

450

# National Cancer Registry

Annual report and accounts for year ending 31 December 2010

350

300

250

200

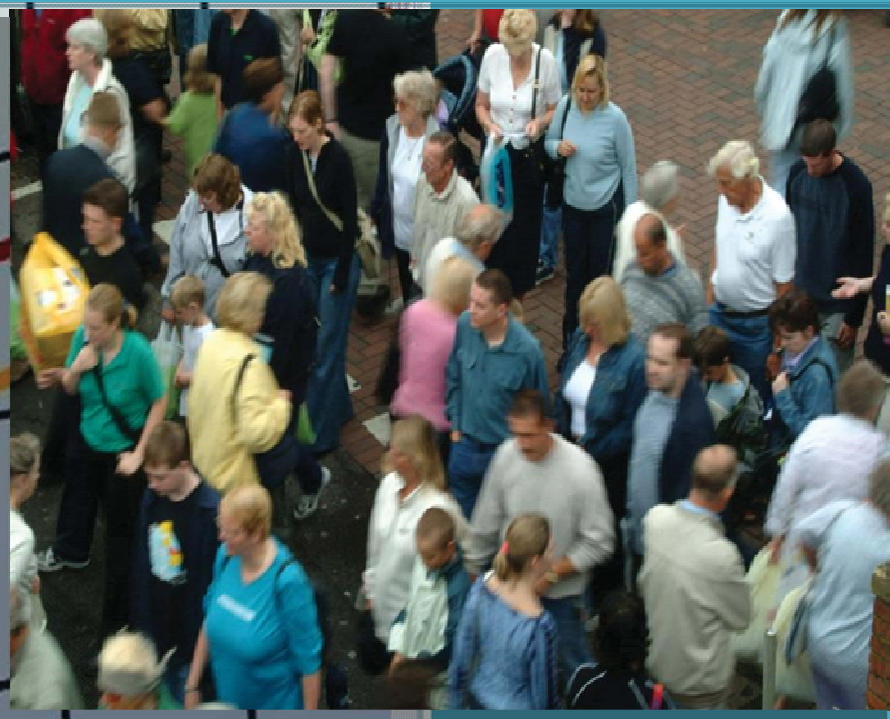
150

100

3 yr

4 yr

5 yr



National  
Cancer  
Registry  
Ireland





National  
Cancer  
Registry  
Ireland

NATIONAL CANCER REGISTRY  
ANNUAL FINANCIAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2010

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## DIRECTOR'S STATEMENT

This is the seventeenth year of operation of the National Cancer Registry, and the 20th year since the National Cancer Registry Board was established, in 1991. The Registry is now established as the principal source of information on cancer incidence, treatment and survival for the population of Ireland.

The most significant development for the Registry in 2010 was the announcement that the Health Information Bill would be published in late 2011 and was likely to be passed in early 2012. Once this has been done, arrangements to merge the National Cancer Registry with the HSE National Cancer Control Programme will begin, and the Registry will cease to exist as an independent entity. This will undoubtedly bring many changes for the Registry, and we welcome the opportunity to put our data and expertise more directly at the service of the cancer programme. At the same time, we hope to preserve our identity, and particularly our role as a national population-based registry for Ireland, regardless of where patients receive their cancer care.

There will be advantages to the Registry in being an integral part of the health services rather than lying outside it. We also hope that the Health Information Bill will provide the firm legal footing for cancer registration and research based on Registry data which we believe to be essential.

A handwritten signature in black ink, appearing to read 'Harry Comber', written in a cursive style.

Harry Comber

# THE NATIONAL CANCER REGISTRY

## ESTABLISHMENT

The National Cancer Registry Board was established by Statutory Order 19 of 1991, “*The National Cancer Registry Board (Establishment) Order*” under the Health (Corporate Bodies) Act, 1961. The Board discharges all its statutory responsibilities through the National Cancer Registry. The Order was amended twice; in 1996 by S.I. No. 293/1996 (*The National Cancer Registry Board (Establishment) Order, 1991 (Amendment) Order*) and in 2009 by the Health (Miscellaneous Provisions) Act 2009.

The Minister for Health and Children, Mary Harney, T.D. on 15<sup>th</sup> October 2008 announced that the National Cancer Registry would be integrated into the Health Service Executive in 2010. This was confirmed by the Minister for Finance in his 2009 Budget speech.

## THE NATIONAL CANCER REGISTRY BOARD

The Board of the Registry was appointed on August 6<sup>th</sup>, 2009 by the Minister for Health and Children, for a maximum period of two years. The Board members are:

Mr Tony O’Brien (Chair)

Dr John Devlin.

Dr Patricia Fitzpatrick

Dr Anna Gavin

Professor Donal Hollywood

Mr John McCormack

Dr Deirdre Murray

## STATUTORY FUNCTIONS

The statutory functions of the National Cancer Registry Board, as set out in Statutory Order 19 of 1991 are:

1. to identify, collect, classify, record, store and analyse information relating to the incidence and prevalence of cancer and related tumours in Ireland;
2. to collect, classify, record and store information in relation to each newly diagnosed individual cancer patient and in relation to each tumour which occurs;
3. to promote and facilitate the use of the data thus collected in approved research projects and in the planning and management of services;
4. to publish an annual report based on the activities of the Registry;

5. to furnish advice, information and assistance in relation to any aspect of such service to the Minister.

## AIMS

The aim of the National Cancer Registry is to collect high quality information on cancer and to promote the use of this information in reducing cancer incidence and improving survival.

## ACTIVITIES

The Registry's activities fall into two main categories—data collection and reporting.

### *DATA COLLECTION*

The Registry acquires data in a two-stage process—case finding and case completion. Case finding takes place close to the date of diagnosis. It is largely an active process; Registry staff take responsibility for identifying cases. We identify cases mainly through pathology reports (about 85%), HIPE (10%), other hospital sources (2%) or a death certificate (3%). The case is registered by the tumour registration officer with the information available from the source. This information is shared with the main data processing centre in Cork, from where it is copied out to all the other tumour registration officers. At this stage, the case is considered to be “open”—that is, the data is incomplete. We would usually have information on the site of the cancer, the date of diagnosis, the age and sex of the patient and the hospital of diagnosis. Some information on stage and surgical treatment might also be available from the pathology report, but full stage and treatment data would rarely be available at this point. The quality of the information at initial registration is heavily dependent on the level of detail in the pathology report, which varies widely between, and even within, hospitals. At present, there is no widely used standard pathology reporting template for cancer in Ireland.

