



## Annual Report and Accounts for the year ending 31 December 2020

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

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# Welcome

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Welcome to this year's report on our achievements in 2020.

Looking back on 2020 brings with it a range of reflections on the impact of COVID-19. It was an incredibly difficult year for all, with people affected by lymphoma having to face new and unexpected challenges from shielding to changes in treatments.

People with blood cancer were classified as clinically extremely vulnerable to COVID-19 at the outset and have depended on us for vital COVID-19 and lymphoma-related information and support throughout.



Lymphoma Action had robust emergency plans and a strong ICT infrastructure in place, which meant, fortunately, that we were well placed to react to the evolving situation. We continued to work in a responsive way, launching new digital services and increasing the organisation's reach and impact.

Whilst COVID-19 impacted on many areas of our work and activities, and on our income, our mission and long-term strategy still stand. Despite the challenges presented by the pandemic, which transformed how we work and how we provide services, we have stayed focused, and are particularly proud of what we were able to achieve in a year disrupted by COVID-19.

We approach 2021 with hope for better times ahead. With this year marking our 35th anniversary, we look forward to reflecting on the ways in which we have made a difference over the past 35 years.

We also want to build on all that we have learnt in 2020 and to continue to better understand the needs of our patient and supporter audiences. This is key in helping us to address the barriers that may be holding us back from engaging with all of those who need our help.

We thank everyone who helped us during a tumultuous year, including our volunteers and staff for their commitment and hard work, and our supporters for their generosity in 2020.

**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, to provide high quality information, advice and support to people affected by lymphoma – the fifth most common cancer in the UK.

## Our vision

Everyone affected by lymphoma will receive the best possible support, treatment and care.

## Our mission

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

## Our values

- **Focused** – we are dedicated to the needs of those affected by lymphoma
- **Empowering** – we build confidence to make change happen
- **Trusted** – we use our expertise to deliver quality services
- **Innovative** – we look to a better future for people affected by lymphoma
- **Collaborative** – we are inclusive and value our partnerships

## Our goals

- Create the highest quality information so that people can understand their lymphoma
- Ensure that people affected by lymphoma can access the treatment and care that they need
- Ensure that people feel supported with and beyond lymphoma by others who understand what they are going through
- Be a voice for people affected by lymphoma in order to influence the decisions that affect them and raise awareness of lymphoma
- Have the most effective resources so that we are sustainable and can deliver impactful services



# 2020 - Our year in numbers

## Information

Information books and sheets printed or sent: **22,937**



COVID-19 & lymphoma online page views: **163,423**

*Lymphoma Matters* magazine sent: **60,275**

Website users: **2,042,048**



Lymphoma TrialsLink page views: **17,150**



## Support & volunteering

Helpline service interactions: **2,055**



Active volunteers: **318**



Buddy links: **38**



Online support meeting attendees: **1,520**



Members in closed Facebook support group: **1,493**

Online support meetings: **188**

## Education & training

**360** people heard the first 3 episodes of our podcast series

**390** healthcare professionals attended **3** online educational events

**12** virtual Live Your Life events attended by **93** people

**8** live webinars viewed by a total of **5,204** people



## Social media

**555,000** YouTube views



**37,003** Facebook followers



**9,084** Twitter followers



**3,273** Instagram followers



## Income

Total income: **£1,722,286**



Challenge events: **£256,846**



Legacies: **£176,114**



# Our response to COVID-19

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Faced with the challenges of increasing demand for services and government restrictions affecting our activities, we navigated 2020 by accelerating our digital development to provide more of our services virtually.

From online support meetings, through to webinars, podcasts and virtual events, we were able to respond to the needs of those we support by doing things differently.

Together with wonderful 'digital' volunteers we delivered online peer support to nearly 2,000 people through online support meetings and our closed Facebook Group, whilst also continuing conversations with those who hadn't or couldn't access online support.



Our website (with its COVID-specific section) continued to be the main source of information for people, supported by our Helpline Services. We also delivered high quality virtual educational events, with highlights including our *Lymphoma Management Course* (seeing our highest ever uptake of places) and the digital relaunch of our *Live your Life* programme.



Throughout the pandemic, we continued our balanced and consensus-based approach in supporting the wider messages from the NHS and the Government. We supported national campaigns like the NHS *Help us to Help You Campaign* and joined with NHS Wales as part of their #DistanceAware initiative. This supported people who were concerned about staying safe outside their homes when restrictions were eased.

We had regular communication with healthcare professionals to ensure a continued sharing of information, not only around COVID-19, but wider updates and developments around lymphoma.

During the pandemic it was vital that we put forward the issues that impacted on our beneficiaries to the policymakers who could address them. To do this we collaborated with others in order to be heard. This enabled us to raise questions around issues of lymphoma treatment and care; COVID-19 and blood cancer, and on the detrimental impact of the pandemic on cancer treatments and services.

2020 saw us working with our many partners including, amongst others, the Blood Cancer Alliance, the *One Cancer Voice* coalition of charities and Cancer52 to advocate on behalf of people affected by lymphoma for restored and better cancer services. We also collaborated on fundraising and service provision, most notably delivering a series of webinars in collaboration with other blood cancer charities.

# Our objectives and achievements

In 2020 we worked towards the delivery of our intended priorities in a way that responded to the impact of COVID-19. Here we summarise our progress against our five main goals.

## 1. Create the highest quality information so that people can understand their lymphoma

2020 objective	Key achievements in 2020
Develop information to cover more of what people need and provide COVID-19 specific information	<ul style="list-style-type: none"> <li>Produced three editions of <i>Lymphoma Matters</i> magazine (including a COVID-19 special edition) sent free of charge to over 60,000 people.</li> <li>Revised 5 books, with nearly 23,000 information books and sheets printed or sent.</li> <li>Developed COVID-19 specific information and a new section on the website covering all aspects from shielding to vaccines and featuring <i>One Cancer Voice</i> FAQs. Total views for the year: 163,423.</li> <li>Created more bereavement support and information.</li> </ul>
Increase the impact and extend the reach of our information	<ul style="list-style-type: none"> <li>Focused on unmet needs within information provision and Chaired the subgroup of the Blood Cancer Alliance (BCA) on this.</li> <li>Commenced our work on the impact of health inequalities on lymphoma patients.</li> </ul>
Implementing the digital and ICT strategy for information provision	<ul style="list-style-type: none"> <li>Revised 29 web pages, increasing web traffic by 24% compared with 2019.</li> <li>Drafted 99 news blogs to raise awareness of lymphoma and explain specialist news and issues.</li> <li>Launched a webinar series, delivering 8 webinars (5 held jointly with Leukaemia Care and 1 with WMUK).</li> <li>Produced 30 information videos.</li> <li>Launched our <i>Lymphoma Voices</i> podcast series.</li> </ul>

*Knowing I can always rely on the information from Lymphoma Action to be easy to understand and factual has been a huge support for me, and has made it easier for me to relay things to other people.*

## 2. Ensure that people affected by lymphoma can access the treatment and care that they need

2020 objective	Key achievements in 2020
Help people affected by lymphoma communicate better with their Healthcare professionals (HCPs)	<ul style="list-style-type: none"> <li>• 162 trials listed on our Trialslink Database throughout 2020 (including open, closed or trials with results).</li> <li>• Provided HCPs with regular information and support around COVID-19 and lymphoma related information needs and updated our HCP pages to include Lymphoma Education for nurses.</li> </ul>
Deliver an education programme for HCPs	<ul style="list-style-type: none"> <li>• Delivered a digital version of our <i>Lymphoma Management</i> course with 339 attendees.</li> <li>• Delivered two virtual CNS masterclasses for 51 delegates</li> <li>• 1,430 post event video views from HCPs.</li> <li>• In partnership with Gateway C supported the <i>Lymphoma Early Diagnosis</i> course.</li> </ul>
Help identify those treatment priorities, quality of life issues and behaviours which would make the biggest difference in terms of better access to treatment and care	<ul style="list-style-type: none"> <li>• Had the highest UK response (679) to date to the Lymphoma Coalition Global survey which highlighted areas of need and led to development of resources around e.g. fear of relapse.</li> <li>• Supported the NHS 'Help us to Help You' campaign with endorsement from Dr Sarah Jarvis.</li> <li>• 22 Health Technology Assessments (HTA) completed with NICE, 4 with the Scottish Medicines Consortium (SMC) and 1 with NHS England (NHSE).</li> </ul>

