets out our process for handling any complaints received. All formal and informal complaints received verbally or in writing are recorded, along with the actions taken to resolve the complaint and the outcome of those actions. As per our policy, complaints will be reported and referred to the Fundraising Regulator if a resolution with the complainant cannot be reached or if they are in the breach of any aspect of a code of fundraising practice.
- In 2017 we handled 15 complaints across the organisation, 6 of which related to fundraising activity. Trustees are updated on an annual basis with regards to the number of complaints we have handled in any one year.
- We raise funds through individual giving asks (cash appeals, regular donation asks and major donor approaches), community, challenge events, corporate and trust fundraising.
- We do *not* carry out any telephone, face-to-face or door-to-door fundraising.
- All of our fundraising activity complies with explicit donor preferences about opting in.
- Our fundraising work is carried out by trained and supervised staff and volunteers (namely, employed staff, individual volunteer supporters, fundraising groups, support groups, and a volunteer development board).

- Fundraising guidance and advice is given to supporters through fundraising packs, email enquiries, our website and telephone conversations.
- Promotional goods sent out for fundraising purposes (eg, collection tins) are tracked and followed-up and use of our logo on external fundraising materials is subject to internal approval. Official stationery (eg, our letterhead) is never sent out for external use.
- We do not use third party agencies to make fundraising asks (although we do use them for fulfilment purposes, eg, processing direct debits or distribution of fundraising direct mail). In such situations, legal agreements are in place. In no other circumstance do we swap or share data and we *never* sell data.
- The Board of Trustees has a member with senior fundraising expertise who is able to provide additional assistance, advice and reassurance on the standards of our fundraising delivery.

# Financial review

## Financial overview and review

As shown in the statement of financial activities on page 47, in 2017:

The charity's income was £1,516,614 (2016: £1,677,351); this included £16,224 from legacies, compared with £451,498 in 2016 and £392,219 in 2015. This was partly offset by an increase in income from charitable trusts.

Expenditure increased to £1,800,627 (2016: £1,508,055), reflecting the investment to increase and diversify activities, as described in the achievements section above.

As shown in the balance sheet on page 48, at 31 December 2017 the net assets of the charity were £1,044,755 (2016: £1,335,169), comprising £221,020 in uncommitted unrestricted funds (2016: £678,612), £560,262 in designated unrestricted funds (2016: £561,173). The designated funds are fully described in note 12 of the financial statements and include £11,057 in relation to the unrealised gain between the historical cost and market value of quoted investments (2016: £17,459), £12,205 in funds represented by functional assets (2016: £6,714) £377,000 in relation to a legacy, which largely comprises unlisted shares that are currently the subject of negotiation with the other shareholders, and £150,000 designated at 31 December 2017 to invest during 2018 in ICT infrastructure and digital developments. There was an overall reduction in funds of £290,415 (2016: an overall increase of £184,611).

The outcome for the year was net expenditure of £284,013 (2016: net income of £169,296).

Net realised and unrealised losses on investments totalled £6,402 (2016: gains of £15,315).

### Our reserves policy

The board of trustees' strategy on reserves is for the organisation to maintain sufficient funds to cover the operational running costs in the event of a major setback. This means we will aim to hold between three and six months' annual expenditure as free reserves. At 31 December 2017 we held £224,800 as free reserves (2016: £678,612) representing 1.9 months of unrestricted annual expenditure not met from designated reserves (2016: 5.4 months).

### Our investment policy

Our finance committee regularly monitors our investments against our objectives and risk profile. The finance committee reviews the charity's investment policy annually and makes recommendations to the trustees for their approval.

During the year, there was £6,402 in realised and unrealised losses on investments (2016: £15,315 gain). We received £11,855 (2016: £12,223) in income from our investments.

## Statement of Trustees'/Directors' responsibilities

The format and content of the report and financial statements comply with the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) issued in July 2014, applicable accounting standards, the Charities Act 2011 and the Companies Act 2006.

Company law requires the trustees, as directors of the charitable company, to prepare financial statements for each financial period which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial period. In preparing those financial statements, the trustees follow best practice and:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles of the charity SORP
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable UK accounting standards and statements of recommended practice 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 assume that the company will continue on that basis.

The trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Companies Act 2006.

The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### ***Disclosure of information to auditor***

In accordance with company law, as the company's trustees, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's auditor is unaware.
- So far as we are aware, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**Auditor**

The auditor, Sayer Vincent LLP, have signified their willingness to continue in office. A resolution to re-appoint them as auditor will be proposed at the forthcoming annual general meeting.

Financial statements are published on Lymphoma Action's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions.

The maintenance and integrity of Lymphoma Action's website is the responsibility of the trustees. The trustees' responsibility also extends to the ongoing integrity of the financial statements contained therein.

The trustees have prepared this report in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Signed by Gordon Johns, chair, on behalf of the trustees of Lymphoma Action

**Gordon Johns**

**14 May 2018**

**Chair**

## Independent auditor's report to the members of Lymphoma Action

### Opinion

We have audited the financial statements of Lymphoma Action (the 'charitable company') for the year ended 31 December 2017 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

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

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

## Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements
- The trustees' annual report has been prepared in accordance with applicable legal requirements

## Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

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

## Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

## Auditor's responsibilities for the audit of the financial statements

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Helen Elliott (Senior statutory auditor)

17 May 2018

for and on behalf of Sayer Vincent LLP, Statutory Auditor

Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Sayer Vincent LLP is eligible to act as auditor in terms of section 1212 of the Companies Act 2006.

