

**REGISTERED COMPANY NUMBER: SC306268**  
**REGISTERED CHARITY NUMBER: SC037494**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 August 2012  
for  
Prostate Scotland**

Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

**Prostate Scotland**

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for the Year Ended 31 August 2012**

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## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**

SC306268

**Registered Charity number**

SC037494

**Registered office**

Princes Exchange  
1 Earl Grey Street  
Edinburgh  
EH3 9EE

**Trustees**

S A McNeill  
Mrs M A McNeill  
Mrs M F Hallam  
J M Thomson OBE  
R N Wilson  
Dr A Gregor CBE  
A C McLaren - appointed 11.6.12  
P Mann - resigned 11.6.12  
Dr D J Bilsland - appointed 1.10.12

**Company Secretary**

Mrs M A McNeill

**Independent examiner**

Fiona Hamilton  
CA  
Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

**Solicitors**

Turcan Connell  
Princes Exchange  
1 Earl Grey Street  
Edinburgh  
EH3 9LL

**Administrative office**

Gf2, 21-23 Hill Street  
Edinburgh  
EH2 3JP

**Investment Managers**

Adam & Co  
25 St Andrews Square  
Edinburgh  
EH2 1AF

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, the Memorandum and Articles of Association, and is a company, limited by guarantee, as defined in the Companies Act 1985. The organisation is a registered Scottish charity under the Charities and Trustee Investment (Scotland) Act 2005. The Board of trustees meets quarterly and receives reports on income and expenditure, as well as the charity administration and management. Day to day operations and administration are delegated by the trustees to the charity's director Adam Gaines, who is a full time employee and who makes regular reports to the Board. Sir Tom Farmer CBE, CVO, KCSG, DL was appointed as the charity's Patron in July 2009.

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

Trustees are appointed for a period of three years, and are eligible for reappointment for subsequent terms. In June 2012 Alan C. McLaren was appointed as a trustee for a term of three years. In the same month Peter Mann has stood down from the Board. The Board would like to express its appreciation to Peter for his five years as a trustee of Prostate Scotland.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have identified and reviewed the major risks to which the charity is exposed and this included the review of a risk register at their meeting on 27 February 2013 and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The objects of the company are to advance education and health in relation to prostatic disease and the relief of ill-health through the advancement of treatment and management of prostatic diseases by all or some of the following means:-

- the advancement of education about the prostate gland and diseases affecting it and their treatment;
- the funding, promotion and provision of counselling, support and advice for those affected by prostate disease;
- the funding and promotion of research into prostate disease in Scotland or elsewhere;
- the provision of funding to maintain surgical equipment for the treatment of prostate disease;
- the purchase of surgical equipment for the specific purpose of treating prostate disease.

The charity's short to medium term aims are to:

- Enable more men in Scotland to be aware of prostate disease and know where and how to get help, advice and treatment;
- Encourage the development and inclusion of policies on health to take prostate disease and treatment into account;
- Encourage an increase in survival rates of men with prostate cancer, and a slowing in the growth in numbers of people in Scotland with prostate cancer, through encouraging early diagnosis;
- Promotion of awareness and information on prostatic diseases (both amongst men and their families and amongst key decision makers);
- Development of emphasis on and the availability of treatment and research into prostatic disease in Scotland.

Actions towards achieving these include:

- Setting up a multifunctional website to provide information on prostatic disease;
- The development and circulation of educational films about prostatic disease and its treatments;
- The development and dissemination of materials to increase awareness of prostatic disease including the development of awareness campaigns;
- The development of an information and advice project;
- The development of a series of information leaflet and booklets to provide men and their families with information about prostate diseases and their treatments;
- The development of a Workplace Initiative to provide information about prostate disease via workplaces;
- The development of a research project jointly with the Cancer Care Research Centre at Stirling University into the future services and treatment needs of men with prostate disease in Scotland;
- Working with other charities and health organisations to encourage the inclusion and adoption of greater treatment provision for prostatic disease;
- Consultation and preparatory activity into the setting up of an appeal to fund the purchase of a robot for robot-assisted prostatic surgery in Scotland.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

During the year significant progress was made towards the achievement of the short and medium term aims. This is set out below:

There was significant development during the year in taking forward the charity's three year strategy and business plan which set out the aims for 2010-13 to prioritise::

- Awareness raising of prostate disease and treatments;
- Developing information and advice materials about prostate disease and its treatments for men and their families;
- Looking to develop research into further improvements with regard to services and treatment in Scotland in relation to prostate disease.

Considerable progress was made towards achieving these with:

- A range of awareness raising measures undertaken;
- The further taking forward of the Information and Advice project including the completion and distribution of a set of 'Simple Guides' to prostate disease and its treatments and a comprehensive range of 'Explanatory Booklets' on the treatment of prostate disease;
- The establishment of a project with the Cancer Care Research Unit at Stirling University to develop research into future prostate services and treatment needs in Scotland;
- Initial consultation into the creation of an appeal to raise the funds for the first robot for robotically assisted prostate cancer surgery in Scotland.

##### Awareness Initiative

A significant range of activities across Scotland to raise awareness of prostate disease, and its symptoms amongst the general public and especially amongst men aged 50 and over was taken forward. During the year this included:

- Working with many public libraries across Scotland to stock information about prostate disease and prostate cancer. This included the distribution of 15,000 prostate awareness bookmarks and also the holding of exhibitions in several libraries;
- Working with many health information centres across Scotland to provide information about prostate disease and prostate cancer;
- The distribution of information to nearly all GP Practices across Scotland to be made available to patients
- The launching of a special awareness advertisement that was shown on perimeter LED boards at major football stadia across Scotland, including the Hibernian v Celtic Scottish Cup match, which was televised live reaching a significant national audience. Following the showing of the advertisements we have received an increased number of visits to our website. The trustees would like to record their thanks to the Football Company (Scotland) and Kenny Wittman for their assistance in helping develop and show the advertisement;
- We have undertaken a significant number of talks to local groups and organisations across Scotland during the year including to a number of Freemasons Lodges, Rotary Clubs and community organisations;
- Demand for the 'brief guide to prostate disease' during the year was so strong that thanks to a generous grant from the Mary Leishman Foundation, the guide was reprinted. During the year some 20,000 copies were printed and distributed to a range of public places including several hospitals, community centres, workplaces, libraries, health centres and doctors' surgeries;
- In light of favourable feedback, the two taxis, one in Edinburgh and one in Glasgow, which have special prostate awareness messages on their livery were continued to advertise the charity for a further year;
- The Workplace Initiative to reach men and their spouses/partners with information about prostate disease and its symptoms continued to show significant progress during the year, with several companies not only seeking copies of the special Toolkit, but also distributing information to their workforces. Of the companies involved, Lothian Buses, in addition to making information available to their workforce also made information available for the public via their travel shops;
- A range of exhibitions and displays were attended including:
  - The 50+ Show - a two day exhibition at the Scottish Exhibition and Conference Centre in Glasgow
  - The British Association of Urological Nurses Annual Conference in Edinburgh
  - The British Association of Urological Surgeons Annual conference in Glasgow
  - A Men's Health day held by the Edinburgh Clinic, which had a special emphasis on prostate health issues
  - The Scottish Urological Society Annual Conference in Inverness

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

##### Information and Advice Project

The Information and Advice Project, which is aimed at providing information and advice about prostate disease and its treatments, saw significant progress during the year. Following an initial 3 year project grant from the Scottish Government and matching funding from Sir Tom Farmer through the Farmer Foundation, a further year's project grant was received from the Scottish Government Section 16b Health Grant fund starting in April 2012. The trustees would like to record their thanks to the Scottish Government and Sir Tom Farmer for their generous support making the Information and Advice project possible.

The project involves the development of information for men and their families/partners as well as for primary care staff and GPs. The overall objective of the project is to:

'Ensure that every man in Scotland will have access to at least one piece of literature about prostate disease'. In specific terms the following outcomes are aimed for:

- Men (over the age of 40) become more aware of prostate disease, and more aware of where to find information;
- Families and partners become more aware of prostate symptoms, and what can be done to assist and who to contact for information;
- Targeted groups of Primary Healthcare staff become more aware of prostate health issues and the likely symptoms that men may present and sources of further information for those patients; and
- A functioning information service on prostate disease providing a contact point for information about prostate disease.

During the year the project has made significant and sustained progress towards meeting its' key milestones and targets. This has included: :

- The completion of a series of 'Explanatory Guides' to prostate disease and its treatments for men and their families at the point of diagnosis;
- The completion of a new 'Simple Guide' to the prostate for people for people who are new to the topic;
- The commencement of a new series of 'Spotlight on' booklets on specific prostatic treatments;
- The distribution of materials, of many thousands of 'simple guides' and 'Explanatory guides' across Scotland via GPs surgeries and hospitals;
- Undertaking presentations at conferences and attending events and exhibitions;
- Contributing to information development in partnership with other organisations.

In specific terms the following leaflets and booklets leaflets have been produced during the year:  
'Simple guides' to prostate disease.

A new guide - 'A simple guide to the prostate' was produced. This guide completes the 'simple' series which also includes Prostate Cancer, Prostatitis Benign Prostatic Hyperplasia, PSA testing, and a leaflet aimed at women with information about the prostate. The series of leaflets is aimed at providing straightforward information about the prostatic diseases and their treatments. During the year some 36, 700 copies of the 'simple' guides were distributed via community settings and health centres, GPs practices, exhibitions and talks. Demand for the leaflets was so strong that the entire leaflets series was reprinted courtesy of a kind donation from an anonymous donor.

Explanatory Guides' to prostate disease;

To complement the simple guides a second series of booklets - the 'prostate disease explained' series- were completed. This series is aimed at providing comprehensive but accessible information for men diagnosed with prostate disease (and also for their families/partners). Demand for these booklets since their publication has been high, particularly from urology clinics and wards and they are now available in many hospitals across Scotland ranging from the Aberdeen Royal Infirmary, Dumfries and Galloway Royal Infirmary, the Western General Hospital Edinburgh, Borders General, Raigmore Inverness, St Johns Livingston, Ninewells in Dundee and Forth Valley Royal Infirmary, University Hospital Ayr amongst others. The series includes:

- Early Prostate Cancer explained;
- Advanced Prostate Cancer explained (five booklets- including treatments, living with cancer, clinical trials and newer treatments);
- PSA Testing explained;
- Prostatitis explained;
- BPH explained.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

Each booklet also includes a pocket for additional information and special inserts. The series includes a guide to decision making on treatments and the Early Prostate Cancer booklet also includes a guide to Locally-Advanced Prostate Cancer. Since their launch in October 2011, over 6,300 Explanatory guides have been distributed. Demand for the BPH guides and the Early Prostate Cancer guides has been so strong that they are both scheduled for reprinting. The booklets are also all available on the Prostate Scotland website, and the number of downloads has been steadily increasing.

##### Prostate Log Book

A special Prostate Log Book for men to keep details of tests and note down appointments was produced, following the suggestion of the project Advisory Group and men with prostate cancer. Copies of the logbook are made available with each Explanatory Guide.

A major distribution and marketing initiative was undertaken to publicise the availability of the range of guides, with significant take-up, particularly from GPs practices and hospitals. Take up from GPs surgeries has been very strong with practices from Shetland Isles in the north to Stornoway in the Western Isles through to Glasgow and the Borders requesting materials. In addition, following an initiative from a volunteer, Dumfries and Galloway Health Board agreed to make available materials, via every GPs practice in their area, similar to Lothian NHS.

Other key locations in which information materials have been distributed across the country include:

- 'Healthy Living Centres', libraries and community centres;
- A growing list of businesses across Scotland;
- All Cooperative pharmacies in Scotland.

A third series of booklets called the 'Spotlight On' series was also embarked upon - to provide detailed information about specific treatments. During the year the first of this new series on Active Surveillance as a management for Prostate Cancer was also completed, with a further seven titles under development.

During the year, Macmillan Cancer Support and Glasgow Life invited Prostate Scotland to work with them to ensure that prostate cancer information is made available as part of their project to establish Cancer Information points in public libraries across Glasgow. The Prostate Scotland Information and Advice Coordinator was subsequently invited to join the Glasgow and Greater Clyde Cancer Health Improvement Group.

A key aspect of the Information and Awareness project has been to raise awareness by attending events and giving presentations. This has proved very successful. Presentations have been developed to deliver to community groups, men's health groups, voluntary and statutory organisations, as well as the development of the first pilot series of seminars for GP practice nurses which took place in West Lothian.

As well as the appreciation for the Scottish Government and Sir Tom Farmer, through the Farmer Foundation for their generous funding mentioned above, sincere thanks go to the anonymous donor who enabled the reprinting of all the Simple Guides. The trustees would also like to thank the advisory group that supports the Information and Advice Project. This includes patients, former patients, clinical nurse specialists and clinicians from across Scotland and is chaired by Trustee Board Member Alan McNeill. Membership includes Mr Ben Thomas - Consultant Urologist Borders General Hospital, Karen Edwards - Specialist Urology Physiotherapist Western General Hospital Edinburgh, Mr Graham Hollins- Consultant Urologist Ayr Hospital, Dr Barbara Phipps - GP Sighthill Medical Centre Edinburgh, Ms Rita O'Dea - Clinical Nurse Specialist Western General Hospital, Ms Frances McLinden - former Clinical Service Manager Urology Greater Glasgow and Clyde, Mr Peter Phillips, Dr Roy Partington and Ms Lesley McKinlay - Deputy Charge Nurse Urology Western General Hospital. The trustees would also like to specially mention and thank Mae Bell, the Information and Advice Coordinator, for her significant thought, effort and commitment to the development of the booklets. Thanks are also due to James O'Reardon and his colleagues at Union Advertising for their unstinting support in the development and design of the booklets.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

The trustees would also like to thank the following people for their support in the development and distribution of the booklets: Patricia Chalmers, Mr Brian Corr -Urology Clinical Nurse Specialist, Mr David Douglas - Consultant Urologist at Raigmore Hospital Inverness, Dr Alastair Law - Consultant Oncologist Western General Hospital Edinburgh, Dr Duncan McLaren - Consultant Oncologist Western General Hospital Edinburgh, Mr Mark Underwood - Consultant Urologist Glasgow Royal Infirmary, Mr Grant Stewart - Specialist Registrar and Clinical Lecturer Western General Hospital, Mr Tom Kane from WoSCAN, Sarah Scott - Lead Macmillan Patient Navigator and Research Assistant Edinburgh Cancer Centre Information, Sandra Bagnall - SCAN Patient Involvement Manager and the Edinburgh and Lothians Prostate Cancer Support Group.

##### **Research development**

A research project into the future needs for prostate disease services and treatments was developed in conjunction with the Cancer Care Research Centre at the University of Stirling. This project is aimed at looking at ways of improving access to treatments, as well as means of further encouraging early diagnosis of prostate cancer and also looking at the treatment and services implications of the projected rise in the number of men likely to be diagnosed with prostate cancer in the next ten years. The project will be taken forward by a PhD studentship and as a joint project, the University of Stirling has agreed to fund half of the cost of the studentship with Prostate Scotland covering the other half. In September 2012, Sara Murray was appointed as the project PhD researcher.

A project advisory group was established to help take this forward. The trustees would like to thank the members of that Advisory Group for their helpful input: Stephen Bird, Iain Dunn, Liz Forbat, Alan McNeill, Tony Riddick, Michael Shaw, Stephen Bramwell, Seamus Teahan, Nicola Cunningham and Sara Murray.

##### **Website development**

The Prostate Scotland website which was developed as a key information resource on prostate disease in Scotland has continued to grow and received over 12,000 visitors during the year an increase of 2,000 (20%) over the previous year. There were some 54,000 page views, which was an increase of 11,000 (over 25%) over the previous year. Improvements were made to the site to facilitate finding information, along with the introduction of a downloads page for people wishing to access copies of the Information Booklets. 70% of visitors to the site were new and the average length of time that people stayed on the site is also an indication that the site was being well used. Visitors came not only from Scotland but from some 114 countries across the world. The most popular pages have been: the self test for men to check possible symptoms, treatments for early prostate cancer, frequently asked questions, the information pages, information about cycling and the prostate, information about urology services in various parts of Scotland, as well as information about diet and lifestyle.

##### **Volunteering activities**

During the year the final development of a Volunteering Handbook and toolkit was completed. The Handbook was designed to provide information about how to volunteer and to provide assistance to volunteers who want to help Prostate Scotland in their endeavours. The aims of the project are to develop Prostate Scotland's volunteering base, to increase the number of volunteers undertaking activities and also to raise awareness of prostate disease. The handbook and toolkit were launched at a special one day training event for future volunteers. The project has been funded by a grant of £9,433 from the National Lottery Awards for All. The grant was utilised to develop a toolkit of materials for local exhibitions and events, as well as the development of the volunteering handbook. The trustees would like to express their thanks to National Lottery Awards for All for this funding to the Volunteering Centre Edinburgh for their help in developing the Handbook and also to Neil Warden for its design. In addition, the trustees would like to thank Alison Walker, John Fulham, Michael Brown, Gerry Gallacher, Sarah Jane Whalen, Walter Moodie, Laurence Maran, Tish Chalmers and Billy Mathieson amongst others for their generous volunteering assistance during the year - this has been much appreciated and enabled the charity to reach out to many more people with prostate disease awareness information.

##### **Newsletter and support communications**

Three editions of the newsletter for supporters and funders were produced and distributed to all supporters on the database. Due to significant fundraising and other supporter activity across Scotland, a new Fundraising and Supporter supplement to the newsletter was developed. This supplement records and celebrates key activities by supporters and fundraising achievements across Scotland.



## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

In addition to the mailing of the newsletter, almost a further thousand copies of each newsletter were distributed through a variety of other channels, particularly at events and exhibitions. The trustees would like to place on record their thanks to Standard Life for their support in printing the newsletters in 2011 and to ScotMid for their support in 2012. A number of talks about prostatic disease were given to external groups, Rotary clubs, businesses and health events across Scotland.

During the year, the trustees were saddened to learn of the death of Malcolm Goldsmith, who had been a former chairman of the Edinburgh and Lothian Prostate Cancer support Group, and was widely respected across Scotland for his dedication to the support of men with prostate cancer. The trustees would like to record their sincere sympathies to his wife Marion and his family.

##### **External relations and policy developments**

Prostate Scotland is a member of the Scottish Cancer Coalition (which has 21 member charities as members). The coalition's purposes are the exchange of information and joint working on issues affecting cancer between charities in Scotland. As part of the group, Prostate Scotland has engaged in a variety of issues including awareness and early diagnosis of cancer and on living with cancer.

Prostate Scotland has continued to maintain relations with the key prostate disease organisations and meetings were held during the year with the Prostate Cancer Charity Scotland and UCAN. The charity also continued its membership of the Scottish Prostate Alliance, (which is dedicated to collaborative work on the development and advancement of policy and practices) and also other prostate cancer organisations across Scotland. Joint discussions were held on issues of patient experience and information sharing as well as on the subject of quality standards for prostate cancer care.

The charity's director, Adam Gaines, was a member of the Scottish Government Scottish Cancer Taskforce's Living with Cancer Group. The Group's work was involved in identifying issues of concern for those living with cancer. The group developed an agenda of key areas for development. In particular the issues of shared decision making, treatment and patient information were addressed. This group has now been superseded by the Transforming Care After Treatment Group and Adam was asked to continue to represent the Scottish Cancer Coalition on the new Groups' Programme Board. Adam Gaines has also served as a member of the National Cancer Information Support Service's Steering Committee (NCISS), which was involved in advising on the creation of a national information service (about cancer) across Scotland through the Cancer Zone and Tailored Information for the People of Scotland Information Prescriptions Project.

The charity submitted comments on the further consultation on draft clinical quality performance indicators for prostate cancer treatment. These draft indicators had been developed by a special development group set up by the National Cancer Quality Steering Group. The charity in its comments welcomed the development of the indicators and suggested making some of the indicators and targets cover wider topics, with similar indicators for radiotherapy as exist for surgery and proposed the inclusion of a new target for patient information and communication.

##### **Development of Appeal on Robotic-Assisted Surgery in Scotland**

The Trustee Board of the charity decided to explore the potential for taking forward a Scotland wide appeal to raise funds for the purchase of a robot to support robot assisted prostate surgery in Scotland, in view of the absence of robotic assisted surgery in Scotland. It was felt that this would be a constructive and appropriate initiative for the charity, given that robot assisted surgery was very much becoming a treatment of choice in England, Europe and the United States for prostate cancer. It was decided that in order to prepare an appeal, the charity would embark on a consultation process with clinicians in Scotland, and through the formation of a sub-committee to develop the case for an appeal, in the expectation of the likely publication of a Health Technology Appraisal in 2012.

Two consultation events led by trustee board member Dr Anna Gregor were held on behalf of the charity with urological surgeons from across Scotland - the first in February 2012 in Motherwell and the second in June at the British Association of Urological Surgeons Conference in Glasgow. At the latter consultation meeting, a presentation on the introduction of robot assisted prostatic surgery was given by Mr Chris Anderson Consultant Urological Surgeon at St Georges Hospital London. The consultations showed significant support for the development of this appeal. The robot would be sited in central Scotland, in order to be accessible to both clinicians and patients.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

##### Fundraising activities

The trustees would like to acknowledge and thank the Scottish Government and Sir Tom Farmer, for their funding towards taking forward of the Information and Advice project. This funding enabled the development of the series of information materials for men and their families about prostate disease and its treatments and which are the first of their kind in Scotland covering the range of prostate diseases. The Trustee Board would also like to thank the anonymous donor for the very generous funding which enabled the reprinting of all the Simple Guides.

Despite the difficult economic climate total donations from individuals, trusts and companies over the year remained strong at £124,216, though this was slightly lower than the previous year (£126,830). Despite the small decline, donations continue to be the largest element in the charity's fundraising.

The trustees would like to acknowledge and thank James Thomson for his generosity and kindness for once again holding the Prestonfield Burns Supper in aid of Prostate Scotland - this excellent event succeeded in raising just over £11,000. Thanks are also due to Grant Stott, Sir Tom Farmer, Greg McHugh aka Gary Tank Commander of BBC fame, Len Murray, Jo Caulfield, Brigid Mhairi and Richard Dunn for their wonderful speeches and contributions to the evening's proceedings. The trustees would also like to thank James Thomson, Alastair Mair, Stephen Docherty, Francois Aliane, Jack Kirkpatrick, Hamish Gilchrist and Spire Murrayfield Hospital for their help and generosity in prize donations for the event.

The trustees would like to thank the Robert O. Curle Trust, the John Archer Trust, The Mary Leishman Trust and the Comrie Cancer Care Research Fund for very kind donations towards the charity's work.

The trustees would also like to record a sincere thank you to Cairn Energy for a very kind and generous donation which was utilised to help take forward the production awareness materials

A generous donation was made by the Provincial Grand Lodge of Linlithgowshire arising from the Grand Lodge of Scotland's 275 anniversary celebrations. The funding supported the development of further prostate awareness materials. The Celtic Lodge in Edinburgh, also made a generous donation of £1,000 to Prostate Scotland to support the charity's work

During the year there was significant fundraising activity undertaken by individuals and groups across the country. This included running, walking and cycling.

The trustees would like to record special thanks to Arthur Dolby, Colin Dolby and Leslie Grant who, along with 3 other friends, took on the Coylum Charity Challenge and climbed 16 mountains and walked 50 kilometres all in 24 hours! In so doing the team, who were fundraising in aid Prostate Scotland, Strathcarron Hospice, Cystic Fibrosis Trust, 500 miles, Chest, Heart & Stroke Scotland and Breast Cancer Care, succeeding in raising the extraordinary amount of over £8,000 in aid of Prostate Scotland.

The trustees would like to also record a sincere thank you to Lucy and Gregor McAneny and Lucille Paterson for organising a second Big Quiz in Galashiels in memory of Duncan Paterson, one of Scottish rugby's best known figures, who sadly passed away in December 2009. Over 200 people from the Borders and further afield took part in the quiz, raffle and auction, raising some £5,800.

Prostate Scotland was nominated as the main beneficiary charity of The Kirkcaldy Loony Dook on New Year's Day 2012. The event was very successful both with significant awareness generated about prostate disease and nearly £3,000 being raised by the many people who took part and Prostate Scotland would like to express thanks to all who helped fundraise. Special thanks go to Maureen Londra and Lesley Smith who organised the Dook, and also to Kirkcaldy Rugby Club who were very prominent in fundraising for the Dook and who have continued to help with awareness activity

May 2012 saw 20 people running in aid of Prostate Scotland in the Edinburgh Marathon, who together raised the amazing sum of over £13,247. The runners included two relay teams, one the Walnuts were running for the first time, whilst the Dalmeny Dribblers were tackling the distance for the fifth time. Sincere thanks and congratulations go to all the runners for not only conquering the distance but also beating the heat on the day: Neil Wilson, John Fulham, Patricia Miller, Billy Mathieson, Andrew Nisbet, Allan Hazle Gerry Gallacher, Sarah Whalen, Susan McDonald, John Boyle, Dawn Watson, Lisa Henderson, Alan McNeill, Michael McNeill, Ali McNeill, Tony Riddick, Clare Henry, James Henry, Julia Greig, and Adam Greig.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

The Men's Health Forum Scotland 10K took place in Glasgow on Father's Day in June and for the first time Prostate Scotland was one of the partner charities for the event. Gerry Gallacher, who was one of the runners who helped launch the event and had been writing a training blog for new runners was running in aid of Prostate Scotland. In addition to Gerry, participants running in aid of Prostate Scotland included Chris O'Donnell, Patrick Adler Allan Crookston, Craig Simpson, David Thomson, Aaron Asher, Ryan McFarlane, Neil Leeson, Craig Campbell, Alan Molloy, Allen Hanby, Stuart Paton and Jim McVey. Thanks are also due to Sarah Whalen for kindly volunteering on the Prostate Scotland stand on the day.

The trustees would also like to record thanks to Sheryl Innes, Rebecca Connor, Mairi Mackinnon, Tricia Devine who all took part in this year's Women's 10K run in Glasgow, between them raising the magnificent amount of £2,753.

Several runners took part in the Great Scottish Run in Glasgow in September 2011 in aid of Prostate Scotland including Charlene Craig, Daniel Lamont, Derek Cree, Iain Littler, Paul Moran and Gillian McCallum, between them raising over £3,000.

Thanks are also recorded to Marco Jaconelli from Glasgow, for achieving the really tough cycle challenge of Lands End to John O'Groats in aid of Prostate Scotland in 9 days. Marco succeeded in raising nearly £4,000 in aid of Prostate Scotland.

Mark McCallum cycled from Kinross over the Cairngorm Mountains to Inverness, in aid of Prostate Scotland raising the superb amount of £1,631 - many thanks and well done.

A team of 12 riders from quantity surveyors Thomas and Adamson, coordinated by Gordon Connell, undertook a cycle ride from Edinburgh round Fife, raising nearly £1,000. Suzanne Salt undertook the Glasgow to Edinburgh cycle ride - raising some £478. Mark Finnegan undertook the Tough Mudder event. Prostate Scotland very much appreciates these great efforts.

The Tryst Patchwork Group from south west Edinburgh held a special fundraising day in aid of Prostate Scotland and Riding for the Disabled raising nearly £2,000 which was shared equally between the two charities. A sincere thank you to the women and men from the group not only for their wonderful fundraising, but also offering an opportunity to have a exhibition stand to provide awareness information to the many people attending the day.

William Connolly undertook a skydive along with his daughter, nephew and a family friend in aid of Prostate Scotland, raising over £1,000 - many thanks indeed. Thanks are also due to Colin Pearson who undertook the extremely challenging and tough task of trekking to the Everest Base Camp and raised £645 for Prostate Scotland.

The Lothian B-U's choir, a male voice choir from Lothian Buses kindly decided to hold their inaugural concert in aid of Prostate Scotland and in the process raised over £500.

The staff at ICS Learn in Glasgow organised a race and dance night raising £788. The Mair family in Castle Douglas organised a charity dance in aid of Prostate Scotland and Maggie's Centre, raising £1,340 which was split equally between the two charities. Karen Jones organised a Hollywood Night at the Wee Howff in Paisley raising £1,000 in aid of prostate Scotland. Sincere thanks to all.

During the month of November 2011 there was a significant amount of activity by many people in aid of Prostate Scotland and thanks are due to many folk for their fundraising, awareness raising and in many cases moustache growing efforts including members of Kelburne Hockey Club, Blue Watch at Central Scotland Fire Service Alloa, Green Watch at Livingston Fire Station, the staff at Dundee Retail Contact Centre at Halifax Card Servicing, the Taylor family, Stuart Galloway, Kenny Muir and Alex Fleming, Tom Brown, Andrew Stain, Francis Igwe, Ricky Burnett, Chris Scott, Tom Ketley, Scott Wilson, Peter Mitchell and Mark Smith, Paddy Hastie, Simon Hunter, Donald Fulton, Robert Binnie, William Parker, Walter Moodie and R.F. Boyd.

Donald MacMaikin and Morris and Lyle Allan went three months without shaving in aid of Prostate Scotland. However, it was not enough for these men to have the beards eventually shaved off, they also had their heads shaved raising £520.

Staff fundraising in a number of firms was also much on the agenda and thanks are due the staff at the Halifax Card Centre in Dundee Retail contact centre, Novograp, William Hill staff in Toryglen, the Fuel route Staff at Torness, the Pharmacy department at Western Isles Hospital and to the staff at Hyman Robertson in Glasgow.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

Thanks are due to Lanark, Ralston, Forfar and Balbirnie Golf clubs for kind donations along with Cambuslang Bowling Club and Pollok Curling Club.

Prostate Scotland would like to thank Zee Thomson, Tim Wright, Harry Kiernan and former Prostate Scotland Trustee Peter Mann -and their friends and families for so kindly sending donations to Prostate Scotland in lieu of birthday presents and also thanks to Margaret and William Collins on the occasion of their Golden Wedding, for so kindly donating the proceeds from their Golden Wedding celebrations to Prostate Scotland. Thanks and best wishes go to Linda Laurie who at her recent retirement party in lieu of a retirement present kindly asked for donations to Prostate Scotland in memory of her late husband Drew Laurie.

The trustees would also like to acknowledge generous donations from many people and companies including the members of the Hamilton Old Parish Church Social Committee, Charlotte Square, Hillcrest Housing Association, Mark Finnegan Nigel Pollock, Denis Boyle, John Henderson, Anne Kershaw, R.C. Callender, Superseal Home Improvement Ltd., Alistair McNarry, Donald Ferguson, Mr & Mrs Cross and Claire Hendry.

The charity received several donations in the past year from families and friends of loved ones who had passed away and who had sent in donations in memory of those they had lost. The trustees would like to express their sympathy and condolences and acknowledge these generous donations.

#### **FINANCIAL REVIEW**

##### **Financial Review and Reserves Policy**

The results for the year are set out in the statement of financial activities which shows a small surplus of £3,574 for the year (2011: £701). The level of income received from donations and grants enabled the taking forward of the charity's services, its awareness work and its Information and Advice project.

Income by comparison with the previous year was lower at £141,968 (2011 £225,399).

This is accounted for mainly by the absence of a fundraising ball in the financial year (the charity tends to hold one every two years), and lower grant income. Despite the difficult economic climate, voluntary income from donations during the year £124,216 was only slightly lower than the previous year (£126,830) and made up the largest element in the charity's income. Grant and award income however during the year was lower than the previous year at £10,000 (2011: £49,433). Investment income was higher than in 2011 with an interest and investment gain of £6,343 (2011 £5,623).

Expenditure for the year was £150,403 which was significantly lower than in the previous year (£224,793). The decrease was attributable in part to the absence of costs for a fundraising ball and also keeping a tight rein on awareness expenditure in light of the lower income. Necessary costs were expended were on Information and Awareness literature and as a consequence advertising expenditure at £4,577 was restricted, held at just under half the previous year (£10,107). Expenditure on management, office rental and premises costs was £15,088, (£16,745 in 2011). Expenditure of £7,727 on the volunteering handbook and toolkit was incurred, which was covered by the restricted grant from the Awards For All. Fundraising event costs represent costs for the Ball to be held in Glasgow in March 2013.

The trustees feel the continuing level of support, and the total amount of donations and the continued willingness of the charity's supporters to help the organisation is extremely encouraging given the economic climate.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **FUTURE PLANS**

Significant progress has been made with the charity's three year strategy and business plan with the Information and Advice Project producing significant results. The Information and Advice Project and awareness activity has continued to move forward with many thousands of people reached and with very favourable responses from people about the quality and effectiveness of materials. In addition, engagement with and support from supporters and donors across the country has grown, as has the charity's reach across Scotland. The trustees were pleased to note that despite the economic conditions, the number and amount of donations to the charity remained strong. Key objectives for the next three years are the continued development of public awareness of prostate disease, the provision of information and advice both to men and their families as well as to primary health care staff, the undertaking of research into the availability of services and treatment of prostatic disease in Scotland, and taking forward an Appeal to support the purchase of a robot to aid treatment/ surgery of prostate cancer.

Over the next year, the following activities are planned:

- Raise funds for the continued development of the Information and Advice project.
- Complete the development of the range of information materials about Prostatic treatments via the Information and Advice Project.
- Develop further distribution outlets for Information and Advice materials to men and to health professionals.
- Develop information seminars for primary care staff.
- Progress the recruitment and engagement of more volunteers.
- Develop a telephone information service.
- Take forward a programme of targeted awareness work about prostate disease including a number of new materials and approaches via health centres and through community settings and exhibitions and events.
- To undertake fundraising events.
- To take forward the joint research project into the provision of services and treatments for prostate disease and prostate cancer across Scotland with the University of Stirling Cancer Care Research Centre.
- To take forward an appeal to raise funding for robotically assisted prostatic surgery in Scotland.

The trustees recognise that raising income will remain a key task, particularly in light of the economic conditions.

The trustees are pleased to note that during the year only 13% of total income was spent on support and governance costs, representing 12% of total expenditure. The trustees will continue to strive to ensure that the proportion spent on administration continues to be low and that the operations of the charity remain cost effective.

Key areas of expenditure in the coming year are expected to be:

- Taking forward the next stage of the Scotland wide Information and Advice project, particularly the development of seminars, further information materials and the telephone information line.
- Progressing the next stages of the awareness initiative to improve public understanding of prostatic disease - aimed at encouraging men and their families to be more aware of prostatic disease symptoms and to seek early advice.
- Progressing the research project into services and treatment provision for prostate disease across Scotland.
- The taking forward of the appeal for robotically assisted prostatic surgery.

