**RADIOLOGY AND ONCOLOGY CONGRESSES**

**Registered Number: 04075344**

**Charity Number: 1087939**

**ANNUAL REPORT OF THE DIRECTORS and TRUSTEES**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30 SEPTEMBER 2018**

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**1.1 Reference and Administrative Details**

**Name:** Radiology and Oncology Congresses

**(**sometimes abbreviated to ROC.)

Company Registration Number: 4075344.

Charity Number: 1087939.

**Principal Office**: Fairmount House,

230, Tadcaster Road, York, YO24 1ES

**Registered Office**: Fairmount House,

230, Tadcaster Road, York, YO24 1ES

**Auditors:** Kingston Smith LLP, Devonshire House, 60 Goswell Road, London EC1M 7AD

**Bankers:** Unity Trust Bank, Nine Brindleyplace,

Birmingham, B1 2HB

**Solicitors:** Wilsons, Alexandra House, St Johns Street, Salisbury, S1 2SG

**Members of the Company:**

The British Institute of Radiology

The College of Radiographers The Institute of Physics and Engineering in Medicine

The Royal College of Radiologists

**Radiology and Oncology Congresses Board**:

Board Members are both Directors of the Company and Trustees of the Charity.

Chairman Mr H. O. G. Dombrowe (resigned 8 October 2018)

Vice Chairman Ms P. Black (Chairman since 8 October 2018)

Hon. Secretary  Mr H. B. Wilkins

Hon. Treasurer Dr C. J. Kotre

Directors The British Institute of Radiology

The College of Radiographers

The Institute of Physics and Engineering in Medicine

The Royal College of Radiologists

Mrs Angela F Baker (resigned 8 October 2018)

Dr Julian Kabala

**Senior Honorary Officers**:

President of 2017 UKRC Prof. Mary Ann Hardy

President of 2017 UKRO Mrs Angela F Baker

Marketing Support Mr. Richard Evans

Exhibition Support Mrs. Elizabeth Beckmann

**Finance Officer** Mr John Turner

**1.2 Structure, Governance and Management**

**1.2.1 Governing Documents**

The organisation is a charitable company limited by guarantee, incorporated on the 15 September 2000 and

registered as a charity on the 9 August 2001. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and it is governed under its Articles of Association.

**1.2.2 Recruitment and Appointment of Board**

General meetings of the company are either the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM). The Directors of the company are also Trustees of the charity and are elected by the members at either the AGM or an EGM. One third (or the number nearest one third) of the Directors who are individuals must retire at each AGM, those longest serving retiring first. The individual Directors are either the current Presidents of the two major congresses that the company organises or individuals elected from nominations by members.

There are four Honorary Officers of the Board who are Directors and are elected at an AGM or EGM.

**1.2.3 Trustee Induction and Training**

All Trustees are familiar with the work of the charity and most have served as Trustees of the member organisations or related organisations.

The Trustees are made aware of their obligations, are directed to the Charity Commission web site for further guidance and a ROC Handbook is provided. The Board regularly reviews whether any further training is required.

The Board continues to monitor the mix of skills provided by the Trustees and attempts to ensure the Board has a spread of appropriate skills.

**1.2.4 Risk Management**

The Board regularly reviews the risks to which the charity is exposed and listed below are the five highest identified risks, together with the steps being taken to mitigate those risks.

**Review of effectiveness of Board**

Board effectiveness has been considered as part of an on going process of review of all ROC and ROC-E operations. This has been given impetus by the Royal College of Radiologists (RCR) recently joining ROC, review of committee structures, draft revision of memoranda & articles of association, and observations from the outgoing and incoming chief executives of the British Institute of Radiology (BIR). This process will be taken forward during the coming year.

**Relationship with, and commitment of, professional bodies involved in radiology and oncology- SCOR, BIR, IPEM, RCR, specialist societies etc. - promoting multi-professional meetings**

All Board members are aware of the importance of commitment and good working relationships between ROC, member organisations and other parties, and strive to maintain them. Where conflicts of interest exist they are dealt with transparently. A high emphasis is placed on working in partnership, recognizing the contributions and perspectives of all concerned.

**Promotion of multi-disciplinary Congresses. N.B. risk of competing events (RCR’s Annual Science Day, multi-disciplinary in UK and abroad + specialist society meetings)**

The promotion of multi-disciplinary Congresses is one of a number of fundamental Joint Objectives agreed by all ROC’s member organisations. Board members are aware of the need to be aware of potentially competing events which might adversely impact on delegate/exhibitor numbers, and keep such matters under strategic review.

