### THE BEATSON INSTITUTE FOR CANCER RESEARCH

(Limited by Guarantee)

### REPORT AND ACCOUNTS

March 31, 1998

Company No 84170





#### GOVERNORS' REPORT

The Governors of the Beatson Institute for Cancer Research submit their report and accounts for the year ended March 31, 1998.

### Review of operations

During this past year, the Institute continued to pursue research into the causes and mechanisms of cancer, using the techniques of genetics and cell and molecular biology. This work has led to the publication of numerous scientific reports and its quality is attested by the attention generated by these reports and the success of staff in winning competitive research grant funding. Relationships with the University of Glasgow grow ever closer, with senior academic staff receiving University titles and the Institute playing a key role in the newly established University School of Cancer Studies. Shifts in the balance of the work continue to occur, with an increasing proportion of our activities offering the hope of exploitation in the management of cancer. Collaborations with clinical colleagues in the Cancer Research Campaign Beatson Laboratories and elsewhere therefore continue to grow in importance.

The income for the provision of salaries in support of research is provided mainly in the form of Grants from the Cancer Research Campaign. Some of these Grants are held jointly with our collaborators in the CRC Beatson Laboratories. There is an increasing incentive and tendency to generate income from other sources, which include the Leukaemia Research Fund, the Medical Research Council, the Wellcome Trust, the Ministry of Agriculture, Fisheries and Food, The British Council, NATO Scientific Affairs Division and the Association for International Cancer Research. The Cancer Research Endowment Fund of the Royal Beatson Memorial Hospital and the Endowment Income Fund of the Beatson Institute for Cancer Research also continued to provide a channel for financial contributions from many individuals and charitable organisations. This Endowment Fund is being used increasingly to promote new research through the provision of salaries and laboratory expenses.

### Year 2000 Compliance

As is well known, many computer and digital storage systems express dates using only the last two digits of the year and will thus require modification or replacement to accommodate the year 2000 and beyond in order to avoid malfunctions and resulting business disruption. This is a complex and pervasive issue. The operation of our business depends not only on our own computer systems, but also to some degree on those of our suppliers. This could expose us to further risk in the event that there is a failure by other parties to remedy their own Year 2000 issues.

We have therefore undertaken a programme to determine the impact of the Year 2000 Compliance issue on all of our activities at the Beatson Institute.

Much of the cost of implementing our plans for compliance will be subsumed into the annual recurring costs for contracted maintenance of equipment and software programmes. Our suppliers have confirmed that, as far as possible, they are also making the necessary arrangements to ensure that the Year 2000 Compliance issue will be addressed so that their equipment, services and customer-based

## GOVERNORS' REPORT (Continued)

operations remain unaffected. The total cost of modifications to our computer hardware and software is difficult to estimate but is being handled under the usual programmed updates and replacement of old and redundant systems.

Any equipment containing microchips that is date activated will be monitored with our daily checks to alarm systems and out of hours Security checks.

### Governors and their interests

None of the Governors, who are listed below, has a financial interest in the company.

The Governors in post during the year to which the accounts relate were:

Prof Colin C Bird, Faculty of Medicine, University of Edinburgh

Sir David C Carter, The Scottish Office

Sir Graeme J Davies, Principal, University of Glasgow

Dr Diana R Dunstan, Medical Research Council

Sir Robin G Duthie, CBE, R G Duthie & Co Ltd

Prof H John Evans, CBE, formerly MRC Human Genetics Unit, Edinburgh

Prof Charles R Gillis, West of Scotland Cancer Surveillance Unit

Dr Trevor A Hince, Cancer Research Campaign

Prof Robert B Jack, CBE, formerly Messrs McGrigor Donald, Glasgow

Dr Robert E Kendell, CBE, President, Royal College of Psychiatrists

Prof Rona M MacKie, Department of Dermatology, University of Glasgow

Since March 31, 1998 the following changes of Governors have occurred:

#### **Appointments**

Prof C Roland Wolf, Biomedical Research Centre, Dundee (from 11 June 1998)

### Resignations

Dr Robert E Kendell, CBE, President, Royal College of Psychiatrists (resigned 11 June 1998)

The Thirteenth Annual General Meeting was held in the Institute on Thursday, 27 November 1997. All of the serving Governors retired, as required by the Articles of Association, and were duly reelected.

#### **Auditors**

A resolution to reappoint Ernst and Young as auditors will be put to the members at the Annual General Meeting.