#### **Reserve policy**

The funds for the Information and Advice Project from the Scottish Government are restricted, as are the funds for the Awareness and Fundraising Intern. The trustees have resolved for the coming year to designate certain funds for key projects to assist in progressing the charity's key objectives. This includes the designation of £31,000 towards the Information and Advice project, £16,000 towards the prostate disease and services and treatments research, £5,000 towards prostate awareness and £35,000 to support the robotic surgery appeal.

The trustees consider that reserves should be maintained at a level to cover at least nine months expenditure.

#### **ON BEHALF OF THE BOARD:**

Mrs M F Hallam - Trustee

22 May 2013

## **Independent Examiner's Report to the Trustees of Prostate Scotland**

I report on the accounts for the year ended 31 August 2012 set out on pages thirteen to twenty.

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

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fiona Hamilton  
CA  
Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

23 May 2013

Prostate Scotland

Statement of Financial Activities  
for the Year Ended 31 August 2012

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		125,603	10,000	135,603	179,315
Activities for generating funds	2	22	-	22	40,461
Investment income	3	<u>6,343</u>	<u>-</u>	<u>6,343</u>	<u>5,623</u>
<b>Total incoming resources</b>		131,968	10,000	141,968	225,399
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		53,559	-	53,559	47,290
Fundraising trading: cost of goods sold and other costs		6,479	852	7,331	32,984
Investment management costs	4	1,887	-	1,887	1,422
<b>Charitable activities</b>					
Awareness campaign		23,951	44,671	68,622	120,789
<b>Governance costs</b>	5	3,299	-	3,299	4,176
<b>Other resources expended</b>		<u>15,705</u>	<u>-</u>	<u>15,705</u>	<u>18,132</u>
<b>Total resources expended</b>		104,880	45,523	150,403	224,793
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		27,088	(35,523)	(8,435)	606
<b>Gross transfers between funds</b>	13	<u>(27,796)</u>	<u>27,796</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) for the year before other recognised gains and losses</b>		(708)	(7,727)	(8,435)	606
Realised gains/(losses) on fixed asset investments		12,009	-	12,009	95
<b>Net income/(expenditure)</b>		11,301	(7,727)	3,574	701
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		279,715	7,727	287,442	286,741
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>291,016</u>	<u>-</u>	<u>291,016</u>	<u>287,442</u>

The notes form part of these financial statements

**Prostate Scotland**

**Balance Sheet  
At 31 August 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	13,244	-	13,244	26,291
Investments	10	<u>151,538</u>	<u>-</u>	<u>151,538</u>	<u>161,768</u>
		164,782	-	164,782	188,059
<b>CURRENT ASSETS</b>					
Debtors	11	2,912	-	2,912	20,483
Cash at bank		<u>131,550</u>	<u>-</u>	<u>131,550</u>	<u>130,125</u>
		134,462	-	134,462	150,608
<b>CREDITORS</b>					
Amounts falling due within one year	12	(8,228)	-	(8,228)	(51,225)
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET CURRENT ASSETS</b>		<u>126,234</u>	<u>-</u>	<u>126,234</u>	<u>99,383</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>291,016</u>	<u>-</u>	<u>291,016</u>	<u>287,442</u>
<b>NET ASSETS</b>		<u>291,016</u>	<u>-</u>	<u>291,016</u>	<u>287,442</u>
<b>FUNDS</b>					
Unrestricted funds	13			291,016	279,715
Restricted funds		<u>          </u>		<u>-</u>	<u>7,727</u>
<b>TOTAL FUNDS</b>		<u>          </u>		<u>291,016</u>	<u>287,442</u>

The notes form part of these financial statements



**Prostate Scotland**

**Balance Sheet - continued  
At 31 August 2012**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 22 May 2013 and were signed on its behalf by:

.....  
Mrs M F Hallam -Trustee

## Prostate Scotland

### Notes to the Financial Statements for the Year Ended 31 August 2012

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

Incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to the consideration by its performance. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included as these cannot be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Website	- 20% on cost
Fixtures & equipment	- 33.33% on cost
Computer equipment	- 33.33% on cost

Investments held as fixed assets are revalued at market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	2012	2011
	£	£
Fundraising events	<u>22</u>	<u>40,461</u>

**Prostate Scotland**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012**

**3. INVESTMENT INCOME**

	<b>2012</b>	2011
	<b>£</b>	£
Other fixed asset investments - Dividends	2,553	3,320
Other fixed asset investments - Corporate bonds	3,530	2,144
Deposit account interest	<u>260</u>	<u>159</u>
	<u><b>6,343</b></u>	<u><b>5,623</b></u>

**4. INVESTMENT MANAGEMENT COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Administrative expenses	<u>1,887</u>	<u>1,422</u>

**5. GOVERNANCE COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Accountancy and independent examiner's fees	2,160	2,400
Professional fees	<u>1,139</u>	<u>1,776</u>
	<u><b>3,299</b></u>	<u><b>4,176</b></u>

**6. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	<b>2012</b>	2011
	<b>£</b>	£
Depreciation - owned assets	<u>13,193</u>	<u>13,963</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2012 nor for the year ended 31 August 2011.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2012 nor for the year ended 31 August 2011.

**8. STAFF COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Wages and salaries	61,605	59,403
Social security costs	<u>6,503</u>	<u>6,186</u>
	<u><b>68,108</b></u>	<u><b>65,589</b></u>

The average monthly number of employees during the year was as follows:

	<b>2012</b>	2011
Administration	<u>2</u>	<u>2</u>

**Prostate Scotland**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012**

**9. TANGIBLE FIXED ASSETS**

	Website £	Fixtures & equipment £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2011	62,883	4,279	982	68,144
Additions	<u>-</u>	<u>146</u>	<u>-</u>	<u>146</u>
At 31 August 2012	<u>62,883</u>	<u>4,425</u>	<u>982</u>	<u>68,290</u>
 <b>DEPRECIATION</b>				
At 1 September 2011	37,729	3,142	982	41,853
Charge for year	<u>12,576</u>	<u>617</u>	<u>-</u>	<u>13,193</u>
At 31 August 2012	<u>50,305</u>	<u>3,759</u>	<u>982</u>	<u>55,046</u>
 <b>NET BOOK VALUE</b>				
At 31 August 2012	<u>12,578</u>	<u>666</u>	<u>-</u>	<u>13,244</u>
At 31 August 2011	<u>25,154</u>	<u>1,137</u>	<u>-</u>	<u>26,291</u>

**10. FIXED ASSET INVESTMENTS**

	<b>Listed investments £</b>
<b>MARKET VALUE</b>	
At 1 September 2011	161,768
Additions	39,613
Disposals	(70,969)
Revaluations	<u>21,126</u>
At 31 August 2012	<u>151,538</u>
 <b>NET BOOK VALUE</b>	
At 31 August 2012	<u>151,538</u>
At 31 August 2011	<u>161,768</u>

There were no investment assets outside the UK.

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2012 £	2011 £
Trade debtors	-	20,000
Other debtors	<u>2,912</u>	<u>483</u>
	<u>2,912</u>	<u>20,483</u>

Prostate Scotland

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade creditors	6,172	49,425
Other creditors	<u>2,056</u>	<u>1,800</u>
	<u>8,228</u>	<u>51,225</u>

13. MOVEMENT IN FUNDS

	At 1.9.11	Net movement in funds	Transfers between funds	At 31.8.12
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	279,715	(47,903)	(27,796)	204,016
Designated fund	<u>-</u>	<u>87,000</u>	<u>-</u>	<u>87,000</u>
	279,715	39,097	(27,796)	291,016
<b>Restricted funds</b>				
Information and Advice	-	(27,796)	27,796	-
Volunteering Project	<u>7,727</u>	<u>(7,727)</u>	<u>-</u>	<u>-</u>
	7,727	(35,523)	27,796	-
<b>TOTAL FUNDS</b>	<u>287,442</u>	<u>3,574</u>	<u>-</u>	<u>291,016</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	44,968	(104,880)	12,009	(47,903)
Designated fund	<u>87,000</u>	<u>-</u>	<u>-</u>	<u>87,000</u>
	131,968	(104,880)	12,009	39,097
<b>Restricted funds</b>				
Information and Advice	10,000	(37,796)	-	(27,796)
Volunteering Project	<u>-</u>	<u>(7,727)</u>	<u>-</u>	<u>(7,727)</u>
	10,000	(45,523)	-	(35,523)
<b>TOTAL FUNDS</b>	<u>141,968</u>	<u>(150,403)</u>	<u>12,009</u>	<u>3,574</u>

## Prostate Scotland

### Notes to the Financial Statements - continued for the Year Ended 31 August 2012

#### 13. MOVEMENT IN FUNDS - continued

The Information and Advice Restricted Fund was set up for the funding received from the Scottish Government and Sir Tom Farmer. This fund was used to cover the costs of the part time information co-ordinator and the costs of developing and providing information and advice materials on prostate disease. The fund has been fully expended and the balance of costs transferred to the unrestricted funds. A total of £31,000 has been designated for this project and further funding is being sought.

A restricted fund was set up for the Volunteering Project with funds received from the National Lottery Awards for All Scotland which was fully expended during the year.

The Designated fund which is held in cash, have been allocated to the following projects by the trustees:

	£
Information and Advice project	31,000
Prostate disease, service and research	16,000
Prostate awareness	5,000
Robotic surgery appeal	<u>35,000</u>
Total Designated Fund	<u><u>87,000</u></u>

#### 14. ULTIMATE CONTROLLING PARTY

The charity is controlled by its trustees.

Prostate Scotland

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2012

	2012 £	2011 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	124,216	126,830
Gift aid	1,387	3,052
Grants	<u>10,000</u>	<u>49,433</u>
	135,603	179,315
<b>Activities for generating funds</b>		
Fundraising events	22	40,461
<b>Investment income</b>		
Other fixed asset investments - Dividends	2,553	3,320
Other fixed asset investments - Corporate bonds	3,530	2,144
Deposit account interest	<u>260</u>	<u>159</u>
	<u>6,343</u>	<u>5,623</u>
<b>Total incoming resources</b>	141,968	225,399
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Wages	41,500	40,000
Social security	4,357	4,169
Just Giving Costs	823	610
Event costs	<u>6,879</u>	<u>2,511</u>
	53,559	47,290
<b>Fundraising trading: cost of goods sold and other costs</b>		
Fundraising event costs	7,331	32,984
<b>Investment management costs</b>		
Administrative expenses	1,887	1,422
<b>Charitable activities</b>		
Wages	20,105	19,403
Social security	2,146	2,017
Insurance	34	-
Awareness campaign	32,806	86,793
Depreciation	12,576	12,576
Repayment of grant	<u>955</u>	<u>-</u>
	68,622	120,789
<b>Governance costs</b>		
Accountancy and independent examiner's fees	2,160	2,400
Professional fees	<u>1,139</u>	<u>1,776</u>
	3,299	4,176
<b>Support costs</b>		

This page does not form part of the statutory financial statements

**Prostate Scotland**

**Detailed Statement of Financial Activities  
for the Year Ended 31 August 2012**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Management</b>		
Rent and other establishment costs	8,161	8,772
Insurance	461	440
Postage and stationery	4,798	6,181
Sundries	839	148
Travel	524	1,076
Office machine maintenance	<u>305</u>	<u>128</u>
	15,088	16,745
<b>Other</b>		
Fixtures and fittings	617	1,090
Computer equipment	<u>-</u>	<u>297</u>
	<u>617</u>	<u>1,387</u>
<b>Total resources expended</b>	<u>150,403</u>	<u>224,793</u>
<b>Net (expenditure)/income before gains and losses</b>	(8,435)	606
<b>Realised recognised gains and losses</b>		
Realised gains/(losses) on fixed asset investments	12,009	95
	<u>3,574</u>	<u>701</u>
<b>Net income</b>	<u><u>3,574</u></u>	<u><u>701</u></u>



**REGISTERED COMPANY NUMBER: SC306268**  
**REGISTERED CHARITY NUMBER: SC037494**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 August 2012  
for  
Prostate Scotland**

Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

**Prostate Scotland**

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for the Year Ended 31 August 2012**

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## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**

SC306268

**Registered Charity number**

SC037494

**Registered office**

Princes Exchange  
1 Earl Grey Street  
Edinburgh  
EH3 9EE

**Trustees**

S A McNeill  
Mrs M A McNeill  
Mrs M F Hallam  
J M Thomson OBE  
R N Wilson  
Dr A Gregor CBE  
A C McLaren - appointed 11.6.12  
P Mann - resigned 11.6.12  
Dr D J Bilsland - appointed 1.10.12

**Company Secretary**

Mrs M A McNeill

**Independent examiner**

Fiona Hamilton  
CA  
Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

**Solicitors**

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**Administrative office**

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EH2 3JP

**Investment Managers**

Adam & Co  
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## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, the Memorandum and Articles of Association, and is a company, limited by guarantee, as defined in the Companies Act 1985. The organisation is a registered Scottish charity under the Charities and Trustee Investment (Scotland) Act 2005. The Board of trustees meets quarterly and receives reports on income and expenditure, as well as the charity administration and management. Day to day operations and administration are delegated by the trustees to the charity's director Adam Gaines, who is a full time employee and who makes regular reports to the Board. Sir Tom Farmer CBE, CVO, KCSG, DL was appointed as the charity's Patron in July 2009.

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

Trustees are appointed for a period of three years, and are eligible for reappointment for subsequent terms. In June 2012 Alan C. McLaren was appointed as a trustee for a term of three years. In the same month Peter Mann has stood down from the Board. The Board would like to express its appreciation to Peter for his five years as a trustee of Prostate Scotland.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have identified and reviewed the major risks to which the charity is exposed and this included the review of a risk register at their meeting on 27 February 2013 and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The objects of the company are to advance education and health in relation to prostatic disease and the relief of ill-health through the advancement of treatment and management of prostatic diseases by all or some of the following means:-

- the advancement of education about the prostate gland and diseases affecting it and their treatment;
- the funding, promotion and provision of counselling, support and advice for those affected by prostate disease;
- the funding and promotion of research into prostate disease in Scotland or elsewhere;
- the provision of funding to maintain surgical equipment for the treatment of prostate disease;
- the purchase of surgical equipment for the specific purpose of treating prostate disease.

The charity's short to medium term aims are to:

- Enable more men in Scotland to be aware of prostate disease and know where and how to get help, advice and treatment;
- Encourage the development and inclusion of policies on health to take prostate disease and treatment into account;
- Encourage an increase in survival rates of men with prostate cancer, and a slowing in the growth in numbers of people in Scotland with prostate cancer, through encouraging early diagnosis;
- Promotion of awareness and information on prostatic diseases (both amongst men and their families and amongst key decision makers);
- Development of emphasis on and the availability of treatment and research into prostatic disease in Scotland.

Actions towards achieving these include:

- Setting up a multifunctional website to provide information on prostatic disease;
- The development and circulation of educational films about prostatic disease and its treatments;
- The development and dissemination of materials to increase awareness of prostatic disease including the development of awareness campaigns;
- The development of an information and advice project;
- The development of a series of information leaflet and booklets to provide men and their families with information about prostate diseases and their treatments;
- The development of a Workplace Initiative to provide information about prostate disease via workplaces;
- The development of a research project jointly with the Cancer Care Research Centre at Stirling University into the future services and treatment needs of men with prostate disease in Scotland;
- Working with other charities and health organisations to encourage the inclusion and adoption of greater treatment provision for prostatic disease;
- Consultation and preparatory activity into the setting up of an appeal to fund the purchase of a robot for robot-assisted prostatic surgery in Scotland.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

During the year significant progress was made towards the achievement of the short and medium term aims. This is set out below:

There was significant development during the year in taking forward the charity's three year strategy and business plan which set out the aims for 2010-13 to prioritise::

- Awareness raising of prostate disease and treatments;
- Developing information and advice materials about prostate disease and its treatments for men and their families;
- Looking to develop research into further improvements with regard to services and treatment in Scotland in relation to prostate disease.

Considerable progress was made towards achieving these with:

- A range of awareness raising measures undertaken;
- The further taking forward of the Information and Advice project including the completion and distribution of a set of 'Simple Guides' to prostate disease and its treatments and a comprehensive range of 'Explanatory Booklets' on the treatment of prostate disease;
- The establishment of a project with the Cancer Care Research Unit at Stirling University to develop research into future prostate services and treatment needs in Scotland;
- Initial consultation into the creation of an appeal to raise the funds for the first robot for robotically assisted prostate cancer surgery in Scotland.