**Lymphoma Action**  
**Statement of financial activities**  
**for the year ended 31 December 2017**

		Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	Notes	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies		707,667	440,266	1,147,933	1,282,115
Charitable activities		42,464	-	42,464	29,935
Other activities including challenge events		314,362	-	314,362	353,078
Investments		11,855	-	11,855	12,223
<b>Total income and endowments</b>	<b>4</b>	<b><u>1,076,348</u></b>	<b><u>440,266</u></b>	<b><u>1,516,614</u></b>	<b><u>1,677,351</u></b>
<b>Expenditure on:</b>					
Raising funds					
- Generating donations and legacies		362,217	-	362,217	256,206
- Other trading activities		96,526	-	96,526	109,427
<b>Total costs of generating funds</b>	<b>5</b>	<b><u>458,743</u></b>	<b><u>-</u></b>	<b><u>458,743</u></b>	<b><u>365,633</u></b>
Charitable Activities					
- Publication production & distribution, information and raising awareness		575,202	25,730	600,932	578,021
- Support for people affected by lymphoma		392,558	234,376	626,934	401,371
- Education and training		101,946	12,072	114,018	163,030
<b>Total costs of charitable activities</b>	<b>5</b>	<b><u>1,069,706</u></b>	<b><u>272,178</u></b>	<b><u>1,341,884</u></b>	<b><u>1,142,422</u></b>
<b>Total expenditure</b>		<b><u>1,528,449</u></b>	<b><u>272,178</u></b>	<b><u>1,800,627</u></b>	<b><u>1,508,055</u></b>
<b>Net income/(expenditure) before net gains/(losses on investments)</b>	<b>3</b>	<b>(452,101)</b>	<b>168,088</b>	<b>(284,013)</b>	<b>169,296</b>
Gains/(losses) on investment assets	<b>8</b>	<b>(6,402)</b>	<b>-</b>	<b>(6,402)</b>	<b>15,315</b>
<b>Net movement of funds</b>		<b><u>(458,503)</u></b>	<b><u>168,088</u></b>	<b><u>(290,415)</u></b>	<b><u>184,611</u></b>
<b>Reconciliation of funds:</b>					
- Total funds brought forward	<b>12, 13</b>	<b>1,239,785</b>	<b>95,386</b>	<b>1,335,171</b>	<b>1,150,560</b>
<b>Total funds carried forward</b>	<b>12, 13</b>	<b><u>781,282</u></b>	<b><u>263,474</u></b>	<b><u>1,044,756</u></b>	<b><u>1,335,171</u></b>

The charitable company's income and expenditure all relates to continuing operations.

**Lymphoma Action**  
**Balance sheet**  
**for the year ended 31 December 2017**

	Notes	31 December 2017 £	£	31 December 2016 £	£
<b>Fixed Assets</b>					
Tangible assets	7		13,941		8,929
Investments	8		178,988		285,390
			<u>192,929</u>		<u>294,319</u>
<b>Current Assets</b>					
Stock	9	-		6,293	
Debtors	10	482,264		696,217	
Short term deposits		-		126,021	
Cash at bank and in hand		437,558		319,125	
Total current assets		<u>919,822</u>		<u>1,147,656</u>	
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	11	<u>(67,995)</u>		<u>(106,804)</u>	
<b>Net current assets</b>			<u>851,827</u>		<u>1,040,852</u>
<b>Total assets less liabilities</b>	14		<u><b>1,044,756</b></u>		<u><b>1,335,171</b></u>
<b>The funds of the charity:</b>					
Unrestricted funds - general	12		224,800		678,612
Unrestricted funds - designated	12		560,262		561,173
Unrestricted funds			781,282		1,239,785
Restricted funds	13		263,474		95,386
<b>Total charity funds</b>			<u><b>1,044,756</b></u>		<u><b>1,335,171</b></u>

The accounts on pages 41 to 60 were approved and authorised for issue by the Board of Trustees on 14 May 2018 and signed on their behalf by:

Gordon Johns  
**Chairman**

Stephen Dunn  
**Treasurer**

**Company number 03518755**

**Lymphoma Action**  
**Statement of cash flows**  
**for the year ended 31 December 2017**

	Notes	2017 £	£	2016 £	£
<b>Cash flows from operating activities</b>	15				
<b>Net cash used in operating activities</b>			<b>(108,231)</b>		<b>(25,601)</b>
<b>Cash flows from investing activities:</b>					
Dividends and interest from investments		11,855		12,223	
Purchase of fixed assets		(11,212)		(6,016)	
Proceeds from sale of investments		100,000		-	
<b>Net cash provided by investing activities</b>			<b>100,643</b>		<b>6,207</b>
<b>Change in cash and cash equivalents in the year</b>			<b>(7,588)</b>		<b>(19,394)</b>
Cash and cash equivalents at the beginning of the year			445,146		464,540
<b>Cash and cash equivalents at the end of the year</b>	16		<b>437,557</b>		<b>445,146</b>

## **1. Accounting policies**

### **a) Statutory information**

Lymphoma Action is a charitable company limited by guarantee and is incorporated in England, Wales and Scotland. The registered office address is 3 Cromwell Court, New Street, Aylesbury, HP20 2PB.