*The Lymphoma Management course was a really excellent course. The speakers were excellent and very inspiring.*

*Your information made me contact my GP, as I have had symptoms for quite some time. I am booked for bloods on Monday.*

### 3. Ensure that people feel supported with and beyond lymphoma by others who understand what they are going through

2020 objective	Key achievements in 2020
Continue to build our lymphoma community to support each other in person and/or through digital means	<ul style="list-style-type: none"> <li>Delivered 188 online support meetings with approximately 1,520 participants.</li> <li>Made 38 successful Buddy links.</li> <li>Launched new support groups in Northern Ireland; for young people; and for family, friends and carers.</li> <li>Launched our closed Facebook Support Group with 1,493 members as at the end of 2020, helping people to feel more informed, supported and connected.</li> </ul>
Increase the impact of our helpline and educational services	<ul style="list-style-type: none"> <li>2,055 interactions with our Helpline Service via phone, email and Live Chat.</li> <li>Relaunched our <i>Live your Life</i> (LYL) programme in digital format with 93 participants across 12 online workshops, and inducted new LYL facilitators.</li> <li>Increased LYL information online including personal stories and workbooks.</li> </ul>
Build a large volunteering community that increases the reach and breadth of our work	<ul style="list-style-type: none"> <li>Recruited 75 new volunteers (total of 318).</li> <li>Volunteers directly supported 1,305 people affected by lymphoma.</li> <li>Developed a range of digital volunteering roles to support our Fundraising and Services Teams.</li> </ul>



*Just prior to the lockdown, I had finished my last chemotherapy treatment, but once the lockdown started, I felt like I'd fallen off a cliff. I was so used to the routine of seeing my incredible cancer nurses and speaking to my consultant whenever I had questions.*



*This is where Lymphoma Action stepped in to fill that void. I knew the first place that I could go to for information about lymphoma and COVID-19 was their website and that if I picked up the phone to their helpline that someone will be there to support.*

*I am a member of both Lymphoma Action's closed Facebook support group and their online support meeting for the South West. Having this means of connecting with others has been vital – I feel like I am still surrounded by a number of people who all know the sort of journey that I have been on and what's to come.*

#### 4. Be a voice for people affected by lymphoma in order to influence the decisions that affect them and raise awareness of lymphoma

2020 objective	Key achievements in 2020
Collaborate with our partners to amplify the voice of people affected by lymphoma	<ul style="list-style-type: none"> <li>• Through the Blood Cancer Alliance (BCA) we focused on developing a consensus approach to changes to treatment and cancer services impacted by the COVID-19 pandemic.</li> <li>• Through the NHS Cancer Charities Forum we developed our COVID-19 information based on the latest updates.</li> <li>• With our partners, we advocated for the needs of patients and along with 24 other charities, we developed the <i>One Cancer Voice</i> 12 point plan for the restoration of cancer services.</li> </ul>
Develop our policy strategy to strengthen the voice of people affected by lymphoma on a national policy platform	<ul style="list-style-type: none"> <li>• Continued involvement with the <i>Cancer52</i> group of charities to press on policy issues.</li> <li>• We were guest speakers at the Lymphoma Coalition global meeting, as well as at the AbbVie Global roundtable, Gilead Patient Reported outcomes in CAR-T seminar and the Bristol Meyers Squibb (BMS) Car-T advisory panel.</li> <li>• We also represented people affected by lymphoma at the NCRI Lymphoma Research Group meeting, the BMS “Future of Blood Cancer” report launch, the NICE methods review forum and the BMS Healthcare summit.</li> </ul>
Continue to strengthen our engagement with people affected by lymphoma to increase the quality and impact of our work	<ul style="list-style-type: none"> <li>• Introduced a new Insights Panel, who reviewed the recommendations of the BCA <i>Barriers to Accessing Medicines</i> Report.</li> <li>• Continued to have user engagement through mechanisms like our Reader Panel.</li> </ul>
Develop communications and campaigns to deliver our message to a wide and diverse audience	<ul style="list-style-type: none"> <li>• Raised awareness of lymphoma and our work through social media, 373 press features, radio interviews and campaigns like <i>Distance Aware</i> and Blood Cancer Awareness Month.</li> </ul>

*I am in awe of the work that goes on behind the scenes at Lymphoma Action to support people affected by the condition.*

## 5. Have the most effective resources so that we are sustainable and can deliver impactful services

2020 objective	Key achievements in 2020
Implement our <i>People Strategy</i> focusing on supporting our staff to work well and safely through the pandemic	<ul style="list-style-type: none"> <li>• Focused on risk assessments, guidelines and policies to support safe and effective home working practices.</li> <li>• Developed wellbeing support for staff including information and advice provision (including mental health 1<sup>st</sup> aid) and increased staff communications.</li> <li>• Supported the learning and development of staff, particularly around digital.</li> </ul>
Be financially strong and strategically resilient for longer term sustainability	<ul style="list-style-type: none"> <li>• Established the emergency response protocol as per policy and revised our fundraising and services strategies and risk registers in response to COVID.</li> <li>• Put in place action plans to mitigate financial impact of COVID-19 included emergency funding asks; access to govt. support, adapting of existing activities and significant savings on expenditure.</li> <li>• Collaborated with Leukaemia Care on our '<i>Bridges of Britain</i>' event and with other <i>Cancer52</i> charities for '<i>20 for 20</i>'.</li> </ul>
Develop an impact plan to develop our impact assessment	<ul style="list-style-type: none"> <li>• Repeated our <i>Inspiring Impact</i> assessment which showed improvement in thirteen areas since 2019.</li> </ul>
Develop our infrastructure, ICT and digital capabilities aligned to our goals	<ul style="list-style-type: none"> <li>• Developed our digital strategy with pro bono support and developed a combined ICT and digital strategy for 2021.</li> <li>• Successfully implemented the <i>Breathe HR</i> system</li> <li>• Implemented a cloud-based telephone system and began work on the implementation of a new CRM system.</li> </ul>

*I can't speak highly enough of the support that Lymphoma Action has given me. Without this, I don't think I would have coped.*



# Thank you to our fundraisers

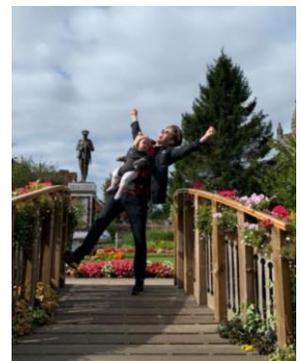
Thanks to our wonderful supporters, we have been able to raise the income we needed to safeguard our services.

In response to the social distancing measures brought about by COVID-19, we adapted our planned fundraising activities to ensure that, where possible, they could be delivered in a virtual format, whilst introducing some new ideas along the way.

Faced with shortfalls in our income, we set about raising emergency funds. We were overwhelmed by the support we received including a £100,000 emergency grant from The National Lottery Community Fund, which enabled us to offset some of the losses we experienced from Community and Challenge Event fundraising.

Despite the cancellation of large fundraising events like the *London Marathon*, we had 17 runners take part in the *Virtual London Marathon*, raising over £17,000. Our virtual *Santa Run* raised over £25,000 and our *Bridges of Britain* event surpassed all expectations by raising £35,000.