## GOVERNORS' REPORT (Continued)

### Governors Responsibilities Statement

Company law requires the Governors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Company and of the results of the Company for that period. In preparing those accounts, the Governors are required to

select suitable accounting policies and apply them consistently;

make judgements and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed;

prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Governors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BY ORDER OF THE BOARD

PROFESSOR'J WYKE

Secretary

18 December, 1998

# REPORT OF THE AUDITORS TO THE MEMBERS OF THE BEATSON INSTITUTE FOR CANCER RESEARCH (Limited by Guarantee)

We have audited the accounts on pages 5 to 13 which have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and on the basis of the accounting policies set out on page 9.

### Respective responsibilities of Directors and Auditors

As described on page 3 the Company Governors, who are also the directors of the Beatson Institute for Cancer Research for the purposes of company law, are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on the accounts and to report our opinion to you.

### Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

### Opinion

In our opinion the accounts give a true and fair view of the state of affairs of the charitable company as at 31 March 1998 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

ERNST & YOUNG Registered Auditor GLASGOW

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18 December, 1998

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 1998

	Notes	1998 £	1997 £
Operating Income Grants receivable Legacies and donations Fees, Sales & Services		4,430,863 159,494 <u>14,158</u> <u>4,604,515</u>	4,414,163 92,469 <u>40,354</u> <u>4,546,986</u>
Operating Expenditure Research projects Grant for new Building Other Expenditure		4,069,604 30,000 <u>451,756</u> <u>4,551,360</u>	4,170,680 400,000 <u>401,664</u> <u>4,972,344</u>
Operating surplus/(deficit) Investment Income (Loss) on realisation of investments		53,155 26,934 (604)	(425,358) 27,917 (1,010)
Surplus/(Deficit) for the year	3	79,485	(398,451)
Statement of Recognised Gains and Losses for the year ended March 31, 1998			
Surplus/(Deficit) for the year Donations to Endowment Fund		79,485 -	(398,451) 5,720
Unrealised gains on investments		<u>78,182</u>	<u>12,971</u>
Total gains/(losses) for the year		157,667	(379,760)
			<del> </del>

The notes on pages 9 to 13 form part of these accounts.

### BALANCE SHEET at MARCH 31, 1998

	Notes	£	1998 £	1997 £
Fixed assets: Investments	5		426,344	279,157
Current assets: Debtors	6	677,194		1,119,580
Cash at Bank	7	<u> 188,201</u>		<u>183,331</u>
		865,395		1,302,911
Creditors: amounts falling due within one year	8	692,123		1,140,119
Net current assets			<u>173,272</u>	162,792
Net Assets			599,616	441,949
Capital Funds Endowments	10		36,924	29,371
Income Funds Restricted funds Unrestricted funds	11		6,333 <u>556,359</u>	4,288 408,290
			599,616	441,949

PROF ROBERT B JACK, CBE

OR TREVOR HINCE

18 December. 1998

Governor

Governor

18 December, 1998

The notes on pages 9 to 13 form part of these accounts.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED MARCH 31, 1998

•	Unrestricted Funds £	Restricted Funds £	Endowmen Funds £	t Total 1998 £	Total 1997 £
INCOMING RESOURCES  Grants receivable Legacies and donations Investment income Fees, Sales & Services  Total Incoming Resources	3,153,488 158,676 25,495 14,158 3,351,817	1,277,375 818 1,439 	- - -	4,430,863 159,494 26,934 14,158 4,631,449	4,414,163 98,189 27,917 40,354 4,580,623
RESOURCES EXPENDED  Direct charitable expenditure: Research projects Grant for new Building  Other expenditure:	2,855,615 30,000 2,885,615 388,158	1,213,989 	<del></del> .	4,069,604 30,000 4,099,604 451,756	4,170,680 <u>400,000</u> <u>4,570,680</u> 399,008
Management and administration Staff amenities  Total Resources Expended  Net Incoming/(Outgoing)	388,158 3,273,773	63,598 1,277,587		451,756 4,551,360	2,656 401,664 4,972,344 (391,721)
Resources before Transfers  Transfers between funds	<u>78,044</u>	<u>2,045</u>		80,089	
Net Incoming/(Outgoing) Resources Gains/(losses) on investment asset	78,044	<u>2,045</u>	<u> </u>	80,089	(391,721)
Realised Unrealised	(604) 		7,553	(604) 78,182	12,971
Net Movement in Funds  Fund balances brought	148,069 408,29 <u>0</u>	2,045 <u>4,288</u>		157,667 441,949	(379,760) <u>821,709</u>
forward at 1 April 1997  Fund balances carried forward at 31 March 1998	<u>556,359</u>	<u>6,333</u>		599,616	

The notes on pages 9 to 13 form part of these accounts.