**Appropriateness and accuracy of content of Congress programmes**

All aspects of Congress programmes are reviewed, prospectively and retrospectively, at regular Board meetings. Congress Presidents play a particularly important role in the development of the content of Congress programmes, with oversight by the Board.

**Continued attractiveness and relevance of ROC events**

Congress Presidents, who are appointed by the Board, are experts in their fields. They are supported by multidisciplinary colleagues with, collectively, a good understanding of the Continuing Professional Developmentneeds of delegates. All concerned are strongly motivated to ensure the continued attractiveness and relevance of ROC events, in line with ROC’s charitable object.

**Complete failure/cancellation of an event**

Preparations for events, including associated financial risks, are kept under continual review, augmented by minuted reports at ROC-E board meetings at 3-monthly intervals. We have contracted a professional conference organiser, whose day-to-day business is to ensure the success of events. The charity is further protected by an insurance policy against sudden cancellation of the event for outside circumstances.

**1.2.5 Organisational Structure**

The Board meets at least twice a year and the primary responsibilities of the Board, the four Honorary Officers and the Executive Committee are set out in the Articles of Association.

The charity does not employ any management staff. Strategy decisions are discussed and approved by the Board of Trustees, and operational delivery is the responsibility of ROC Events Ltd, the wholly-owned subsidiary company, reporting to the Board of Trustees. The Board is supported by a qualified Finance Officer who provides financial and administrative support, who receives a modest payment, and the services of a Professional Conference Organising company. None of the Board members are remunerated.

There are two Committees reporting to the Board.

* The UKRC Organising Committee
* The UKRO Organising Committee

All members of the committees are volunteers.

**1.3 Objectives and Activities**

The object of the Charity shall be to advance education in radiology, oncology and related sciences, particularly by the provision of congresses pertaining to the radiation sciences as applied to medicine, and the dissemination for public benefit of the useful results of reports of research arising from such congresses.

The company brings together the four main UK professional organisations involved in radiology, medical imaging and radiation oncology to organise an annual major combined event encompassing diagnostic and therapeutic use of imaging and radiation.

The main objective for 2017 - 2018 was to organise the third combined meeting of the UK Radiological Radiation Oncology Congress (UKRCO). This three day event was held in July 2018, in Liverpool.

Volunteers undertake most of the organising of the scientific planning of the congresses and speakers do not receive any remuneration.

**1.4 Public Benefit**

The Trustees have complied with their duty in section 17 of the Charities Act 2011 to have due regard to the guidance on public benefit published by the Commission in exercising their powers and planning the activities of the charity, including the guidance “Public Benefit: running a charity (PB2)”.

The company has charitable purposes, as set out in 1.3 above, which are for public benefit. They cover three of the descriptions of charitable purpose set out in the Charities Act 2011:

* The advancement of education;
* The advancement of health;
* The advancement of the arts, culture, heritage or science.

The Charity Commission has set out two key principles of public benefit:

**There must be an identifiable benefit or benefits**

The congress, which the charity organises as its main activity, advances the education and training of a range of persons involved in healthcare through lectures, debates and teaching sessions that not only relate to clinical practice but also include service delivery and standards. It also advances scientific knowledge in medicine and related areas. These two types of activities promote the advancement of education, health and science.

**Benefits must be to the public, or section of the public**

The main direct beneficiaries of the activities of the charity are healthcare professionals and researchers involved in the areas of medical imaging and treatment of cancer using radiation. The main professions involved include medical doctors, radiographers, medical physicists and industrialists. Underlying the entire operations of Radiology and Oncology Congresses is the belief that its activities are to the benefit of the public, and in particular to patients undergoing diagnostic or therapeutic radiological procedures.

The congresses are open to all and there are no preferential registration fees for members of particular societies or organisations. However, lower fees are charged for attendees with lower earnings capacity, such as students and trainees. Selected lectures and educational symposia are provided at no charge. There are wider public benefits from improved healthcare resulting from the activities of the charity.

In addition school taster sessions are included in the Congresses to encourage school children to take an interest in Science in general and its application to healthcare in particular.

Radiology and Oncology Congresses does not engage in any political activity.