### **b) Basis of preparation**

The financial statements have been prepared in accordance with 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) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (September 2015) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

### **c) Public benefit entity**

The charitable company meets the definition of a public benefit entity under FRS 102.

### **d) Going concern**

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

### **e) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. The value at which the legacy is recognised is determined on a case by case basis, taking into account estimated legal fees and variations in the realisation of non-cash assets. The difference between the value notified to the charity and the amount recognised in the financial statements is treated as a contingent asset. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is also included as a contingent asset and disclosed if material.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

### **f) Donations of gifts, services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised; please refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

### **g) Interest receivable**

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.

**1 Accounting policies (continued)**

**h) Fund accounting**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**i) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

**Costs of raising funds**

Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose

**Charitable activities**

Expenditure on charitable activities undertaken to further the purposes of the charity and their associated support costs directly relates to the objectives of the charity and comprises the costs of:

- **Publication production, information and raising awareness**, including the *Lymphoma Matters* magazine, booklets, information sheets, on-line information, the clinical trials database, social media, the advisory group and campaigning
- **Support for people affected by lymphoma**, including the Helpline, support groups, buddy scheme, counselling/psychological support, the Live Your Life programme and regional activities.
- **Education and training** for healthcare professionals and people affected by lymphoma.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**j) Allocation of support and governance costs**

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on a per capita basis.

Governance costs, comprising the audit fee, trustees' expenses and indemnity insurance, and the cost of recruiting new trustees, are apportioned on a per capita basis.

**k) Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

**l) Tangible fixed assets**

Items of equipment are capitalised where the purchase price exceeds £1,000 per item. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The useful lives are as follows:

Property improvements	10 years
Computer systems	3 years
Furniture and equipment	5 years

**m) Listed 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 quoted market price. Any change in fair value will be recognised in the statement of financial activities and any excess of fair value over the historic cost of the investments will be shown as a fair value reserve in the notes in the financial statement. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other non-basic financial instruments.

**Investments in subsidiaries**

Investments in subsidiaries are at cost.

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

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**1 Accounting policies (continued)**

**n) Stocks**

Stocks are stated at the lower of cost and net realisable value. In general, cost is determined on a first in first out basis and includes transport and handling costs. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving and defective stocks.

**o) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**p) Short term deposits**

Short term deposits includes cash balances that are invested in accounts with a maturity date of between 3 and 12 months.

**q) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**r) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**s) Financial instruments**

With the exception of the listed investments described above, the charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**t) Pensions**

Contributions payable to the company's pension scheme are charged to the income and expenditure account in the period to which they relate.

**u) Subsidiary**

Periwinkle Limited is a company limited by guarantee, incorporated in England and Wales and a wholly owned subsidiary of the Lymphoma Association. Its principal activity was that of the merchandising of products and the promotion of fundraising events in support of the Lymphoma Association. The company is now dormant and therefore group accounts have not been prepared. The net assets of the company are £nil (2016: £nil)

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**2. Statement of financial activities for 2016**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2016 £</b>
<b>Income and endowments from:</b>			
Donations and legacies	1,077,842	204,273	1,282,115
Charitable activities	29,935	-	29,935
Other trading activities	353,078	-	353,078
Investments	12,223	-	12,223
<b>Total income and endowments</b>	<b><u>1,473,078</u></b>	<b><u>204,273</u></b>	<b><u>1,677,351</u></b>
<b>Expenditure on:</b>			
Raising funds			
- Generating donations and legacies	256,206	-	256,206
- Other trading activities	109,427	-	109,427
<b>Total costs of generating funds</b>	<b><u>365,633</u></b>	<b><u>-</u></b>	<b><u>365,633</u></b>
Charitable Activities			
- Information and publications	510,558	67,463	578,021
- Support for people affected by lymphoma	319,773	81,598	401,371
- Education and training	128,055	34,975	163,030
<b>Total costs of charitable activities</b>	<b><u>958,386</u></b>	<b><u>184,036</u></b>	<b><u>1,142,422</u></b>
<b>Total expenditure</b>	<b><u>1,324,019</u></b>	<b><u>184,036</u></b>	<b><u>1,508,055</u></b>
<b>Net income/(expenditure) before net gains/(losses on investments</b>	<b>149,059</b>	<b>20,237</b>	<b>169,296</b>
Gains/(losses) on investment assets	15,315	-	15,315
<b>Net movement of funds</b>	<b><u>164,374</u></b>	<b><u>20,237</u></b>	<b><u>184,611</u></b>
<b>Reconciliation of funds</b>			
- Total funds brought forward	1,075,411	75,149	1,150,560
<b>Total funds carried forward</b>	<b><u>1,239,785</u></b>	<b><u>95,386</u></b>	<b><u>1,335,171</u></b>

The charitable company's income and expenditure all relates to continuing operations.