Combined with the funds raised by the many people who ran, cycled or walked for us, we raised a fantastic £256,846 in Challenge Event income, which although significantly lower than budget, was better than expected.



Our supporters were incredibly loyal and generous and so long as we tried new things and gave them different ways to support us they continued to do so. From the *2.6 Challenge* to lockdown *head shaves* our supporters found new and inventive ways to fundraise.

We are also hugely grateful to everyone who supported our Emergency Appeal, and to the charitable trusts, donors, companies and organisations who have helped us during this extraordinary time through their generous donations. The emergency funding was more than we could ever have hoped for, and together with a generous and unexpected legacy in December, was instrumental in us performing better than expected in 2020.



**We would like to thank each and every person who has supported us. From funds raised by people taking part in fundraising challenges, to those making donations, setting up regular gifts or remembering us in their wills, every penny raised has helped us continue our work in making sure no one has to face lymphoma alone.**

**We are also grateful to those who gave us pro bono support so we could ensure our funds were focused on service provision. This is truly appreciated by us and the people we support. From the bottom of our hearts, thank you.**

# Reflections and lessons learnt

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Despite the challenges, we learnt how important it is to stay true to the values of our organisation and focus on our purpose. Our long-term strategy stands true, and reminding ourselves of why we exist, helped us to respond to what people affected by lymphoma needed. These are just some of the other learnings from 2020:

- That we can work very well from home so long as there is the right infrastructure, investment and policy framework to support our staff to work effectively. We had to upgrade our telephone system and our website to reflect new ways of working but the year showed just how important it is to plan well for the future and for different contingencies.
- Our emergency response policies had to be adapted for an emergency that extended for a prolonged time and impacted so much on staff. Focusing on their wellbeing and safety and on open and frequent internal communications, was the most effective way of ensuring continuity of services. Reacting to ever changing circumstances was difficult on staff so acknowledging the impact of COVID-19 on all aspects of their lives and work was vital and made a significant difference to staff morale.
- We needed more widespread digital expertise amongst the team, so had to make the time to learn new skills. Upskilling the organisation in this way created cohesion, shared ownership and fostered innovation that enabled us to bring new services to our beneficiaries.
- Necessity accelerated our digital development and virtual events and activities worked and, in many cases, surpassed our expectations and targets. Not all virtual fundraisers were as successful in raising income as their face to face equivalent, and not all digital services incorporated user engagement and impact planning in the way that they did before. But overall, not only did digital work, it often brought new people to our services.
- Collaboration was and remains key in the face of overwhelming challenges: joint webinars with Leukaemia Care proved that we could make ongoing service collaboration work and working with partners like Cancer52 showed that we are more likely to have a place at the table with others rather than on our own.

The year brought into stark reality the unequal impact of COVID-19 on different communities. Whilst we put digital services in place successfully, health inequalities and the impact of the digital divide showed how much work there is for us to do to reach everyone equally. We put in place our *Diversity and Inclusion framework* to give us a roadmap to ensure that no-one has to deal with their lymphoma alone and, as an organisation, we are committed to an ongoing process to make our services more accessible and inclusive.

# Our future plans

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Whilst we expect 2021 to continue to be dominated by COVID-19, our mission and long-term strategy still remain the same.

## Our strategic aims for 2021 and beyond

We have ensured our strategy for 2021 reflects the needs of the people that we support in a world disrupted by COVID-19.

However, the themes that sit across all of our longer-term strategic goals still remain the same: increasing our impact and our reach; understanding our different communities and what role digital service delivery can play in supporting them; playing to our strengths and identifying gaps in our provision as well as being responsive to the external environment.

You can read more about our five-year strategy [Changing how people live with lymphoma on our website.](#)

### **1. Create the highest quality information so that people can understand their lymphoma**

- Develop more detailed and niche information to cover more of what people need, and continue to provide up to date guidance and information which supports people through the COVID-19 pandemic.
- Better understand our information reach into communities, their specific experiences and identify areas of need to increase our impact.
- Strengthen and build our channels to distribute information, using consultation, collaboration and technology to increase our impact.

### **2. Ensure that people affected by lymphoma can access the right treatment and care that they need**

- Help identify those treatment priorities, quality of life issues and behaviours which would make the biggest difference in terms of better access to treatment and care.
- Support government, NHS and sector initiatives to recover cancer treatments during and after COVID-19.
- Develop a range of initiatives and educational services for healthcare professionals to support them in their diagnosis and treatment for people with lymphoma.
- Give people affected by lymphoma the tools, resources and confidence to have more effective communications with their healthcare professionals.

**3. Ensure that people feel supported with and beyond lymphoma by others who understand what they are going through**

- Continue to build resilient communities of people who can support each other through digital means and/or in person (subject to COVID-19 restrictions).
- Build a volunteering community that increases the reach and breadth of our work in supporting people affected by lymphoma.
- Increase the impact of our helpline and educational services to support people to live well with and beyond their lymphoma, scoping additional needs across the patient pathway.
- Provide practical support to help people through COVID-19 and related challenges/ issues.

**4. Be a voice for people affected by lymphoma in order to influence the decisions that affect them and raise awareness of lymphoma**

- Collaborate with a broad spectrum of partners to amplify the voice of people affected by lymphoma.
- Ensure that lymphoma/ blood cancer is represented on a national platform.
- Develop communications and campaigns to deliver our message to a wide and diverse audience.
- Advocate for lymphoma patients in cancer services restoration and recovery and for support throughout COVID-19.

**5. Have the most effective resources so that we are sustainable and can deliver impactful services**

- Implement our People Strategy to support our staff and their wellbeing.
- Implement our Diversity and Inclusion Framework.
- Implement our new Premises Strategy.
- Be financially strong and strategically resilient for longer-term sustainability.
- Develop our infrastructure, and implement our combined ICT and Digital Strategy.





# **Governance, structure and management**

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## 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 49.

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 lymphoma 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

We **inform** people by providing the information and literature they need to understand the complexities of their type of cancer and the different treatment options.

We **support** anyone affected with our confidential phone and LiveChat support line, and education/training events.

We **connect** people to the best resources available and to others who understand what they are going through, including through our Buddy Service and Support Group meetings.

A diagnosis of lymphoma changes lives, whether someone is diagnosed themselves or caring for a loved one. We are often the first point of contact and continue to be there for people throughout their lymphoma journey. Despite being the fifth most common cancer, many people know very little about lymphoma. Therefore, as well as providing information and support services, we represent the interests and voice of people affected by lymphoma in areas of policy and raise awareness of lymphoma as a blood cancer.

The Trustees review the aims, objectives and activities of the Charity each year. This report looks at what the Charity has achieved and the outcomes of its work in the reporting period. The Trustees report the success of each key activity and the benefits the Charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure the Charity's aims, objectives and activities remained focused on its stated purposes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

## Board and management operations and structure

### ***Board of Trustees***

The Board of Trustees meets 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 (SMT) attend all meetings. The Board also reviews its own operation, effectiveness and governance on an annual basis and every year there is a Trustee/SMT Away Day.

A Finance Committee, comprising three Trustees, including the Chair of the Board and the Treasurer, has specific responsibility for overseeing and reviewing the organisation's financial operation. It usually meets four times a year, with the Chief Executive, the Director of Finance and the Director of Fundraising and Communications in attendance. However, during the course of 2020, the Finance Committee met monthly from May due to the impact of COVID on our finances.

In addition, a Remuneration Committee, comprising three Trustees, including the Chair of the Board, the Treasurer and one other Trustee (preferably with HR expertise), meets once a year to make recommendations on setting salary levels and to review the Chief Executive's salary.

