

If you would like to apply for a grant, do some fund raising or volunteer, go to [www.plymouthandcornwallcancerfund.org.uk](http://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, 2013

# THE PLYMOUTH AND CORNWALL CANCER FUND

**Registered Address:** Curtis Whiteford Crocker  
87 & 89 Mutley Plain  
Plymouth PL14 6JJ  
Telephone: 01752 204444  
E.Mail: honsec@pccf.org.uk

**Charity Registration Number:** 262587

## ANNUAL REPORT

**FOR THE YEAR ENDING 31<sup>ST</sup> OCTOBER, 2013**

### THE PLYMOUTH AND CORNWALL CANCER FUND NOTES AND ACCOUNTING POLICIES YEAR ENDED 31 OCTOBER 2013

#### 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

	2013 £	2012 £
Trustees' emoluments	<u>-</u>	<u>-</u>

#### 14 TANGIBLE FIXED ASSETS

	Office Equipment £	Total £
<b>Cost</b>		
At 1 November 2012	1,843	1,843
Additions	-	-
At 31 October 2013	<u>1,843</u>	<u>1,843</u>
<b>Depreciation</b>		
At 1 November 2012	1,399	1,399
Charge for year	148	148
At 31 October 2013	<u>1,547</u>	<u>1,547</u>
Net book value at 31 October 2013	<u>296</u>	<u>296</u>
Net book value at 31 October 2012	<u>444</u>	<u>444</u>

**THE PLYMOUTH AND CORNWALL CANCER FUND  
NOTES AND ACCOUNTING POLICIES  
YEAR ENDED 31 OCTOBER 2013**

**7 MANAGEMENT AND ADMINISTRATION**

	Unrestricted £	Restricted £	2013 Total £	2012 Total £
Administration salary	6,942	-	6,942	6,600
Advertising	107	-	107	299
Postage and stationery	1,404	-	1,404	550
Accountancy	840	-	840	840
Refreshments and sundries	318	-	318	216
	<u>9,611</u>	<u>-</u>	<u>9,611</u>	<u>8,505</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 £
Palliative Care Chaplain	8,000	6,667
2 year Nurse training post	17,500	17,500
Endoscopic Bronchoscope	25,000	-
	<u>50,500</u>	<u>24,167</u>

**OFFICERS AND MEMBERS OF THE COMMITTEE**

**CHAIRMAN:**

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

**VICE-CHAIRMAN**

**Mr A Bedford**  
**Head of Radiotherapy Physics**  
**Level 02**  
**Derriford Hospital**  
**Plymouth PL6 8DH**  
**Telephone: 01752 763069**  
**E.mail: anthony.bedford@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) 204444**  
**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:**

Ms M A’Hearne  
Mr T A V Chandler  
Mrs J Cole  
Mrs M Conbeer  
Mrs S Dennison  
Mrs S Lamb  
Dr M Nugent

Miss A O’Connor  
Dr U Pai  
Professor R J Parsons  
Dr S Pascoe  
Mrs P Stapleton  
Mrs J Widlake  
Ms J Willimott

## 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 2013

### 4 INVESTMENTS

	Market Value £	2013 Cost £	2012 Cost £
<b>General Fund</b>			
3,084 M & G Charifund Income Units	<u>44,275</u>	<u>18,866</u>	<u>18,866</u>
<b>Research Fund</b>			
20,105,980 M & G Charibond Income Units	<u>25,514</u>	<u>21,714</u>	<u>21,714</u>

### 5 INVESTMENT INCOME

	Unrestricted £	Restricted £	2013 Total £	2012 Total £
Bank interest	1	5	6	12
COIF deposit interest	366	-	366	759
M&G Charifund	993	-	993	1,340
M&G Charibond	-	1,303	1,303	1,303
	<u>1,360</u>	<u>1,308</u>	<u>2,668</u>	<u>3,414</u>

### 6 GRANTS PAID

Chairs for Brent Ward	3,080	-	3,080	-
Palliative Care Chaplain	8,667	-	8,667	10,666
Hardship grants	12,166	-	12,166	12,909
Courses and training	1,268	-	1,268	2,897
Digital Imaging device	-	-	-	6,628
Instrument trolleys	-	-	-	1,389
Video Conferencing Room equipment	-	-	-	32,564
High Dose Rate chamber	-	-	-	4,620
Brachytherapy equipment	-	-	-	22,141
	<u>25,181</u>	<u>-</u>	<u>25,181</u>	<u>93,814</u>

**I 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**

	2013 £	2012 £
Honorarium to administrative secretary	<u>-</u>	<u>-</u>

2012/13 has been a busy year for Plymouth and Cornwall Cancer Fund, with a significant strategic shift being made towards raising its profile and promoting its work in supporting local people suffering from cancer, their families, and the staff and infrastructure that provide their care.

A Fundraising Focus Group has been set up to explore opportunities for fundraising. To this end, a website has been developed to make information about Plymouth and Cornwall Cancer Fund readily available to all.

The site, [www.plymouthandcornwallcancerfund.org.uk](http://www.plymouthandcornwallcancerfund.org.uk) provides information about policies, funding and activities, and links to online charitable donation. Having a website has given the charity credibility, and has already started to prove invaluable in recruiting support from local retail outlets, groups and organisations.

Requests for hardship grants remained static this year, with funding being similar to that of 2011/12. 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.

We have continued to provide finance to support various members of staff working in cancer care wanting to attend conferences. Continued professional development is essential for staff working in this locality, to keep up to date and abreast of latest techniques and practices. With the pressure on NHS budgets, staff education and training is often targeted in cutbacks. 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.