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**3. Net income/(expenditure)**

Net income/(expenditure) is after charging:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Depreciation	6,200	9,357
Operating leases on land and buildings	28,534	28,534
Operating leases on office equipment	6,534	6,534
Auditor's remuneration (excluding VAT) - audit	6,800	6,687
	<u>          </u>	<u>          </u>

**4. Income**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2017</b>	<b>2016</b>
	<b>funds</b>	<b>funds</b>	<b>£</b>	<b>£</b>
	<b>£</b>	<b>£</b>		
<b>Income and endowments from:</b>				
<b>Donations and legacies</b>				
- Fundraising and individual giving	367,294	2,123	369,417	410,295
- In memoriam	116,050	-	116,050	112,356
- Trusts and companies	137,273	338,907	476,180	231,851
- Big Lottery Fund	-	99,236	99,236	3,800
- Gift aid	70,826	-	70,826	72,315
- Legacies	16,224	-	16,224	451,498
<b>Total donations and legacies</b>	<u>707,667</u>	<u>440,266</u>	<u>1,147,933</u>	<u>1,282,115</u>
<b>Charitable activities</b>				
- Education and training	42,464	-	42,464	29,935
<b>Other activities including challenge events</b>				
- Challenge events	298,979	-	298,979	334,011
- Trading income	15,383	-	15,383	19,067
<b>Total other activities</b>	<u>314,362</u>	<u>-</u>	<u>314,362</u>	<u>353,078</u>
<b>Investments</b>				
- Bank interest	1,674	-	1,674	2,042
- Investment income	10,181	-	10,181	10,181
<b>Total investments income</b>	<u>11,855</u>	<u>-</u>	<u>11,855</u>	<u>12,223</u>
<b>Total income</b>	<u>1,076,348</u>	<u>440,266</u>	<u>1,516,614</u>	<u>1,677,351</u>

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017 (continued)**

**5. Analysis of expenditure**

	Cost of raising funds		Charitable activities					2017 Total £	2016 Total £
	Generating donations and legacies £	Costs of activities for generating funds £	Publication production & distribution, information and raising awareness £	Support for people affected by lymphoma £	Education and training £	Governance costs £	Support costs £		
<b>Staff costs (Note 6)</b>	215,687	23,452	346,402	314,067	77,895	-	152,487	<b>1,129,990</b>	953,743
<b>Direct costs</b>									
Generating donations and legacies	38,294	-	-	-	-	-	-	38,294	51,718
Challenge event fees	-	57,740	-	-	-	-	-	57,740	51,904
Merchandise and other costs	-	387	-	-	-	-	-	387	20,879
Publications	-	-	86,764	-	-	-	-	86,764	93,774
Raising awareness and website	-	-	34,065	-	-	-	-	34,065	38,447
Helpline and support services	-	-	-	31,209	-	-	-	31,209	22,256
Regional and international activities	-	-	-	133,697	-	-	-	133,697	17,970
Research	-	-	-	-	-	-	-	-	12,507
Workshops, conferences and events	-	-	-	-	1,723	-	-	1,723	77,025
	<u>38,294</u>	<u>58,127</u>	<u>120,829</u>	<u>164,906</u>	<u>1,723</u>			<b>383,879</b>	386,480
<b>Support Costs</b>									
Finance, HR & IT	-	-	-	-	-	-	176,668	<b>176,668</b>	55,344
Premises	-	-	-	-	-	-	56,439	<b>56,439</b>	52,533
Stationery, post, 'phone, equipment and sundry	-	-	-	-	-	-	36,251	<b>36,251</b>	38,531
Depreciation	-	-	-	-	-	-	6,200	<b>6,200</b>	9,357
<b>Governance</b>	-	-	-	-	-	11,200	-	<b>11,200</b>	12,067
	<u>253,981</u>	<u>81,579</u>	<u>467,231</u>	<u>478,973</u>	<u>79,618</u>	<u>11,200</u>	<u>428,045</u>	<u>1,800,627</u>	<u>1,508,055</u>
Support costs	105,492	14,577	130,196	144,232	33,548	-	(428,045)	-	-
Governance costs	2,744	370	3,505	3,729	852	(11,200)	-	-	-
<b>Total expenditure 2017</b>	<b>362,217</b>	<b>96,526</b>	<b>600,932</b>	<b>626,934</b>	<b>114,018</b>	<b>-</b>	<b>-</b>	<b>1,800,627</b>	<b>1,508,055</b>
Total expenditure 2016	256,206	109,427	578,021	401,371	163,030	-	-	1,508,055	

Governance costs comprise the audit fee, trustees' expenses and indemnity insurance, and the cost of recruiting new trustees.

**6. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

	2017 £	2016 £
Wages and salaries	982,282	841,239
Redundancy and termination costs	13,467	-
Social security costs	87,827	75,531
Employer's contribution to defined contribution pension schemes	37,380	27,306
Income protection and life assurance	9,034	9,667
	<u>1,129,990</u>	<u>953,743</u>
<b>Average number of employees by activity:</b>	<b>2017</b>	<b>2016</b>
Generating funds	9	7
Charitable activities	20	18
Support staff	5	5
	<u>34</u>	<u>30</u>

The equivalent full-time number of staff was 30 (2016: 26).

One employee earned between £70,000 to £80,000 during the year (2016: one); the pension contribution for this employee was £4,819 (2016: £4,682).

A total of £258,514 emoluments, including employer's National Insurance and pension contributions, was paid during the year in relation to four key management posts (2016: £242,040 in relation to four key management posts).

In the year, no trustees received any remuneration; five trustees received total expenses (both directly and reimbursed) of £1,488 (2016: three trustees received a total of £1,564).

During the year trustee liability insurance was obtained for £789 (2016: £929).

**7. Tangible Fixed Assets**

All fixed assets are used directly for charitable purposes.