### ***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 a skills 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, 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 management and development.

The Charity aims to have the following represented on the Board of Trustees in terms of personal knowledge or experience: lymphoma (directly or indirectly); medical or clinical practice; financial management or investment (with preferably a recognised accountancy or auditing qualification); legal and governance; fundraising; strategic planning, human resources; public relations; media and communications; lobbying and campaigning; sales or marketing; NHS and/or cancer policy; change management; digital / information technology; monitoring and evaluating performance.

All new Trustees receive a comprehensive induction, which includes detailed information about the Charity, including its Memorandum and Articles, accounts, financial reports and minutes of previous Trustees' meetings. In addition, Trustees attend an induction process, where they are briefed by the Chief Executive and key staff members on all aspects of the Charity's operations, staffing and organisational management.

Under the Charity's Diversity and Inclusion Framework the Board of Trustees is committed to ensuring that the Charity's leadership better reflects the communities that we are here to serve. This manifests itself in a commitment to an ongoing review of the Trustee recruitment process so that there is diversity of thought and experience reflected on the Charity's Board.

## ***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 is comprised of:

Chief Executive	Ropinder Gill
Director of Operations and External Affairs	Stephen Scowcroft
Director of Finance	Jim Howson
Director of Fundraising and Communications	Karen Rabjohn

## **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 any reasonable expenses for the purposes of attendance at Board meetings and other relevant organisational activities.

## **Risk assessment and management**

Lymphoma Action has an overall risk appetite statement for the Charity as well as risk appetite statements covering each of the seven Board level risks. These set out the context of the risk, looking at the risks we may or may not be willing to take. They also consider the upside of taking appropriate risks as well as the emerging issues that require escalation.

2020 tested our risk management processes like no other year. As soon as the impact of COVID-19 started to become apparent the risk register was reviewed with a number of risks increasing as expected – most notably the financial risk to the Charity and the risk to people, although every area was affected from governance to ICT security. As is our usual process a number of resolving action plans were put in place to help us address the challenges.

We managed risk by being responsive, collaborating with others and learning new ways of doing things. We mitigated the risks to our services and reputation by moving services online; agreeing messaging with experts and partners for consistency and focusing on our staff welfare and safety.

We managed the risk to our finances through even closer financial monitoring; by developing a number of financial modelling scenarios to consider; controlling expenditure and maximising our potential to benefit from emergency funding streams and government support.

### ***Overall risk appetite statement***

The Board is responsible for setting and monitoring risk appetite, balancing our need to be sustainable with our desire to meet our strategic objectives. We understand that taking risks, when well assessed and managed, is healthy - often leading to innovation,

improvement and growth and that, when taking risks, we must do so in an open and transparent way.

We also understand that risks fluctuate and it is important to monitor and report on risk in order to be the most effective that we can be. Lymphoma Action operates a dynamic approach to risk assessment with each of the seven Board level risks 'owned' by a senior manager and actively managed. A risk matrix, showing all the risks relative to each other, is regularly reviewed so that Trustees are satisfied that major risks have been accurately identified and that measures for managing those risks are in place. The Board approach to, and appetite for risk, is summarised in the risk appetite statements relating to each of the Board level risks.

**Top level risks and their measures and controls**

Top-level risks	Measures and controls
<p><b>Services strategy</b> Lack of coherent and effective strategy around service delivery to drive impact and/or reduced quality of services</p>	<ul style="list-style-type: none"> <li>• Long-term strategy in place with KPIs and business planning/strategy processes and cycles.</li> <li>• Groups to provide advice e.g. Medical Advisory Panel, Insights Panel.</li> <li>• Effective Board decision making and governance processes.</li> <li>• COVID-19 mitigation plan in place including move to digital services; information gathering from partners and official sources and scenario planning.</li> </ul>
<p><b>Financial</b> Significant drop in fundraised income of more than £50k in one or more major income streams/failure to meet income and expenditure targets, which affects net income, Charity reserves and ability to deliver strategic goals</p>	<ul style="list-style-type: none"> <li>• Diversified income streams and income generating strategies, mapping risks and assumptions.</li> <li>• Robust reserves policy.</li> <li>• Internal and external monitoring mechanisms e.g. market trends, management accounts.</li> <li>• Robust budget setting process with finance committee in place.</li> <li>• COVID-19 mitigation plan with financial modelling scenarios and short and medium action plans.</li> </ul>
<p><b>People</b> Failure to recruit or retain the required skills and talent to deliver our strategy; the negative impact of COVID on the health and wellbeing of our staff; and a lack of diversity and inclusion, all of which impact on our ability to effectively deliver our strategy and services</p>	<ul style="list-style-type: none"> <li>• Competitive pay and benefits for staff.</li> <li>• Staff and volunteer surveys.</li> <li>• Robust policies and procedures.</li> <li>• Remuneration Committee in place.</li> <li>• People strategy in place and a Diversity and Inclusion Framework.</li> <li>• Internal communications processes.</li> <li>• COVID-19 mitigation actions including development of safe working practices; focus on wellbeing of staff and supporting them to work from home.</li> </ul>
<p><b>Reputation</b> Reputational risk which impacts on financial sustainability and ability of the Charity to continue its services due to incidents or</p>	<ul style="list-style-type: none"> <li>• Preventative policies and procedures, including conflicts of interest and whistleblowing.</li> <li>• Monitoring of feedback, complaints, incidents.</li> <li>• Mechanisms to detect, investigate, report and respond on issues.</li> </ul>

<p>events which damage or negatively impact the Charity's reputation or operations (e.g. policy position, non-compliance, security, major incidents and catastrophes, inappropriate support or poor information provision)</p>	<ul style="list-style-type: none"> <li>• Support from experts e.g. Medical Advisory Panel and new Insights Panel.</li> <li>• Public and professional liability insurance in place.</li> <li>• Member of the Fundraising Regulator.</li> <li>• Media training and crisis communications policy in place.</li> <li>• Monitoring of COVID-19 risks and provision of evidence and consensus-based information on COVID-19.</li> </ul>
<p><b>Systems and facilities</b> Inadequate, antiquated or prone to failure which will impact on our ability to provide services or raise income</p>	<ul style="list-style-type: none"> <li>• ICT and Digital Strategy in place including COVID-19 mitigation in 2020 with new telephony system and more cloud based systems.</li> <li>• Office/lease management and maintenance plan.</li> <li>• Premises Strategy in place.</li> <li>• Emergency response policy and procedures in place.</li> </ul>
<p><b>Data and Information Security</b> Accidental or malicious loss of personal data or confidential information</p>	<ul style="list-style-type: none"> <li>• DPO and data protection policy in place.</li> <li>• GDPR risk register, robust documents and procedures in place.</li> <li>• Training for staff and volunteers.</li> <li>• 2 factor authentication and security measures across our IT systems.</li> <li>• Cyber Essentials security certificate.</li> <li>• COVID-19 mitigation plans in place including drafting of new guidance and policies around safe remote working.</li> </ul>
<p><b>Governance</b> Inadequate governance and/or financial controls (leading to possibility of fraud) or non-compliance to legislation or regulation, leading to unbudgeted losses, reputational loss, cashflow problems and/or lack of compliance with statutory requirements</p>	<ul style="list-style-type: none"> <li>• Effective HR provision in place.</li> <li>• Policies and procedures including effective emergency response policy and procedures.</li> <li>• Reviews against financial regulations in place.</li> <li>• Quorate number of Trustees on the Board with varied experience and expertise.</li> <li>• Adhere to guidance from the Charity Commission.</li> <li>• Appropriate insurance cover and measures.</li> </ul>

## Remuneration policy

The Board of Trustees formally approved a remuneration policy in February 2016 which was reviewed in November 2020 and can be summarised as follows:

Lymphoma Action is committed to ensuring that we pay our staff fairly and in a way that ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. We also recognise that pay is part of a wider employment offer to staff, which includes, amongst others, satisfaction of working for a charity, personal development, good working practices and a range of other benefits.