**1.5 Achievements and Performance**

Radiology and Oncology Congresses (ROC) is a charitable company, registered with both the Charity Commission and Companies House. It is a private limited company incorporated by guarantee. Its aims and activities are encapsulated in its charitable object – *to advance education in radiology, oncology and related sciences particularly by the provision of congresses pertaining to the radiation sciences as applied to medicine and the dissemination for the public benefit of the useful results of reports of research arising from such congresses.*

Against these criteria this has been another successful year for ROC. For the third year, the UKRC and UKRO congresses were held together in a single event - UKRCO (the UK Radiological and Radiation Oncology Congress) combining diagnostic and therapeutic uses of radiation in a single congress. This was held at the Liverpool ACC.

Eleven bursaries were made available to delegates (9 from the UK and 2 from overseas) who would not otherwise have been able to present their work at the Congress. Whilst ROC has overall responsibility for the success of its congresses, operational aspects are devolved to its trading subsidiary, ROC Events Ltd (ROC-E). Inevitably there is some overlap between ROC and ROC-E, and work has been undertaken to identify more clearly and better separate activities of these two companies, for clarity and to avoid duplication. Consideration has been given to committee structures, and there is an on-going review of the memoranda and articles of association for both organisations.

This work has been given impetus by the Royal College of Radiologists (RCR) joining ROC as a full member.There is a common determination to make what is already a successful series of ROC congresses over a number of years “bigger, better, wider”under the new banner of “UK Imaging and Oncology (UKIO).

For the past 6 years, the Professional Conference Organiser (PCO) has been Profile Productions. Their 3-year contract, which has already been renewed once, ended in 2018. After conducting an open tender to appoint a PCO for the 2019 – 2021 congresses, Profile Productions has been reappointed for a further 3 year term.

ROC’s directors and trustees will continue to be proactive and reactive and are confident in the direction of travel as the Annual Congress returns to its Liverpool home for the next few years. The next congress will be held at the Liverpool Arena and Convention Centre, 10-12 June 2019.

**1.6 Financial Review**

**1.6.1 Financial Activities**

Total income for the year for the charity was £13,648 (2017, £144,607), and direct operational and governance costs totalled £17,192 (2017, £13,789) giving a deficit for the year of £3,544 (2017, surplus £ 130,818). Through its subsidiary, ROC Events Ltd, the charity organised the United Kingdom Radiological and Radiation Oncology Congress (UKRC0), comprising a large scientific conference and exhibition.

The Group figures for 2018 reflect the inclusion of the gross income and expenditure for the charity’s trading subsidiary, ROC Events Ltd.

No grants other than the above mentioned delegate bursaries were made in the year under report. However, work is on-going to identify further areas where the charity might better use its scientific meetings to engage with the broader public and encourage the development of young professionals within the sector.

**1.6.2 Reserves**

Free reserves stood at £646,842 at 30 September 2018 (2017, £650,386). The Trustees have reviewed the Reserves Policy and now believe it appropriate to require a minimum of £250,000 to provide working capital for the Group, as suitable venues need to be booked significantly in advance to ensure stability for the events organised by the charity. In addition the Trustees review the strategic requirements of the scientific meetings in the coming years to build on the current outreach elements of the meetings, and feel that the balance of free reserves available provides a firm financial base for these developments.

**1.7 Plans for Future Periods**

The company plans to hold an annual joint UK Radiological Congress and UK Radiation Oncology Congress, rebranded as UK Imaging and Oncology (UKIO) in 2019 following the success of the 2018 event. A working group has been established to start planning the new UKIO, which, together with the exhibitions, will be organised through ROC Events Ltd. No other major activities are planned at this stage.

**1.8 Acknowledgements**

The Board of Trustees wishes to pay special tribute to the enormous hard work by the congresses' Presidents and their committees, on whom the success of the congresses is entirely dependent. The Board also wishes to acknowledge the excellent contribution of the professional conference organiser, Profile Production Ltd, towards the effective and professional staging of the 2018 event.

**1.9 Auditors**

The appointed auditor is Kingston Smith LLP, a limited liability partnership incorporated under the Limited Liability Partnership Act 2000.

**1.10 Small Company Exemption**

The report and the financial statements have been prepared in accordance with the provisions of the Companies Act 2006 relating to small companies.

**1.11 Statement of Trustees’ Responsibilities**

The Trustees (who are also directors of the Radiology and Oncology Congresses for the purposes of company law) are responsible for preparing the Trustees’ Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and the group and of the income and expenditure of the charitable group for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**1.12 Audit Information**

In so far as each of the trustees are aware:

a) there is no relevant information of which the charitable company’s auditors are unaware; and

b) the Trustees have taken all relevant steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the charitable company’s auditors are aware of that information.