##### Awareness Initiative

A significant range of activities across Scotland to raise awareness of prostate disease, and its symptoms amongst the general public and especially amongst men aged 50 and over was taken forward. During the year this included:

- Working with many public libraries across Scotland to stock information about prostate disease and prostate cancer. This included the distribution of 15,000 prostate awareness bookmarks and also the holding of exhibitions in several libraries;
- Working with many health information centres across Scotland to provide information about prostate disease and prostate cancer;
- The distribution of information to nearly all GP Practices across Scotland to be made available to patients
- The launching of a special awareness advertisement that was shown on perimeter LED boards at major football stadia across Scotland, including the Hibernian v Celtic Scottish Cup match, which was televised live reaching a significant national audience. Following the showing of the advertisements we have received an increased number of visits to our website. The trustees would like to record their thanks to the Football Company (Scotland) and Kenny Wittman for their assistance in helping develop and show the advertisement;
- We have undertaken a significant number of talks to local groups and organisations across Scotland during the year including to a number of Freemasons Lodges, Rotary Clubs and community organisations;
- Demand for the 'brief guide to prostate disease' during the year was so strong that thanks to a generous grant from the Mary Leishman Foundation, the guide was reprinted. During the year some 20,000 copies were printed and distributed to a range of public places including several hospitals, community centres, workplaces, libraries, health centres and doctors' surgeries;
- In light of favourable feedback, the two taxis, one in Edinburgh and one in Glasgow, which have special prostate awareness messages on their livery were continued to advertise the charity for a further year;
- The Workplace Initiative to reach men and their spouses/partners with information about prostate disease and its symptoms continued to show significant progress during the year, with several companies not only seeking copies of the special Toolkit, but also distributing information to their workforces. Of the companies involved, Lothian Buses, in addition to making information available to their workforce also made information available for the public via their travel shops;
- A range of exhibitions and displays were attended including:
  - The 50+ Show - a two day exhibition at the Scottish Exhibition and Conference Centre in Glasgow
  - The British Association of Urological Nurses Annual Conference in Edinburgh
  - The British Association of Urological Surgeons Annual conference in Glasgow
  - A Men's Health day held by the Edinburgh Clinic, which had a special emphasis on prostate health issues
  - The Scottish Urological Society Annual Conference in Inverness

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

##### Information and Advice Project

The Information and Advice Project, which is aimed at providing information and advice about prostate disease and its treatments, saw significant progress during the year. Following an initial 3 year project grant from the Scottish Government and matching funding from Sir Tom Farmer through the Farmer Foundation, a further year's project grant was received from the Scottish Government Section 16b Health Grant fund starting in April 2012. The trustees would like to record their thanks to the Scottish Government and Sir Tom Farmer for their generous support making the Information and Advice project possible.

The project involves the development of information for men and their families/partners as well as for primary care staff and GPs. The overall objective of the project is to:

'Ensure that every man in Scotland will have access to at least one piece of literature about prostate disease'. In specific terms the following outcomes are aimed for:

- Men (over the age of 40) become more aware of prostate disease, and more aware of where to find information;
- Families and partners become more aware of prostate symptoms, and what can be done to assist and who to contact for information;
- Targeted groups of Primary Healthcare staff become more aware of prostate health issues and the likely symptoms that men may present and sources of further information for those patients; and
- A functioning information service on prostate disease providing a contact point for information about prostate disease.

During the year the project has made significant and sustained progress towards meeting its' key milestones and targets. This has included: :

- The completion of a series of 'Explanatory Guides' to prostate disease and its treatments for men and their families at the point of diagnosis;
- The completion of a new 'Simple Guide' to the prostate for people for people who are new to the topic;
- The commencement of a new series of 'Spotlight on' booklets on specific prostatic treatments;
- The distribution of materials, of many thousands of 'simple guides' and 'Explanatory guides' across Scotland via GPs surgeries and hospitals;
- Undertaking presentations at conferences and attending events and exhibitions;
- Contributing to information development in partnership with other organisations.

In specific terms the following leaflets and booklets leaflets have been produced during the year:  
'Simple guides' to prostate disease.

A new guide - 'A simple guide to the prostate' was produced. This guide completes the 'simple' series which also includes Prostate Cancer, Prostatitis Benign Prostatic Hyperplasia, PSA testing, and a leaflet aimed at women with information about the prostate. The series of leaflets is aimed at providing straightforward information about the prostatic diseases and their treatments. During the year some 36, 700 copies of the 'simple' guides were distributed via community settings and health centres, GPs practices, exhibitions and talks. Demand for the leaflets was so strong that the entire leaflets series was reprinted courtesy of a kind donation from an anonymous donor.

Explanatory Guides' to prostate disease;

To complement the simple guides a second series of booklets - the 'prostate disease explained' series- were completed. This series is aimed at providing comprehensive but accessible information for men diagnosed with prostate disease (and also for their families/partners). Demand for these booklets since their publication has been high, particularly from urology clinics and wards and they are now available in many hospitals across Scotland ranging from the Aberdeen Royal Infirmary, Dumfries and Galloway Royal Infirmary, the Western General Hospital Edinburgh, Borders General, Raigmore Inverness, St Johns Livingston, Ninewells in Dundee and Forth Valley Royal Infirmary, University Hospital Ayr amongst others. The series includes:

- Early Prostate Cancer explained;
- Advanced Prostate Cancer explained (five booklets- including treatments, living with cancer, clinical trials and newer treatments);
- PSA Testing explained;
- Prostatitis explained;
- BPH explained.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

Each booklet also includes a pocket for additional information and special inserts. The series includes a guide to decision making on treatments and the Early Prostate Cancer booklet also includes a guide to Locally-Advanced Prostate Cancer. Since their launch in October 2011, over 6,300 Explanatory guides have been distributed. Demand for the BPH guides and the Early Prostate Cancer guides has been so strong that they are both scheduled for reprinting. The booklets are also all available on the Prostate Scotland website, and the number of downloads has been steadily increasing.

##### Prostate Log Book

A special Prostate Log Book for men to keep details of tests and note down appointments was produced, following the suggestion of the project Advisory Group and men with prostate cancer. Copies of the logbook are made available with each Explanatory Guide.

A major distribution and marketing initiative was undertaken to publicise the availability of the range of guides, with significant take-up, particularly from GPs practices and hospitals. Take up from GPs surgeries has been very strong with practices from Shetland Isles in the north to Stornoway in the Western Isles through to Glasgow and the Borders requesting materials. In addition, following an initiative from a volunteer, Dumfries and Galloway Health Board agreed to make available materials, via every GPs practice in their area, similar to Lothian NHS.

Other key locations in which information materials have been distributed across the country include:

- 'Healthy Living Centres', libraries and community centres;
- A growing list of businesses across Scotland;
- All Cooperative pharmacies in Scotland.

A third series of booklets called the 'Spotlight On' series was also embarked upon - to provide detailed information about specific treatments. During the year the first of this new series on Active Surveillance as a management for Prostate Cancer was also completed, with a further seven titles under development.

During the year, Macmillan Cancer Support and Glasgow Life invited Prostate Scotland to work with them to ensure that prostate cancer information is made available as part of their project to establish Cancer Information points in public libraries across Glasgow. The Prostate Scotland Information and Advice Coordinator was subsequently invited to join the Glasgow and Greater Clyde Cancer Health Improvement Group.

A key aspect of the Information and Awareness project has been to raise awareness by attending events and giving presentations. This has proved very successful. Presentations have been developed to deliver to community groups, men's health groups, voluntary and statutory organisations, as well as the development of the first pilot series of seminars for GP practice nurses which took place in West Lothian.

As well as the appreciation for the Scottish Government and Sir Tom Farmer, through the Farmer Foundation for their generous funding mentioned above, sincere thanks go to the anonymous donor who enabled the reprinting of all the Simple Guides. The trustees would also like to thank the advisory group that supports the Information and Advice Project. This includes patients, former patients, clinical nurse specialists and clinicians from across Scotland and is chaired by Trustee Board Member Alan McNeill. Membership includes Mr Ben Thomas - Consultant Urologist Borders General Hospital, Karen Edwards - Specialist Urology Physiotherapist Western General Hospital Edinburgh, Mr Graham Hollins - Consultant Urologist Ayr Hospital, Dr Barbara Phipps - GP Sighthill Medical Centre Edinburgh, Ms Rita O'Dea - Clinical Nurse Specialist Western General Hospital, Ms Frances McLinden - former Clinical Service Manager Urology Greater Glasgow and Clyde, Mr Peter Phillips, Dr Roy Partington and Ms Lesley McKinlay - Deputy Charge Nurse Urology Western General Hospital. The trustees would also like to specially mention and thank Mae Bell, the Information and Advice Coordinator, for her significant thought, effort and commitment to the development of the booklets. Thanks are also due to James O'Reardon and his colleagues at Union Advertising for their unstinting support in the development and design of the booklets.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

The trustees would also like to thank the following people for their support in the development and distribution of the booklets: Patricia Chalmers, Mr Brian Corr -Urology Clinical Nurse Specialist, Mr David Douglas - Consultant Urologist at Raigmore Hospital Inverness, Dr Alastair Law - Consultant Oncologist Western General Hospital Edinburgh, Dr Duncan McLaren - Consultant Oncologist Western General Hospital Edinburgh, Mr Mark Underwood - Consultant Urologist Glasgow Royal Infirmary, Mr Grant Stewart - Specialist Registrar and Clinical Lecturer Western General Hospital, Mr Tom Kane from WoSCAN, Sarah Scott - Lead Macmillan Patient Navigator and Research Assistant Edinburgh Cancer Centre Information, Sandra Bagnall - SCAN Patient Involvement Manager and the Edinburgh and Lothians Prostate Cancer Support Group.

##### **Research development**

A research project into the future needs for prostate disease services and treatments was developed in conjunction with the Cancer Care Research Centre at the University of Stirling. This project is aimed at looking at ways of improving access to treatments, as well as means of further encouraging early diagnosis of prostate cancer and also looking at the treatment and services implications of the projected rise in the number of men likely to be diagnosed with prostate cancer in the next ten years. The project will be taken forward by a PhD studentship and as a joint project, the University of Stirling has agreed to fund half of the cost of the studentship with Prostate Scotland covering the other half. In September 2012, Sara Murray was appointed as the project PhD researcher.

A project advisory group was established to help take this forward. The trustees would like to thank the members of that Advisory Group for their helpful input: Stephen Bird, Iain Dunn, Liz Forbat, Alan McNeill, Tony Riddick, Michael Shaw, Stephen Bramwell, Seamus Teahan, Nicola Cunningham and Sara Murray.

##### **Website development**

The Prostate Scotland website which was developed as a key information resource on prostate disease in Scotland has continued to grow and received over 12,000 visitors during the year an increase of 2,000 (20%) over the previous year. There were some 54,000 page views, which was an increase of 11,000 (over 25%) over the previous year. Improvements were made to the site to facilitate finding information, along with the introduction of a downloads page for people wishing to access copies of the Information Booklets. 70% of visitors to the site were new and the average length of time that people stayed on the site is also an indication that the site was being well used. Visitors came not only from Scotland but from some 114 countries across the world. The most popular pages have been: the self test for men to check possible symptoms, treatments for early prostate cancer, frequently asked questions, the information pages, information about cycling and the prostate, information about urology services in various parts of Scotland, as well as information about diet and lifestyle.

##### **Volunteering activities**

During the year the final development of a Volunteering Handbook and toolkit was completed. The Handbook was designed to provide information about how to volunteer and to provide assistance to volunteers who want to help Prostate Scotland in their endeavours. The aims of the project are to develop Prostate Scotland's volunteering base, to increase the number of volunteers undertaking activities and also to raise awareness of prostate disease. The handbook and toolkit were launched at a special one day training event for future volunteers. The project has been funded by a grant of £9,433 from the National Lottery Awards for All. The grant was utilised to develop a toolkit of materials for local exhibitions and events, as well as the development of the volunteering handbook. The trustees would like to express their thanks to National Lottery Awards for All for this funding to the Volunteering Centre Edinburgh for their help in developing the Handbook and also to Neil Warden for its design. In addition, the trustees would like to thank Alison Walker, John Fulham, Michael Brown, Gerry Gallacher, Sarah Jane Whalen, Walter Moodie, Laurence Maran, Tish Chalmers and Billy Mathieson amongst others for their generous volunteering assistance during the year - this has been much appreciated and enabled the charity to reach out to many more people with prostate disease awareness information.

##### **Newsletter and support communications**

Three editions of the newsletter for supporters and funders were produced and distributed to all supporters on the database. Due to significant fundraising and other supporter activity across Scotland, a new Fundraising and Supporter supplement to the newsletter was developed. This supplement records and celebrates key activities by supporters and fundraising achievements across Scotland.



## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

In addition to the mailing of the newsletter, almost a further thousand copies of each newsletter were distributed through a variety of other channels, particularly at events and exhibitions. The trustees would like to place on record their thanks to Standard Life for their support in printing the newsletters in 2011 and to ScotMid for their support in 2012. A number of talks about prostatic disease were given to external groups, Rotary clubs, businesses and health events across Scotland.

During the year, the trustees were saddened to learn of the death of Malcolm Goldsmith, who had been a former chairman of the Edinburgh and Lothian Prostate Cancer support Group, and was widely respected across Scotland for his dedication to the support of men with prostate cancer. The trustees would like to record their sincere sympathies to his wife Marion and his family.

##### **External relations and policy developments**

Prostate Scotland is a member of the Scottish Cancer Coalition (which has 21 member charities as members). The coalition's purposes are the exchange of information and joint working on issues affecting cancer between charities in Scotland. As part of the group, Prostate Scotland has engaged in a variety of issues including awareness and early diagnosis of cancer and on living with cancer.

Prostate Scotland has continued to maintain relations with the key prostate disease organisations and meetings were held during the year with the Prostate Cancer Charity Scotland and UCAN. The charity also continued its membership of the Scottish Prostate Alliance, (which is dedicated to collaborative work on the development and advancement of policy and practices) and also other prostate cancer organisations across Scotland. Joint discussions were held on issues of patient experience and information sharing as well as on the subject of quality standards for prostate cancer care.

The charity's director, Adam Gaines, was a member of the Scottish Government Scottish Cancer Taskforce's Living with Cancer Group. The Group's work was involved in identifying issues of concern for those living with cancer. The group developed an agenda of key areas for development. In particular the issues of shared decision making, treatment and patient information were addressed. This group has now been superseded by the Transforming Care After Treatment Group and Adam was asked to continue to represent the Scottish Cancer Coalition on the new Groups' Programme Board. Adam Gaines has also served as a member of the National Cancer Information Support Service's Steering Committee (NCISS), which was involved in advising on the creation of a national information service (about cancer) across Scotland through the Cancer Zone and Tailored Information for the People of Scotland Information Prescriptions Project.

The charity submitted comments on the further consultation on draft clinical quality performance indicators for prostate cancer treatment. These draft indicators had been developed by a special development group set up by the National Cancer Quality Steering Group. The charity in its comments welcomed the development of the indicators and suggested making some of the indicators and targets cover wider topics, with similar indicators for radiotherapy as exist for surgery and proposed the inclusion of a new target for patient information and communication.

##### **Development of Appeal on Robotic-Assisted Surgery in Scotland**

The Trustee Board of the charity decided to explore the potential for taking forward a Scotland wide appeal to raise funds for the purchase of a robot to support robot assisted prostate surgery in Scotland, in view of the absence of robotic assisted surgery in Scotland. It was felt that this would be a constructive and appropriate initiative for the charity, given that robot assisted surgery was very much becoming a treatment of choice in England, Europe and the United States for prostate cancer. It was decided that in order to prepare an appeal, the charity would embark on a consultation process with clinicians in Scotland, and through the formation of a sub-committee to develop the case for an appeal, in the expectation of the likely publication of a Health Technology Appraisal in 2012.

Two consultation events led by trustee board member Dr Anna Gregor were held on behalf of the charity with urological surgeons from across Scotland - the first in February 2012 in Motherwell and the second in June at the British Association of Urological Surgeons Conference in Glasgow. At the latter consultation meeting, a presentation on the introduction of robot assisted prostatic surgery was given by Mr Chris Anderson Consultant Urological Surgeon at St Georges Hospital London. The consultations showed significant support for the development of this appeal. The robot would be sited in central Scotland, in order to be accessible to both clinicians and patients.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

##### Fundraising activities

The trustees would like to acknowledge and thank the Scottish Government and Sir Tom Farmer, for their funding towards taking forward of the Information and Advice project. This funding enabled the development of the series of information materials for men and their families about prostate disease and its treatments and which are the first of their kind in Scotland covering the range of prostate diseases. The Trustee Board would also like to thank the anonymous donor for the very generous funding which enabled the reprinting of all the Simple Guides.

Despite the difficult economic climate total donations from individuals, trusts and companies over the year remained strong at £124,216, though this was slightly lower than the previous year (£126,830). Despite the small decline, donations continue to be the largest element in the charity's fundraising.

The trustees would like to acknowledge and thank James Thomson for his generosity and kindness for once again holding the Prestonfield Burns Supper in aid of Prostate Scotland - this excellent event succeeded in raising just over £11,000. Thanks are also due to Grant Stott, Sir Tom Farmer, Greg McHugh aka Gary Tank Commander of BBC fame, Len Murray, Jo Caulfield, Brigid Mhairi and Richard Dunn for their wonderful speeches and contributions to the evening's proceedings. The trustees would also like to thank James Thomson, Alastair Mair, Stephen Docherty, Francois Aliane, Jack Kirkpatrick, Hamish Gilchrist and Spire Murrayfield Hospital for their help and generosity in prize donations for the event.

The trustees would like to thank the Robert O. Curle Trust, the John Archer Trust, The Mary Leishman Trust and the Comrie Cancer Care Research Fund for very kind donations towards the charity's work.

The trustees would also like to record a sincere thank you to Cairn Energy for a very kind and generous donation which was utilised to help take forward the production awareness materials

A generous donation was made by the Provincial Grand Lodge of Linlithgowshire arising from the Grand Lodge of Scotland's 275 anniversary celebrations. The funding supported the development of further prostate awareness materials. The Celtic Lodge in Edinburgh, also made a generous donation of £1,000 to Prostate Scotland to support the charity's work

During the year there was significant fundraising activity undertaken by individuals and groups across the country. This included running, walking and cycling.

The trustees would like to record special thanks to Arthur Dolby, Colin Dolby and Leslie Grant who, along with 3 other friends, took on the Coylum Charity Challenge and climbed 16 mountains and walked 50 kilometres all in 24 hours! In so doing the team, who were fundraising in aid Prostate Scotland, Strathcarron Hospice, Cystic Fibrosis Trust, 500 miles, Chest, Heart & Stroke Scotland and Breast Cancer Care, succeeding in raising the extraordinary amount of over £8,000 in aid of Prostate Scotland.

