

If you would like to apply for a grant, do some fund raising or volunteer, go to www.plymouthandcornwallcancerfund.org.uk for more details, or telephone the Secretary on: 01752 220587



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THE PLYMOUTH AND CORNWALL CANCER FUND

Registered Charity No. 262587



ANNUAL REPORT & FINANCIAL STATEMENTS

For the Year Ending
31st October, 2016

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

THE PLYMOUTH AND CORNWALL CANCER FUND NOTES AND ACCOUNTING POLICIES YEAR ENDED 31 OCTOBER 2016

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 (2015: 2)

13 TRUSTEES EMOLUMENTS

	2016 £	2015 £
Trustees' emoluments	<u>-</u>	<u>-</u>

14 TANGIBLE FIXED ASSETS

	Office Equipment £	Total £
Cost		
At 1 November 2015	1,843	1,843
Additions	252	252
At 31 October 2016	<u>2,095</u>	<u>2,095</u>
Depreciation		
At 1 November 2015	1,843	1,843
Charge for year	63	63
At 31 October 2016	<u>1,906</u>	<u>1,906</u>
Net book value at 31 October 2016	<u>189</u>	<u>189</u>
Net book value at 31 October 2015	<u>-</u>	<u>-</u>

ANNUAL REPORT

FOR THE YEAR ENDING 31ST OCTOBER, 2016

7 SUPPORT COSTS

	Unrestricted	Restricted	2016 Total	2015 Total
	£	£	£	£
Administration salary	6,826	-	6,826	6,827
Bank charges	13	-	13	-
Advertising	216	-	216	545
Postage and stationery	801	-	801	689
Accountancy	894	-	894	870
Refreshments and sundries	934	-	934	828
Asset Purchase	252	-	252	-
	<u>9,936</u>	<u>-</u>	<u>9,936</u>	<u>9,759</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 £
General Fund		
2 year Band 5 Nurse	30,325	30,163
Conference Funding	750	-
Redecoration - Brent Ward	6,000	-
Palliative Care Chaplain	8,000	16,000
	<u>45,075</u>	<u>46,163</u>
Research Fund		
2 year support post, Doctoral Fellow	5,000	-
	<u>50,075</u>	<u>46,163</u>

OFFICERS AND MEMBERS OF THE COMMITTEE

CHAIRMAN:

Mrs S Aspley
 5 Willowby Park
 Yelverton
 Devon
 PL20 6AN
 Telephone: 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: 01752 201461
 E.Mail. honsec@pccf.org.uk

**HONORARY
 TREASURER**

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

TRUSTEES:

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 (retired May 2016)

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

**THE PLYMOUTH AND CORNWALL CANCER FUND
NOTES AND ACCOUNTING POLICIES
YEAR ENDED 31 OCTOBER 2016**

4 INVESTMENTS

	2016 Market Value £	2016 Cost £	2015 Cost £
General Fund			
3,084 M & G Charifund Income Units	<u>46,987</u>	<u>18,866</u>	<u>18,866</u>
Research Fund			
20,105.980 M & G Charibond Income Units	<u>26,057</u>	<u>21,714</u>	<u>21,714</u>

5 INVESTMENT INCOME

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
Bank interest	3	4	7	8
COIF deposit interest	253	-	253	265
M&G Charifund	2,159	-	2,159	2,097
M&G Charibond	-	1,019	1,019	1,303
	<u>2,415</u>	<u>1,023</u>	<u>3,438</u>	<u>3,673</u>

6 GRANTS PAID

Palliative Care Chaplain	-	-	-	2,000
Hardship grants	9,380	-	9,380	11,481
Courses and training	1,468	-	1,468	2,508
Doctor Fellowship	2,500	-	2,500	2,500
Band 6 Nurses	11,105	-	11,105	16,324
	<u>24,453</u>	<u>-</u>	<u>24,453</u>	<u>34,813</u>