*Table 1. Number of registrations by year.*

| Year of incidence | open  | closed | % closed | all   | % expected |
|-------------------|-------|--------|----------|-------|------------|
| 2003              | 35    | 25305  | 100%     | 25340 | 100%       |
| 2004              | 32    | 26700  | 100%     | 26732 | 102%       |
| 2005              | 59    | 26687  | 100%     | 26746 | 98%        |
| 2006              | 207   | 28025  | 99%      | 28232 | 100%       |
| 2007              | 287   | 30278  | 99%      | 30565 | 105%       |
| 2008              | 2473  | 28878  | 92%      | 31351 | 105%       |
| 2009              | 11586 | 21614  | 65%      | 33200 | 107%       |
| 2010              | 16679 | 9275   | 36%      | 25954 | 81%        |
|                   |       |        |          |       |            |

To augment this active registration, we have been developing electronic sources of data, mainly pathology and radiotherapy, so that hospitals can automatically inform the Registry of new cases. Progress with this has been slow and frustrating, due to the absence of national health service software standards and the low priority placed by some hospitals and their IT departments on providing us with data. The electronic data, as received, is generally less complete than that in paper format, further reducing its usefulness.

Up to a year following initial case registration (depending on the current state of registration at the hospital), the tumour registration officer retrieves the case notes and adds fuller information on demography, cancer characteristics and treatments. Further treatment episodes are added as they come to

our attention, the intention being to capture all treatments given as part of the primary course of treatment. Tumour registration officers in other hospitals may also add treatment and pathology information to the case. Once this information is considered by the tumour registration officer to be complete, the case is flagged as “closed” (although it can be updated at any time in the future) and checked at the main data processing centre. Queries are sent to the tumour registration officer if necessary, and the case is matched with ED information and death certificate information.

*Table 2. Number of treatments by year*

| year | by year of incidence | by year of treatment |
|------|----------------------|----------------------|
| 2003 | 56789                | 56096                |
| 2004 | 59929                | 59351                |
| 2005 | 60710                | 61653                |
| 2006 | 64413                | 67188                |
| 2007 | 69117                | 72523                |
| 2008 | 71343                | 77032                |
| 2009 | 68196                | 75682                |
| 2010 | 47445                | 57179                |

## REPORTING

The Registry provides access to data through routine reports, targeted reports, a data query service and data downloads; we provide additional information through our research programme.

### *REPORTS PRODUCED IN 2010*

#### Cancer Trends

Leukaemia, December 2010

Cancers of the brain and central nervous system, September 2010

Cancer in adolescents and young adults, July 2010

Cancer of the prostate, May 2010

Cancer of the liver and biliary tract, March 2010

Lung cancer, January 2010

### *PEER-REVIEWED PUBLICATIONS IN 2010*

- 1 Regional variations in testicular cancer rates in Ireland. Alsinnawi M, Quinlan MR, Deady S, Kiely EA. *Ir J Med Sci.* 2011 Mar;180(1):109-14. Epub 2010 Nov 19.
- 2 Radical prostatectomy versus watchful waiting for prostate cancer. Hegarty J, Beirne PV, Walsh E, Comber H, Fitzgerald T, Wallace Kazer M. *Cochrane Database Syst Rev.* 2010 Nov 10;11:CD006590.
- 3 Regional variations in testicular cancer rates in Ireland. Alsinnawi M, Quinlan MR, Deady S, Kiely EA. *Ir J Med Sci.* 2010 Nov 19
- 4 Dietary antioxidant and mineral intake in humans is associated with reduced risk of esophageal adenocarcinoma but not reflux esophagitis or Barrett's esophagus. Murphy SJ, Anderson LA, Ferguson HR, Johnston BT, Watson PR, McGuigan J, Comber H, Reynolds JV, Murray LJ, Cantwell MM. *J Nutr.* 2010 Oct;140(10):1757-63.

- 5 Where do people with lung cancer die and how is this changing? A population-based study. Sharp L, Foll P, Deady S, O'Ceilleachair A, Buicke C, Carsin AE. *Ir Med J*. 2010 Oct;103(9):262-4, 266.
- 6 Have developments in palliative care services impacted on place of death of colorectal cancer patients in Ireland? A population-based study. O Céilleachair A, Finn C, Deady S, Carsin AE, Sharp L. *Ir J Med Sci*. 2010 Oct 17
- 7 Impact of PSA testing and prostatic biopsy on cancer incidence and mortality: comparative study between the Republic of Ireland and Northern Ireland. Carsin AE, Drummond FJ, Black A, van Leeuwen PJ, Sharp L, Murray LJ, Connolly D, Egevad L, Boniol M, Autier P, Comber H, Gavin A. *Cancer Causes Control*. 2010 Sep;21(9):1523-31.
- 8 Geographical analysis of cancer incidence in Ireland: a comparison of two Bayesian spatial models. Hegarty AC, Carsin AE, Comber H. *Cancer Epidemiol*. 2010 Aug;34(4):373-81..
- 9 Reproductive and sex hormonal factors and oesophageal and gastric junction adenocarcinoma: a pooled analysis. Cronin-Fenton DP, Murray LJ, Whiteman DC, Cardwell C, Webb PM, Jordan SJ, Corley DA, Sharp L, Lagergren J; Barrett's Esophagus, Adenocarcinoma Consortium (BEACON) Investigators. *Eur J Cancer*. 2010 Jul;46(11):2067-76.
- 10 Survival from twenty adult cancers in the UK and Republic of Ireland in the late twentieth century. Woods LM, Rachet B, Shack L, Catney D, Walsh PM, Cooper N, White C, Mak V, Steward J, Comber H, Gavin A, Brewster D, Quinn M, Coleman MP; UK Association of Cancer Registries. *Health Stat Q*. 2010 Summer;(46):5-24.
- 11 Trends in prostate specific antigen testing in Ireland: lessons from a country without guidelines. Drummond FJ, Carsin AE, Sharp L, Comber H. *Ir J Med Sci*. 2010 Mar;179(1):43-9..
- 12 Improved malignant melanoma prognosis at a consultant-delivered multidisciplinary pigmented lesion clinic in Cork. Field S, Deady S, Fitzgibbon J, Murphy M, Comber H. *Ir Med J*. 2010 Feb;103(2):40-3.