The trustees would like to also record a sincere thank you to Lucy and Gregor McAneny and Lucille Paterson for organising a second Big Quiz in Galashiels in memory of Duncan Paterson, one of Scottish rugby's best known figures, who sadly passed away in December 2009. Over 200 people from the Borders and further afield took part in the quiz, raffle and auction, raising some £5,800.

Prostate Scotland was nominated as the main beneficiary charity of The Kirkcaldy Loony Dook on New Year's Day 2012. The event was very successful both with significant awareness generated about prostate disease and nearly £3,000 being raised by the many people who took part and Prostate Scotland would like to express thanks to all who helped fundraise. Special thanks go to Maureen Londra and Lesley Smith who organised the Dook, and also to Kirkcaldy Rugby Club who were very prominent in fundraising for the Dook and who have continued to help with awareness activity

May 2012 saw 20 people running in aid of Prostate Scotland in the Edinburgh Marathon, who together raised the amazing sum of over £13,247. The runners included two relay teams, one the Walnuts were running for the first time, whilst the Dalmeny Dribblers were tackling the distance for the fifth time. Sincere thanks and congratulations go to all the runners for not only conquering the distance but also beating the heat on the day: Neil Wilson, John Fulham, Patricia Miller, Billy Mathieson, Andrew Nisbet, Allan Hazle Gerry Gallacher, Sarah Whalen, Susan McDonald, John Boyle, Dawn Watson, Lisa Henderson, Alan McNeill, Michael McNeill, Ali McNeill, Tony Riddick, Clare Henry, James Henry, Julia Greig, and Adam Greig.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

The Men's Health Forum Scotland 10K took place in Glasgow on Father's Day in June and for the first time Prostate Scotland was one of the partner charities for the event. Gerry Gallacher, who was one of the runners who helped launch the event and had been writing a training blog for new runners was running in aid of Prostate Scotland. In addition to Gerry, participants running in aid of Prostate Scotland included Chris O'Donnell, Patrick Adler Allan Crookston, Craig Simpson, David Thomson, Aaron Asher, Ryan McFarlane, Neil Leeson, Craig Campbell, Alan Molloy, Allen Hanby, Stuart Paton and Jim McVey. Thanks are also due to Sarah Whalen for kindly volunteering on the Prostate Scotland stand on the day.

The trustees would also like to record thanks to Sheryl Innes, Rebecca Connor, Mairi Mackinnon, Tricia Devine who all took part in this year's Women's 10K run in Glasgow, between them raising the magnificent amount of £2,753.

Several runners took part in the Great Scottish Run in Glasgow in September 2011 in aid of Prostate Scotland including Charlene Craig, Daniel Lamont, Derek Cree, Iain Littler, Paul Moran and Gillian McCallum, between them raising over £3,000.

Thanks are also recorded to Marco Jaconelli from Glasgow, for achieving the really tough cycle challenge of Lands End to John O'Groats in aid of Prostate Scotland in 9 days. Marco succeeded in raising nearly £4,000 in aid of Prostate Scotland.

Mark McCallum cycled from Kinross over the Cairngorm Mountains to Inverness, in aid of Prostate Scotland raising the superb amount of £1,631 - many thanks and well done.

A team of 12 riders from quantity surveyors Thomas and Adamson, coordinated by Gordon Connell, undertook a cycle ride from Edinburgh round Fife, raising nearly £1,000. Suzanne Salt undertook the Glasgow to Edinburgh cycle ride - raising some £478. Mark Finnegan undertook the Tough Mudder event. Prostate Scotland very much appreciates these great efforts.

The Tryst Patchwork Group from south west Edinburgh held a special fundraising day in aid of Prostate Scotland and Riding for the Disabled raising nearly £2,000 which was shared equally between the two charities. A sincere thank you to the women and men from the group not only for their wonderful fundraising, but also offering an opportunity to have a exhibition stand to provide awareness information to the many people attending the day.

William Connolly undertook a skydive along with his daughter, nephew and a family friend in aid of Prostate Scotland, raising over £1,000 - many thanks indeed. Thanks are also due to Colin Pearson who undertook the extremely challenging and tough task of trekking to the Everest Base Camp and raised £645 for Prostate Scotland.

The Lothian B-Us choir, a male voice choir from Lothian Buses kindly decided to hold their inaugural concert in aid of Prostate Scotland and in the process raised over £500.

The staff at ICS Learn in Glasgow organised a race and dance night raising £788. The Mair family in Castle Douglas organised a charity dance in aid of Prostate Scotland and Maggie's Centre, raising £1,340 which was split equally between the two charities. Karen Jones organised a Hollywood Night at the Wee Howff in Paisley raising £1,000 in aid of prostate Scotland. Sincere thanks to all.

During the month of November 2011 there was a significant amount of activity by many people in aid of Prostate Scotland and thanks are due to many folk for their fundraising, awareness raising and in many cases moustache growing efforts including members of Kelburne Hockey Club, Blue Watch at Central Scotland Fire Service Alloa, Green Watch at Livingston Fire Station, the staff at Dundee Retail Contact Centre at Halifax Card Servicing, the Taylor family, Stuart Galloway, Kenny Muir and Alex Fleming, Tom Brown, Andrew Stain, Francis Igwe, Ricky Burnett, Chris Scott, Tom Ketley, Scott Wilson, Peter Mitchell and Mark Smith, Paddy Hastie, Simon Hunter, Donald Fulton, Robert Binnie, William Parker, Walter Moodie and R.F. Boyd.

Donald MacMaikin and Morris and Lyle Allan went three months without shaving in aid of Prostate Scotland. However, it was not enough for these men to have the beards eventually shaved off, they also had their heads shaved raising £520.

Staff fundraising in a number of firms was also much on the agenda and thanks are due the staff at the Halifax Card Centre in Dundee Retail contact centre, Novograp, William Hill staff in Toryglen, the Fuel route Staff at Torness, the Pharmacy department at Western Isles Hospital and to the staff at Hyman Robertson in Glasgow.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

Thanks are due to Lanark, Ralston, Forfar and Balbirnie Golf clubs for kind donations along with Cambuslang Bowling Club and Pollok Curling Club.

Prostate Scotland would like to thank Zee Thomson, Tim Wright, Harry Kiernan and former Prostate Scotland Trustee Peter Mann -and their friends and families for so kindly sending donations to Prostate Scotland in lieu of birthday presents and also thanks to Margaret and William Collins on the occasion of their Golden Wedding, for so kindly donating the proceeds from their Golden Wedding celebrations to Prostate Scotland. Thanks and best wishes go to Linda Laurie who at her recent retirement party in lieu of a retirement present kindly asked for donations to Prostate Scotland in memory of her late husband Drew Laurie.

The trustees would also like to acknowledge generous donations from many people and companies including the members of the Hamilton Old Parish Church Social Committee, Charlotte Square, Hillcrest Housing Association, Mark Finnegan Nigel Pollock, Denis Boyle, John Henderson, Anne Kershaw, R.C. Callender, Superseal Home Improvement Ltd., Alistair McNarry, Donald Ferguson, Mr & Mrs Cross and Claire Hendry.

The charity received several donations in the past year from families and friends of loved ones who had passed away and who had sent in donations in memory of those they had lost. The trustees would like to express their sympathy and condolences and acknowledge these generous donations.

#### **FINANCIAL REVIEW**

##### **Financial Review and Reserves Policy**

The results for the year are set out in the statement of financial activities which shows a small surplus of £3,574 for the year (2011: £701). The level of income received from donations and grants enabled the taking forward of the charity's services, its awareness work and its Information and Advice project.

Income by comparison with the previous year was lower at £141,968 (2011 £225,399).

This is accounted for mainly by the absence of a fundraising ball in the financial year (the charity tends to hold one every two years), and lower grant income. Despite the difficult economic climate, voluntary income from donations during the year £124,216 was only slightly lower than the previous year (£126,830) and made up the largest element in the charity's income. Grant and award income however during the year was lower than the previous year at £10,000 (2011: £49,433). Investment income was higher than in 2011 with an interest and investment gain of £6,343 (2011 £5,623).

Expenditure for the year was £150,403 which was significantly lower than in the previous year (£224,793). The decrease was attributable in part to the absence of costs for a fundraising ball and also keeping a tight rein on awareness expenditure in light of the lower income. Necessary costs were expended were on Information and Awareness literature and as a consequence advertising expenditure at £4,577 was restricted, held at just under half the previous year (£10,107). Expenditure on management, office rental and premises costs was £15,088, (£16,745 in 2011). Expenditure of £7,727 on the volunteering handbook and toolkit was incurred, which was covered by the restricted grant from the Awards For All. Fundraising event costs represent costs for the Ball to be held in Glasgow in March 2013.

The trustees feel the continuing level of support, and the total amount of donations and the continued willingness of the charity's supporters to help the organisation is extremely encouraging given the economic climate.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **FUTURE PLANS**

Significant progress has been made with the charity's three year strategy and business plan with the Information and Advice Project producing significant results. The Information and Advice Project and awareness activity has continued to move forward with many thousands of people reached and with very favourable responses from people about the quality and effectiveness of materials. In addition, engagement with and support from supporters and donors across the country has grown, as has the charity's reach across Scotland. The trustees were pleased to note that despite the economic conditions, the number and amount of donations to the charity remained strong. Key objectives for the next three years are the continued development of public awareness of prostate disease, the provision of information and advice both to men and their families as well as to primary health care staff, the undertaking of research into the availability of services and treatment of prostatic disease in Scotland, and taking forward an Appeal to support the purchase of a robot to aid treatment/ surgery of prostate cancer.

Over the next year, the following activities are planned:

- Raise funds for the continued development of the Information and Advice project.
- Complete the development of the range of information materials about Prostatic treatments via the Information and Advice Project.
- Develop further distribution outlets for Information and Advice materials to men and to health professionals.
- Develop information seminars for primary care staff.
- Progress the recruitment and engagement of more volunteers.
- Develop a telephone information service.
- Take forward a programme of targeted awareness work about prostate disease including a number of new materials and approaches via health centres and through community settings and exhibitions and events.
- To undertake fundraising events.
- To take forward the joint research project into the provision of services and treatments for prostate disease and prostate cancer across Scotland with the University of Stirling Cancer Care Research Centre.
- To take forward an appeal to raise funding for robotically assisted prostatic surgery in Scotland.

The trustees recognise that raising income will remain a key task, particularly in light of the economic conditions.

The trustees are pleased to note that during the year only 13% of total income was spent on support and governance costs, representing 12% of total expenditure. The trustees will continue to strive to ensure that the proportion spent on administration continues to be low and that the operations of the charity remain cost effective.

Key areas of expenditure in the coming year are expected to be:

- Taking forward the next stage of the Scotland wide Information and Advice project, particularly the development of seminars, further information materials and the telephone information line.
- Progressing the next stages of the awareness initiative to improve public understanding of prostatic disease - aimed at encouraging men and their families to be more aware of prostatic disease symptoms and to seek early advice.
- Progressing the research project into services and treatment provision for prostate disease across Scotland.
- The taking forward of the appeal for robotically assisted prostatic surgery.

#### **Reserve policy**

The funds for the Information and Advice Project from the Scottish Government are restricted, as are the funds for the Awareness and Fundraising Intern. The trustees have resolved for the coming year to designate certain funds for key projects to assist in progressing the charity's key objectives. This includes the designation of £31,000 towards the Information and Advice project, £16,000 towards the prostate disease and services and treatments research, £5,000 towards prostate awareness and £35,000 to support the robotic surgery appeal.

The trustees consider that reserves should be maintained at a level to cover at least nine months expenditure.

#### **ON BEHALF OF THE BOARD:**

Mrs M F Hallam - Trustee

22 May 2013

## **Independent Examiner's Report to the Trustees of Prostate Scotland**

I report on the accounts for the year ended 31 August 2012 set out on pages thirteen to twenty.

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

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fiona Hamilton  
CA  
Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

23 May 2013

Prostate Scotland

Statement of Financial Activities  
for the Year Ended 31 August 2012

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		125,603	10,000	135,603	179,315
Activities for generating funds	2	22	-	22	40,461
Investment income	3	<u>6,343</u>	<u>-</u>	<u>6,343</u>	<u>5,623</u>
<b>Total incoming resources</b>		131,968	10,000	141,968	225,399
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		53,559	-	53,559	47,290
Fundraising trading: cost of goods sold and other costs		6,479	852	7,331	32,984
Investment management costs	4	1,887	-	1,887	1,422
<b>Charitable activities</b>					
Awareness campaign		23,951	44,671	68,622	120,789
<b>Governance costs</b>	5	3,299	-	3,299	4,176
<b>Other resources expended</b>		<u>15,705</u>	<u>-</u>	<u>15,705</u>	<u>18,132</u>
<b>Total resources expended</b>		104,880	45,523	150,403	224,793
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		27,088	(35,523)	(8,435)	606
<b>Gross transfers between funds</b>	13	<u>(27,796)</u>	<u>27,796</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) for the year before other recognised gains and losses</b>		(708)	(7,727)	(8,435)	606
Realised gains/(losses) on fixed asset investments		12,009	-	12,009	95
<b>Net income/(expenditure)</b>		11,301	(7,727)	3,574	701
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		279,715	7,727	287,442	286,741
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>291,016</u>	<u>-</u>	<u>291,016</u>	<u>287,442</u>

The notes form part of these financial statements

**Prostate Scotland**

**Balance Sheet  
At 31 August 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	13,244	-	13,244	26,291
Investments	10	<u>151,538</u>	<u>-</u>	<u>151,538</u>	<u>161,768</u>
		164,782	-	164,782	188,059
<b>CURRENT ASSETS</b>					
Debtors	11	2,912	-	2,912	20,483
Cash at bank		<u>131,550</u>	<u>-</u>	<u>131,550</u>	<u>130,125</u>
		134,462	-	134,462	150,608
<b>CREDITORS</b>					
Amounts falling due within one year	12	(8,228)	-	(8,228)	(51,225)
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET CURRENT ASSETS</b>		<u>126,234</u>	<u>-</u>	<u>126,234</u>	<u>99,383</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>291,016</u>	<u>-</u>	<u>291,016</u>	<u>287,442</u>
<b>NET ASSETS</b>		<u>291,016</u>	<u>-</u>	<u>291,016</u>	<u>287,442</u>
<b>FUNDS</b>					
Unrestricted funds	13			291,016	279,715
Restricted funds		<u>          </u>		<u>-</u>	<u>7,727</u>
<b>TOTAL FUNDS</b>		<u>          </u>		<u>291,016</u>	<u>287,442</u>

The notes form part of these financial statements



**Prostate Scotland**

**Balance Sheet - continued  
At 31 August 2012**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 22 May 2013 and were signed on its behalf by:

.....  
Mrs M F Hallam -Trustee

## Prostate Scotland

### Notes to the Financial Statements for the Year Ended 31 August 2012

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

Incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to the consideration by its performance. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included as these cannot be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Website	- 20% on cost
Fixtures & equipment	- 33.33% on cost
Computer equipment	- 33.33% on cost

Investments held as fixed assets are revalued at market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	2012	2011
	£	£
Fundraising events	<u>22</u>	<u>40,461</u>

**Prostate Scotland**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012**

**3. INVESTMENT INCOME**

	<b>2012</b>	2011
	<b>£</b>	£
Other fixed asset investments - Dividends	2,553	3,320
Other fixed asset investments - Corporate bonds	3,530	2,144
Deposit account interest	<u>260</u>	<u>159</u>
	<u><b>6,343</b></u>	<u><b>5,623</b></u>

**4. INVESTMENT MANAGEMENT COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Administrative expenses	<u>1,887</u>	<u>1,422</u>

**5. GOVERNANCE COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Accountancy and independent examiner's fees	2,160	2,400
Professional fees	<u>1,139</u>	<u>1,776</u>
	<u><b>3,299</b></u>	<u><b>4,176</b></u>

**6. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	<b>2012</b>	2011
	<b>£</b>	£
Depreciation - owned assets	<u>13,193</u>	<u>13,963</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2012 nor for the year ended 31 August 2011.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2012 nor for the year ended 31 August 2011.

**8. STAFF COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Wages and salaries	61,605	59,403
Social security costs	<u>6,503</u>	<u>6,186</u>
	<u><b>68,108</b></u>	<u><b>65,589</b></u>

The average monthly number of employees during the year was as follows:

	<b>2012</b>	2011
Administration	<u>2</u>	<u>2</u>

**Prostate Scotland**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012**

**9. TANGIBLE FIXED ASSETS**

	Website £	Fixtures & equipment £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2011	62,883	4,279	982	68,144
Additions	<u>-</u>	<u>146</u>	<u>-</u>	<u>146</u>
At 31 August 2012	<u>62,883</u>	<u>4,425</u>	<u>982</u>	<u>68,290</u>
 <b>DEPRECIATION</b>				
At 1 September 2011	37,729	3,142	982	41,853
Charge for year	<u>12,576</u>	<u>617</u>	<u>-</u>	<u>13,193</u>
At 31 August 2012	<u>50,305</u>	<u>3,759</u>	<u>982</u>	<u>55,046</u>
 <b>NET BOOK VALUE</b>				
At 31 August 2012	<u>12,578</u>	<u>666</u>	<u>-</u>	<u>13,244</u>
At 31 August 2011	<u>25,154</u>	<u>1,137</u>	<u>-</u>	<u>26,291</u>

**10. FIXED ASSET INVESTMENTS**

	<b>Listed investments £</b>
<b>MARKET VALUE</b>	
At 1 September 2011	161,768
Additions	39,613
Disposals	(70,969)
Revaluations	<u>21,126</u>
At 31 August 2012	<u>151,538</u>
 <b>NET BOOK VALUE</b>	
At 31 August 2012	<u>151,538</u>
At 31 August 2011	<u>161,768</u>

There were no investment assets outside the UK.