Signed on behalf of the Trustees by:

………......................

Director

P. Black

25 March 2019

**Independent Auditor’s Report to the Members and Trustees of Radiology and Oncology Congresses**

**Opinion**

We have audited the financial statements of Radiology and Oncology Congresses for the year ended 30 September 201 which comprise the Group Statement of Financial Activities, the Group and Parent Charitable Company Balance Sheets, the Group Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 ‘The Financial Reporting Standard Applicable in the UK and Ireland’.

In our opinion the financial statements:

* give a true and fair view of the state of the group’s and the parent charitable company’s affairs as at 30 September 2018 and of the group’s 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; and
* have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**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 financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

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

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

**Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor’s report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

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

* the information given in the trustees’ annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; 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 group and parent 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 where the Companies Act 2006 and the Charities Act 2011 require us to report to you if, in our opinion:

* the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
* the parent charitable company’s 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 trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees’ Annual Report and from preparing a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees’ responsibilities statement set out on page 6, 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 group and parent 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 group or parent 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 the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

* Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
* Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the company’s internal control.
* Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
* Conclude on the appropriateness of the directors’ use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the company to cease to continue as a going concern.
* Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
* Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit report.

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

**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, in respect of the consolidated financial statements, to the charity’s trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company’s members and trustees those matters which 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 any party other than the charitable company, the charitable company’s members, as a body, and the charity’s trustees, as a body, for our audit work, for this report, or for the opinion we have formed.

Devonshire House

James Cross (Senior Statutory Auditor) 60 Goswell Road

for and on behalf of Kingston Smith LLP, Statutory Auditor London

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EC1M 7AD

**Consolidated Statement of Financial Activities**

**(Incorporating an Income and Expenditure Account)**

**For the year ended 30September 2018**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Company** |  | Company |  | **Group** |  | Group |
|  |  |  | **2018** |  | 2017 |  | **2018** |  | 2017 |
|  |  |  | £ |  | £ |  | **£** |  | **£** |
|  | **Note** |  |  |  |  |  |  |  |  |
| **INCOME** |  |  |  |  |  |  |  |  |  |
| **Income from** |  |  |  |  |  |  |  |  |  |
| Donation from subsidiary |  |  | **-** |  | 128,924 |  | **-** |  | - |
| Investment income from subsidiary |  |  | **9,846** |  | 15,683 |  |  |  | 3,236 |
| Interest Income from banks |  |  | **3,802** |  | - |  | **3,802** |  | - |
|  |  |  | **13,648** |  | 144,607 |  | **3,802** |  | 3,236 |
| **Income from Charitable Activities** |  |  |  |  |  |  |  |  |  |
| UKRC/RO |  |  | **-** |  | - |  | **878,802** |  | 893,278 |
|  |  |  |  |  |  |  |  |  |  |
| **Total Income** |  |  | **13,648** |  | 144,607 |  | **882,604** |  | 896,514 |
|  |  |  |  |  |  |  |  |  |  |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |  |
| **Charitable Activities** |  |  |  |  |  |  |  |  |  |
| UKRCO | 3,4,5,6 & 7 |  | **17,192** |  | 13,789 |  | **883,710** |  | 897,365 |
|  |  |  |  |  |  |  |  |  |  |
| **Total Expenditure** |  |  | **17,192** |  | 13,789 |  | **883,710** |  | 897,365 |
|  |  |  |  |  |  |  |  |  |  |
| **(Deficit)/surplus for year** |  |  | **(3,544)** |  | 130,818 |  | **(1,106)** |  | (851) |
| Fund balance brought forward |  |  | **650,386** |  | 519,568 |  | **647,641** |  | 648,492 |
|  |  |  |  |  |  |  |  |  |  |
| **Unrestricted funds Balance carried forward at**  **30 September 2018** |  |  | **646,842** |  | 650,386 |  | **646,535** |  | 647,641 |

Company Registration

Number 04075344

The notes on pages 13 to 18 form part of these financial statements.