#### *DATA QUERY SERVICE*

The Registry provides information in response to a large number of queries, from members of the public, Dáil questions, researchers and from health service staff. We aim to respond to all but the most complex questions within a working week. Approximately 30 formal queries a month are answered, in addition to many informal telephone enquiries.

#### *ONLINE STATISTICS AND DATA DOWNLOADS*

Pre-calculated case numbers and rates by cancer type, year and geographic area are available through an interactive interface on our website. A subset of the Registry dataset is also available for download from the website. This has been modified to exclude all information which is potentially identifiable, and is updated at least annually.

#### *RESEARCH PROGRAMME*

Our current research programme covers a wide range of topics in cancer aetiology, diagnosis, screening, treatment and outcome. We have a particular interest in survivorship and economic aspects of cancer.

## STAFF

The permanent staff complement on 31<sup>st</sup> December 2010 was 38.0 FTE, with an additional 1.5 temporary FTE funded from the Registry budget. 10.9 FTE researchers were funded from external sources.

### STAFFING AT 31ST DECEMBER 2010

| <i>POSTS FUNDED BY THE DEPARTMENT OF HEALTH</i> |                                   | <i>38.0 FTE</i> |
|---|-----------------------------------|-----------------|
| <b>Director</b>                                 | <b>Grade</b>                      | <b>FTE</b>      |
| Director  | Principal Officer Higher          | 1               |
| <b>Administration</b>                           |                                   |                 |
| Administrator                                   | Clerical VI                       | 1               |
| Communications & HR Officer                     | Clerical V                        | 1               |
| Executive Assistant Corporate Services          | Clerical IV                       | 1               |
| Clerical Assistant                              | Clerical III                      | 1               |
| <b>Information Technology</b>                   |                                   |                 |
| Systems Manager                                 | Clerical VIII                     | 0.8             |
| Information Technology Specialist               | Clerical VII                      | 0.5             |
| IT Administrator                                | Clerical V                        | 0.6             |
| Infrastructure Development Officer              | Clerical V                        | 1               |
| Analyst Programmer                              | Clerical V                        | 1               |
| <b>Data Management</b>                          |                                   |                 |
| Project Leader- Data Integration Project        | Clerical VII                      | 1               |
| Data Manager/TRO Supervisor                     | Clinical Nurse Manager 2          | 0.6             |
| Data Manager                                    | Clerical VI                       | 1               |
| Geo-coding Researcher                           | Clerical IV                       | 1               |
| Data Quality Officer                            | Clerical IV                       | 1               |
| Data Matching Analyst                           | Clerical IV                       | 1               |
| Data Quality Officer                            | Clerical IV                       | 1               |
| <b>Research</b>                                 |                                   |                 |
| Epidemiologist                                  | Senior Lecturer                   | 1               |
| Epidemiologist                                  | Senior Lecturer                   | 1               |
| Data Analyst                                    | Clerical VI                       | 1               |
| Researcher/Statistical Analyst                  | Clerical V                        | 1               |
| Analyst Researcher                              | Clerical V                        | 1               |
| Statistician                                    | Clerical V                        | 1               |
| <b>Tumour Registration Officers</b>             |                                   |                 |
| Tumour Registration Officer                     | Senior Staff Nurse Dual Qualified | 5.5             |
| Tumour Registration Officer                     | Senior Staff Nurse                | 4.7             |
| Tumour Registration Officer                     | Staff Nurse                       | 6.3             |
| Tumour Registration Officer                     | Staff Nurse (career break 1)      |                 |

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|  |              |                 |                            |
|--|--------------|-----------------|----------------------------|
| <i>EXTERNALLY FUNDED POSTS</i>                 |              | <i>10.9 FTE</i> |                            |
| <b>Administration</b>                          |              |                 | <b>Funding sources</b>     |
| Clerical Assistant                             | Clerical III | 1               | HRB                        |
| <b>Data Management</b>                         |              |                 |                            |
| Researcher Eurocourse Project                  | Clerical V   | 1               | Eurocourse                 |
| <b>Research</b>                                |              |                 |                            |
| Project Manager – PSA Costs                    | Clerical VI  | 0.8             | HRB                        |
| Study Co-ordinator – SuN Study                 | Clerical VI  | 1               | HRB                        |
| Research Co-ordinator - Cerviva                | Clerical V   | 0.6             | Coombe/HRB                 |
| Research Co-ordinator – Eurocourse/Cerviva     | Clerical V   | 1               | Coombe/HRB &<br>Eurocourse |
| Trial Co-ordinator – Cervical RCT              | Clerical V   | 1               | Coombe/HRB                 |
| Project Co-ordinator – Employment Outcomes     | Clerical V   | 1               | HRB                        |
| Health Economist Project Co-ordinator          | Clerical V   | 1               | HRB                        |
| Researcher – Economic Impact                   | Clerical V   | 1               | HRB                        |
| Researcher – Cerviva                           | Clerical V   | 0.5             | Coombe/HRB                 |
| Research Assistant – Economic Impact of cancer | Clerical IV  | 1               | HRB                        |

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# STATEMENT OF STRATEGY 2011

The Board has adopted the following strategic plan.

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## *AIMS*

1. To collect accurate, timely and comprehensive data through cancer registration and related research activities.
2. To disseminate data and the results of analysis in a relevant and comprehensive manner.

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## *OBJECTIVES*

1. Registration
  - a. To address problems of timeliness through review of TRO workloads and work practices.
  - b. To explore methods of routinely quality assuring registration data for accuracy and completeness.
  - c. To seek synergies in data collection with HSE-NCCP and with HSE and hospital management generally.
  - d. To explore alternatives to manual extraction of medical records as sources of data.
  - e. To increase efficiency of data processing by update of the registration software.
2. Research
  - a. To continue to seek external support for research projects.
  - b. To build critical mass within the Registry, and productive collaborations outside.
3. Dissemination
  - a. To establish a system of timely and comprehensive reporting of registration data.
  - b. To collaborate in international registry reports which raise the profile of the Registry.
  - c. To maintain a high level of output of peer-reviewed papers from both research and analysis.
  - d. Provide an appropriate service to all users and potential users of Registry information.