CASH FLOW STATEMEN	T		
FOR THE YEAR ENDED	<b>MARCH</b>	31,	1998

	Notes	1998 £	1997 £
Net cash inflow/(outflow) from operating activities Returns on investments and servicing of finance Capital expenditure and financial investment Financing - Donations to endowment fund	1 2 3	47,545 26,934 (69,609)	(417,016) 27,917 (3,414) 
Increase/(Decrease) in cash		<u>4,870</u>	(386,793)
Movement in net funds Increase/(Decrease) in cash Cash at 1 April 1997		4,870 183,331 188,201	(386,793) <u>570,124</u> <u>183,331</u>
Cash at 31 March 1998		<u>100,201</u>	<u> 100,000 1</u>
NOTES TO THE CASH FLOW STATEMENT			
Note 1		1998 £	1997 €
Reconciliation of operating profit to net cash inflow from operating activities	v/(outflow)		
Operating surplus/(deficit) Decrease/(Increase) in debtors (Decrease)/Increase in creditors		53,155 442,386 (447,996)	(425,358) (379,488) <u>387,830</u>
Net cash inflow/(outflow) from operating activities		<u>47,545</u>	(417,016)
Note 2			
Returns on investments and servicing of finance			
Investment income		<u>26,934</u>	<u>27,917</u>
Note 3			
Financial investment			
Payments to acquire investments Receipts from sales of investments		(122,761) 53,152	(26,157) _22,743
		<u>(69,609)</u>	(3,414)

## NOTES TO THE ACCOUNTS AT MARCH 31, 1998

### 1. Basis of accounting

The financial statements have been prepared under the historical cost convention with the exception of investments which are shown at market value, and in compliance with the Statement of Recommended Practice (Accounting by Charities).

### Going concern

A Memorandum of Understanding with the Cancer Research Campaign endorses the Campaign's intention to provide the Company with major long term financial support. On this assumption, the Accounts are prepared on a going concern basis.

### **Employees**

Staff are employed by the Company. Their employment costs are paid by the Company and are funded by grants.

#### Research

All research expenditure is written off in the year in which it is incurred.

#### **Fixed assets**

All fixed assets are fully funded by grants and as such are capitalised at nil.

### **Premises**

Premises are leased by the Company from the University of Glasgow at a nominal rent. The University assumes responsibility for rates and also for the maintenance of the external fabric of the Wolfson Building.

The Company shares in the maintenance of the external fabric of the remaining premises and is responsible for all internal maintenance and running costs of the total floor space occupied.

### Stocks

The value of stock held for research purposes is not considered material and any purchases are charged to revenue in the year in which the expenditure takes place.

### Leasing commitments

Rentals paid under operating leases are charged in the year in which they occur.

#### Income

Income is accounted for on an accruals basis, except for legacies and donations which are accounted for when received.

## NOTES TO THE ACCOUNTS AT MARCH 31, 1998

2.	Staff Costs		19	98 E	1997 £	
	Wages and salaries Social security costs		2,377 174	=	2,339,287 173,772 220,037	
	Other pension costs		<u>2,750</u>		2,733,096	
	The average weekly number of employ	f employees during the year was made up as follows.				
	Scientific Technical			59 34	62 34	
	Secretarial and Administrative Supportive			9 <u>17</u> <u>119</u>	8 <u>17</u> <u>121</u>	
3.	Results			1998 £	1997 £	
	The results are stated after charging: Auditors' remuneration Governors' remuneration		<del>.</del>	4,230	2,938	
4.	Analysis of Total Resources Expended	Staff Costs £	Grant £	Other £	Total £	
	Direct charitable expenditure: Research projects Grant for new laboratory block	2,588,070 	30,000 30,000	1,481,534 	4,069,604 <u>30,000</u> 4,099,604	
	Other expenditure:  Management and administration  Total	162,706 2,750,776	30,000	289,050 1,770,584	451,756 4,551,360	
5.	Investments			1998 £	1997 £	
	Market Value at 31 March 1997 Additions Revaluations Disposals (proceeds £53,152; loss £6	604)	12 7	9,157 2,761 8,182 (3,756)	263,782 26,157 12,971 (23,753)	
	Market Value at 31 March 1998		<u>42</u>	<u>26,344</u>	<u>279,157</u>	
	All investments are listed on the Lond and are split:	lon Stock Exchar	nge			
	British Government stocks UK Equities		<u>30</u>	7,236 <u>9,108</u> 26,344	107,387 171,770 279,157	
	Historical cost as at 31 March 1998		29	99,5 <u>68</u>	<u>230,378</u>	

# NOTES TO THE ACCOUNTS AT MARCH 31, 1998 (Continued)

6.	Debtors	1998 £	1997 £
	Grant income Tax recoverable	675,321 	1,117,313 2,267
		677,194 	1,119,580
		4000	1007
7.	Cash at bank	1998 £	1997 £
	Current accounts Call and term deposits	22,201 <u>166,000</u>	24,331 159,000
		188,201	183,331
8.	Creditors: amounts falling due within one year	1998 £	1997 £
	Trade creditors Grant income in advance Accruals	101,425 368,596 <u>222,102</u>	697,798 38,530 _403,791
		692,123	1,140,119

### 9. Share capital

The company has no share capital and is limited by guarantee.