**Balance Sheets**

**As at 30 September 2018**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Company** |  | Company |  | **Group** |  | Group |
|  | **Notes** |  | **2018** |  | 2017 |  | **2018** |  | 2017 |
| **Fixed Assets** |  |  |  |  |  |  |  |  |  |
| Intangible fixed assets | 8 |  | **-** |  | - |  | **-** |  | - |
| Investment | 9 |  | **2** |  | 2 |  | **-** |  | - |
|  |  |  |  |  |  |  |  |  |  |
| **Current Assets** |  |  |  |  |  |  |  |  |  |
| Debtors | 10 |  | **206,761** |  | 196,915 |  | **234,310** |  | 113,995 |
| Cash at bank and in hand |  |  | **443,235** |  | 456,848 |  | **545,031** |  | 756,696 |
|  |  |  | **649,996** |  | 653,765 |  | **779,341** |  | 870,691 |
| **Creditors:** Amounts falling due within one year | 11 |  | **3,156** |  | 3,379 |  | **132,806** |  | 223,050 |
|  |  |  |  |  |  |  |  |  |  |
| **Net Assets** |  |  | **646,842** |  | 650,386 |  | **646,535** |  | 647,641 |
|  |  |  |  |  |  |  |  |  |  |
| **Reserves** |  |  |  |  |  |  |  |  |  |
| Unrestricted funds  Carried Forward |  |  | **646,842** |  | 650,386 |  | **646,535** |  | 647,641 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Small Company Exemption** |  |  |  |  |  |  |  |  |  |
| The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard 102. | | | | | | | | | |
|  | | | | | | | | | |
| The financial statements were approved by the Directors, authorised for issue on 29 March 2019 and signed on its behalf by: | | | | | | | | | |
| …………………………………. |  |  |  |  |  |  |  |  |  |
| **P. Black** | Chairman of the Board | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| …………………………………. |  |  |  |  |  |  |  |  |  |
| **C. J. Kotre** | Honorary Treasurer | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Company Registration  Number 04075344 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| The notes on pages 13 to 18 form part of these financial statements. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Consolidated Cashflow Statement**