A set of performance indicators is being put in place to measure achievement of this plan.

## OVERVIEW OF ENERGY USAGE IN 2010

The main energy users at the National Cancer Registry are space heating air conditioning and heating. Other uses include lighting, office equipment and catering. All of these are powered by electricity and there is no consumption of gas or fossil fuels for any purpose. It is not possible to apportion electricity consumption between these various uses, as they come off the same supply.

In 2010, the National Cancer Registry consumed 83.136 MWh of energy, consisting of:

- 83.136 MWh of electricity;
- 0 MWh of fossil fuels;
- 0 MWh of renewable fuels.

### **Actions Undertaken in 2010**

In 2010 the Registry undertook a range of initiatives to improve our energy performance, including:

- Reduction in summer air-conditioning which resulted in 0.272 MWh of annual savings

### **Actions Planned for 2011**

In 2011 the Registry intends to further improve our energy performance by undertaking the following initiatives:

- Decreased use of heating and air-conditioning by judicious use of natural heating and cooling
- Powering down of all non-essential IT equipment when not in use

## ADDITIONAL FINANCIAL STATEMENTS

1. The National Cancer Registry was fully compliant with its obligations under tax law in 2010.
2. The National Cancer Registry is fully adherent to Government procurement policy.
3. Attendance at Board meetings and aggregate expenses paid to Board members in 2010 were as follows:

| Meeting date              | 19/01/2010 | 11/05/2010 | 28/09/2010 | Expenses paid    |
|---------------------------|------------|------------|------------|------------------|
| Mr Tony O'Brien           | X          | X          | X          |                  |
| Dr John Devlin            |            | X          |            |                  |
| Dr Patricia Fitzpatrick   |            | X          | X          | €251             |
| Dr Anna Gavin             | X          | X          | X          |                  |
| Professor Donal Hollywood | X          |            | X          | €293             |
| Mr John McCormack         | X          | X          | X          | €172             |
| Dr Deirdre Murray         | X          | X          | X          |                  |
|                           |            |            |            | <hr/>            |
|                           |            |            |            | <hr/> <hr/> €716 |

**National Cancer Registry Board**  
**Accounts**  
**for the year ended 31 December 2010**

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## **National Cancer Registry Board**

### **Information**

|                         |   |
|-------------------------|---|
| <b>Board Members</b>    | Mr Tony O'Brien (Chairperson)<br>Dr John Devlin<br>Dr Patricia Fitzpatrick<br>Dr Anna Gavin<br>Prof Donal Hollywood<br>Mr John McCormack<br>Dr Deirdre Murray |
| <b>Director</b>         | Dr Harry Comber   |
| <b>Business Address</b> | Building 6800, Cork Airport Business Park<br>Kinsale Road<br>Cork.  |
| <b>Auditor</b>          | Comptroller and Auditor General,<br>Dublin Castle,<br>Dublin 2.   |
| <b>Bankers</b>          | Allied Irish Banks plc,<br>66 South Mall,<br>Cork.  |

## National Cancer Registry Board

### Statement of Board Members' Responsibilities

The members of the Board are required by the National Cancer Registry Board (Establishment) Order 1991, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Board and of its Income and Expenditure for that period. In preparing those financial statements the Board is required to:


- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- comply with applicable Accounting Standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is appropriate to presume that the Board will not continue in operation.

The Board is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the National Cancer Registry Board and to enable it to ensure that the financial statements comply with the Order. It is also responsible for safeguarding the assets of the National Cancer Registry Board and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Board



Board Member

  
Board Member

## National Cancer Registry Board

### Statement on Internal Financial Control for the year ended 31<sup>st</sup> December 2010

#### Responsibilities

On behalf of the Board of the National Cancer Registry, I acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated.

The system can only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

#### Key Control Procedures

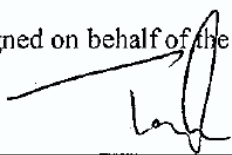
The key control procedures put in place designed to provide effective financial control are:

- A clearly defined management structure with proper segregation of duties throughout the organisation.
- A risk register was compiled in 2010 as an aid to the identification of business risks.
- A procedures document setting out instructions for all areas of financial activity was in place for 2010. This outlined the procedures for the administration of salaries, invoices and expense claims, use of the credit card and petty cash transactions as well as procedures for procurement and for the disposal of assets. The payroll and some invoice processing functions were carried out by University College Cork in 2010. There were regular reconciliations carried out between National Cancer Registry Board records and those maintained by University College Cork.
- An Audit Committee was appointed at the Board Meeting held on 19<sup>th</sup> January 2010. This committee oversees the work of the Internal Auditors.
- An ITT for Internal Audit Services was undertaken in March 2010 and a three-year strategic internal audit plan was produced by the successful tenderer. In compiling the plan, the internal auditors took on board the concerns / risks identified in the Registry's risk documentation and they were reflected in the Strategic Plan in terms of audit timing and proposed coverage. The Strategic Internal Audit plan was divided into Core Financial, Organisational, Operations and Administrative (Follow up and audit administration) categories, with the programme being devised to allow rolling coverage of all the main areas of activity conducted by the National Cancer Registry Board over a 3 year period. The plan is to be reviewed annually to ensure changing risks and priorities are addressed. Year 1 of the plan runs from July 2010 to June 2011 and four financial internal audits were completed in the first half of this year (November 2010): Payroll, Cash and Bank, Creditors Payments and Debtors. Four further internal audits have been scheduled for the period from January to May 2011: Tendering and Procurement, Corporate Governance & Risk Management, ICT and Hardcopy – Information Security and Registration – process controls.
- An overall annual budget for the National Cancer Registry was agreed which incorporated separate budgets for IT and Training all of which were reviewed during the year.
- Review by the Board at each of its meetings of periodic and annual financial reports.

#### Review of Internal Controls

I confirm that the Board carried out a review of the effectiveness of internal financial controls for 2010 at its meeting in June 2011.