	Property Improvements £	Computer systems £	Furniture & equipment £	Total £
<b>Cost</b>				
At 1 January 2017	3,970	61,367	10,208	75,545
Additions	2,687	8,525	-	11,212
Disposals	2,200	25,124	-	27,324
At 31 December 2017	<u>4,457</u>	<u>44,768</u>	<u>10,208</u>	<u>59,433</u>
<b>Depreciation</b>				
At 1 January 2017	3,350	55,479	7,787	66,616
Charge for the period	312	5,201	687	6,200
Disposals	2,200	25,124	-	27,324
At 31 December 2017	<u>1,462</u>	<u>35,556</u>	<u>8,474</u>	<u>45,492</u>
<b>Net Book Value</b>				
At 31 December 2017	<u>2,995</u>	<u>9,212</u>	<u>1,734</u>	<u>13,941</u>
At 31 December 2016	<u>620</u>	<u>5,888</u>	<u>2,421</u>	<u>8,929</u>

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

<b>8. Investments</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Quoted investments</b>		
Market value at 1 January	285,390	270,075
Disposals	(100,000)	
Unrealised investment gains/(losses)	(6,402)	15,315
<b>Market value at 31 December</b>	<b>178,988</b>	<b>285,390</b>
<b>Original cost</b>		
Fixed asset investment	171,711	267,931
<b>Investments are held in:</b>		
Charibond Charities Fixed Interest Common Investment Fund	178,988	285,390
	<b>178,988</b>	<b>285,390</b>
<b>9. Stock</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Goods for resale	-	6,293
<b>10. Debtors</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Income tax / interest recoverable	16,217	25,496
Accrued income	394,642	611,233
Prepayments	71,405	59,488
	<b>482,264</b>	<b>696,217</b>
<b>11. Creditors</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	16,231	53,659
Tax and social security	21,669	19,946
Accruals	13,800	16,432
Deferred income	16,295	16,767
Amounts falling due within one year	<b>67,995</b>	<b>106,804</b>
Deferred income comprises income received in advance for Education and Training events, and entry deposits and sponsorships for individuals undertaking challenge events		
	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Balance at the beginning of the year	16,767	18,916
Amount released to income in the year	(16,767)	(18,916)
Amount deferred in the year	16,295	16,767
Balance at the end of the year	<b>16,295</b>	<b>16,767</b>

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**12. Unrestricted funds**  
**2017**

	<b>Balance</b> <b>1 January 2017</b> £	<b>Movement in resources</b>		<b>Transfers</b> £	<b>Balance</b> <b>31 December 2017</b> £
		<b>Incoming</b> £	<b>Outgoing</b> £		
<b>Free reserves</b>					
Unrestricted funds	<b>678,612</b>	<b>1,076,348</b>	<b>(1,416,558)</b>	<b>(113,602)</b>	<b>224,800</b>
<b>Designated reserves</b>					
1) Unplanned information products	10,000	-	-	-	10,000
2) ICT strategy	150,000	-	(111,891)	111,891	150,000
3) Legacies subject to negotiation at 31 December	377,000	-	-	-	377,000
4) Value of functional assets net of restricted funds	6,714	-	-	5,491	12,205
5) Gains/(losses) on quoted investments	17,459	-	(6,402)	(3,780)	7,277
Total designated funds	<b>561,173</b>	<b>-</b>	<b>(118,293)</b>	<b>113,602</b>	<b>556,483</b>
	<u><b>1,239,785</b></u>	<u><b>1,076,348</b></u>	<u><b>(1,534,851)</b></u>	<u><b>-</b></u>	<u><b>781,283</b></u>

**2016**

	<b>Balance</b> <b>1 January 2016</b> £	<b>Movement in resources</b>		<b>Transfers</b> £	<b>Balance</b> <b>31 December 2016</b> £
		<b>Incoming</b> £	<b>Outgoing</b> £		
<b>Free reserves</b>					
Unrestricted funds	<b>607,642</b>	<b>1,473,078</b>	<b>(1,313,589)</b>	<b>(88,519)</b>	<b>678,612</b>
<b>Designated reserves</b>					
1) Unplanned information products	10,000	-	-	-	10,000
2) ICT strategy	100,000	-	(10,430)	60,430	150,000
3) Legacies subject to negotiation at 31 December	343,355	-	-	33,645	377,000
4) Value of functional assets net of restricted funds	12,270	-	-	(5,556)	6,714
5) Gains/(losses) on quoted investments	2,144	15,315	-	-	17,459
Total designated funds	<b>467,769</b>	<b>15,315</b>	<b>(10,430)</b>	<b>88,519</b>	<b>561,173</b>
	<u><b>1,075,411</b></u>	<u><b>1,488,393</b></u>	<u><b>(1,324,019)</b></u>	<u><b>-</b></u>	<u><b>1,239,785</b></u>

**12. Unrestricted funds (continued)**

1) In certain circumstances, such as breaking news, topicality, new research or new treatments, when our target audience identifies a need or to break up an existing information sheet some information might be produced outside of the scheduled list. The trustees have agreed to hold a contingency budget of £10,000 for such unplanned information products.

2) During 2015 we developed an ICT strategy, as described in the Annual Report. At 31 December 2017 the trustees agreed to maintain a balance of £150,000 to continue the strategy in 2018.

3) At 31 December 2017 a total of £377,000 has been designated in relation to a legacy notified in 2015, that largely comprises unlisted shares which are currently the subject of negotiation with the other shareholders.