**For the year ended 30 September 2018**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2018** |  | 2017 |
|  | £ |  | £ |
| Net cash (used in)/provided by operating activities | **(211,665)** |  | 67,635 |
|  |  |  |  |
| Change in cash and cash equivalents in the reporting period | **(211,665)** |  | 67,635 |
|  |  |  |  |
| Cash and cash equivalents at the beginning of the reporting period | **756,696** |  | 689,061 |
|  |  |  |  |
| Cash and cash equivalents at the end of the reporting period | **545,031** |  | 756,696 |
|  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2018** |  | 2017 |
|  | **£** |  | £ |
| Net expenditure for the reporting period | **(1,106)** |  | **(851)** |
| Increase in debtors | **(120,315)** |  | (44,425) |
| (Decrease)/ increase in creditors | **(90,244)** |  | 112,911 |
| Net cash (used in)/provided by operating activities | **(211,665)** |  | 67,635 |
|  |  |  |  |
| Analysis of cash and cash equivalents |  |  |  |
| Cash in hand | **545,031** |  | 756,696 |
| Total cash and cash equivalents | **545,031** |  | 756,696 |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Accounting Policies** | |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
| a) | Company information | | | | | | | | | | |
|  | Radiology and Oncology Congresses is a company limited by guarantee domiciled and incorporated in England and Wales. The registered office is Fairmount House, 230, Tadcaster Road, York YO24 1ES. | | | | | | | | | | |
| b) | Accounting Convention | |  |  |  |  |  |  |  |  | |
|  | The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (“Charities SORP (FRS 102)”), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.  The financial statements have been prepared to give a ‘true and fair’ view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a ‘true and fair view’. This departure has involved following Charities SORP (FRS 102) rather than Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.  Radiology and Oncology Congresses meets the definition of a public benefit entity under FRS 102.  The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest pound. | | | | | | | | | | |
|  | The financial statements have been prepared on the historical cost convention. The principal accounting policies adopted are set out below. | | | | | | | | | | |
| c) | Going Concern | | | | | | | | | | |
|  | The Trustees have a reasonable expectation that the Charity has adequate resources to continue in existence for the foreseeable future. They continue to believe the going concern basis of accounting is appropriate in preparing the financial statements and confirm that they are not aware of any material uncertainties which may cast doubt on the charity’s ability to continue as a going concern. | | | | | | | | | | |
| d) | Consolidation | | | | | | | | | | |
|  | The group financial statements consolidate the financial statements of the company and its wholly owned subsidiary undertaking, ROC Events Ltd for the year ended 30 September 2018. | | | | | | | | | | |
|  |  | | | | | | | | | | |
| e) | Income | |  |  |  |  |  |  |  |  | |
|  | *Activities in furtherance of the charity's objectives* | | | | | |  |  |  |  | |
|  | Events income is accounted for on a receivable basis in the period in which the event takes place. | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  | |
|  | *Donations* |  |  |  |  |  |  |  |  |  | |
|  | Donations are accounted for on a receivable basis. | | | | | |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
| f) | Fund accounting  General funds are available for use at the discretion of the Directors in furtherance of the general objectives of the charity. | | | | | | | | | |  | |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| g) | Expenditure |  |  |  |  |  |  |  |  |
|  | All expenses are accounted for on an accruals basis. Expenditure incurred in connection with the specific objects of the charity is included under the heading charitable expenditure. | | | | | | | | |
|  | Expenditure is classified by the category of activity for which it is used rather than by type of expense. Allocation is on an actual basis, or where this is not possible, on an estimated usage basis.   * Costs of raising funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds. * Charitable activities include expenditure in connection with the specific objects of the charity and include both the direct costs and support costs relating to those activities. * Governance costs include those incurred in the governance and strategic management of the organisation including costs associated with meeting constitutional and statutory requirements. * Support costs include central costs and have been allocated to cost categories based on direct costs in those categories.   Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. | | | | | | | | |
| h) | Intangible fixed assets | | | | | | | | |
|  | All intangible fixed assets costing £500 or more are capitalised. Amortisation is provided at rates per annum to write off the cost or valuation of each asset over its useful life, as follows:   * Computer software: 33% straight line basis | | | | | | | | |
|  |  | | | | | | | | |
| i) | Cash and Cash equivalents | | | | | | | | |
|  | Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities. | | | | | | | | |
|  |  | | | | | | | | |
| j) | Financial Instruments | | | | | | | | |
|  | The Charity has elected to apply the provisions of Section 11 ‘Basic Financial Instruments’ and Section 12 ‘Other Financial Instruments Issues’ of FRS 102 to all of its financial instruments. | | | | | | | | |
|  | Financial instruments are recognised in the company's statement of financial position when the company becomes party to the contractual provisions of the instrument.  Basic financial assets, which include trade and other debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.  Basic financial liabilities, including trade and other creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.  Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.  Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method. | | | | | | | | |
| k) | Group Accounts | | | | | | | | |
|  |  | | | | | | | | |
|  | Radiology and Oncology Congresses owns the whole of the share capital of ROC Events Limited. Consolidated accounts are prepared in accordance with the requirements of the Statement of Recommended Practice. The whole of any profit of ROC Events Limited, which would otherwise be subject to corporation tax, is donated each year to Radiology and Oncology Congresses. | | | | | | | | |
| l) | Intra Group Loans | | | | | | | | |
|  | A Loan provided to the trading subsidiary for working capital. The loan is repayable on demand and the trading subsidiary is charged 5% interest on outstanding balances. | | | | | | | | |
|  |  | | | | | | | | |
| **2** | **Critical Accounting Estimates and Judgements** | | | | | | | | |
|  | In the application of the Charity’s accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.  The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.  There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities. | | | | | | | | |
| **3** | **Members' Guarantee** |  |  |  |  |  |  |  |  |
|  | Radiology and Oncology Congresses is a company limited by guarantee in England and Wales, and has a licence to dispose of the word “limited” in its title. The members are: The British Institute of Radiology, The College of Radiographers, the Institute of Physics and Engineering in Medicine, and the Royal College of Radiologists. In the event of a winding up, the liability of the three members would not exceed £1 each. | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4** | **Expenditure by the Group** | |  | |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |
|  | **United Kingdom Radiological and Radiation Oncology Congress** | | | | | | |  | **2018** |  | 2017 |
|  |  | | |  |  |  |  |  | **£** |  | £ |
|  | Direct Venue Costs | | |  |  |  |  |  | **278,218** |  | 257,355 |
|  | Other Event Costs | | |  |  |  |  |  | **571,233** |  | 609,775 |
|  | **Total UKRCO Costs** | | |  |  |  |  |  | **849,451** |  | 867,133 |
|  |  | | |  |  |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |  |  |
| **5** | **Surplus on Ordinary Activities - Group** | | |  |  | | |  |  | | |
|  | The surplus is stated after charging: | | |  |  |  |  |  | **2018** |  | 2017 |
|  |  | | |  |  |  |  |  | **£** |  | £ |
|  | Auditors' remuneration: Audit (excluding VAT) | | |  |  |  |  |  | **8,135** |  | 8,544 |
|  | Non-Audit (excluding VAT) | | | | |  |  |  | **405** |  | 400 |  | **370** |
|  | Amortisation | | |  |  |  |  |  | **-** |  | - |
|  | Directors’ and Officers’ Insurance | | |  |  |  |  |  | **1,855** |  | 1,839 |
|  |  | | |  |  |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |  |  |