## NOTES TO THE ACCOUNTS AT MARCH 31, 1998 (Continued)

10.	Endowments	Balance 31 March 1997 £	Mov Incoming Resources £	_ ^ /*		Balance 31 March 1998 £
	Permanent endowments: John Paul	<u> 29,371</u>		<del>-</del>	<u>7,553</u>	<u>36,924</u>

This Fund was established in memory of the former Director of the Institute. The income generated will provide annually a career development scholarship for the most promising final year PhD student.

11.	Restricted Funds	Balance	Mov	Balance		
		31 March 1997 <b>£</b>	Incoming Resources £	Expenditure £	Gains/Losses &Transfers	31 March 1998 £
	Research projects	-	1,277,375	(1,277,375)	-	-
	John Paul Revenue Fund	700	1,439	(212)	-	1,927
	Staff Amenities	3,588	· -	-	-	3,588
	EMBO Fellowship	-	81 <u>8</u>		=	<u>818</u>
	EMDO renowsinp	4,288	1,279,632	(1,277,587)	<u>=</u>	<u>6,333</u>
				_		<b></b>

Analysis of Group Net Assets between Funds	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Total Funds £
Fund Balances at 31 March 1998 are represented by: Investments Current assets Current liabilities Total Net Assets  Unrealised gains/(losses) included above:	389,491 216,628 (49,760) 556,359	648,797 (642,464) 6,333	36,853 (30) 101 36,924	426,344 865,395 (692,123) 599,616
On investment assets (see note, below) Total Unrealised Gains at 31 March	119,856 119,856	<del>-</del>	6,924	126,780
Reconciliation of Movements in Unrealise Gains on Investment Assets: Unrealised gains at 31 March 1997 Deduct in respect of disposals in year Add: Net gains arising on revaluations in Unrealised Gains at 31 March 1998	49,408 (181) 49,227	-    	(629) 	48,779 (181) 48,598 78,182 126,780

### 13. Leasing commitments

12.

At 31 March, 1998, the company had no annual commitments under non-cancellable operating leases (1997 - nil).

NOTES TO THE ACCOUNTS AT MARCH 31, 1998 (Continued)

#### 14. Pensions

The Institute, on behalf of its Scientific Staff, participates in the Universities' Superannuation Scheme (USS), a defined benefit scheme for employees of all UK universities and some other employers which is externally funded and contracted out of the State Earnings-Related Pension Scheme. The assets of the Scheme are held in a separate Trustee-administered fund.

The last actuarial valuation of the Scheme was at 31 March, 1996. The assumptions which have the most significant effect on the results of the valuation are those relating to the rate of return on investments and the rates of increase in salary and pensions. It was assumed that the investment return would be  $8\frac{1}{2}$ % per annum, that salary increases would be  $6\frac{1}{2}$ % per annum and that pensions would increase by 5% per annum. At the date of the valuation, the market value of the assets of the Scheme was £12,087 million and the actuarial value of the assets was sufficient to cover 108% of the benefits which had accrued to members after allowing for expected future increases in earnings.

The total pension cost for the Institute in respect of USS was £156,122 (1996/97 -£179,121). The contribution rate payable by the Institute was 14% of pensionable salaries. The actuary to the Universities Superannuation Scheme has confirmed that it is appropriate to take the pensions costs in the Institute's accounts to be equal to the actual contributions paid during the year. In particular, the contribution rate recommended following the 1996 valuation has regard to the surplus disclosed, the benefit improvements introduced subsequent to the valuation and the need to spread surplus in a prudent manner over the future working lifetime of current scheme members.

The Institute, on behalf of its Support Staff, also participates in the Scottish National Health Service Superannuation Scheme. This Scheme is notionally funded, guaranteed by statute, and provides members with defined benefits based on final pensionable salary. It is also contracted out of the State Earnings-Related Pension Scheme. The employer's contributions are assessed every five years by an actuary, the current employer's rate being 4%.

The total pension cost in respect of this scheme for the Institute was £41,160 (1996/97  $\pm$ 40,594) and represents a fair estimate of the annual pension cost as defined by SSAP 24 and, accordingly, this is the amount charged in the accounts.

The Institute, on behalf of the Support Staff who are ineligible for entry to the Scottish National Health Service Superannuation Scheme, also participates in a CRC Beatson Personal Pension Plan. The current employer's rate is 9% and the total pension cost for the Institute was £1,596 (1996/97 - £323).