Signed on behalf of the Board of the National Cancer Registry



Mr Tony O'Brien  
Chairperson

Date: 2/08/2011

**National Cancer Registry Board**

*Report of the Comptroller & Auditor General*



## Comptroller and Auditor General

### Report for presentation to the Houses of the Oireachtas

#### National Cancer Registry Board

I have audited the financial statements of the National Cancer Registry Board for the year ended 31 December 2010 under Section 5 of the Comptroller and Auditor General (Amendment) Act 1993. The financial statements, which have been prepared under the accounting policies set out therein, comprise the Statement of Accounting Policies, the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Generally Accepted Accounting Practice in Ireland as modified by the directions of the Minister for Health in relation to accounting for superannuation costs.

#### Responsibilities of the Board

The Board is responsible for the preparation of the financial statements, for ensuring that they give a true and fair view of the state of the National Cancer Registry Board's affairs and of its income and expenditure, and for ensuring the regularity of transactions.

#### Responsibilities of the Comptroller and Auditor General

My responsibility is to audit the financial statements and report on them in accordance with applicable law.

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation.

My audit is carried out in accordance with the International Standards on Auditing (UK and Ireland) and in compliance with the Auditing Practices Board's Ethical Standards for Auditors.

#### Scope of Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements, sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of

- whether the accounting policies are appropriate to the Board's circumstances, and have been consistently applied and adequately disclosed
- the reasonableness of significant accounting estimates made in the preparation of the financial statements, and
- the overall presentation of the financial statements.

I also seek to obtain evidence about the regularity of financial transactions in the course of audit.

#### Opinion on the Financial Statements

In compliance with the directions of the Minister for Health, the Board recognises the costs of superannuation entitlements only as they become payable. This basis of accounting does not comply with Financial Reporting Standard 17 which requires such costs to be recognised in the year the entitlements are earned.

Except for the non-recognition of the Board's superannuation costs and liabilities in accordance with Financial Reporting Standard 17, in my opinion, the financial statements, which have been properly prepared in accordance with Generally Accepted Accounting Practice in Ireland, give a true and fair view of the state of the Board's affairs at 31 December 2010 and of its income and expenditure for the year then ended.

In my opinion, proper books of account have been kept by the Board. The financial statements are in agreement with the books of account.

#### Matters on which I Report by Exception

I report by exception if

- I have not received all the information and explanations I required for my audit, or
- my audit noted any material instance where moneys have not been applied for the purposes intended or where the transactions did not conform to the authorities governing them, or
- the Statement on Internal Financial Control does not reflect the Board's compliance with the Code of Practice for the Governance of State Bodies, or
- I find there are other material matters relating to the manner in which public business has been conducted.

I have nothing to report in regard to those matters upon which reporting is by exception.

  
Andrew Harkness

For and on behalf of the  
Comptroller and Auditor General

6 September 2011

## **National Cancer Registry Board**

### **Statement of Accounting Policies for the year ended 31<sup>st</sup> December 2010**

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention and comply with the Accounting Standards issued by the Minister for Health and Children.

#### **Tangible fixed assets and depreciation**

Fixed Assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

|                       |                   |
|-----------------------|-------------------|
| Fixtures and Fittings | 20% Straight Line |
| Office Equipment      | 20% Straight Line |
| Computer Hardware     | 25% Straight Line |
| Computer Software     | 33% Straight Line |

Certain computer hardware and software is written off in the year of acquisition.

#### **Grants**

Revenue grants from the Department of Health & Children are the amounts received for the year. Grants used for capital purposes are deferred and amortised over the same period as the related fixed assets are depreciated.

#### **Pensions**

By direction of the Minister for Health and Children no provision has been made in respect of accrued benefits payable in future years under the Nominated Health Agencies Superannuation Scheme and its Spouses and Children Scheme.

Contributions from employees who are members of the scheme are credited to the Income and Expenditure account when received. Pension payments are charged to the Income and Expenditure account when paid.

#### **Research Grants**

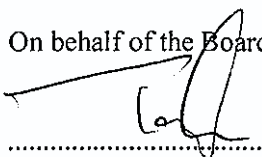
Research grants are recognised in the period in which the corresponding expenditure is incurred and are accounted for as Other Income.

**National Cancer Registry Board**  
**Income and Expenditure Account**  
**for the year ended 31<sup>st</sup> December 2010**

|   | Notes | 2010<br>€        | 2009<br>€        |
|---|-------|------------------|------------------|
| <b>Income</b>                                     |       |                  |                  |
| Department of Health & Children Grants            | 1     | 2,358,306        | 2,472,488        |
| Superannuation contributions                      |       | 113,000          | 130,964          |
| Other Income                                      | 2     | <u>590,105</u>   | <u>483,241</u>   |
| <b>Total Income</b>                               |       | <b>3,061,411</b> | <b>3,086,693</b> |
| <br>  |       |                  |                  |
| <b>Expenditure</b>                                |       |                  |                  |
| Staff costs                                       | 3     | 2,511,947        | 2,588,993        |
| Administration costs                              | 4     | 518,880          | 470,848          |
| Travel and subsistence                            |       | <u>90,003</u>    | <u>88,773</u>    |
| <b>Total Expenditure</b>                          |       | <b>3,120,830</b> | <b>3,148,614</b> |
| <br>  |       |                  |                  |
| <b>Surplus/(Deficit) for year</b>                 |       | <u>(59,419)</u>  | <u>(61,921)</u>  |
| <br>  |       |                  |                  |
| Balance Brought Forward 1 <sup>st</sup> January   |       | 158,803          | 220,724          |
| <br>  |       |                  |                  |
| Balance Carried Forward 31 <sup>st</sup> December |       | <u>99,384</u>    | <u>158,803</u>   |

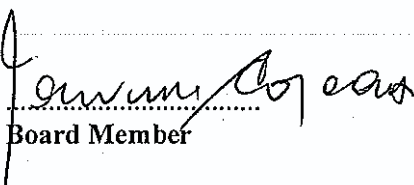
All gains and losses for the year have been recognised in arriving at the Surplus of Income over Expenditure.