4) The net book value of tangible fixed assets, £13,941 (2016: £8,929), less the £1,736 element funded from restricted funds, ie £12,205 has been designated to reflect that these funds are represented by functioning assets which are used to deliver the charity's activities and cannot be readily realised.

5) The difference between the historic cost and market value of quoted investments, £11,057 gain (2016: £17,459 gain) has been designated to eliminate annual fluctuations on revaluation to market value

**13. Restricted funds**  
**2017**

	<b>Balance</b> <b>1 January 2017</b> £	<b>Movement in resources</b>		<b>Balance</b> <b>31 December 2017</b> £
		<b>Incoming</b> £	<b>Outgoing</b> £	
<b>Information and publications</b>				
1) Beacons of Hope	-	1,500	(1,500)	-
2) Clinical Trials Database	-	5,750	(5,750)	-
3) Digital First project	-	130	(130)	-
4) International conferences	-	709	(709)	-
5) Lymphoma nurse educational resource	12,072	-	(12,072)	-
6) Publications	3,000	15,000	(18,000)	-
7) Webinar equipment	2,215	-	(480)	1,735
<b>Support for people affected by lymphoma</b>				
8) Counselling/psychological support	26,063	5,300	(28,163)	3,200
9) Donations received in memoriam - Mary Walters	-	-	-	-
10) Information and support, including helpline, buddy scheme and support groups	-	29,550	(29,550)	-
11) Live Your Life - Big Lottery Fund	-	99,236	(86,067)	13,169
12) Live Your Life - other	28,200	62,610	(7,464)	83,346
13) Research	11,836	188	-	12,024
14) Regional Development	-	150,000	-	150,000
<b>Education and training</b>				
events and activities	12,000	70,293	(82,293)	-
	<b>95,386</b>	<b>440,266</b>	<b>(272,178)</b>	<b>263,474</b>

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**13. Restricted funds (continued)**  
**2016**

	Balance 1 January 2016 £	Movement in resources		Balance 31 December 2016 £
		Incoming £	Outgoing £	
<b>Information and publications</b>				
1) Beacons of Hope	-	1,500	(1,500)	-
2) Clinical Trials Database	-	24,719	(24,719)	-
3) Digital First project	-	3,650	(3,650)	-
4) International conferences	-	1,167	(1,167)	-
5) Lymphoma nurse educational resource	12,072	-	-	12,072
6) Publications	535	11,300	(8,835)	3,000
7) Webinar equipment	-	4,000	(1,785)	2,215
<b>Support for people affected by lymphoma</b>				
8) Counselling/psychological support	27,000	7,700	(8,637)	26,063
9) Donations received in memoriam - Mary Walters	-	562	(562)	-
10) Information and support, including helpline, buddy scheme and support groups	-	41,800	(41,800)	-
11) Live Your Life - Big Lottery Fund	-	3,800	(3,800)	-
12) Live Your Life - other	10,199	58,100	(40,099)	28,200
13) Research	24,343	-	(12,507)	11,836
14) Regional Development	-	-	-	-
<b>Education and training</b>				
15) Education and training events and activities	1,000	40,900	(29,900)	12,000
16) National conference	-	5,075	(5,075)	-
	<b>75,149</b>	<b>204,273</b>	<b>(184,036)</b>	<b>95,386</b>

**Description of each fund**

Information and publications

**1. Beacons of Hope**

Grant received from The Roger Counter Foundation towards our annual Beacon of Hope Awards ceremony, which recognises those who have made a difference to people affected by lymphoma. This year's event was held at Fazeley Studios, Birmingham. BBC Radio 4's Susan Rae presented 22 awards in appreciation of the amazing things people have done to help and support others.

**2. Clinical Trials Database**

Grants received from The Potel Charitable Trust, The Lynn Foundation and Constance Travis Charitable Trust for the monitoring and updating of a clinical trials information service, to help people with lymphoma understand what trials involve and find UK-based trials that might be suitable for them.

**3. Digital First project**

Grant received from The Samuel Story Family Charitable Trust to continue improving the way we provide specialist information online and make it more accessible to those who need it.

**4. International conferences**

Travel grants received from the Lymphoma Coalition for the chief executive to attend the Lymphoma Coalition's annual European and US meetings, to develop global lymphoma initiatives and activities, and to share best practice with other lymphoma patient organisations.

**5. Lymphoma nurse educational resource**

We have continued to develop a combination of online resources through videos in conjunction with our education and training programme and make these available to participants of our National Lymphoma Training Programme. We have piloted these resources being available to a wider audience and this will continue on our website in 2018.

**13. Restricted funds - continued**

**6. Publications**

Grant brought forward from Frederick & Phyllis Cann Charitable Trust received in 2016 and grants received in 2017 from Edith Murphy Foundation, The Edith Lilian Harrison 2000 Foundation, Gilead and Roche Products to fund information booklets from our award-winning range about lymphomas and their treatment (all of which are accredited with the Department of Health's Information Standard).

**7. Webinars**

Funds brought forward from 2016 from Bristol-Myers Squibb, Roche Products and Takeda UK towards a webinar programme tailored to a health professional audience, using traditional webinar participation experiences and live Twitter events.

