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some fund raising or volunteer, go to
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for more details, or telephone the Secretary on:
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THE PLYMOUTH AND CORNWALL CANCER FUND

Registered Charity No. 262587



ANNUAL REPORT & FINANCIAL STATEMENTS

**For the Year Ending
31st October, 2015**

THE PLYMOUTH AND CORNWALL CANCER FUND

Registered Address: Curtis Whiteford Crocker
87 & 89 Mutley Plain
Plymouth PL4 6JJ
Telephone: 01752 204444
E.Mail: honsec@pccf.org.uk

Charity Registration Number: 262587

ANNUAL REPORT

FOR THE YEAR ENDING 31ST OCTOBER, 2015

OFFICERS AND MEMBERS OF THE COMMITTEE

CHAIRMAN:

Mrs S Aspley
5 Willowby Park
Yelverton
Devon
PL20 6AN
Telephone: Yelverton: 01822 859042
E.Mail:chair@pccf.org.uk

VICE-CHAIRMAN

Ms S Dennison
Lead Cancer Nurse
Level 07
Derriford Hospital
Plymouth PL6 8DH
Telephone: 01752 431052
E.mail: sian.dennison@nhs.net

HONORARY SECRETARY

Mr P W Harker, B.A.Hons., Solicitor
Curtis Whiteford Crocker
87 & 89 Mutley Plain
Plymouth
PL4 6JJ
Telephone: Plymouth 01752 201484
E.Mail.honsec@pccf.org.uk

HONORARY TREASURER

Mr M Webb
"Edgemoor"
3 Grenofen Close
Grenofen, Tavistock
PL19 9NE
Telephone: Tavistock (01822) 617466
E.Mail.treasurer@pccf.org.uk

MEMBERS:

Mrs J Cole
Mrs H Churchward
Mrs M Conbeer
Dr D Dimitroyannis

Mrs P Elford
Miss A O'Connor
Mrs S Savage
Ms S Willimott

**THE PLYMOUTH AND CORNWALL CANCER FUND
NOTES AND ACCOUNTING POLICIES
YEAR ENDED 31 OCTOBER 2015**

11 CONTROL

The charity is under the control of the trustees. During the year there were no transactions with trustees or any organisation in which a trustee exercised a significant influence.

12 EMPLOYEES

The average number of employees of the charity during the year was 2 (2012: 2)

13 TRUSTEES EMOLUMENTS

| | 2015 | 2014 |
|----------------------|-------------|-------------|
| | £ | £ |
| Trustees' emoluments | - | - |

14 TANGIBLE FIXED ASSETS

| | Office Equipment | Total |
|-----------------------------------|-----------------------------|--------------|
| | £ | £ |
| Cost | | |
| At 1 November 2014 | 1,843 | 1,843 |
| Additions | - | - |
| At 31 October 2015 | <u>1,843</u> | <u>1,843</u> |
| Depreciation | | |
| At 1 November 2014 | 1,695 | 1,547 |
| Charge for year | <u>148</u> | <u>148</u> |
| At 31 October 2015 | <u>1,843</u> | <u>1,695</u> |
| Net book value at 31 October 2015 | <u>-</u> | <u>148</u> |
| Net book value at 31 October 2014 | <u>148</u> | <u>296</u> |

THE AIMS OF THE FUND

**Improvement of local facilities for the
diagnosis and treatment of cancer**

**Improvement of local facilities for the
care of cancer patients**

**Assistance with the relief of hardship
arising from cancer**

Promotion of cancer education

Support of local research

Chairman's Report 2014/15

2014/15 has been another eventful year for the Plymouth and Cornwall Cancer Fund, and we have been pleased to welcome some new committee members who have brought another dimension to the charity. Our focus on fundraising during the year has provided us with a platform for highlighting the charity's work in supporting local people suffering from cancer, their families, and the staff and infrastructure that provides their care.

The increase in the number of fundraising events and the involvement of hospital staff and volunteers has been encouraging, and has raised much needed funds to support the charity in its work. Larger events such as the Sparkwell Horse and Dog Show, Plymouth Half Marathon, the River Dart Country Park Mud and Sweat Run and Walkhampton Saturday Market, as well as the smaller and more personal events are really appreciated and our thanks go to all those who have helped us achieve this. We also joined the web based 'Just Giving' organization this year to make donation easier and provide fundraisers with advice and help in their efforts.

Requests for Hardship Grants in 2014/15 were slightly less than in the previous year. These grants mainly took the form of assisting with the travel costs of the patients attending Derriford Hospital for treatment or to attend a specialist centre for diagnostics and/or treatment. I would like to acknowledge the work of the staff who identify these patients and families in need and put forward requests on their behalf.