On behalf of the Board:



Board Member

Date: 2/08/2011



Board Member

Date: 2/08/2011

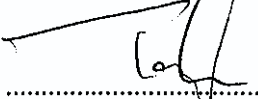
The accounting policies on page 18 and notes on pages 21-27 form part of these financial statements

**National Cancer Registry Board**

**Balance Sheet  
as at 31<sup>st</sup> December 2010**

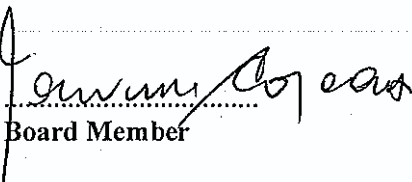
|  | Notes | €              | 2010<br>€      | €                | 2009<br>€      |
|--|-------|----------------|----------------|------------------|----------------|
| <b>Fixed Assets</b>                          | 5     |                | 170,565        |                  | 240,633        |
| <b>Current Assets</b>                        |       |                |                |                  |                |
| Debtors and Prepayments                      | 6     | 113,381        |                | 33,980           |                |
| Cash at bank and in hand                     |       | <u>635,112</u> |                | <u>1,380,948</u> |                |
|  |       | <u>748,493</u> |                | <u>1,414,928</u> |                |
| <b>Current Liabilities</b>                   |       |                |                |                  |                |
| Amounts due to U.C.C                         |       | 204,588        |                | 196,131          |                |
| Other creditors                              |       | 34,514         |                | 25,018           |                |
| Accruals                                     |       | 54,642         |                | 17,253           |                |
| Grants received in advance                   | 7     | <u>355,365</u> |                | <u>1,017,723</u> |                |
|  |       | <u>649,109</u> |                | <u>1,256,125</u> |                |
| <b>Net Current Assets</b>                    |       |                | <u>99,384</u>  |                  | <u>158,803</u> |
| <b>Total Assets Less Current Liabilities</b> |       |                | <u>269,949</u> |                  | <u>399,436</u> |
| <b>Financed by:</b>                          |       |                |                |                  |                |
| Capital Grants                               | 8     |                | 170,565        |                  | 240,633        |
| Income and Expenditure Account               |       |                | <u>99,384</u>  |                  | <u>158,803</u> |
|  |       |                | <u>269,949</u> |                  | <u>399,436</u> |

On behalf of the Board:



Board Member

Date: 2/08/2011



Board Member

Date: 2/08/2011

The accounting policies on page 18 and notes on pages 21-27 form part of these financial statements

**National Cancer Registry Board**  
**Notes to the Accounts**  
**for the year ended 31<sup>st</sup> December 2010**

| <b>1. Department of Health &amp; Children</b>         | <b>2010</b>             | <b>2009</b>      |
|---|-------------------------|------------------|
|   | €                       | €                |
| Revenue Grant - Applied towards recurrent expenditure | <b>2,358,306</b>        | 2,472,488        |
| - Applied towards capital expenditure (Note 8)        | <b>8,694</b>            | 4,512            |
| Total Grant   | <u><b>2,367,000</b></u> | <u>2,477,000</u> |
|   |                         |                  |
| <b>2. Other Income</b>                                | <b>2010</b>             | <b>2009</b>      |
|   | €                       | €                |
| Prostate Cancer Grant                                 | <b>0</b>                | 1,598            |
| Economic Impact of Cancer Grant                       | <b>161,502</b>          | 59,856           |
| PSA Grant   | <b>8,344</b>            | 0                |
| Cervical Cancer Grant                                 | <b>104,491</b>          | 26,426           |
| Pancreatic Cancer Grant                               | <b>21,609</b>           | 152,810          |
| Financial Impact of Cancer Grant                      | <b>0</b>                | 1,371            |
| Cancer in Older Women Grant                           | <b>49,898</b>           | 64,465           |
| Rarecare Grant  | <b>0</b>                | 1,833            |
| Health Technology Assessment Grant                    | <b>17,477</b>           | 64,632           |
| Employment Outcomes Grant                             | <b>39,228</b>           | 40,265           |
| Eurocourse  | <b>92,286</b>           | 37,690           |
| Head & Neck Cancer Grant                              | <b>62,083</b>           | 9,432            |
| Cerviva RCT Grant                                     | <b>0</b>                | 2,760            |
| Miscellaneous   | <u><b>33,187</b></u>    | <u>20,103</u>    |
|   | <u><b>590,105</b></u>   | <u>483,241</u>   |

**National Cancer Registry Board**  
**Notes to the Accounts**  
**for the year ended 31<sup>st</sup> December 2010**

**3. Information on Employees and Remuneration**

|   | <b>2010<br/>Number</b> | 2009<br>Number |
|---|------------------------|----------------|
| The average numbers of employees during the year was: |                        |                |
| Director  | <u>1</u>               | 1              |
| Administration  | <u>32</u>              | 31             |
| Tumour Registration Officers                          | <u>22</u>              | <u>22</u>      |
|   | <u>55</u>              | <u>54</u>      |

| <b>Employment Costs</b> | <b>2010</b>             | 2009             |
|-------------------------|-------------------------|------------------|
|                         | €                       | €                |
| Wages and salaries      | <b>2,254,326</b>        | 2,336,916        |
| Social Insurance Costs  | <b>212,442</b>          | 221,574          |
| Pensions                | <b>45,179</b>           | 30,503           |
|                         | <u><b>2,511,947</b></u> | <u>2,588,993</u> |

|                                | <b>2010</b> | 2009    |
|--------------------------------|-------------|---------|
|                                | €           | €       |
| <b>Director's Remuneration</b> | 105,429     | 114,366 |
| Employer's PRSI                | 9,033       | 9,147   |

The Director is a member of the Nominated Health Agencies Superannuation Scheme.

The Director did not receive any Performance Related Award in 2010.

| <b>Board Members Remuneration and Expenses</b> | <b>2010</b> | 2009 |
|--|-------------|------|
|  | €           | €    |
| Travel & Subsistence to attend Board Meetings  | 716         | 786  |

Board members do not receive fees.