Support for people affected by lymphoma

**8. Counselling / psychological support**

Grants carried over from 2016 from Aylesbury Vale Community Chest and Paul Bassham Charitable Trust, and grants received in 2017 from the Norfolk Lymphoma Group, The Pharsalia Charitable Trust, The E M MacAndrew Trust, Tom Hall Trust, Lodge of Sincerity No. 943 (Norfolk Freemasonry), The Smith and Pinching Charitable Trust, The Miss W E Lawrence 1976 Charitable Settlement, The Annie Tranmer Charitable Trust and The Pennycress Trust towards a new counselling psychological support service for people affected by lymphoma, helping them to come to terms with a diagnosis and deal with distress, anxiety and depression.

**9. Donations received in memoriam – Mary Walters**

Further donations made in memory of Mary Walters in 2016. Funds allocated to a new counselling psychological support service for people affected by lymphoma, helping them to come to terms with a diagnosis and deal with distress, anxiety and depression

**10. Information and support, including helpline, buddy scheme and support groups**

Grants received from The Catherine Cookson Trust, The Tory Family Foundation, The E. J. G. Charitable Trust, Bristol-Myers Squibb and The Roger Counter Foundation towards our information and support services. These include our helpline (telephone, email and live chat enquiries from people worried about or needing information on lymphoma), buddy scheme (putting people in touch with others going through a similar experience) and a network of support groups across the UK (where patients, relatives and friends can meet on a regular basis to learn from each other and give mutual support).

**11. Live Your Life – Big Lottery Fund**

Funds received as part of a three-year grant totalling £318,000 from the Big Lottery Fund to launch an education and support programme for people returning to a 'new normal' after treatment has finished and for those on a 'watch and wait' regime.

**12. Live Your Life – other**

Grants and donations carried over (from 2015 from Baron Davenport's Charity and from individuals in response to an appeal, and grants received in 2016 from The Aylesford Family Trust, The Charles Irving Charitable Trust, Christopher Laing Foundation, Constance Travis Charitable Trust, The Deakin Charitable Trust, The Gilander Foundation, Gilead, The David Gibbons Foundation, Ealing Hospital Haematology Support Group, E F and M G Hall Charitable Trust, The H R Pratt Boorman Family Foundation, Leeds Convalescent Society, Lupton Tower Trust, The Mackintosh Foundation, The Neighbourly Charitable Trust, The Nottingham General Dispensary, The Roger Counter Foundation, Souter Trust, The Sovereign Health Care Charitable Trust, Byran Lancaster Trust and The Charity of Stella Symons ) and grants received in 2017 from The Lymphoma Association Cambridge Support Group, Jane Tomlinson Appeal, The WO Street Charitable Foundation, BUPA UK Foundation, The Maud Elkington Charitable Trust, The Oakdale Trust, The Dezna Robins Jones Charitable Foundation, The Whitwam Family Charitable Trust, The Sylvia and Colin Shepherd Charitable Trust, The Frank Litchfield General Charitable Trust, Norman Charitable Trust, The Blackwood Engineering Trust, The Helen Jean Cope Charity, The Suffolk Community Foundation, The Barbour Foundation, The Liz and Terry Bramall Foundation, Pilkington Charities Fund, The J & J R Wilson Trust, The City and University of Cambridge Masonic Charitable Trust, W E Dunn Trust, The William and Christine Eynon Charity, James T Howat Charitable Trust and The Annett Trust. This support programme is aimed at people returning to a 'new normal' after treatment has finished and for those on a 'watch and wait' regime. It is designed to help people get back on their feet and give them the tools they need to continue their lives with confidence.

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**13. Restricted funds - continued**

**13. Research**

Funds received and carried over from a variety of individuals, including one legacy in relation to Hodgkin lymphoma, for research into lymphoma. Further work to scope a research programme has taken place in 2017, which we expect to launch in 2018.

**14. Regional Development**

A significant grant received from the Roger Counter Foundation towards a programme of activity to develop a self-sustaining regional structure by 2020 and significantly extend our organisational reach (local use of information and support services, education and training attendance, health professional engagement, volunteer networks, fundraising income and partnership working).

Education and training

**15. Education and training events and activities**

We held events for people affected by lymphoma in Portsmouth and Birmingham (both in partnership with Leukaemia Care), as well as in Northampton, Glasgow, Belfast and Hull and Liverpool. We held study days for allied healthcare professionals in Liverpool, Leeds, Cardiff; a masterclass for clinical nurse specialists in Manchester; a two-day training course for specialist registrars on the management and treatment of lymphoma in Oxford; Haemato-Oncology Diagnostics conference in London (in partnership with the Royal Marsden) as well as a south central lymphoma forum seminar in Basingstoke.

**16. National conference**

Our annual national conference in 2017, which featured presentations on lymphoma treatments, side effects and the emotional issues affecting patients and families.

**14. Analysis of net assets between funds**  
**2017**

	<b>General Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total £</b>
<b>Fixed assets</b>				
Tangible fixed assets	-	12,205	1,735	13,940
Investments	178,988	-	-	178,988
Net current assets	29,827	560,262	261,738	851,827
<b>Total assets less liabilities</b>	<u>208,815</u>	<u>572,467</u>	<u>263,473</u>	<u>1,044,755</u>

**2016**

	<b>General Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total £</b>
<b>Fixed assets</b>				
Tangible fixed assets	-	6,714	2,215	8,929
Investments	285,390	-	-	285,390
Net current assets	393,222	554,459	93,171	1,040,852
<b>Total assets less liabilities</b>	<u>678,612</u>	<u>561,173</u>	<u>95,386</u>	<u>1,335,171</u>

**Lymphoma Action**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**15. Reconciliation of net income / (expenditure) to net cash flow from operating activities**