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2012 £</b>	<b>2011 £</b>
Trade debtors	-	20,000
Other debtors	<u>2,912</u>	<u>483</u>
	<u>2,912</u>	<u>20,483</u>

Prostate Scotland

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade creditors	6,172	49,425
Other creditors	<u>2,056</u>	<u>1,800</u>
	<u>8,228</u>	<u>51,225</u>

13. MOVEMENT IN FUNDS

	At 1.9.11	Net movement in funds	Transfers between funds	At 31.8.12
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	279,715	(47,903)	(27,796)	204,016
Designated fund	<u>-</u>	<u>87,000</u>	<u>-</u>	<u>87,000</u>
	279,715	39,097	(27,796)	291,016
<b>Restricted funds</b>				
Information and Advice	-	(27,796)	27,796	-
Volunteering Project	<u>7,727</u>	<u>(7,727)</u>	<u>-</u>	<u>-</u>
	7,727	(35,523)	27,796	-
<b>TOTAL FUNDS</b>	<u>287,442</u>	<u>3,574</u>	<u>-</u>	<u>291,016</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	44,968	(104,880)	12,009	(47,903)
Designated fund	<u>87,000</u>	<u>-</u>	<u>-</u>	<u>87,000</u>
	131,968	(104,880)	12,009	39,097
<b>Restricted funds</b>				
Information and Advice	10,000	(37,796)	-	(27,796)
Volunteering Project	<u>-</u>	<u>(7,727)</u>	<u>-</u>	<u>(7,727)</u>
	10,000	(45,523)	-	(35,523)
<b>TOTAL FUNDS</b>	<u>141,968</u>	<u>(150,403)</u>	<u>12,009</u>	<u>3,574</u>

## Prostate Scotland

### Notes to the Financial Statements - continued for the Year Ended 31 August 2012

#### 13. MOVEMENT IN FUNDS - continued

The Information and Advice Restricted Fund was set up for the funding received from the Scottish Government and Sir Tom Farmer. This fund was used to cover the costs of the part time information co-ordinator and the costs of developing and providing information and advice materials on prostate disease. The fund has been fully expended and the balance of costs transferred to the unrestricted funds. A total of £31,000 has been designated for this project and further funding is being sought.

A restricted fund was set up for the Volunteering Project with funds received from the National Lottery Awards for All Scotland which was fully expended during the year.

The Designated fund which is held in cash, have been allocated to the following projects by the trustees:

	£
Information and Advice project	31,000
Prostate disease, service and research	16,000
Prostate awareness	5,000
Robotic surgery appeal	<u>35,000</u>
Total Designated Fund	<u><u>87,000</u></u>

#### 14. ULTIMATE CONTROLLING PARTY

The charity is controlled by its trustees.

Prostate Scotland

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2012

	2012 £	2011 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	124,216	126,830
Gift aid	1,387	3,052
Grants	<u>10,000</u>	<u>49,433</u>
	135,603	179,315
<b>Activities for generating funds</b>		
Fundraising events	22	40,461
<b>Investment income</b>		
Other fixed asset investments - Dividends	2,553	3,320
Other fixed asset investments - Corporate bonds	3,530	2,144
Deposit account interest	<u>260</u>	<u>159</u>
	<u>6,343</u>	<u>5,623</u>
<b>Total incoming resources</b>	141,968	225,399
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Wages	41,500	40,000
Social security	4,357	4,169
Just Giving Costs	823	610
Event costs	<u>6,879</u>	<u>2,511</u>
	53,559	47,290
<b>Fundraising trading: cost of goods sold and other costs</b>		
Fundraising event costs	7,331	32,984
<b>Investment management costs</b>		
Administrative expenses	1,887	1,422
<b>Charitable activities</b>		
Wages	20,105	19,403
Social security	2,146	2,017
Insurance	34	-
Awareness campaign	32,806	86,793
Depreciation	12,576	12,576
Repayment of grant	<u>955</u>	<u>-</u>
	68,622	120,789
<b>Governance costs</b>		
Accountancy and independent examiner's fees	2,160	2,400
Professional fees	<u>1,139</u>	<u>1,776</u>
	3,299	4,176
<b>Support costs</b>		

This page does not form part of the statutory financial statements

Prostate Scotland

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2012

	2012 £	2011 £
<b>Management</b>		
Rent and other establishment costs	8,161	8,772
Insurance	461	440
Postage and stationery	4,798	6,181
Sundries	839	148
Travel	524	1,076
Office machine maintenance	<u>305</u>	<u>128</u>
	15,088	16,745
<b>Other</b>		
Fixtures and fittings	617	1,090
Computer equipment	<u>-</u>	<u>297</u>
	<u>617</u>	<u>1,387</u>
<b>Total resources expended</b>	<u>150,403</u>	<u>224,793</u>
<b>Net (expenditure)/income before gains and losses</b>	(8,435)	606
<b>Realised recognised gains and losses</b>		
Realised gains/(losses) on fixed asset investments	<u>12,009</u>	<u>95</u>
<b>Net income</b>	<u><u>3,574</u></u>	<u><u>701</u></u>

This page does not form part of the statutory financial statements



**REGISTERED COMPANY NUMBER: SC306268**  
**REGISTERED CHARITY NUMBER: SC037494**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 August 2012  
for  
Prostate Scotland**

Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

**Prostate Scotland**

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for the Year Ended 31 August 2012**

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## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**

SC306268

**Registered Charity number**

SC037494

**Registered office**

Princes Exchange  
1 Earl Grey Street  
Edinburgh  
EH3 9EE

**Trustees**

S A McNeill  
Mrs M A McNeill  
Mrs M F Hallam  
J M Thomson OBE  
R N Wilson  
Dr A Gregor CBE  
A C McLaren - appointed 11.6.12  
P Mann - resigned 11.6.12  
Dr D J Bilsland - appointed 1.10.12

**Company Secretary**

Mrs M A McNeill

**Independent examiner**

Fiona Hamilton  
CA  
Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

**Solicitors**

Turcan Connell  
Princes Exchange  
1 Earl Grey Street  
Edinburgh  
EH3 9LL

**Administrative office**

Gf2, 21-23 Hill Street  
Edinburgh  
EH2 3JP

**Investment Managers**

Adam & Co  
25 St Andrews Square  
Edinburgh  
EH2 1AF

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, the Memorandum and Articles of Association, and is a company, limited by guarantee, as defined in the Companies Act 1985. The organisation is a registered Scottish charity under the Charities and Trustee Investment (Scotland) Act 2005. The Board of trustees meets quarterly and receives reports on income and expenditure, as well as the charity administration and management. Day to day operations and administration are delegated by the trustees to the charity's director Adam Gaines, who is a full time employee and who makes regular reports to the Board. Sir Tom Farmer CBE, CVO, KCSG, DL was appointed as the charity's Patron in July 2009.

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

Trustees are appointed for a period of three years, and are eligible for reappointment for subsequent terms. In June 2012 Alan C. McLaren was appointed as a trustee for a term of three years. In the same month Peter Mann has stood down from the Board. The Board would like to express its appreciation to Peter for his five years as a trustee of Prostate Scotland.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have identified and reviewed the major risks to which the charity is exposed and this included the review of a risk register at their meeting on 27 February 2013 and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The objects of the company are to advance education and health in relation to prostatic disease and the relief of ill-health through the advancement of treatment and management of prostatic diseases by all or some of the following means:-

- the advancement of education about the prostate gland and diseases affecting it and their treatment;
- the funding, promotion and provision of counselling, support and advice for those affected by prostate disease;
- the funding and promotion of research into prostate disease in Scotland or elsewhere;
- the provision of funding to maintain surgical equipment for the treatment of prostate disease;
- the purchase of surgical equipment for the specific purpose of treating prostate disease.

The charity's short to medium term aims are to:

- Enable more men in Scotland to be aware of prostate disease and know where and how to get help, advice and treatment;
- Encourage the development and inclusion of policies on health to take prostate disease and treatment into account;
- Encourage an increase in survival rates of men with prostate cancer, and a slowing in the growth in numbers of people in Scotland with prostate cancer, through encouraging early diagnosis;
- Promotion of awareness and information on prostatic diseases (both amongst men and their families and amongst key decision makers);
- Development of emphasis on and the availability of treatment and research into prostatic disease in Scotland.

Actions towards achieving these include:

- Setting up a multifunctional website to provide information on prostatic disease;
- The development and circulation of educational films about prostatic disease and its treatments;
- The development and dissemination of materials to increase awareness of prostatic disease including the development of awareness campaigns;
- The development of an information and advice project;
- The development of a series of information leaflet and booklets to provide men and their families with information about prostate diseases and their treatments;
- The development of a Workplace Initiative to provide information about prostate disease via workplaces;
- The development of a research project jointly with the Cancer Care Research Centre at Stirling University into the future services and treatment needs of men with prostate disease in Scotland;
- Working with other charities and health organisations to encourage the inclusion and adoption of greater treatment provision for prostatic disease;
- Consultation and preparatory activity into the setting up of an appeal to fund the purchase of a robot for robot-assisted prostatic surgery in Scotland.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

During the year significant progress was made towards the achievement of the short and medium term aims. This is set out below:

There was significant development during the year in taking forward the charity's three year strategy and business plan which set out the aims for 2010-13 to prioritise::

- Awareness raising of prostate disease and treatments;
- Developing information and advice materials about prostate disease and its treatments for men and their families;
- Looking to develop research into further improvements with regard to services and treatment in Scotland in relation to prostate disease.

Considerable progress was made towards achieving these with:

- A range of awareness raising measures undertaken;
- The further taking forward of the Information and Advice project including the completion and distribution of a set of 'Simple Guides' to prostate disease and its treatments and a comprehensive range of 'Explanatory Booklets' on the treatment of prostate disease;
- The establishment of a project with the Cancer Care Research Unit at Stirling University to develop research into future prostate services and treatment needs in Scotland;
- Initial consultation into the creation of an appeal to raise the funds for the first robot for robotically assisted prostate cancer surgery in Scotland.

##### Awareness Initiative

A significant range of activities across Scotland to raise awareness of prostate disease, and its symptoms amongst the general public and especially amongst men aged 50 and over was taken forward. During the year this included:

- Working with many public libraries across Scotland to stock information about prostate disease and prostate cancer. This included the distribution of 15,000 prostate awareness bookmarks and also the holding of exhibitions in several libraries;
- Working with many health information centres across Scotland to provide information about prostate disease and prostate cancer;
- The distribution of information to nearly all GP Practices across Scotland to be made available to patients
- The launching of a special awareness advertisement that was shown on perimeter LED boards at major football stadia across Scotland, including the Hibernian v Celtic Scottish Cup match, which was televised live reaching a significant national audience. Following the showing of the advertisements we have received an increased number of visits to our website. The trustees would like to record their thanks to the Football Company (Scotland) and Kenny Wittman for their assistance in helping develop and show the advertisement;
- We have undertaken a significant number of talks to local groups and organisations across Scotland during the year including to a number of Freemasons Lodges, Rotary Clubs and community organisations;
- Demand for the 'brief guide to prostate disease' during the year was so strong that thanks to a generous grant from the Mary Leishman Foundation, the guide was reprinted. During the year some 20,000 copies were printed and distributed to a range of public places including several hospitals, community centres, workplaces, libraries, health centres and doctors' surgeries;
- In light of favourable feedback, the two taxis, one in Edinburgh and one in Glasgow, which have special prostate awareness messages on their livery were continued to advertise the charity for a further year;
- The Workplace Initiative to reach men and their spouses/partners with information about prostate disease and its symptoms continued to show significant progress during the year, with several companies not only seeking copies of the special Toolkit, but also distributing information to their workforces. Of the companies involved, Lothian Buses, in addition to making information available to their workforce also made information available for the public via their travel shops;
- A range of exhibitions and displays were attended including:
  - The 50+ Show - a two day exhibition at the Scottish Exhibition and Conference Centre in Glasgow
  - The British Association of Urological Nurses Annual Conference in Edinburgh
  - The British Association of Urological Surgeons Annual conference in Glasgow
  - A Men's Health day held by the Edinburgh Clinic, which had a special emphasis on prostate health issues
  - The Scottish Urological Society Annual Conference in Inverness

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

##### Information and Advice Project

The Information and Advice Project, which is aimed at providing information and advice about prostate disease and its treatments, saw significant progress during the year. Following an initial 3 year project grant from the Scottish Government and matching funding from Sir Tom Farmer through the Farmer Foundation, a further year's project grant was received from the Scottish Government Section 16b Health Grant fund starting in April 2012. The trustees would like to record their thanks to the Scottish Government and Sir Tom Farmer for their generous support making the Information and Advice project possible.

The project involves the development of information for men and their families/partners as well as for primary care staff and GPs. The overall objective of the project is to:

'Ensure that every man in Scotland will have access to at least one piece of literature about prostate disease'. In specific terms the following outcomes are aimed for:

- Men (over the age of 40) become more aware of prostate disease, and more aware of where to find information;
- Families and partners become more aware of prostate symptoms, and what can be done to assist and who to contact for information;
- Targeted groups of Primary Healthcare staff become more aware of prostate health issues and the likely symptoms that men may present and sources of further information for those patients; and
- A functioning information service on prostate disease providing a contact point for information about prostate disease.

During the year the project has made significant and sustained progress towards meeting its' key milestones and targets. This has included: :

- The completion of a series of 'Explanatory Guides' to prostate disease and its treatments for men and their families at the point of diagnosis;
- The completion of a new 'Simple Guide' to the prostate for people for people who are new to the topic;
- The commencement of a new series of 'Spotlight on' booklets on specific prostatic treatments;
- The distribution of materials, of many thousands of 'simple guides' and 'Explanatory guides' across Scotland via GPs surgeries and hospitals;
- Undertaking presentations at conferences and attending events and exhibitions;
- Contributing to information development in partnership with other organisations.

In specific terms the following leaflets and booklets leaflets have been produced during the year:  
'Simple guides' to prostate disease.

A new guide - 'A simple guide to the prostate' was produced. This guide completes the 'simple' series which also includes Prostate Cancer, Prostatitis Benign Prostatic Hyperplasia, PSA testing, and a leaflet aimed at women with information about the prostate. The series of leaflets is aimed at providing straightforward information about the prostatic diseases and their treatments. During the year some 36, 700 copies of the 'simple' guides were distributed via community settings and health centres, GPs practices, exhibitions and talks. Demand for the leaflets was so strong that the entire leaflets series was reprinted courtesy of a kind donation from an anonymous donor.

Explanatory Guides' to prostate disease;

To complement the simple guides a second series of booklets - the 'prostate disease explained' series- were completed. This series is aimed at providing comprehensive but accessible information for men diagnosed with prostate disease (and also for their families/partners). Demand for these booklets since their publication has been high, particularly from urology clinics and wards and they are now available in many hospitals across Scotland ranging from the Aberdeen Royal Infirmary, Dumfries and Galloway Royal Infirmary, the Western General Hospital Edinburgh, Borders General, Raigmore Inverness, St Johns Livingston, Ninewells in Dundee and Forth Valley Royal Infirmary, University Hospital Ayr amongst others. The series includes:

- Early Prostate Cancer explained;
- Advanced Prostate Cancer explained (five booklets- including treatments, living with cancer, clinical trials and newer treatments);
- PSA Testing explained;
- Prostatitis explained;
- BPH explained.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

Each booklet also includes a pocket for additional information and special inserts. The series includes a guide to decision making on treatments and the Early Prostate Cancer booklet also includes a guide to Locally-Advanced Prostate Cancer. Since their launch in October 2011, over 6,300 Explanatory guides have been distributed. Demand for the BPH guides and the Early Prostate Cancer guides has been so strong that they are both scheduled for reprinting. The booklets are also all available on the Prostate Scotland website, and the number of downloads has been steadily increasing.

##### Prostate Log Book

A special Prostate Log Book for men to keep details of tests and note down appointments was produced, following the suggestion of the project Advisory Group and men with prostate cancer. Copies of the logbook are made available with each Explanatory Guide.

A major distribution and marketing initiative was undertaken to publicise the availability of the range of guides, with significant take-up, particularly from GPs practices and hospitals. Take up from GPs surgeries has been very strong with practices from Shetland Isles in the north to Stornoway in the Western Isles through to Glasgow and the Borders requesting materials. In addition, following an initiative from a volunteer, Dumfries and Galloway Health Board agreed to make available materials, via every GPs practice in their area, similar to Lothian NHS.

Other key locations in which information materials have been distributed across the country include:

- 'Healthy Living Centres', libraries and community centres;
- A growing list of businesses across Scotland;
- All Cooperative pharmacies in Scotland.

A third series of booklets called the 'Spotlight On' series was also embarked upon - to provide detailed information about specific treatments. During the year the first of this new series on Active Surveillance as a management for Prostate Cancer was also completed, with a further seven titles under development.