## National Cancer Registry Board

### Notes to the Accounts for the year ended 31<sup>st</sup> December 2010

| 4. Administration Expenses                   | 2010                  | 2009                  |
|--|-----------------------|-----------------------|
|  | €                     | €                     |
| Office Consumables                           | 9,582                 | 11,925                |
| Courier and delivery charges                 | 1,765                 | 4,107                 |
| Books and periodicals                        | 2,110                 | 2,542                 |
| C&AG Audit fee                               | 9,024                 | 9,024                 |
| Other Audit fees                             | 10,185                | 5,951                 |
| Third All Ireland Report                     | 0                     | (5,453)               |
| Research Collaborations                      | 0                     | 43,283                |
| Recruitment and training                     | 39,029                | 51,780                |
| Conference fees                              | 22,979                | 18,177                |
| Rent, rates & service charges                | 175,124               | 163,002               |
| Insurance                                    | 12,416                | 4,679                 |
| New Premises fit out & moving                | 387                   | 262                   |
| Report Launches                              | 0                     | 5,467                 |
| Light and heat                               | 13,001                | 13,362                |
| Cleaning                                     | 5                     | 116                   |
| Repairs, Maintenance, Warranties and Support | 17,087                | 20,784                |
| Printing, postage and stationery             | 52,220                | 31,388                |
| Telephone, fax and Internet                  | 34,698                | 35,106                |
| Corporate Hospitality                        | 329                   | 131                   |
| Legal and professional fees                  | 8,927                 | 0                     |
| Bank Charges                                 | 553                   | 442                   |
| Sundry expenses                              | 54,821                | 9,827                 |
| Licences & Subscriptions                     | 45,756                | 40,058                |
| Information Technology Consumables           | 9,131                 | 5,358                 |
| Amortisation of grants                       | (104,103)             | (109,021)             |
| Depreciation on computer equipment           | 46,978                | 50,569                |
| Depreciation on fixtures and fittings        | 55,971                | 56,160                |
| Depreciation on office equipment             | 1,155                 | 1,155                 |
| Loss/(Profit) on disposal of fixed assets    | (250)                 | 667                   |
| <b>Total Administrative Expenses</b>         | <b><u>518,880</u></b> | <b><u>470,848</u></b> |

**National Cancer Registry Board**

**Notes to the Accounts  
for the year ended 31<sup>st</sup> December 2010**

**5. Fixed Assets**

|   | <b>Computer<br/>Equipment</b> | <b>Fixtures<br/>&amp; Fittings</b> | <b>Office<br/>Equipment</b> | <b>Total</b>          |
|---|-------------------------------|------------------------------------|-----------------------------|-----------------------|
|   | €                             | €                                  | €                           | €                     |
| <b>Cost</b>                             |                               |                                    |                             |                       |
| At 1 January 2010                       | 402,052                       | 319,056                            | 18,346                      | 739,454               |
| Additions                               | 34,225                        | 0                                  | 0                           | 34,225                |
| Disposals                               | <u>(19,177)</u>               | <u>(27,367)</u>                    | <u>0</u>                    | <u>(46,544)</u>       |
| <b>At 31<sup>st</sup> December 2010</b> | <b>417,100</b>                | <b>291,689</b>                     | <b>18,346</b>               | <b>727,135</b>        |
| <b>Depreciation</b>                     |                               |                                    |                             |                       |
| At 1 January 2010                       | 334,263                       | 149,526                            | 15,032                      | 498,821               |
| On disposals                            | (19,177)                      | (27,178)                           | 0                           | (46,355)              |
| Charge for the year                     | <u>46,978</u>                 | <u>55,971</u>                      | <u>1,155</u>                | <u>104,104</u>        |
| <b>At 31<sup>st</sup> December 2010</b> | <b>362,064</b>                | <b>178,319</b>                     | <b>16,187</b>               | <b>556,570</b>        |
| <b>Net book Values</b>                  |                               |                                    |                             |                       |
| <b>At 31<sup>st</sup> December 2010</b> | <b><u>55,036</u></b>          | <b><u>113,370</u></b>              | <b><u>2,159</u></b>         | <b><u>170,565</u></b> |
| At 31 <sup>st</sup> December 2009       | <u>67,789</u>                 | <u>169,530</u>                     | <u>3,314</u>                | <u>240,633</u>        |

**6. Debtors**

|               | <b>2010</b>           | <b>2009</b>          |
|---------------|-----------------------|----------------------|
|               | €                     | €                    |
| Trade debtors | <b>0</b>              | 0                    |
| Other Debtors | <b>73,262</b>         | 11,917               |
| Prepayments   | <u>40,119</u>         | <u>22,063</u>        |
|               | <b><u>113,381</u></b> | <b><u>33,980</u></b> |

## National Cancer Registry Board

### Notes to the Accounts for the year ended 31<sup>st</sup> December 2010

#### 7. Grants Received in Advance

|                                 | <b>2010</b>    | <b>2009</b>      |
|---------------------------------|----------------|------------------|
|                                 | €              | €                |
| Prostate Cancer Grant           | 1,444          | 1,444            |
| Economic Impact of Cancer Grant | 101,227        | 497,273          |
| Pancreatic Cancer Grant         | 22,425         | 44,034           |
| Rarecare Grant                  | 80             | 80               |
| Employment Outcomes Grant       | 141,827        | 181,056          |
| Health Technology Assessment    | 4,673          | 22,150           |
| Finbarr                         | 5,967          | 5,967            |
| Eurocourse                      | 26,595         | 118,881          |
| Cancer in Older Women           | 3,337          | 53,235           |
| Head and Neck Cancer Grant      | 27,940         | 90,022           |
| National Cancer Screening       | 15,000         | 0                |
| Cervical Grant                  | 1,269          | 0                |
| Eurochip Funding                | <u>3,581</u>   | <u>3,581</u>     |
|                                 | <u>355,365</u> | <u>1,017,723</u> |

#### 8. Capital Grants

|  | <b>2010</b>    | <b>2009</b>    |
|--|----------------|----------------|
|  | <b>Total</b>   | <b>Total</b>   |
|  | €              | €              |
| Balance at 1 January 2010              | 240,633        | 298,637        |
| Revenue Grants Received                | 8,694          | 4,512          |
| Capital Grants Received                | 25,530         | 46,505         |
| Amortisation released on disposals     | (189)          | (1,137)        |
| Amortisation in line with depreciation | (104,103)      | (107,884)      |
| Balance at 31 December 2010            | <u>170,565</u> | <u>240,633</u> |

## National Cancer Registry Board

### Notes to the Accounts for the year ended 31<sup>st</sup> December 2010

#### 9. Research Accounts

In addition to its principal function, the Board separately administers research activities which are independently funded by the Health Research Board, the Department of Health and Children and the Northern Ireland Cancer Registry. The funds for these projects are specifically designated and the National Cancer Registry Board has no discretion as to their expenditure. These funds which are not reflected in the Income and Expenditure Account and Balance Sheet of the Board are held by University College Cork.