	2017 £	2016 £
<b>Net income / (expenditure) for the reporting period (as per the statement of financial activities)</b>	(290,415)	184,611
Depreciation charges	6,200	9,357
(Gains)/losses on investments	6,402	(15,315)
Dividends and interest from investments	(11,855)	(12,223)
(Profit)/loss on the disposal of fixed assets	-	-
Decrease in stocks	6,294	2,353
(Increase)/Decrease in debtors	213,953	(221,425)
Increase/ (Decrease) in creditors	(38,810)	27,041
Net cash provided by / (used in) operating activities	<u>(108,231)</u>	<u>(25,601)</u>

**16. Analysis of cash and cash equivalents**

	Balance 1 January 2017 £	Cash flows £	Balance 31 December 2017 £
Cash at bank and in hand	319,125	118,432	437,557
Notice deposits (less than three months)	126,021	(126,021)	-
Total cash and cash equivalents	<u>445,146</u>	<u>(7,589)</u>	<u>437,557</u>

**17. Financial commitments**

At 31 December 2017 Lymphoma Action was committed to making the following payments under leases or contracts:

Leases on land and buildings which expire within:

	At 31 December 2017 £	At 31 December 2016 £
1 year	28,534	28,534
1 – 2 years	19,023	28,534
2 – 5 years	0	19,023
After 5 years	-	-
	<u>47,557</u>	<u>76,091</u>

Leases on office equipment which expire within:

	At 31 December 2017 £	At 31 December 2016 £
1 year	6,465	6,534
1 – 2 years	5,232	6,465
2 – 5 years	0	5,232
	<u>11,697</u>	<u>18,231</u>

**18. Pension costs**

The Lymphoma Action operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable in the year by the company to the fund; total contributions amounted to £37,380 (12 months to 31 December 2016: £27,306).

**19. Legal status of the charity**

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

## Reference and administrative details

<b>Trustees</b>	Gordon Johns (#,*)	Chair (and Chair of Remuneration Committee)
	David Barnett (#)	
	Tricia Cavell-Hill (#)	(appointed 6 February 2017)
	Dr Graham Collins	(resigned 24 April 2017)
	June Cook (*)	
	Steve Dunn (#,*)	Treasurer and Chair of Finance Committee
	Jeremy Harrington	(appointed 11 July 2016)
	Mark Harrison	
	Nicola King	
	Burton Paul	
	Dr Benjamin Riley	

# Member of Finance Committee

\* Member of Remuneration Committee

<b>Chief executive</b>	Jonathan Pearce
<b>Company secretary</b>	Jonathan Pearce
<b>President</b>	Professor David Linch
<b>Patron</b>	Lord Menzies Campbell of Pittenweem
<b>Charity number</b>	
<b>England and Wales</b>	1068395
<b>Scotland</b>	SC045850
<b>Company number</b>	03518755
<b>Registered office</b>	3 Cromwell Court New Street Aylesbury Buckinghamshire HP20 2PB
<b>Website</b>	<a href="http://www.lymphoma-action.org.uk">www.lymphoma-action.org.uk</a>
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
	National Westminster Bank plc 22 Market Square Aylesbury Buckinghamshire HP20 1TR

## Reference and administrative details (continued)

### Auditors

Sayer Vincent LLP  
Invicta House  
108-114 Golden Lane  
London  
EC1Y 0TL

### Medical Advisory Panel

Dr Adrian Bloor	Dr Robert Marcus
Dr Andrew McMillan	Dr Rod Johnson
Dr Andy Wotherspoon	Dr Ruth Pettengell
Dr Ben Kennedy	Professor Andrew Lister
Dr Chris Hatton	Professor Andrew Pettitt
Dr Christopher McNamara	Professor David Cunningham
Dr Eve Gallop-Evans	Professor David Linch
Dr Georgina Hall	Professor Graham Jackson
Dr Graham Collins	Professor John Radford
Dr Kirit Ardeshta	Professor Martin Dyer
Dr Pam McKay	Professor Peter Hoskin
Dr Paul Fields	Professor Peter Johnson
Dr Paul Revell	Professor Simon Rule
Dr Prem Mahendra	Professor Stephen Devereux
Dr Ravi Ratnavel	Professor Tim Illidge

### Advisory Group

Scott Milway	Emma Todd-Ward
Robert Tompkins	Carol Jones
Corrin Hoyes	Cormac Taggart
Mark Zymela	Elisabet Nielikäinen
Pat Aylett	David Horgan
Trevor Lynch	Geraldine Mason
Bernard Rice	Jane Maitland
Sharon and Mike Burge	Mary Lucas
Peter Watts	Abu Saud
Claire Munro	David Iles
Edward Hyams	Jayne Ashcroft
Helen Whitrow	David Ross Thom
Martin Whinney	Kathleen Lund
Andy Barton	Amy Sanders
Julie Lord	Edward Semple
David Beare	Peter Bostock
Elizabeth Susan Savage	David Cooke
Ann Miskimin	Jane Fraser-Hook
Debbie Brown	Linda Edmonds
	Kat O'Hare



Caroline Bushell  
Fiona Edgerley  
Juliana Abell  
Lyn Jones  
Ginny Hodges

John Morris  
Ashley Medicks  
Brian Jackson  
Carl Winkley

**Stepped down 25.04.17**  
David Cohen CBE

**THANK YOU**