THE PLYMOUTH AND CORNWALL CANCER FUND NOTES AND ACCOUNTING POLICIES YEAR ENDED 31 OCTOBER 2015

7 MANAGEMENT AND ADMINISTRATION

| | Unrestricted | Restricted | 2015 Total | 2014 Total |
|---------------------------|--------------|------------|---------------|---------------|
| | £ | £ | £ | £ |
| Administration salary | 6,827 | - | 6,827 | 6,941 |
| Advertising | 645 | - | 645 | 591 |
| Postage and stationery | 589 | - | 589 | 1,080 |
| Accountancy | 870 | - | 870 | 840 |
| Refreshments and sundries | 829 | - | 829 | 788 |
| | <u>9,760</u> | <u>-</u> | <u>9,760</u> | <u>10,240</u> |

8 RESERVES

The Committee consider the level of reserves adequate to ensure the continued operation of the charity.

9 RISK MANAGEMENT

The Committee actively review the major risks which the charity faces on a regular basis and believe that there are controls in place to provide adequate resources in the advent of adverse conditions. The Committee have also considered other operational and business risks faced by the charity and confirm that they have established systems to mitigate any significant risks.

10 CAPITAL COMMITMENTS AND FUTURE FUNDING COMMITMENTS

There were no capital commitments or contingent liabilities at the year end. However, the charity has committed funds during the next financial year as follows:

| | Payable within 12 months £ | Payable after more than 12 months £ |
|--------------------------------------|----------------------------------|--|
| 2 year Band 6 Nurse | 23,200 | - |
| 2 year Nurse training post | 17,500 | 17,500 |
| 2 year support post, Doctoral Fellow | 5,000 | 2,500 |
| 1 year support post, band 6 Nurse | 2,477 | - |
| | <u>48,177</u> | <u>20,000</u> |

**THE PLYMOUTH AND CORNWALL CANCER FUND
NOTES AND ACCOUNTING POLICIES
YEAR ENDED 31 OCTOBER 2015**

4 INVESTMENTS

| | 2015 | 2014 |
|---|---------------------|---------------|
| | Market Value | Cost |
| | £ | £ |
| General Fund | | |
| 3,084 M & G Charifund Income Units | <u>44,785</u> | <u>18,866</u> |
| | | <u>18,866</u> |
| Research Fund | | |
| 20,105.980 M & G Charibond Income Units | <u>24,764</u> | <u>21,714</u> |
| | | <u>21,714</u> |

5 INVESTMENT INCOME

| | Unrestricted | Restricted | 2015 | 2014 |
|-----------------------|---------------------|-------------------|--------------|--------------|
| | £ | £ | Total | Total |
| | | | £ | £ |
| Bank interest | - | 5 | 5 | 5 |
| COIF deposit interest | 265 | - | 265 | 240 |
| M&G Charifund | 2,259 | - | 2,259 | 2,023 |
| M&G Charibond | - | 1,303 | 1,303 | 1,302 |
| | <u>2,524</u> | <u>1,308</u> | <u>3,832</u> | <u>3,570</u> |

6 GRANTS PAID

| | | | | |
|--------------------------|---------------|----------|---------------|---------------|
| Palliative Care Chaplain | 2,000 | - | 2,000 | 8,000 |
| Hardship grants | 11,481 | - | 11,481 | 14,799 |
| Courses and training | 2,508 | - | 2,508 | 3,071 |
| Doctor Fellowship | 2,500 | - | 2,500 | - |
| Band 6 Nurses | 16,324 | - | 16,324 | - |
| | <u>34,813</u> | <u>-</u> | <u>34,813</u> | <u>25,870</u> |

Our Shop in Hyde Park, Plymouth continues to flourish, and shows another year of increase in weekly takings. The shop provides a substantial part of the charity's income, and important in our mission to support local people affected by cancer and those that care for them. All this would not be possible without the sterling work done by our volunteers and the continued loyalty of local people.

This year, we have continued to provide finance to support various members of staff working in cancer care wanting to attend conferences. We have also supported local nursing staff by funding additional nurses to allow staff time to undertake specialist training. Plymouth and Cornwall Cancer Fund are pleased that we are able to ease this burden and play a part in maintaining high standards of care. The Fund was asked to support two locally led research projects this year and we will be interested to learn of their achievements.