|                          | Project<br>4  | Project<br>6 | Total<br>€    |
|--------------------------|---------------|--------------|---------------|
| <b>Funds</b>             |               |              |               |
| At the 01/01/10          | 12,308        | 1,947        | 14,255        |
| Funds advanced           | 0             | 0            | 0             |
| Funds returned           | 0             | 0            | 0             |
| Fee Income               | 0             | 0            | 0             |
| Transfers                | 0             | 0            | 0             |
|                          | <u>12,308</u> | <u>1,947</u> | <u>14,255</u> |
| <br>                     |               |              |               |
| <b>Research Costs</b>    |               |              |               |
| Salaries                 | 0             | 0            | 0             |
| Recruitment Costs        | 0             | 0            | 0             |
| Insurance                | 0             | 0            | 0             |
| Printing & Design        | 0             | 0            | 0             |
| Travel & Subsist.        | 0             | 0            | 0             |
| Equipment Costs          | 0             | 0            | 0             |
| Advertising              | 0             | 0            | 0             |
| Conference Costs         | 0             | 0            | 0             |
| Course fee               | 0             | 0            | 0             |
| Miscellaneous            | 0             | 0            | 0             |
|                          | <u>0</u>      | <u>0</u>     | <u>0</u>      |
| <br>                     |               |              |               |
| <b>Funds at 31/12/10</b> | <b>12,308</b> | <b>1,947</b> | <b>14,255</b> |

Project 4            NCR-General Research Account  
Project 6            Second All Ireland Cancer Incidence Report

## National Cancer Registry Board

### Notes to the Accounts for the year ended 31<sup>st</sup> December 2010

#### 10. Operating Lease Rentals

The Board carried out its business from a premises at Cork Airport Business Park, which it holds under a 5 year lease due to expire on 30<sup>th</sup> November 2012.

|   | 2010    | 2009    |
|---|---------|---------|
| Lease Rentals Charged to Income & Expenditure Account | 148,767 | 141,343 |

The Board has the following annual commitments under operating leases which expire:

|  |         |         |
|--|---------|---------|
| Within one year                        | 0       | 0       |
| In the second to fifth years inclusive | 121,292 | 250,855 |

#### 11. Going Concern

In October 2008, the Minister for Finance announced that the National Cancer Registry Board would merge into the Health Service Executive. The merger cannot take place until the Health Information Bill has been passed. It is currently the opinion of the Department of Health and Children that this will happen in the first half of 2012.

In the mean time, the Board does not consider that any material adjustment to the financial statements is needed to take account of the above and, therefore, the financial statements continue to be prepared on a going concern basis.

#### 12. Pension Related Deduction

In accordance with the Financial Emergency Measures in the Public Interest Act 2009, a pension related deduction for public servants became effective from 1 March 2009. The deduction was collected and remitted on a monthly basis through the payroll system at University College Cork. The total of the monthly cheques remitted to the Department of Health and Children for the period from January to December 2010 was €126,171. This incorporated an adjustment of €3,998 in relation to an overpayment of PRD made in 2009.

#### 13. Approval of Financial Statements

The Board approved the financial statements on ..... 22/06/2011 .....

## Report of the Chairperson, National Cancer Registry Board

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for year ending 31/12/2010

1. Commercially significant developments affecting the body

*No commercially significant developments occurred during 2010.*

2. Procedures for financial reporting, internal audit, travel, procurement and asset disposals:

*These are all being carried out according to official policies and guidelines.*

3. System of internal financial control

a) *The Board is responsible for the body's system of internal financial control.*

b) *Such a system can provide only reasonable, and not absolute, assurance against material error.*

c) *Key procedures which have been put in place by the Board to provide effective internal financial control include:*

(i) *A clearly defined management structure with proper segregation of duties throughout the organisation.*

(ii) *A risk register was compiled in 2010 as an aid to the identification of business risks.*

(iii) *A procedures document setting out instructions for all areas of financial activity was in place for 2010. This outlined the procedures for the administration of salaries, invoices and expense claims, use of the credit card and petty cash transactions as well as procedures for procurement and for the disposal of assets. The payroll and some invoice processing functions were carried out by University College Cork in 2010. There were regular reconciliations carried out between National Cancer Registry Board records and those maintained by University College Cork.*

(iv) *An Audit Committee was appointed at the Board Meeting held on 19<sup>th</sup> January 2010. This committee oversees the work of the Internal Auditors.*

(v) *An ITT for Internal Audit Services was undertaken in March 2010 and a full three-year cycle of internal audits covering core financial, organisational and operational areas have been agreed by the Audit Committee and the Board. Formal internal audits were carried out in 2010 in the areas of Payroll, Cash and Bank, Creditors Payments and Debtors. Reports on these have been considered by the Board's Audit Committee. Four further internal audits were completed in the period from January to May 2011:*

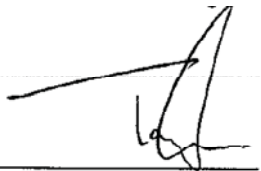
*Tendering and Procurement, Corporate Governance & Risk Management, ICT and Hardcopy – Information Security and Registration – process controls.*

*(vi) An overall annual budget for the National Cancer Registry was agreed which incorporated separate budgets for IT and training all of which were reviewed during the year.*

*(vii) Review by the Board at each of its meetings of periodic and annual financial reports.*

*d) The Board carried out a review of the effectiveness of internal financial controls for 2010 at its meeting in June 2011.*

4. Codes of business conduct for directors and employees have been put in place and are being adhered to.
5. Government policy on the pay of the Director and all State body employees is being complied with.
6. Compliance with Government guidelines on the payment of directors' fees is not relevant as there are no directors' fees paid at the National Cancer Registry.
7. The Guidelines for the Appraisal and Management of Capital Expenditure Proposals in the public sector are being complied with.
8. Government travel policy requirements are being complied with in all respects.
9. The Code of Practice for the Governance of State Bodies (2009) has been adopted by the Board and is being fully complied with.



Mr Tony O'Brien  
Chairperson

Date: 2 AUG 2011





National  
Cancer  
Registry  
Ireland

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