**6**  **Analysis of Charitable Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2018** | | | |
|  | £ | £ | £ | £ |
|  | Direct | Admin | Governance | Total |
| UKRCO | 849,451 | 17,066 | 17,193 | 883,710 |
|  |  |  |  |  |
|  | 2017 | | | |
|  | £ | £ | £ | £ |
|  | Direct | Admin | Governance | Total |
| UKRCO | 867,133 | 21,306 | 8,926 | 897,365 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7** | **Trustees' Remuneration** | | | |  |  | | | |  |  | |  |  | |  | | |  | |
|  | No trustee received any remuneration during the current or previous year.  Travel expenses of £2,433 (2017: £4,572) were reimbursed to 5 (2017: 4) trustees.  The trustees are considered to be the charity’s key management personnel. | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | |
| **8** | **Intangible Fixed Assets** | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | | | |  | | | | | | |  | | |  | | |
| Intangible Fixed Assets for own use | | |  | | | | | **Computer Software** | | | **Total** | | |  | | |  | | |
|  |  |  |  | | | | | **£** | | | **£** | | |  | | |  | | |
| **Cost** | | |  | | | | |  | | |  | | |  | | |  | | |
| At 1 October 2017 | |  |  | | | | | **7,500** | | | **7,500** | | |  | | |  | | |
| Additions | |  |  | | | | | **-** | | | - | | |  | | |  | | |
| Disposals | |  |  | | | | | **(7,500)** | | | **(7,500)** | | |  | | |  | | |
| At 30 September 2018 | |  |  | | | | | **-** | | | **-** | | |  | | |  | | |
|  | |  |  | | | | |  | | |  | | |  | | |  | | |
| **Amortisation** | |  |  | | | | |  | | |  | | |  | | |  | | |
| At 1 October 2017 | |  |  | | | | | **7,500** | | | **7,500** | | |  | | |  | | |
| Charge for year | |  |  | | | | | **-** | | | **-** | | |  | | |  | | |
| Disposals | |  |  | | | | | **(7,500)** | | | **(7,500)** | | |  | | |  | | |
| At 30 September 2018 | |  |  | | | | | **-** | | | **-** | | |  | | |  | | |
|  | |  |  | | | | |  | | |  | | |  | | |  | | |
| **Net Book Value** | |  |  | | | | |  | | |  | | |  | | |  | | |
| At 30 September 2018 | |  |  | | | | | **-** | | | **-** | | |  | | |  | | |
|  | |  |  | | | | |  | | |  | | |  | | |  | | |
| At 30 September 2017 | |  |  | | | | | **-** | | | **-** | | |  | | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | |
| **9** | **Fixed Asset Investments** | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | |
|  | Group investment - company | | | | | | | | | | | | | | | | | | | |
|  | ROC Events Limited is a wholly owned subsidiary by way of a gift of shares. The company is registered  in England and Wales, Company number 06722032, to carry out trading activities and whose profits are  donated to the parent company. | | | | | | | | | | | | | | | | | | | |
|  | The company has authorised share capital of 100 shares at £1 of which currently only 2 have been issued. | | | | | | | | | | | | | | | | | | | |
|  |  | | | |  | |  | | | | | |  |  | | | | | | |
|  |  | | | |  | | **Company / Charity** | | | | | |  |  | | | | | | |
|  |  | | | |  | | **2018** | | |  | 2017 | |  |  | | |  | | |  | |
|  | Total investment | | | |  | | **£2** | | |  | £2 | |  |  | | |  | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | --- | --- | | **9** | **Fixed Asset Investments (continues)** |   The following information has been extracted from the financial statements of ROC Events Limited for the year  ended 30 September 2018: | | | | | | | | | | | | | | | | | | |
|  |  | | | |  |  | | |  |  | | |  |  | | |  | |  | | |