Again, achieving our goals in the coming year will provide a challenge. Plymouth and Cornwall Cancer Fund is a small charity in an ever growing field, and I feel discussions are needed as to whether it remains so or takes steps to grow into a larger enterprise that could raise more funds and have a more significant impact on cancer care. As ever, I am grateful to everyone, committee members, volunteers and fundraisers who give up their time and energy and who I am sure can meet the challenge ahead.

S Aspley

Sara Aspley
Chairman

DEEDS OF COVENANT

Information available from the Hon. Treasurer/Hon. Secretary

GIFT AID

Information available from the Hon. Treasurer/Hon. Secretary

COMMITTEE MEMBERSHIP

As detailed – page 1

COMMITTEE MEETINGS

These were held as detailed below:

Tuesday, 13th January, 2015 in the Training Room, Mustard Tree, Derriford Hospital.

Tuesday, 3rd March, 2015 in the Oncology Reception Area, Level 06, Derriford Hospital.

Tuesday, 2nd June, 2015 in the Oncology Reception Area, Level 06, Derriford Hospital.

Wednesday, 9th September, 2015 in the Training Room, Mustard Tree, Level 03, Derriford Hospital

ANNUAL GENERAL MEETING

This was held in the Oncology Reception Area, Level 06, Derriford Hospital, on Tuesday, 3rd March, 2015

THE PLYMOUTH AND CORNWALL CANCER FUND NOTES AND ACCOUNTING POLICIES YEAR ENDED 31 OCTOBER 2015

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities, published in March 2005 and applicable accounting standards.

a) Accounting bases

The trustees have taken advantage of the special exemptions contained within the Charities Act 2011 to prepare a receipts and payments account together with a statement of assets and liabilities at the year end.

b) Assets

Assets shown in the statement of assets and liabilities are stated at cost, net of grants received.

c) Depreciation

Depreciation is provided at rates calculated to write off the cost of each asset over its expected life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceeds £250.

2 FUNDS ACCOUNTING

Funds held by the charity are as follows:

Unrestricted general funds : These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Research Fund : These are funds that 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.

3 HONORARIUM

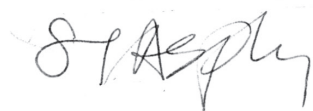
| | 2015 £ | 2014 £ |
|--|-----------|-----------|
| Honorarium to administrative secretary | - | - |

**THE PLYMOUTH AND CORNWALL CANCER FUND
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 OCTOBER 2015**

| | General Fund £ | Restricted Research Fund £ | 2015 £ | 2014 £ |
|-----------------------------------|----------------------|-------------------------------------|----------------|----------------|
| Fixed Assets: | | | | |
| Computer | - | - | - | 148 |
| Monetary Assets: | | | | |
| Bank current account | 1,000 | - | 1,000 | 1,000 |
| Bank deposit account | 6,358 | 6,160 | 12,518 | 13,732 |
| Charities deposit account | 56,647 | - | 56,647 | 61,382 |
| Cash in hand | 20 | - | 20 | 20 |
| | <u>64,025</u> | <u>6,160</u> | <u>70,185</u> | <u>76,282</u> |
| Investments: | | | | |
| 3,084 M&G Charifund Income Units | 18,866 | - | 18,866 | 18,866 |
| 20,106 M&G Charibond Income Units | - | 21,714 | 21,714 | 21,714 |
| Debtors | | | | |
| Sundry debtors & prepayments | 466 | - | 466 | 1,133 |
| TOTAL ASSETS | <u>83,357</u> | <u>27,874</u> | <u>111,231</u> | <u>117,995</u> |
| LIABILITIES | | | | |
| Reserve for Bursary | 2,000 | - | 2,000 | 2,000 |
| Creditors | | | | |
| Sundry expenses | 539 | - | 539 | 934 |
| TOTAL LIABILITIES | <u>2,539</u> | <u>-</u> | <u>2,539</u> | <u>2,934</u> |

Approved by the Trustees on 29 March 2016

Mrs S Aspley - Chairman



Mr M Webb - Hon. Treasurer



SUPPORT FOR EDUCATION

- Continued Part Funding of Palliative Care Chaplain – for 3 years commencing September 2012
- Funding for 2 years to support research project – Plymouth – to look at cell sensitivity
- Funding Specialist Nurse – research project – to support families and patients.
- Funding – 2 years – Band 6 Nurse
- Attendance Lead Cancer Nurse – UKONS Conference Belfast
- Attendance Snr Clinical Scientist –GEC –ESTRO Workshop – Brussels
- Attendance of Member of Developmental Oncology CNS – Course – University West of England Bristol
- Attendance Member of Staff -Oncology –National Conference Thyroid – Royal Marsden Hospital
- Attendance Member of Staff – Brent Ward – Course -Supportive Care in Cancer – Royal Surrey County Hospital