To ensure we pay a fair salary that is competitive within the charitable sector, we monitor sector pay levels using a benchmarked market pay system. We also ensure that pay is proportionate to the complexity of each role, in line with our organisational objectives and without discrimination on grounds of protected characteristics as set out in the Equality Act 2010.

As set out in detail in the full policy, Lymphoma Action aims to provide remuneration which:

- Rewards staff with pay in line with the market rate for the charitable sector for the contribution they make.
- Is affordable and appropriate to the income, size and nature of Lymphoma Action as a charity.
- Takes account of the skills, knowledge and experience required of staff.
- Reflects the values of Lymphoma Action and its general needs and reputation.
- Takes into account the current strategic plans and business needs and/or future needs.
- Upholds a maximum remuneration ratio of 3:1 between its highest paid member of staff and the median salary level.
- Is fair and transparent.
- Always meets our statutory obligations on national minimum pay rates.

A review of salaries normally takes place annually in March/April to take effect from the January before and, if changes are to be made, staff will be advised in writing of the amount and the date from which it takes effect.

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. The Board of Trustees is committed to including the following information within its annual statutory accounts the following:

- A summary statement of the organisation's remuneration policy and approach to senior executive pay.
- Disclosure of 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) 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.
- Disclosure of pensions and other staff benefits.

## Our approach to fundraising



We uphold the highest standards in how we communicate with supporters and ensure that our fundraising practices meet the requirements of the recommended Codes of Practice. We are registered with the Fundraising Regulator, which maintains the standards for charitable fundraising and we ensure that our fundraising is respectful, open, honest and accountable to the public. Key aspects of our approach to fundraising:

- Our [fundraising promise](#) outlines our commitment to high standards and our fundraising approach is in keeping with the Charity's governing objectives.
- We have a complaints policy, which sets out the process and outlines our commitment to resolving fundraising complaints as promptly and amicably as possible. In 2020 we handled seven complaints across the organisation, three of which related to fundraising activity. All these complaints were dealt with in line with our complaints policy with Trustees updated on a quarterly basis on complaints. As per our policy, complaints will be reported and referred to the Fundraising Regulator if a resolution cannot be reached.
- We do *not* carry out any telephone, face-to-face or door-to-door fundraising.
- We do *not* use third party agencies to make fundraising asks, although we do use them for fulfilment purposes, e.g. 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.
- All fundraising activity complies with EU General Data Protection Regulation (GDPR) introduced in May 2018.
- Promotional goods sent out for fundraising purposes and use of our logo on external fundraising materials is subject to approval. Official stationery such as our letterhead is never sent out for external use.
- The Board of Trustees has a member with senior fundraising expertise who provides additional assistance, advice and reassurance on our fundraising delivery.
- We hold a full gambling licence issued by the Gambling Commission (Operating Licence Number: 000-052725-N-329568-001) and adhere to its rules and regulations, including membership to a third-party consumer dispute agency, ADRg Consumer Dispute Scheme which ensures Lymphoma Action is compliant with The Alternative Dispute Resolution for Consumer Disputes Regulations 2015.
- We have an *Ethical Policy on the Acceptance and Refusal of Donations* which states that we will do our utmost to solicit and accept funds with the presumption that donations are given in good faith and that refusal must be only on the strongest grounds. The policy sets out the clear parameters in which donations can and should be refused and how the Charity goes about making such decisions.
- We have a [policy for working with healthcare and pharmaceutical companies](#) – which states that no more than 20% of our income can come from these companies and there is a cap of £50k per company. Acceptance of donations does not mean that we endorse their products and under no circumstances can these companies influence our strategic direction, activities or the content of our information and support.
- In 2020 we received [funding from the following healthcare and pharmaceutical companies](#): Gilead £41,339; AbbVie Ltd £23,885; AstraZeneca £37,000; Kyowa Kirin £14,000; Bristol Myers Squibb £35,000; Roche £20,000; Takeda £32,000; Janssen £45,000; Novartis £17,723; Recordati Rare Diseases UK £5,000



# Financial review

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## Financial overview and review

In 2020 our income was £1,722,280, down by just over 6% or £112,693 on last year's £1,834,973. This reduction of 6% was much more positive than the forecast reduction due to COVID-19 that we expected earlier in the year.

A number of factors contributed to our better than expected performance: a conservative original budget for 2020; strong engagement and performance on individual lines; persuasive and targeted applications for emergency funding (especially in the Trusts and Grants line); responsive communications and an unexpected legacy windfall in December all helped us to offset some of the significant reduction on the Community and Challenge Events income lines.

This was a great achievement involving every member of the Lymphoma Action Team and is testament to the hard work and cohesion across the organisation which enabled us to demonstrate our impact to funders.

Expenditure decreased to £1,392,738, down by £127,728 from last year's £1,520,466 reflecting significant controlling of costs across a whole range of activities. Staff costs, whilst they were lower than the annual budgeted target (due to the freezing of some vacancies), were higher than 2019 due to maternity leave cover, which increased headcount.

Whilst overall there was a reduction in information and support costs, publications and ICT costs increased to reflect an investment in digital support and investment in the website (part-funded through a restricted grant). Whilst some central costs such as travel and related staff expenditure decreased, finance, HR and IT costs increased slightly.

At 31 December 2020 the net assets of the Charity were £1,196,117 (2019: £866,578), comprising £1,036,426 in uncommitted unrestricted funds (2019: £717,069) and £116,920 in designated unrestricted funds (2019: £116,276). We had an excess of income over expenditure of £329,542 which we expect to help us shore up a more difficult 2021 in which there is expected to be significantly less emergency funding.

## Our reserves policy

In 2019 we reviewed our Reserves Policy in line with best practice guidance to better build a resilience within the finances of the Charity. By developing an intelligent reserves policy (with a clear understanding of income and expenditure), we could more effectively consider financial risk. Our policy identifies three elements of reserve:

- Known liabilities and contingencies i.e. wind-down costs based on the costs of closing down the Charity.
- Provision to absorb setback i.e. predominantly related to income-based risk.
- A strategic development reserve, subject to funds being available which can be designated for development or to take advantage of emerging opportunities.

The reserves are reviewed in line with this policy annually at budget setting time and in time for the new financial year. Notwithstanding this, the reserves amount is calculable at any point of the year if required. Lymphoma Action will continue to express the reserves amount in 'months expenditure' for the purposes of external communications and will consider and recalculate the reserves level should it fall under what would be deemed three months of expenditure. At 31 December 2020 we held £1,036,426 as free reserves (2019: £717,069) representing 10.8 months of unrestricted annual expenditure not met from designated reserves.

## Statement of Trustees' 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 2019) issued October 2019, 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 the 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**

**Date 10 May 2021**

**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 2020 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 2020 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Lymphoma Action's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## 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 contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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; and
- 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
- The directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions

in preparing the trustees' annual report and from the requirement to prepare a strategic report.

## 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

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

## Capability of the audit in detecting irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management and the audit and risk committee, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
  - Identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance;

- Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected, or alleged fraud;
  - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
  - We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
  - We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
  - We reviewed any reports made to regulators.
  - We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
  - We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
  - In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

## Use of our report

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.