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 January 2015 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

	2016 £	2015 £
Honorarium to administrative secretary	-	-

Chairman's Report 2015/16

2015/16 has been an interesting year for the Plymouth and Cornwall Cancer Fund. Last year I reported that I felt that the time was right for the Trustees to debate the direction of the charity. PCCF is a small charity and discussion was needed as to whether it remained so, or steps should be taken to grow into a larger enterprise that could raise more funds and have a more significant impact on cancer care. The outcome of these discussions was that in April 2016 it was agreed that a costing exercise should be undertaken to review the benefits of employing a part time fundraiser for a twelve month period to ascertain the merits of such a post. In July it was agreed, and the post went to advert and an appointment made to commence in November 2016.

Our thanks go to all those involved in fundraising events and the involvement of more hospital staff has been encouraging. This 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 and Plymouth 10k as well as the smaller and more personal events are really appreciated and our thanks go to all those who have helped in this way. Just Giving continues to make donations easier and provide fundraisers with advice and help them in their efforts.

Requests for Hardship Grants in 2015/16 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.

Currently our major source of income comes from our Shop in Hyde Park, Plymouth, which continues to flourish. This income stream allows us to continue supporting 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 part time nursing posts to undertake specialist training, and we have again agreed to continue supporting the Oncology & Palliative Care Chaplain working within Derriford Hospital. Plymouth and Cornwall Cancer Fund are pleased that we are able to ease this financial burden and play a part in maintaining high standards of care.

Last summer we were asked to support two new initiatives. Firstly, an initiative to develop a Remote Colorectal Patient Monitoring System and a second to improve hospital end of life care for those who sadly end their days in hospital. We gladly agreed funding to decorate and refurbish two side rooms on Brent Ward for this purpose and also to support the project to improve colorectal cancer care.

Again, achieving our goals in the coming year will prove a challenge and it will be interesting to see the impact of a dedicated Fundraiser. I am confident that all those, new and long standing supporters of this charity will rise to this challenge, and, as always, I am grateful to everyone, committee members, volunteers and fundraisers who gave up their time and energy in 2015/16 and have provided us with the platform to fulfil PCCF aims.



Sara J Aspley
Chairman
March 2016

**THE PLYMOUTH AND CORNWALL CANCER FUND
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 OCTOBER 2016**

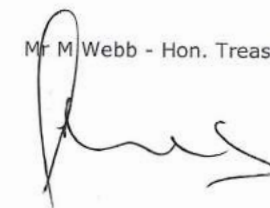
	General Fund £	Restricted Research Fund £	2016 £	2015 £
Fixed Assets:				
Computer	189	-	189	-
Monetary Assets:				
Bank current account	1,000	-	1,000	1,000
Bank deposit account	10,210	7,683	17,892	13,931
Charities deposit account	56,900	-	56,900	56,647
Cash in hand	20	-	20	20
	<u>68,319</u>	<u>7,683</u>	<u>76,001</u>	<u>71,598</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	466
TOTAL ASSETS	<u>87,651</u>	<u>29,397</u>	<u>117,047</u>	<u>112,644</u>
LIABILITIES				
Reserve for Bursary	2,000	-	2,000	2,000
Creditors				
Sundry expenses	954	-	954	934
TOTAL LIABILITIES	<u>2,954</u>	<u>-</u>	<u>2,954</u>	<u>2,934</u>