During the year, Macmillan Cancer Support and Glasgow Life invited Prostate Scotland to work with them to ensure that prostate cancer information is made available as part of their project to establish Cancer Information points in public libraries across Glasgow. The Prostate Scotland Information and Advice Coordinator was subsequently invited to join the Glasgow and Greater Clyde Cancer Health Improvement Group.

A key aspect of the Information and Awareness project has been to raise awareness by attending events and giving presentations. This has proved very successful. Presentations have been developed to deliver to community groups, men's health groups, voluntary and statutory organisations, as well as the development of the first pilot series of seminars for GP practice nurses which took place in West Lothian.

As well as the appreciation for the Scottish Government and Sir Tom Farmer, through the Farmer Foundation for their generous funding mentioned above, sincere thanks go to the anonymous donor who enabled the reprinting of all the Simple Guides. The trustees would also like to thank the advisory group that supports the Information and Advice Project. This includes patients, former patients, clinical nurse specialists and clinicians from across Scotland and is chaired by Trustee Board Member Alan McNeill. Membership includes Mr Ben Thomas - Consultant Urologist Borders General Hospital, Karen Edwards - Specialist Urology Physiotherapist Western General Hospital Edinburgh, Mr Graham Hollins - Consultant Urologist Ayr Hospital, Dr Barbara Phipps - GP Sighthill Medical Centre Edinburgh, Ms Rita O'Dea - Clinical Nurse Specialist Western General Hospital, Ms Frances McLinden - former Clinical Service Manager Urology Greater Glasgow and Clyde, Mr Peter Phillips, Dr Roy Partington and Ms Lesley McKinlay - Deputy Charge Nurse Urology Western General Hospital. The trustees would also like to specially mention and thank Mae Bell, the Information and Advice Coordinator, for her significant thought, effort and commitment to the development of the booklets. Thanks are also due to James O'Reardon and his colleagues at Union Advertising for their unstinting support in the development and design of the booklets.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

The trustees would also like to thank the following people for their support in the development and distribution of the booklets: Patricia Chalmers, Mr Brian Corr -Urology Clinical Nurse Specialist, Mr David Douglas - Consultant Urologist at Raigmore Hospital Inverness, Dr Alastair Law - Consultant Oncologist Western General Hospital Edinburgh, Dr Duncan McLaren - Consultant Oncologist Western General Hospital Edinburgh, Mr Mark Underwood - Consultant Urologist Glasgow Royal Infirmary, Mr Grant Stewart - Specialist Registrar and Clinical Lecturer Western General Hospital, Mr Tom Kane from WoSCAN, Sarah Scott - Lead Macmillan Patient Navigator and Research Assistant Edinburgh Cancer Centre Information, Sandra Bagnall - SCAN Patient Involvement Manager and the Edinburgh and Lothians Prostate Cancer Support Group.

##### **Research development**

A research project into the future needs for prostate disease services and treatments was developed in conjunction with the Cancer Care Research Centre at the University of Stirling. This project is aimed at looking at ways of improving access to treatments, as well as means of further encouraging early diagnosis of prostate cancer and also looking at the treatment and services implications of the projected rise in the number of men likely to be diagnosed with prostate cancer in the next ten years. The project will be taken forward by a PhD studentship and as a joint project, the University of Stirling has agreed to fund half of the cost of the studentship with Prostate Scotland covering the other half. In September 2012, Sara Murray was appointed as the project PhD researcher.

A project advisory group was established to help take this forward. The trustees would like to thank the members of that Advisory Group for their helpful input: Stephen Bird, Iain Dunn, Liz Forbat, Alan McNeill, Tony Riddick, Michael Shaw, Stephen Bramwell, Seamus Teahan, Nicola Cunningham and Sara Murray.

##### **Website development**

The Prostate Scotland website which was developed as a key information resource on prostate disease in Scotland has continued to grow and received over 12,000 visitors during the year an increase of 2,000 (20%) over the previous year. There were some 54,000 page views, which was an increase of 11,000 (over 25%) over the previous year. Improvements were made to the site to facilitate finding information, along with the introduction of a downloads page for people wishing to access copies of the Information Booklets. 70% of visitors to the site were new and the average length of time that people stayed on the site is also an indication that the site was being well used. Visitors came not only from Scotland but from some 114 countries across the world. The most popular pages have been: the self test for men to check possible symptoms, treatments for early prostate cancer, frequently asked questions, the information pages, information about cycling and the prostate, information about urology services in various parts of Scotland, as well as information about diet and lifestyle.

##### **Volunteering activities**

During the year the final development of a Volunteering Handbook and toolkit was completed. The Handbook was designed to provide information about how to volunteer and to provide assistance to volunteers who want to help Prostate Scotland in their endeavours. The aims of the project are to develop Prostate Scotland's volunteering base, to increase the number of volunteers undertaking activities and also to raise awareness of prostate disease. The handbook and toolkit were launched at a special one day training event for future volunteers. The project has been funded by a grant of £9,433 from the National Lottery Awards for All. The grant was utilised to develop a toolkit of materials for local exhibitions and events, as well as the development of the volunteering handbook. The trustees would like to express their thanks to National Lottery Awards for All for this funding to the Volunteering Centre Edinburgh for their help in developing the Handbook and also to Neil Warden for its design. In addition, the trustees would like to thank Alison Walker, John Fulham, Michael Brown, Gerry Gallacher, Sarah Jane Whalen, Walter Moodie, Laurence Maran, Tish Chalmers and Billy Mathieson amongst others for their generous volunteering assistance during the year - this has been much appreciated and enabled the charity to reach out to many more people with prostate disease awareness information.

##### **Newsletter and support communications**

Three editions of the newsletter for supporters and funders were produced and distributed to all supporters on the database. Due to significant fundraising and other supporter activity across Scotland, a new Fundraising and Supporter supplement to the newsletter was developed. This supplement records and celebrates key activities by supporters and fundraising achievements across Scotland.



## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

In addition to the mailing of the newsletter, almost a further thousand copies of each newsletter were distributed through a variety of other channels, particularly at events and exhibitions. The trustees would like to place on record their thanks to Standard Life for their support in printing the newsletters in 2011 and to ScotMid for their support in 2012. A number of talks about prostatic disease were given to external groups, Rotary clubs, businesses and health events across Scotland.

During the year, the trustees were saddened to learn of the death of Malcolm Goldsmith, who had been a former chairman of the Edinburgh and Lothian Prostate Cancer support Group, and was widely respected across Scotland for his dedication to the support of men with prostate cancer. The trustees would like to record their sincere sympathies to his wife Marion and his family.

##### **External relations and policy developments**

Prostate Scotland is a member of the Scottish Cancer Coalition (which has 21 member charities as members). The coalition's purposes are the exchange of information and joint working on issues affecting cancer between charities in Scotland. As part of the group, Prostate Scotland has engaged in a variety of issues including awareness and early diagnosis of cancer and on living with cancer.

Prostate Scotland has continued to maintain relations with the key prostate disease organisations and meetings were held during the year with the Prostate Cancer Charity Scotland and UCAN. The charity also continued its membership of the Scottish Prostate Alliance, (which is dedicated to collaborative work on the development and advancement of policy and practices) and also other prostate cancer organisations across Scotland. Joint discussions were held on issues of patient experience and information sharing as well as on the subject of quality standards for prostate cancer care.

The charity's director, Adam Gaines, was a member of the Scottish Government Scottish Cancer Taskforce's Living with Cancer Group. The Group's work was involved in identifying issues of concern for those living with cancer. The group developed an agenda of key areas for development. In particular the issues of shared decision making, treatment and patient information were addressed. This group has now been superseded by the Transforming Care After Treatment Group and Adam was asked to continue to represent the Scottish Cancer Coalition on the new Groups' Programme Board. Adam Gaines has also served as a member of the National Cancer Information Support Service's Steering Committee (NCISS), which was involved in advising on the creation of a national information service (about cancer) across Scotland through the Cancer Zone and Tailored Information for the People of Scotland Information Prescriptions Project.

The charity submitted comments on the further consultation on draft clinical quality performance indicators for prostate cancer treatment. These draft indicators had been developed by a special development group set up by the National Cancer Quality Steering Group. The charity in its comments welcomed the development of the indicators and suggested making some of the indicators and targets cover wider topics, with similar indicators for radiotherapy as exist for surgery and proposed the inclusion of a new target for patient information and communication.

##### **Development of Appeal on Robotic-Assisted Surgery in Scotland**

The Trustee Board of the charity decided to explore the potential for taking forward a Scotland wide appeal to raise funds for the purchase of a robot to support robot assisted prostate surgery in Scotland, in view of the absence of robotic assisted surgery in Scotland. It was felt that this would be a constructive and appropriate initiative for the charity, given that robot assisted surgery was very much becoming a treatment of choice in England, Europe and the United States for prostate cancer. It was decided that in order to prepare an appeal, the charity would embark on a consultation process with clinicians in Scotland, and through the formation of a sub-committee to develop the case for an appeal, in the expectation of the likely publication of a Health Technology Appraisal in 2012.

Two consultation events led by trustee board member Dr Anna Gregor were held on behalf of the charity with urological surgeons from across Scotland - the first in February 2012 in Motherwell and the second in June at the British Association of Urological Surgeons Conference in Glasgow. At the latter consultation meeting, a presentation on the introduction of robot assisted prostatic surgery was given by Mr Chris Anderson Consultant Urological Surgeon at St Georges Hospital London. The consultations showed significant support for the development of this appeal. The robot would be sited in central Scotland, in order to be accessible to both clinicians and patients.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

##### Fundraising activities

The trustees would like to acknowledge and thank the Scottish Government and Sir Tom Farmer, for their funding towards taking forward of the Information and Advice project. This funding enabled the development of the series of information materials for men and their families about prostate disease and its treatments and which are the first of their kind in Scotland covering the range of prostate diseases. The Trustee Board would also like to thank the anonymous donor for the very generous funding which enabled the reprinting of all the Simple Guides.

Despite the difficult economic climate total donations from individuals, trusts and companies over the year remained strong at £124,216, though this was slightly lower than the previous year (£126,830). Despite the small decline, donations continue to be the largest element in the charity's fundraising.

The trustees would like to acknowledge and thank James Thomson for his generosity and kindness for once again holding the Prestonfield Burns Supper in aid of Prostate Scotland - this excellent event succeeded in raising just over £11,000. Thanks are also due to Grant Stott, Sir Tom Farmer, Greg McHugh aka Gary Tank Commander of BBC fame, Len Murray, Jo Caulfield, Brigid Mhairi and Richard Dunn for their wonderful speeches and contributions to the evening's proceedings. The trustees would also like to thank James Thomson, Alastair Mair, Stephen Docherty, Francois Aliane, Jack Kirkpatrick, Hamish Gilchrist and Spire Murrayfield Hospital for their help and generosity in prize donations for the event.

The trustees would like to thank the Robert O. Curle Trust, the John Archer Trust, The Mary Leishman Trust and the Comrie Cancer Care Research Fund for very kind donations towards the charity's work.

The trustees would also like to record a sincere thank you to Cairn Energy for a very kind and generous donation which was utilised to help take forward the production awareness materials

A generous donation was made by the Provincial Grand Lodge of Linlithgowshire arising from the Grand Lodge of Scotland's 275 anniversary celebrations. The funding supported the development of further prostate awareness materials. The Celtic Lodge in Edinburgh, also made a generous donation of £1,000 to Prostate Scotland to support the charity's work

During the year there was significant fundraising activity undertaken by individuals and groups across the country. This included running, walking and cycling.

The trustees would like to record special thanks to Arthur Dolby, Colin Dolby and Leslie Grant who, along with 3 other friends, took on the Coylum Charity Challenge and climbed 16 mountains and walked 50 kilometres all in 24 hours! In so doing the team, who were fundraising in aid Prostate Scotland, Strathcarron Hospice, Cystic Fibrosis Trust, 500 miles, Chest, Heart & Stroke Scotland and Breast Cancer Care, succeeding in raising the extraordinary amount of over £8,000 in aid of Prostate Scotland.

The trustees would like to also record a sincere thank you to Lucy and Gregor McAneny and Lucille Paterson for organising a second Big Quiz in Galashiels in memory of Duncan Paterson, one of Scottish rugby's best known figures, who sadly passed away in December 2009. Over 200 people from the Borders and further afield took part in the quiz, raffle and auction, raising some £5,800.

Prostate Scotland was nominated as the main beneficiary charity of The Kirkcaldy Loony Dook on New Year's Day 2012. The event was very successful both with significant awareness generated about prostate disease and nearly £3,000 being raised by the many people who took part and Prostate Scotland would like to express thanks to all who helped fundraise. Special thanks go to Maureen Londra and Lesley Smith who organised the Dook, and also to Kirkcaldy Rugby Club who were very prominent in fundraising for the Dook and who have continued to help with awareness activity

May 2012 saw 20 people running in aid of Prostate Scotland in the Edinburgh Marathon, who together raised the amazing sum of over £13,247. The runners included two relay teams, one the Walnuts were running for the first time, whilst the Dalmeny Dribblers were tackling the distance for the fifth time. Sincere thanks and congratulations go to all the runners for not only conquering the distance but also beating the heat on the day: Neil Wilson, John Fulham, Patricia Miller, Billy Mathieson, Andrew Nisbet, Allan Hazle Gerry Gallacher, Sarah Whalen, Susan McDonald, John Boyle, Dawn Watson, Lisa Henderson, Alan McNeill, Michael McNeill, Ali McNeill, Tony Riddick, Clare Henry, James Henry, Julia Greig, and Adam Greig.

## Prostate Scotland

### Report of the Trustees for the Year Ended 31 August 2012

#### ACHIEVEMENT AND PERFORMANCE

##### Achievements and Performance

The Men's Health Forum Scotland 10K took place in Glasgow on Father's Day in June and for the first time Prostate Scotland was one of the partner charities for the event. Gerry Gallacher, who was one of the runners who helped launch the event and had been writing a training blog for new runners was running in aid of Prostate Scotland. In addition to Gerry, participants running in aid of Prostate Scotland included Chris O'Donnell, Patrick Adler Allan Crookston, Craig Simpson, David Thomson, Aaron Asher, Ryan McFarlane, Neil Leeson, Craig Campbell, Alan Molloy, Allen Hanby, Stuart Paton and Jim McVey. Thanks are also due to Sarah Whalen for kindly volunteering on the Prostate Scotland stand on the day.

The trustees would also like to record thanks to Sheryl Innes, Rebecca Connor, Mairi Mackinnon, Tricia Devine who all took part in this year's Women's 10K run in Glasgow, between them raising the magnificent amount of £2,753.

Several runners took part in the Great Scottish Run in Glasgow in September 2011 in aid of Prostate Scotland including Charlene Craig, Daniel Lamont, Derek Cree, Iain Littler, Paul Moran and Gillian McCallum, between them raising over £3,000.

Thanks are also recorded to Marco Jaconelli from Glasgow, for achieving the really tough cycle challenge of Lands End to John O'Groats in aid of Prostate Scotland in 9 days. Marco succeeded in raising nearly £4,000 in aid of Prostate Scotland.

Mark McCallum cycled from Kinross over the Cairngorm Mountains to Inverness, in aid of Prostate Scotland raising the superb amount of £1,631 - many thanks and well done.

A team of 12 riders from quantity surveyors Thomas and Adamson, coordinated by Gordon Connell, undertook a cycle ride from Edinburgh round Fife, raising nearly £1,000. Suzanne Salt undertook the Glasgow to Edinburgh cycle ride - raising some £478. Mark Finnegan undertook the Tough Mudder event. Prostate Scotland very much appreciates these great efforts.

The Tryst Patchwork Group from south west Edinburgh held a special fundraising day in aid of Prostate Scotland and Riding for the Disabled raising nearly £2,000 which was shared equally between the two charities. A sincere thank you to the women and men from the group not only for their wonderful fundraising, but also offering an opportunity to have a exhibition stand to provide awareness information to the many people attending the day.

William Connolly undertook a skydive along with his daughter, nephew and a family friend in aid of Prostate Scotland, raising over £1,000 - many thanks indeed. Thanks are also due to Colin Pearson who undertook the extremely challenging and tough task of trekking to the Everest Base Camp and raised £645 for Prostate Scotland.

The Lothian B-U's choir, a male voice choir from Lothian Buses kindly decided to hold their inaugural concert in aid of Prostate Scotland and in the process raised over £500.

The staff at ICS Learn in Glasgow organised a race and dance night raising £788. The Mair family in Castle Douglas organised a charity dance in aid of Prostate Scotland and Maggie's Centre, raising £1,340 which was split equally between the two charities. Karen Jones organised a Hollywood Night at the Wee Howff in Paisley raising £1,000 in aid of prostate Scotland. Sincere thanks to all.

During the month of November 2011 there was a significant amount of activity by many people in aid of Prostate Scotland and thanks are due to many folk for their fundraising, awareness raising and in many cases moustache growing efforts including members of Kelburne Hockey Club, Blue Watch at Central Scotland Fire Service Alloa, Green Watch at Livingston Fire Station, the staff at Dundee Retail Contact Centre at Halifax Card Servicing, the Taylor family, Stuart Galloway, Kenny Muir and Alex Fleming, Tom Brown, Andrew Stain, Francis Igwe, Ricky Burnett, Chris Scott, Tom Ketley, Scott Wilson, Peter Mitchell and Mark Smith, Paddy Hastie, Simon Hunter, Donald Fulton, Robert Binnie, William Parker, Walter Moodie and R.F. Boyd.

Donald MacMaikin and Morris and Lyle Allan went three months without shaving in aid of Prostate Scotland. However, it was not enough for these men to have the beards eventually shaved off, they also had their heads shaved raising £520.