Jonathan Orchard (Senior statutory auditor)

18 May 2021

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 (incorporating an income and expenditure account)

For the year ended 31 December 2020

	Note	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
<b>Income from:</b>							
Donations and legacies	2	1,157,982	254,177	<b>1,412,159</b>	1,075,885	340,308	1,416,193
Charitable activities	3	27,535	-	<b>27,535</b>	49,488	-	49,488
Other trading activities	4	281,632	-	<b>281,632</b>	368,068	-	368,068
Investments	5	954	-	<b>954</b>	1,224	-	1,224
<b>Total income</b>		<b>1,468,103</b>	<b>254,177</b>	<b>1,722,280</b>	<b>1,494,665</b>	<b>340,308</b>	<b>1,834,973</b>
<b>Expenditure on:</b>							
Raising funds	6	427,721	-	<b>427,721</b>	488,630	-	488,630
Charitable activities							
Publication production & distribution, information and raising awareness	6	375,134	49,780	<b>424,914</b>	315,687	79,987	395,674
Support for people affected by lymphoma	6	290,470	137,879	<b>428,349</b>	204,623	262,713	467,336
Education and training	6	54,777	56,977	<b>111,754</b>	111,467	57,359	168,826
<b>Total expenditure</b>		<b>1,148,102</b>	<b>244,636</b>	<b>1,392,738</b>	<b>1,120,407</b>	<b>400,059</b>	<b>1,520,466</b>
<b>Net income / (expenditure) before net gains / (losses) on investments</b>		<b>320,001</b>	<b>9,541</b>	<b>329,542</b>	<b>374,258</b>	<b>(59,751)</b>	<b>314,507</b>
Net gains / (losses) on investments	13	-	-	-	-	-	-
<b>Net movement in funds</b>		<b>320,001</b>	<b>9,541</b>	<b>329,542</b>	<b>374,258</b>	<b>(59,751)</b>	<b>314,507</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		833,345	33,231	<b>866,576</b>	459,087	92,982	552,069
<b>Total funds carried forward</b>		<b>1,153,346</b>	<b>42,772</b>	<b>1,196,117</b>	<b>833,345</b>	<b>33,231</b>	<b>866,576</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 19 to the financial statements.

Lymphoma Action

Balance sheet

Company no. 03518755

As at 31 December 2020

	Note	£	2020 £	£	2019 £
<b>Fixed assets:</b>					
Tangible assets	12		28,471		37,050
Investments	13		-		-
			<u>28,471</u>		<u>37,050</u>
<b>Current assets:</b>					
Stock	14	6,814		8,379	
Debtors	15	135,099		118,947	
Cash at bank and in hand		1,179,167		820,414	
			<u>1,321,080</u>	<u>947,740</u>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	16	(153,434)		(118,214)	
<b>Net current assets</b>			<u>1,167,646</u>		<u>829,526</u>
<b>Net assets</b>	18		<u>1,196,117</u>		<u>866,576</u>
<b>The funds of the charity:</b>	19				
Restricted income funds			42,771		33,231
Unrestricted income funds:					
Designated funds		116,920		116,276	
General funds		1,036,426		717,069	
			<u>1,153,346</u>	<u>833,345</u>	
<b>Total charity funds</b>			<u>1,196,117</u>		<u>866,576</u>

Approved by the trustees on 10 May 2021 and signed on their behalf by

Gordon Johns  
Chairman

## Lymphoma Action

### Statement of cash flows

For the year ended 31 December 2020

	Note	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>					
Net income / (expenditure) for the reporting period (as per the statement of financial activities)		329,542		314,507	
Depreciation charges		14,327		6,967	
(Gains)/losses on investments		-		-	
Interest from investments		(954)		(1,224)	
(Increase) Decrease in stocks		1,565		(6,341)	
Decrease / (Increase) in debtors		(16,154)		2,797	
Increase/(decrease) in creditors		35,220		37,702	
		<u>329,542</u>		<u>314,507</u>	
<b>Net cash (used in) operating activities</b>		<b>363,546</b>		<b>354,408</b>	
<b>Cash flows from investing activities:</b>					
Dividends, interest and rents from investments		954		1,224	
Purchase of fixed assets		(5,747)		(33,115)	
Proceeds from sale of investments		-		-	
		<u>954</u>		<u>1,224</u>	
<b>Net cash provided by investing activities</b>		<b>(4,793)</b>		<b>(31,891)</b>	
<b>Change in cash and cash equivalents in the year</b>		<b>358,753</b>		<b>322,517</b>	
Cash and cash equivalents at the beginning of the year		820,414		497,897	
<b>Cash and cash equivalents at the end of the year</b>		<b>1,179,167</b>		<b>820,414</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 2019) – (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (March 2018) 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.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

**c) Public benefit entity**

The charity 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 charity's ability to continue as a going concern. We have free reserves in excess of ten months of unrestricted expenditure which provides the capacity to respond to changing circumstances.

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. 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 treated 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.

**1 Accounting policies (continued)**

**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 so 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.

**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 relate to the costs incurred by the charity in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of publication production, information and raising awareness, support for people affected by lymphoma, and training and other educational activities undertaken to further the purposes of the charity and their associated support costs

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

**j) Allocation of support 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.

**1 Accounting policies (continued)**

**l) Tangible fixed assets**

Items of equipment are capitalised where the purchase price exceeds £1,000. 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. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Where fixed assets have been revalued, any excess between the revalued amount and the historic cost of the asset will be shown as a revaluation reserve in the balance sheet.

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 depreciation rates in use 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. 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 complex financial instruments.

**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) 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.

**q) 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.

**r) Financial instruments**

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.

**s) Pensions**

Contributions payable to the company's pension scheme are charged to the statement of financial activities in the period to which they relate.

## Lymphoma Action

### Notes to the financial statements

For the year ended 31 December 2020

#### 2 Income from donations and legacies

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Fundraising and individual giving	415,397	30,000	<b>445,397</b>	520,758	-	520,758
In memoriam	107,715	-	<b>107,715</b>	105,373	-	105,373
Trusts and companies	215,493	224,177	<b>439,670</b>	91,754	229,414	321,168
Big Lottery Fund	100,000	-	<b>100,000</b>	-	110,894	110,894
HMRC JRS Grant	35,017	-	<b>35,017</b>	-	-	-
Gift aid	108,246	-	<b>108,246</b>	93,047	-	93,047
Legacies	176,114	-	<b>176,114</b>	264,953	-	264,953
	<u>1,157,982</u>	<u>254,177</u>	<u><b>1,412,159</b></u>	<u>1,075,885</u>	<u>340,308</u>	<u>1,416,193</u>

#### 3 Income from charitable activities

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Education and training	27,535	-	<b>27,535</b>	49,488	-	49,488
	<u>27,535</u>	<u>-</u>	<u><b>27,535</b></u>	<u>49,488</u>	<u>-</u>	<u>49,488</u>

#### 4 Income from other trading activities

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Challenge events	256,846	-	<b>256,846</b>	337,619	-	337,619
Trading income	24,786	-	<b>24,786</b>	30,449	-	30,449
	<u>281,632</u>	<u>-</u>	<u><b>281,632</b></u>	<u>368,068</u>	<u>-</u>	<u>368,068</u>

#### 5 Income from investments

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Bank interest	954	-	<b>954</b>	1,224	-	1,224
Investment income	-	-	<b>-</b>	-	-	-
	<u>954</u>	<u>-</u>	<u><b>954</b></u>	<u>1,224</u>	<u>-</u>	<u>1,224</u>

Lymphoma Action

Notes to the financial statements

For the year ended 31 December 2020

6a Analysis of expenditure (current year)