HARDSHIP GRANTS

Immediate cash grants were paid to cancer patients or their families in a total of nearly £11,685 with amounts ranging from **£15 to £350**. Funds are constantly needed to enable us to continue to help people in real financial need. In some cases, patients are perhaps no longer in a position to work or the financial implications of undergoing treatment put a further burden on their circumstances. Assistance towards travel costs to attend for treatment, additional clothing, bed linen or telephone costs represent the type of assistance sought. These requests are made to the Fund through the Mustard Tree Support Centre at Derriford Hospital where full financial assessments are made prior to application.

PLYMOUTH AND CORNWALL CANCER FUND
REGISTERED CHARITY NUMBER: 262587

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2015

THE PLYMOUTH AND CORNWALL CANCER FUND
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 OCTOBER 2015

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2015 £ | Total Funds 2014 £ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Incoming resources | | | | | |
| Donations /fundraising | | 8,656 | - | 8,656 | 9,186 |
| Legacies | | - | - | - | - |
| <i>Other activities to generate funds:</i> | | | | | |
| Charity Shop | | 50,001 | - | 50,001 | 47,948 |
| Investment income and interest | 5 | 2,524 | 1,308 | 3,832 | 3,570 |
| Total incoming resources | | <u>61,181</u> | <u>1,308</u> | <u>62,489</u> | <u>60,704</u> |
| Resources expended: | | | | | |
| <i>Costs of generating funds</i> | | | | | |
| Charity shop | | 21,429 | - | 21,429 | 21,503 |
| <i>Charitable expenditure</i> | | | | | |
| Grants paid | 6 | 34,813 | - | 34,813 | 25,870 |
| Management and administration | 7 | 9,760 | - | 9,760 | 10,240 |
| Total resources expended | | <u>66,002</u> | <u>-</u> | <u>66,002</u> | <u>57,613</u> |
| Net (outgoing)/incoming resources | | | | | |
| - before transfers | | (4,821) | 1,308 | (3,513) | 3,091 |
| Gross transfers between funds | | 5,773 | (5,773) | - | - |
| Net movement on funds | | <u>952</u> | <u>(4,465)</u> | <u>(3,513)</u> | <u>3,091</u> |
| Total funds at 1 November 2014 | | 65,509 | 10,625 | 76,134 | 73,043 |
| Total funds at 31 October 2015 | | <u>66,461</u> | <u>6,160</u> | <u>72,621</u> | <u>76,134</u> |

PLYMOUTH AND CORNWALL CANCER FUND

Statement of the trustees' responsibilities

Charity law requires the trustees to prepare receipts and payments accounts and statement of assets and liabilities for each financial year which properly present the charity's receipts and payments for the year together with its assets and liabilities at the end of the period, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with all applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under s44 of the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Treasurer's report for the financial year to 31 October 2015

Income, at nearly £62500, has again improved, marginally, which is most pleasing, and this is due primarily to the shop, over £50000 in a year for the first time, although investment income has increased slightly also.

Expenditure overall at £66000 went up at a greater rate than income, however, but this was due to the support given by the Fund in the form of grants. Costs relating to the running of the shop and administration both reduced.

The grants made in the financial year totalled nearly £35000, and this included hardship support of £11481, reduced by over £3000 on the previous year which had been exceptional. Over £23000 was made available in support of training for key posts in Oncology. Again no specific equipment has been purchased. So, a comfortable financial position was still in place at the end of the accounting period with monetary assets over £70000 and, pleasingly, investments were again valued at just under that figure, despite difficulties in the markets.

Ongoing financial commitments at the end of the year, all for training, are placed at nearly £70000 and the trustees are confident that this is achievable, primarily through income, especially as the Fund is increasingly benefitting from fund raising.

PLYMOUTH AND CORNWALL CANCER FUND

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2015

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- 11) Statement of Financial Activities
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- 13) Notes and accounting policies

PLYMOUTH AND CORNWALL CANCER FUND

**REPORT OF THE INDEPENDENT EXAMINER
TO THE TRUSTEES OF PLYMOUTH AND CORNWALL CANCER FUND**

I report on the accounts of the charity for the year ended 31 October 2015, which are set out on pages 10 – 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that the audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act: and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met: or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P M WEBB FCA
THOMAS WESTCOTT
Chartered Accountants
22 Queen Anne Terrace
PLYMOUTH
PL4 8EG



29 March 2016