Approved by the Trustees on..15th March 2017

Mrs S Aspley - Chairman



Mr M Webb - Hon. Treasurer



THE PLYMOUTH AND CORNWALL CANCER FUND
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 OCTOBER 2016

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015 Restated
		£	£	£	£
Incoming resources					
Donations - including Gift Aid		8,623	-	8,623	8,656
Legacies		-	-	-	-
<i>Other activities to generate funds:</i>					
Charity Shop		48,908	-	48,908	49,426
Investment income and interest	5	2,415	1,023	3,438	3,673
Total incoming resources		<u>59,946</u>	<u>1,023</u>	<u>60,969</u>	<u>61,755</u>
Resources expended:					
<i>Costs of generating funds</i>					
Charity shop		22,367	-	22,367	21,719
<i>Charitable expenditure</i>					
Grants paid	6	24,453	-	24,453	34,813
Support costs	7	9,936	-	9,936	9,759
Total resources expended		<u>56,756</u>	<u>-</u>	<u>56,756</u>	<u>66,291</u>
Net incoming/(outgoing) resources					
- before transfers		3,190	1,023	4,214	(4,536)
Gross transfers between funds		(500)	500	-	
Net movement on funds		<u>2,690</u>	<u>1,523</u>	<u>4,214</u>	<u>(4,536)</u>
Total funds at 1 November 2015		66,461	6,160	71,598	76,134
Total funds at 31 October 2016		<u>69,151</u>	<u>7,683</u>	<u>75,812</u>	<u>71,598</u>

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, 12th January, 2016 in the Training Room, Mustard Tree, Derriford Hospital.

Tuesday, 29th March 2016 in the Oncology Reception Area, Level 06, Derriford Hospital.

Tuesday, 26th April 2016 in the Training Room, Mustard Tree, Derriford Hospital.

Tuesday, 19th July, 2016 in the Training Room, Mustard Tree, Derriford Hospital.

Wednesday, 28th September, 2016 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, 29th March, 2016 in the Oncology Reception Area, Derriford Hospital

AGREED SUPPORT FOR LOCAL CANCER CARE IN 2015/16

- Continued funding to support Research Project in Plymouth - to look at cell sensitivity.
- Continued funding for a Nurse for a Research Project looking at support for Mesothelioma patients and their families
- Continued funding for a part time nurse to support Specialist Nurse training in Plymouth
- Funding for Member of Staff to attend Trainers Course at Christie Hospital, Manchester
- Supporting 2016 SW Scientific Annual Conference in Truro (Grant not taken up)
- Funding for attendance of Member of Staff at UKONS Annual Conference
- Funding attendance of two Members of Staff from Plymouth at Conference for Enhanced Care for patients requiring chemotherapy
- Continued part funding for Oncology & Palliative Care Chaplain- 3 years
- Refurbishment of 2 Side Rooms to support End of Life Care on Brent Ward, Derriford Hospital, Plymouth
- Appointment of Cancer Nurse Specialist to follow-up patients through a Colorectal Remote Monitoring System Initiative

SUPPORT FOR HARDSHIP

One hundred and twelve immediate cash grants were paid to cancer patients in 2015/2016 or their families with amounts ranging from **£20** 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 Charity through the Macmillan Mustard Tree Support Centre at Derriford Hospital where full financial assessments are made prior to application.

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.

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 2016, which are set out on pages 11 – 17.

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

15th March 2017

**PLYMOUTH AND CORNWALL CANCER FUND
REGISTERED CHARITY NUMBER: 262587**

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Treasurer's report for the financial year to 31 October 2016.

Income from all sources, shop, donations and investments was marginally down, at just under £61000, on the previous year but this was still a good performance in difficult financial times.

Expenditure in the twelve month period reduced by nearly £10000, primarily because of a reduction in grants paid, ie financial support requested, down from nearly £35000 to just over £24000. For the second year running hardship grants reduced and no equipment was purchased. Support and shop costs increased slightly.

The result is an improvement, overall, of over £4000 in total liquid funds, at £76000, at the end of the financial year. Additionally there was an increase in the value of our investments of some £3000 during the financial year, these being valued at over £73000.

Overall, we ended the financial year in a stronger financial position and well placed to continue our support for hardship and to meet funding commitments made for the next twelve months. Sufficient funds were held to maintain the reserves policy of our charity.

PLYMOUTH AND CORNWALL CANCER FUND

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

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