	Cost of raising funds		Charitable activities				2020 Total £	2019 Total £	
	Generating donation 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 £
Staff costs (Note 8)	219,302	27,591	222,648	272,015	69,687	31,592	119,085	961,920	944,425
<b>Direct costs</b>									
Generating donations and legacies	44,483	-	-	-	-	-	-	44,483	63,874
Challenge event fees	-	3,578	-	-	-	-	-	3,578	42,874
Merchandise and other costs	-	18,377	-	-	-	-	-	18,377	16,141
Publications	-	-	52,341	-	-	-	-	52,341	66,465
Raising awareness and website	-	-	51,697	-	-	-	-	51,697	39,593
Helpline and support services	-	-	-	35,024	-	-	-	35,024	37,579
Regional and international activities	-	-	-	3,199	-	-	-	3,199	11,557
Workshop, conference and events	-	-	-	-	11,620	-	-	11,620	77,585
	44,483	21,955	104,038	38,223	11,620	-	-	220,319	355,668
<b>Support costs</b>									
Finance, HR & IT	-	-	-	-	-	-	93,744	93,744	86,598
Premises	-	-	-	-	-	-	42,222	42,222	67,114
Stationery, post, phone, equipment and sundry	-	-	-	-	-	-	48,454	48,454	47,033
Depreciation	-	-	-	-	-	-	14,327	14,327	6,967
<b>Governance</b>	-	-	-	-	-	11,751	-	11,751	12,661
	263,785	49,546	326,686	310,238	81,307	43,343	317,832	1,392,737	1,520,466
Support costs	92,029	8,634	86,439	103,937	26,793	-	(317,832)	-	-
Governance costs	12,550	1,177	11,788	14,174	3,654	(43,343)	-	-	-
<b>Total expenditure 2020</b>	<b>368,364</b>	<b>59,357</b>	<b>424,913</b>	<b>428,349</b>	<b>111,754</b>	<b>-</b>	<b>-</b>	<b>1,392,737</b>	<b>1,520,466</b>

Lymphoma Action

Notes to the financial statements

For the year ended 31 December 2020

6b Analysis of expenditure (prior year)

	Cost of raising funds		Charitable activities					2019 Total £
	Generating donation 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 £	
Staff costs (Note 8)	210,517	26,968	194,724	286,577	58,882	20,650	146,107	944,423
<b>Direct costs</b>								
Generating donations and legacies	63,874	-	-	-	-	-	-	63,874
Challenge event fees	-	42,874	-	-	-	-	-	42,874
Merchandise and other costs	-	16,141	-	-	-	-	-	16,141
Publications	-	-	66,465	-	-	-	-	66,465
Raising awareness and website	-	-	39,593	-	-	-	-	39,593
Helpline and support services	-	-	-	37,579	-	-	-	37,579
Regional and international	-	-	-	11,557	-	-	-	11,557
Workshop, conference and events	-	-	-	-	77,585	-	-	77,585
	63,874	59,015	106,058	49,136	77,585	-	-	355,668
<b>Support costs</b>								
Finance, HR & IT	-	-	-	-	-	-	86,598	86,598
Premises	-	-	-	-	-	-	67,114	67,114
Stationery, post, phone, equipment	-	-	-	-	-	-	47,033	47,033
Depreciation	-	-	-	-	-	-	6,967	6,967
<b>Governance</b>	-	-	-	-	-	12,661	-	12,661
	274,391	85,983	300,782	335,713	136,467	33,311	353,819	1,520,466
Support costs	100,641	16,646	86,685	120,148	29,699	-	-	-
Governance costs	9,478	1,491	8,207	11,475	2,660	(33,311)	-	-
<b>Total expenditure 2019</b>	<b>384,510</b>	<b>104,120</b>	<b>395,674</b>	<b>467,336</b>	<b>168,826</b>	<b>-</b>	<b>-</b>	<b>1,520,466</b>

## Lymphoma Action

### Notes to the financial statements

#### For the year ended 31 December 2020

#### 7 Net income / (expenditure) for the year

This is stated after charging:

	2020 £	2019 £
Depreciation	14,327	6,967
Operating lease rentals payable:		
Property	28,535	28,982
Other	4,383	5,156
Auditor's remuneration (excluding VAT):		
Audit	7,500	7,300
	<u>          </u>	<u>          </u>

#### 8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2020 £	2019 £
Salaries and wages	828,403	806,958
Redundancy and termination costs	-	12,000
Social security costs	74,291	70,896
Employer's contribution to defined contribution pension schemes	47,605	45,547
Income protection and life assurance	11,621	9,024
	<u>961,920</u>	<u>944,425</u>

The following number of employees received employee benefits (excluding employer pension costs and employer's national insurance) during the year between:

	2020 No.	2019 No.
£70,000 – £79,999	<u>1</u>	<u>1</u>

The total employee benefits (including pension contributions and employer's national insurance) of the key management personnel were £253,232 (2019: £247,416) in relation to four key management posts.

The charity trustees were neither paid nor received any other benefits from employment with the charity in the year (2019: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil).

Trustees' expenses represent the payment or reimbursement of travel and subsistence costs totalling £158 (2019: £1,984) incurred by 2 (2019: 6) members relating to attendance at meetings of the trustees.

During the year trustee liability insurance was obtained for £2,594 (2019: £1,831)

## Notes to the financial statements

## For the year ended 31 December 2020

## 9 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was 31 (2019: 30).

Staff are split across the activities of the charity as follows (head count basis):

	2020 No.	2019 No.
Raising funds	9	9
Charitable activities	17	16
Support staff	5	5
	<u>31</u>	<u>30</u>

## 10 Related party transactions

There are no related party transactions to disclose for 2020 (2019: none).

## 11 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

## 12 Tangible fixed assets

	Property improvements £	Computer equipment £	Furniture & equipment £	Total £
<b>Cost</b>				
At the start of the year	4,457	46,570	10,208	61,235
Disposals in year	-	-	-	-
Additions in year	-	5,747	-	5,747
At the end of the year	<u>4,457</u>	<u>52,317</u>	<u>10,208</u>	<u>66,982</u>
<b>Depreciation</b>				
At the start of the year	4,457	10,294	9,434	24,185
Disposed of in year	-	-	-	-
Charge for the year	-	13,847	480	14,327
At the end of the year	<u>4,457</u>	<u>24,141</u>	<u>9,914</u>	<u>38,512</u>
<b>Net book value</b>				
At the end of the year	<u>-</u>	<u>28,177</u>	<u>294</u>	<u>28,471</u>
At the start of the year	<u>-</u>	<u>36,277</u>	<u>774</u>	<u>37,051</u>

All of the above assets are used for charitable purposes.

## 13 Stock

	2020 £	2019 £
Goods for resale	6,814	8,379
	<u>6,814</u>	<u>8,379</u>

## 14 Debtors

	2020 £	2019 £
Income tax receivable	27,688	16,303
Prepayments	102,588	94,749
Accrued income	4,823	7,895
	<u>135,099</u>	<u>118,947</u>

## 15 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	45,663	50,196
Taxation and social security	14,024	18,996
Accruals	9,000	9,489
Deferred income (note 16)	84,747	39,533
	<u>153,434</u>	<u>118,214</u>

## 16 Deferred income

Deferred income comprises income received in advance for events, including entry deposits and sponsorships for individuals undertaking challenge events.