Staff fundraising in a number of firms was also much on the agenda and thanks are due the staff at the Halifax Card Centre in Dundee Retail contact centre, Novograp, William Hill staff in Toryglen, the Fuel route Staff at Torness, the Pharmacy department at Western Isles Hospital and to the staff at Hyman Robertson in Glasgow.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and Performance**

Thanks are due to Lanark, Ralston, Forfar and Balbirnie Golf clubs for kind donations along with Cambuslang Bowling Club and Pollok Curling Club.

Prostate Scotland would like to thank Zee Thomson, Tim Wright, Harry Kiernan and former Prostate Scotland Trustee Peter Mann -and their friends and families for so kindly sending donations to Prostate Scotland in lieu of birthday presents and also thanks to Margaret and William Collins on the occasion of their Golden Wedding, for so kindly donating the proceeds from their Golden Wedding celebrations to Prostate Scotland. Thanks and best wishes go to Linda Laurie who at her recent retirement party in lieu of a retirement present kindly asked for donations to Prostate Scotland in memory of her late husband Drew Laurie.

The trustees would also like to acknowledge generous donations from many people and companies including the members of the Hamilton Old Parish Church Social Committee, Charlotte Square, Hillcrest Housing Association, Mark Finnegan Nigel Pollock, Denis Boyle, John Henderson, Anne Kershaw, R.C. Callender, Superseal Home Improvement Ltd., Alistair McNarry, Donald Ferguson, Mr & Mrs Cross and Claire Hendry.

The charity received several donations in the past year from families and friends of loved ones who had passed away and who had sent in donations in memory of those they had lost. The trustees would like to express their sympathy and condolences and acknowledge these generous donations.

#### **FINANCIAL REVIEW**

##### **Financial Review and Reserves Policy**

The results for the year are set out in the statement of financial activities which shows a small surplus of £3,574 for the year (2011: £701). The level of income received from donations and grants enabled the taking forward of the charity's services, its awareness work and its Information and Advice project.

Income by comparison with the previous year was lower at £141,968 (2011 £225,399).

This is accounted for mainly by the absence of a fundraising ball in the financial year (the charity tends to hold one every two years), and lower grant income. Despite the difficult economic climate, voluntary income from donations during the year £124,216 was only slightly lower than the previous year (£126,830) and made up the largest element in the charity's income. Grant and award income however during the year was lower than the previous year at £10,000 (2011: £49,433). Investment income was higher than in 2011 with an interest and investment gain of £6,343 (2011 £5,623).

Expenditure for the year was £150,403 which was significantly lower than in the previous year (£224,793). The decrease was attributable in part to the absence of costs for a fundraising ball and also keeping a tight rein on awareness expenditure in light of the lower income. Necessary costs were expended were on Information and Awareness literature and as a consequence advertising expenditure at £4,577 was restricted, held at just under half the previous year (£10,107). Expenditure on management, office rental and premises costs was £15,088, (£16,745 in 2011). Expenditure of £7,727 on the volunteering handbook and toolkit was incurred, which was covered by the restricted grant from the Awards For All. Fundraising event costs represent costs for the Ball to be held in Glasgow in March 2013.

The trustees feel the continuing level of support, and the total amount of donations and the continued willingness of the charity's supporters to help the organisation is extremely encouraging given the economic climate.

## **Prostate Scotland**

### **Report of the Trustees for the Year Ended 31 August 2012**

#### **FUTURE PLANS**

Significant progress has been made with the charity's three year strategy and business plan with the Information and Advice Project producing significant results. The Information and Advice Project and awareness activity has continued to move forward with many thousands of people reached and with very favourable responses from people about the quality and effectiveness of materials. In addition, engagement with and support from supporters and donors across the country has grown, as has the charity's reach across Scotland. The trustees were pleased to note that despite the economic conditions, the number and amount of donations to the charity remained strong. Key objectives for the next three years are the continued development of public awareness of prostate disease, the provision of information and advice both to men and their families as well as to primary health care staff, the undertaking of research into the availability of services and treatment of prostatic disease in Scotland, and taking forward an Appeal to support the purchase of a robot to aid treatment/ surgery of prostate cancer.

Over the next year, the following activities are planned:

- Raise funds for the continued development of the Information and Advice project.
- Complete the development of the range of information materials about Prostatic treatments via the Information and Advice Project.
- Develop further distribution outlets for Information and Advice materials to men and to health professionals.
- Develop information seminars for primary care staff.
- Progress the recruitment and engagement of more volunteers.
- Develop a telephone information service.
- Take forward a programme of targeted awareness work about prostate disease including a number of new materials and approaches via health centres and through community settings and exhibitions and events.
- To undertake fundraising events.
- To take forward the joint research project into the provision of services and treatments for prostate disease and prostate cancer across Scotland with the University of Stirling Cancer Care Research Centre.
- To take forward an appeal to raise funding for robotically assisted prostatic surgery in Scotland.

The trustees recognise that raising income will remain a key task, particularly in light of the economic conditions.

The trustees are pleased to note that during the year only 13% of total income was spent on support and governance costs, representing 12% of total expenditure. The trustees will continue to strive to ensure that the proportion spent on administration continues to be low and that the operations of the charity remain cost effective.

Key areas of expenditure in the coming year are expected to be:

- Taking forward the next stage of the Scotland wide Information and Advice project, particularly the development of seminars, further information materials and the telephone information line.
- Progressing the next stages of the awareness initiative to improve public understanding of prostatic disease - aimed at encouraging men and their families to be more aware of prostatic disease symptoms and to seek early advice.
- Progressing the research project into services and treatment provision for prostate disease across Scotland.
- The taking forward of the appeal for robotically assisted prostatic surgery.

#### **Reserve policy**

The funds for the Information and Advice Project from the Scottish Government are restricted, as are the funds for the Awareness and Fundraising Intern. The trustees have resolved for the coming year to designate certain funds for key projects to assist in progressing the charity's key objectives. This includes the designation of £31,000 towards the Information and Advice project, £16,000 towards the prostate disease and services and treatments research, £5,000 towards prostate awareness and £35,000 to support the robotic surgery appeal.

The trustees consider that reserves should be maintained at a level to cover at least nine months expenditure.

#### **ON BEHALF OF THE BOARD:**

Mrs M F Hallam - Trustee

22 May 2013

## **Independent Examiner's Report to the Trustees of Prostate Scotland**

I report on the accounts for the year ended 31 August 2012 set out on pages thirteen to twenty.

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

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fiona Hamilton  
CA  
Ogilvie & Company Limited  
25 Rutland Square  
Edinburgh  
EH1 2BW

23 May 2013

Prostate Scotland

Statement of Financial Activities  
for the Year Ended 31 August 2012

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		125,603	10,000	135,603	179,315
Activities for generating funds	2	22	-	22	40,461
Investment income	3	<u>6,343</u>	<u>-</u>	<u>6,343</u>	<u>5,623</u>
<b>Total incoming resources</b>		131,968	10,000	141,968	225,399
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		53,559	-	53,559	47,290
Fundraising trading: cost of goods sold and other costs		6,479	852	7,331	32,984
Investment management costs	4	1,887	-	1,887	1,422
<b>Charitable activities</b>					
Awareness campaign		23,951	44,671	68,622	120,789
<b>Governance costs</b>	5	3,299	-	3,299	4,176
<b>Other resources expended</b>		<u>15,705</u>	<u>-</u>	<u>15,705</u>	<u>18,132</u>
<b>Total resources expended</b>		104,880	45,523	150,403	224,793
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		27,088	(35,523)	(8,435)	606
<b>Gross transfers between funds</b>	13	<u>(27,796)</u>	<u>27,796</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) for the year before other recognised gains and losses</b>		(708)	(7,727)	(8,435)	606
Realised gains/(losses) on fixed asset investments		12,009	-	12,009	95
<b>Net income/(expenditure)</b>		11,301	(7,727)	3,574	701
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		279,715	7,727	287,442	286,741
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>291,016</u>	<u>-</u>	<u>291,016</u>	<u>287,442</u>

The notes form part of these financial statements

**Prostate Scotland**

**Balance Sheet  
At 31 August 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	13,244	-	13,244	26,291
Investments	10	<u>151,538</u>	-	<u>151,538</u>	<u>161,768</u>
		164,782	-	164,782	188,059
<b>CURRENT ASSETS</b>					
Debtors	11	2,912	-	2,912	20,483
Cash at bank		<u>131,550</u>	-	<u>131,550</u>	<u>130,125</u>
		134,462	-	134,462	150,608
<b>CREDITORS</b>					
Amounts falling due within one year	12	(8,228)	-	(8,228)	(51,225)
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET CURRENT ASSETS</b>		<u>126,234</u>	-	<u>126,234</u>	<u>99,383</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>291,016</u>	-	<u>291,016</u>	<u>287,442</u>
<b>NET ASSETS</b>		<u>291,016</u>	<u>          </u>	<u>291,016</u>	<u>287,442</u>
<b>FUNDS</b>					
Unrestricted funds	13			291,016	279,715
Restricted funds		<u>          </u>		-	<u>7,727</u>
<b>TOTAL FUNDS</b>		<u>          </u>		<u>291,016</u>	<u>287,442</u>

The notes form part of these financial statements



**Prostate Scotland**

**Balance Sheet - continued  
At 31 August 2012**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 22 May 2013 and were signed on its behalf by:

.....  
Mrs M F Hallam -Trustee

## Prostate Scotland

### Notes to the Financial Statements for the Year Ended 31 August 2012

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

Incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to the consideration by its performance. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included as these cannot be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Website	- 20% on cost
Fixtures & equipment	- 33.33% on cost
Computer equipment	- 33.33% on cost

Investments held as fixed assets are revalued at market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	2012	2011
	£	£
Fundraising events	<u>22</u>	<u>40,461</u>

**Prostate Scotland**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012**

**3. INVESTMENT INCOME**

	<b>2012</b>	2011
	<b>£</b>	£
Other fixed asset investments - Dividends	2,553	3,320
Other fixed asset investments - Corporate bonds	3,530	2,144
Deposit account interest	<u>260</u>	<u>159</u>
	<u><u>6,343</u></u>	<u><u>5,623</u></u>

**4. INVESTMENT MANAGEMENT COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Administrative expenses	<u>1,887</u>	<u>1,422</u>

**5. GOVERNANCE COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Accountancy and independent examiner's fees	2,160	2,400
Professional fees	<u>1,139</u>	<u>1,776</u>
	<u><u>3,299</u></u>	<u><u>4,176</u></u>

**6. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	<b>2012</b>	2011
	<b>£</b>	£
Depreciation - owned assets	<u>13,193</u>	<u>13,963</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2012 nor for the year ended 31 August 2011.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2012 nor for the year ended 31 August 2011.

**8. STAFF COSTS**

	<b>2012</b>	2011
	<b>£</b>	£
Wages and salaries	61,605	59,403
Social security costs	<u>6,503</u>	<u>6,186</u>
	<u><u>68,108</u></u>	<u><u>65,589</u></u>

The average monthly number of employees during the year was as follows:

	<b>2012</b>	2011
Administration	<u>2</u>	<u>2</u>

Prostate Scotland

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012

9. TANGIBLE FIXED ASSETS

	Website £	Fixtures & equipment £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2011	62,883	4,279	982	68,144
Additions	<u>-</u>	<u>146</u>	<u>-</u>	<u>146</u>
At 31 August 2012	<u>62,883</u>	<u>4,425</u>	<u>982</u>	<u>68,290</u>
<b>DEPRECIATION</b>				
At 1 September 2011	37,729	3,142	982	41,853
Charge for year	<u>12,576</u>	<u>617</u>	<u>-</u>	<u>13,193</u>
At 31 August 2012	<u>50,305</u>	<u>3,759</u>	<u>982</u>	<u>55,046</u>
<b>NET BOOK VALUE</b>				
At 31 August 2012	<u>12,578</u>	<u>666</u>	<u>-</u>	<u>13,244</u>
At 31 August 2011	<u>25,154</u>	<u>1,137</u>	<u>-</u>	<u>26,291</u>

10. FIXED ASSET INVESTMENTS

	Listed investments £
<b>MARKET VALUE</b>	
At 1 September 2011	161,768
Additions	39,613
Disposals	(70,969)
Revaluations	<u>21,126</u>
At 31 August 2012	<u>151,538</u>
<b>NET BOOK VALUE</b>	
At 31 August 2012	<u>151,538</u>
At 31 August 2011	<u>161,768</u>

There were no investment assets outside the UK.

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012 £	2011 £
Trade debtors	-	20,000
Other debtors	<u>2,912</u>	<u>483</u>
	<u>2,912</u>	<u>20,483</u>

Prostate Scotland

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2012

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade creditors	6,172	49,425
Other creditors	<u>2,056</u>	<u>1,800</u>
	<u>8,228</u>	<u>51,225</u>

13. MOVEMENT IN FUNDS

	At 1.9.11	Net movement in funds	Transfers between funds	At 31.8.12
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	279,715	(47,903)	(27,796)	204,016
Designated fund	<u>-</u>	<u>87,000</u>	<u>-</u>	<u>87,000</u>
	279,715	39,097	(27,796)	291,016
<b>Restricted funds</b>				
Information and Advice	-	(27,796)	27,796	-
Volunteering Project	<u>7,727</u>	<u>(7,727)</u>	<u>-</u>	<u>-</u>
	7,727	(35,523)	27,796	-
<b>TOTAL FUNDS</b>	<u>287,442</u>	<u>3,574</u>	<u>-</u>	<u>291,016</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	44,968	(104,880)	12,009	(47,903)
Designated fund	<u>87,000</u>	<u>-</u>	<u>-</u>	<u>87,000</u>
	131,968	(104,880)	12,009	39,097
<b>Restricted funds</b>				
Information and Advice	10,000	(37,796)	-	(27,796)
Volunteering Project	<u>-</u>	<u>(7,727)</u>	<u>-</u>	<u>(7,727)</u>
	10,000	(45,523)	-	(35,523)
<b>TOTAL FUNDS</b>	<u>141,968</u>	<u>(150,403)</u>	<u>12,009</u>	<u>3,574</u>

## Prostate Scotland

### Notes to the Financial Statements - continued for the Year Ended 31 August 2012

#### 13. MOVEMENT IN FUNDS - continued

The Information and Advice Restricted Fund was set up for the funding received from the Scottish Government and Sir Tom Farmer. This fund was used to cover the costs of the part time information co-ordinator and the costs of developing and providing information and advice materials on prostate disease. The fund has been fully expended and the balance of costs transferred to the unrestricted funds. A total of £31,000 has been designated for this project and further funding is being sought.

A restricted fund was set up for the Volunteering Project with funds received from the National Lottery Awards for All Scotland which was fully expended during the year.

The Designated fund which is held in cash, have been allocated to the following projects by the trustees:

	£
Information and Advice project	31,000
Prostate disease, service and research	16,000
Prostate awareness	5,000
Robotic surgery appeal	<u>35,000</u>
Total Designated Fund	<u><u>87,000</u></u>

#### 14. ULTIMATE CONTROLLING PARTY

The charity is controlled by its trustees.

Prostate Scotland

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2012

	2012 £	2011 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	124,216	126,830
Gift aid	1,387	3,052
Grants	<u>10,000</u>	<u>49,433</u>
	135,603	179,315
<b>Activities for generating funds</b>		
Fundraising events	22	40,461
<b>Investment income</b>		
Other fixed asset investments - Dividends	2,553	3,320
Other fixed asset investments - Corporate bonds	3,530	2,144
Deposit account interest	<u>260</u>	<u>159</u>
	<u>6,343</u>	<u>5,623</u>
<b>Total incoming resources</b>	141,968	225,399
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Wages	41,500	40,000
Social security	4,357	4,169
Just Giving Costs	823	610
Event costs	<u>6,879</u>	<u>2,511</u>
	53,559	47,290
<b>Fundraising trading: cost of goods sold and other costs</b>		
Fundraising event costs	7,331	32,984
<b>Investment management costs</b>		
Administrative expenses	1,887	1,422
<b>Charitable activities</b>		
Wages	20,105	19,403
Social security	2,146	2,017
Insurance	34	-
Awareness campaign	32,806	86,793
Depreciation	12,576	12,576
Repayment of grant	<u>955</u>	<u>-</u>
	68,622	120,789
<b>Governance costs</b>		
Accountancy and independent examiner's fees	2,160	2,400
Professional fees	<u>1,139</u>	<u>1,776</u>
	3,299	4,176
<b>Support costs</b>		

This page does not form part of the statutory financial statements

**Prostate Scotland**

**Detailed Statement of Financial Activities  
for the Year Ended 31 August 2012**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Management</b>		
Rent and other establishment costs	8,161	8,772
Insurance	461	440
Postage and stationery	4,798	6,181
Sundries	839	148
Travel	524	1,076
Office machine maintenance	<u>305</u>	<u>128</u>
	15,088	16,745
<b>Other</b>		
Fixtures and fittings	617	1,090
Computer equipment	<u>-</u>	<u>297</u>
	<u>617</u>	<u>1,387</u>
<b>Total resources expended</b>	<u>150,403</u>	<u>224,793</u>
<b>Net (expenditure)/income before gains and losses</b>	(8,435)	606
<b>Realised recognised gains and losses</b>		
Realised gains/(losses) on fixed asset investments	12,009	95
	<u>3,574</u>	<u>701</u>
<b>Net income</b>	<u><u>3,574</u></u>	<u><u>701</u></u>