|  |  | | | |  | **2018** | | |  | 2017 | | |  |  | | |  | |  | | |
|  |  | | | |  | **£** | | |  | **£** | | |  |  | | |  | |  | | |
|  | Aggregate Assets | | | |  | **336,106** | | |  | 413,843 | | |  |  | | |  | |  | | |
|  | Aggregate Liabilities | | | |  | **(336,411)** | | |  | (416,587) | | |  |  | | |  | |  | | |
|  | Reserves | | | |  | **(305)** | | |  | (2,744) | | |  |  | | |  | |  | | |
|  |  | | | |  |  | | |  |  | | |  |  | | |  | |  | | |
|  | Total Income | | | |  | **878,802** | | |  | 893,278 | | |  |  | | |  | |  | | |
|  | Total Expenditure | | | |  | **876,363** | | |  | 896,024 | | |  |  | | |  | |  | | |
|  | Profit/ (Loss) for year | | | |  | **2,439** | | |  | (2,746) | | |  |  | | |  | |  | | |
|  |  |  | |  |  | | | | | |  |  | | | | | |
| **10** | **Debtors** |  | |  | **Company / Charity** | | | | | |  | **Group** | | | | | |
|  |  |  | |  | **2018** | |  | 2017 | | |  | **2018** | | |  | 2017 | |
|  |  | | |  | **£** | |  | £ | | |  | **£** | | |  | £ | |
|  | Trade debtors | | |  | **-** | |  | - | | |  | **115,567** | | |  | - | |
|  | Amounts owed by group undertakings | | | | **206,762** | |  | 196,915 | | |  | **-** | | |  | - | |  | | |
|  | Prepayments | | |  | **-** | |  | - | | |  | **40,276** | | |  | 49,216 | |
|  | VAT repayment | | | | **-** | |  | - | | |  | **78,467** | | |  | 64,779 | |
|  |  | | | | **206,762** | |  | 196,915 | | |  | **243,310** | | |  | 113,995 | |  | | |
|  |  |  | |  |  | |  |  | | |  |  | | |  |  | |
| **11** | **Creditors** |  | |  | **Company / Charity** | | | | | |  | **Group** | | | | | |
|  |  |  | |  | **2018** | |  | 2017 | | |  | **2018** | | |  | 2017 | |
|  |  | | |  | **£** | |  | £ | | |  | **£** | | |  | £ | |
|  | Deferred Income | | |  | **-** | |  | - | | |  | **-** | | |  | 520 | |
|  | Trade creditors | | |  | **-** | |  | 326 | | |  | **4,694** | | |  | 211,941 | |
|  | Accruals | |  | | **3,156** | |  | 3053 | | |  | **128,112** | | |  | 10,589 | |
|  | VAT | |  | | **-** | |  | - | | |  | **-** | | |  | - | |
|  |  |  |  | | **3,156** | |  | 3,379 | | |  | **132,806** | | |  | 223,050 | |
|  |  |  |  | |  | |  |  | | |  |  | | |  |  | |
|  |  | | | | | | | | | | | | | | | | |
| **12** | **Financial Assets** | | | | | | | | | | | | | | | | |
|  |  |  |  | | **Company / Charity** | | | | | |  | **Group** | | | | | |
|  |  |  |  | | **2018** | |  | 2017 | | |  | **2018** | | |  | 2017 | |
|  |  |  |  | | **£** | |  | £ | | |  | **£** | | |  | £ | |
|  | **Carrying value of Financial Assets**  Financial assets at amortised cost | | | | **206,762** | |  | 196,915 | | |  | **115,567** | | |  | - | |
|  |  | | | |  | |  |  | | |  |  | | |  |  | |
|  | **Carrying value of Financial liabilities**  Financial liabilities at amortised cost | | | | **3,165** | |  | 3,379 | | |  | **132,806** | | |  | 222,530 | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | |  | |  | |  | |
| **13** | **Taxation** |  |  |  |  |  | |  | |  | |  | |  |
|  |  |  |  |  |  |  | |  | |  | |  | |  |
|  | Radiology and Oncology Congresses has charitable status and is exempt from capital and income taxes on its charitable activities. | | | | | | | | | | | | | |

**14 Committed Expenditure**

The group has entered into a series of contracts with ACC Liverpool as the venue for the 2019, 2020, 2021 & 2022 events. The outstanding commitment in respect of these congresses outstanding at 30 September 2018 is £ 623,539 (£2017: £300,607).