	2020 £	2019 £
Balance at the beginning of the year	39,533	16,918
Amount released to income in the year	(10,199)	(16,310)
Amount deferred in the year	55,413	38,925
	<u>84,747</u>	<u>39,533</u>

## 17a Analysis of net assets between funds (current year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	–	28,177	294	28,471
Net current assets	1,036,427	88,745	42,477	1,167,649
<b>Net assets at 31 December 2020</b>	<u>1,036,427</u>	<u>116,922</u>	<u>42,771</u>	<u>1,196,120</u>

## 17b Analysis of net assets between funds (prior year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	–	36,276	774	37,050
Net current assets	717,069	80,000	32,457	829,526
<b>Net assets at 31 December 2019</b>	<u>717,069</u>	<u>116,276</u>	<u>33,231</u>	<u>866,576</u>

Lymphoma Action

Notes to the financial statements

For the year ended 31 December 2020

18a Movements in funds (current year)

	At 1 January 2020 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 December 2020 £
<b>Restricted funds:</b>					
<b>Information and publications</b>					
Publications	-	49,300	(49,300)	-	-
Webinar equipment	774	-	(480)	-	294
<b>Support for people affected by lymphoma</b>					
Counselling/psychological support Information & support, including helpline, buddy scheme & support groups	3,200	-	-	-	3,200
Live Your Life – Big Lottery Fund	-	124,900	(97,647)	-	27,253
Live Your Life – other	17,232	-	(17,232)	-	-
Research	-	23,000	(23,000)	-	-
Regional Development	12,024	-	-	-	12,024
	-	-	-	-	-
<b>Education and training</b>					
Events and activities	-	56,977	(56,977)	-	-
<b>Total restricted funds</b>	<b>33,231</b>	<b>254,177</b>	<b>(244,636)</b>	<b>-</b>	<b>42,771</b>
<b>Unrestricted funds:</b>					
<b>Designated funds:</b>					
<b>Unplanned information products</b>					
Facebook settlement fund	-	-	-	8,745	8,745
Legacy fluctuation fund	30,000	-	-	-	30,000
Premises fund	50,000	-	-	-	50,000
Value of functional assets net of restricted funds	36,276	-	(13,847)	5,746	28,175
<b>Total designated funds</b>	<b>116,276</b>	<b>-</b>	<b>(13,847)</b>	<b>14,491</b>	<b>116,920</b>
<b>General funds</b>	<b>717,069</b>	<b>1,468,103</b>	<b>(1,134,255)</b>	<b>(14,491)</b>	<b>1,036,426</b>
<b>Total unrestricted funds</b>	<b>833,345</b>	<b>1,468,103</b>	<b>(1,148,102)</b>	<b>-</b>	<b>1,153,346</b>
<b>Total funds</b>	<b>866,576</b>	<b>1,722,280</b>	<b>(1,392,738)</b>	<b>-</b>	<b>1,196,117</b>

The narrative to explain the purpose of each fund is given at the foot of the note below.

Lymphoma Action

Notes to the financial statements

For the year ended 31 December 2020

18b Movements in funds (prior year)

	At 1 January 2019 £	Income & gains £	Expenditure & losses £	Transfers £	At 1 January 2020 £
<b>Restricted funds:</b>					
<b>Information and publications</b>					
Publications	-	79,507	(79,507)	-	-
Webinar equipment	1,254	-	(480)	-	774
<b>Support for people affected by lymphoma</b>					
Counselling/psychological support Information & support, including helpline, buddy scheme & support groups	3,200	-	-	-	3,200
Live Your Life – Big Lottery Fund	-	81,148	(81,148)	-	-
Live Your Life – other	-	110,894	(93,662)	-	17,232
Research	23,764	11,400	(35,164)	-	-
Regional Development	12,024	-	-	-	12,024
	52,739	-	(52,739)	-	-
<b>Education and training</b>					
Events and activities		57,359	(57,359)	-	
<b>Total restricted funds</b>	<b>92,982</b>	<b>340,308</b>	<b>(400,059)</b>	<b>-</b>	<b>33,231</b>
<b>Unrestricted funds:</b>					
<b>Designated funds:</b>					
Unplanned information products	10,000	-	-	(10,000)	-
Legacy fluctuation fund	-	-	-	30,000	30,000
Premises fund	-	-	-	50,000	50,000
Value of functional assets net of restricted funds	9,647	-	(6,487)	33,116	36,276
<b>Total designated funds</b>	<b>19,647</b>	<b>-</b>	<b>(6,487)</b>	<b>103,116</b>	<b>116,276</b>
<b>General funds</b>	<b>439,440</b>	<b>1,494,665</b>	<b>(1,113,920)</b>	<b>(103,116)</b>	<b>717,069</b>
<b>Total unrestricted funds</b>	<b>459,087</b>	<b>1,494,665</b>	<b>(1,120,407)</b>	<b>-</b>	<b>833,345</b>
<b>Total funds</b>	<b>552,069</b>	<b>1,834,973</b>	<b>(1,520,466)</b>	<b>-</b>	<b>866,576</b>

The narrative to explain the purpose of each fund is given at the foot of the note below.

## Purposes of restricted funds

### Information and publications

#### 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 2021.

#### Publications

Grants 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).

### Support for people affected by lymphoma

#### Counselling / psychological support

Grants towards a 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.

#### Information and support, including helpline, buddy scheme and support groups

Grants received 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).

#### 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.

#### Live Your Life – other

Grants and donations for Live Your Life work other than that funded by the Big Lottery Fund

#### Research

Funds received and carried over for research into lymphoma and the lives of those affected by lymphoma, work to scope activity has taken place in 2018, which we expect to launch in 2021.

#### Regional Development

A significant grant to develop our regional structure and significantly extend our organisational reach.

### Education and training

#### Education and training events and activities

Events for healthcare professionals are held throughout the year

#### Purposes of designated funds

The legacy fluctuation fund is set aside to offset any lower than expected legacy income.

The premises fund is created to cover potential costs of relocation and or refurbishment when the current lease expires.

The unplanned information products fund was held to cover unplanned publishing costs.

**19 Operating lease commitments payable as a lessee**

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	Property 2020 £	2019 £	Equipment 2020 £	2019 £
Less than one year	29,311	78,469	4,382	13,148
One to five years	19,713	130,782	11,687	48,209
	<u>49,024</u>	<u>209,251</u>	<u>16,069</u>	<u>61,357</u>

**20 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 (#,*) Dr Cathy Burton Tricia Cavell-Hill (#) Jeremy Harrington James Cray Mark Harrison Nicola King Keith McLeod (#,*) David McNeill Sarah Wells David Barnett	Chair (and Chair of Remuneration Committee)  (Retired November 2020) (Appointed July 2020)  Treasurer (and Chair of Finance Committee)  (retired 2 January 2020)
	# Member of Finance Committee * Member of Remuneration Committee	
<b>Chief Executive</b>	Ropinder Gill	
<b>Key management personnel</b>	Stephen Scowcroft Jim Howson Karen Rabjohn	Director of Operations & External Affairs Director of Finance Director of Fundraising & Communications
<b>Company secretary</b>	Ropinder Gill	
<b>President</b>	Professor John Radford	
<b>Patron</b>	Lord Menzies Campbell of Pittenweem	
<b>Charity number</b>		
England and Wales	1068395	
Scotland	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	

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

**Medical Advisory Panel**

Dr Kirit Ardeshta  
Miss Charlotte Bloodworth  
Dr Adrian Bloor  
Professor Kristian Bowles  
Dr Cathy Burton  
Dr Graham Collins  
Professor David Cunningham  
Professor Stephen Devereux  
Professor Martin Dyer  
Dr Paul Fields  
Dr George Follows  
Dr Christopher Fox  
Dr Eve Gallop-Evans  
Dr Georgina Hall  
Dr Chris Hatton  
Professor Peter Hoskin  
Professor Tim Illidge  
Professor Graham Jackson  
Professor Peter Johnson  
Dr Rod Johnson  
Dr Nagesh Kalakonda  
Dr Ben Kennedy  
Professor David Linch  
Dr Kim Linton  
Professor Andrew Lister  
Dr Prem Mahendra  
Dr Robert Marcus  
Dr Pam McKay  
Dr Andrew McMillan  
Dr Christopher McNamara  
Dr Wendy Osborne  
Dr Shankara Paneesha  
Dr Ruth Pettengell  
Professor Andrew Pettitt  
Professor John Radford (Chair)  
Dr Ravi Ratnavel  
Professor Simon Rule  
Ms Barbara Von Barsewisch  
Ms Sarah Wells  
Dr Andy Wotherspoon  
Dr Shirley D' Sa