Unusually, 2012/13 saw fewer requests to the Plymouth and Cornwall Cancer Fund for funding to provide equipment or facilities, and the main funding commitment was our continued support in the employment of a chaplain in palliative care. This post is based at Derriford Hospital and feedback from patients and staff, extol the benefits of this post to patients and carers affected by cancer, whatever their faith. The committee has therefore agreed to carry on with this funding for a further two years.

Our Shop in Hyde Park, Plymouth continues to flourish while nationally other charity retail outlets appear to be struggling. We were fortunate enough in being able to expand into the shop next door during the summer of 2013. This provided extra space to display donated items and rewarded us with an increase in weekly takings. The shop is still our main source of income, and integral 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.

The next year promises to be another busy one. Alongside lots of exciting fundraising and promotional events, we will be seeking to appoint a patron to help raise the charity's profile.

Achieving our goals for the future is not going to be easy in the current economic climate and will require the continued support of our committee, fundraisers and volunteers. These dedicated people willingly give up their time and energy and I am grateful that they are up for the challenge ahead.

Sara J Aspley  
Chairman  
April 2014

**THE PLYMOUTH AND CORNWALL CANCER FUND  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31 OCTOBER 2013**

	General Fund £	Restricted Fund Research Fund £	2013 £	2012 £
<b>Fixed Assets:</b>				
Computer	296	-	296	444
<b>Monetary Assets:</b>				
Bank current account	1,000	-	1,000	164
Bank deposit account	6,563	9,318	15,881	10,696
Charities deposit account	56,143	-	56,143	64,776
Cash in hand	20	-	20	20
	<u>64,023</u>	<u>9,318</u>	<u>73,340</u>	<u>76,100</u>
<b>Investments:</b>				
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
<b>Debtors</b>				
Sundry debtors & prepayments	1,133	-	1,133	466
<b>TOTAL ASSETS</b>	<u>84,022</u>	<u>31,032</u>	<u>115,053</u>	<u>117,146</u>
<b>LIABILITIES</b>				
Reserve for Bursary	2,000	-	2,000	2,000
<b>Creditors</b>				
Sundry expenses	954	-	954	1,068
<b>TOTAL LIABILITIES</b>	<u>2,954</u>	<u>-</u>	<u>2,954</u>	<u>3,068</u>

Approved by the Trustees on 29 April 2014.

Mrs S Aspley - Chairman

Mr M Webb - Hon. Treasurer




**THE PLYMOUTH AND CORNWALL CANCER FUND  
RECEIPTS AND PAYMENTS ACCOUNT  
YEAR ENDED 31 OCTOBER 2013**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>Incoming resources</b>					
Donations		3,081	-	3,081	3,724
Legacies		-	-	-	-
<i>Other activities to generate funds:</i>					
Charity Shop		46,039	-	46,039	43,767
Investment income and interest	5	1,360	1,308	2,668	3,414
<b>Total incoming resources</b>		<u>50,480</u>	<u>1,308</u>	<u>51,788</u>	<u>50,905</u>
<b>Resources expended:</b>					
<i>Costs of generating funds</i>					
Charity shop		19,609	-	19,609	18,276
<i>Charitable expenditure</i>					
Grants paid	6	25,181	-	25,181	93,814
Management and administration	7	9,611	-	9,611	8,505
<b>Total resources expended</b>		<u>54,401</u>	<u>-</u>	<u>54,401</u>	<u>120,595</u>
<b>Net (outgoing)/incoming resources - before transfers</b>		(3,921)	1,308	(2,613)	(69,690)
<b>Gross transfers between funds</b>		-	-	-	-
<b>Net movement on funds</b>		<u>(3,921)</u>	<u>1,308</u>	<u>(2,613)</u>	<u>(69,690)</u>
<b>Total funds at 1 November 2012</b>		67,646	8,010	75,656	145,346
<b>Total funds at 31 October 2013</b>		<u>63,725</u>	<u>9,318</u>	<u>73,043</u>	<u>75,656</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, 15<sup>th</sup> January, 2013** in the Oncology Reception Area, Level 06, Derriford Hospital.

**Tuesday, 16<sup>th</sup> April, 2013** in the Oncology Reception Area, Level 06, Derriford Hospital.

**Tuesday, 9<sup>th</sup> July, 2013** in the Oncology Reception Area, Level 06, Derriford Hospital.

**Tuesday, 1<sup>st</sup> October, 2013** 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, 16<sup>th</sup> April, 2013

### SUPPORT FOR EDUCATION

- Part Funding of Palliative Care Chaplain – for 3 years commencing September 2012
- Attendance Lead Cancer Nurse – UKONS Annual Conference –London
- Attendance of two members of Directorate of Health Care Science and Technology – Varian Users Meeting Oxford
- Two year funding for Band 6 Nurse

### SUPPORT FOR EQUIPMENT

- **Reclining Chairs for Brent Ward**
- **Second scope for Endoscopic Service**

### HARDSHIP GRANTS

Immediate cash grants were paid to cancer patients or their families in a total of **£12,166** with amounts ranging from **£18.00 to £500**. 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.

### 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 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 explain 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.

I report on the accounts of the charity for the year ended 31 October 2013, 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.

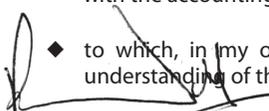
Basis of independent examiner's report

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 April 2014

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

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 OCTOBER 2013**

## REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

### Treasurer's report for the financial year to 31 October 2013

Another solid year for the Fund with income just in excess of the level achieved last year. Maintaining income at this level was due to the shop, where takings were up again. This has been helped following the renting of the adjoining premises during the year – at a reduced rent – which has enabled a greater display of goods at any one time. The full benefit of the larger floor space will be seen in this present financial year.

Donations were slightly down and there was a further fall in investment income due to market forces.

Expenditure was significantly reduced as the Fund only paid grants of some £25000 as opposed to nearly £94000 in the previous year. This action helped to stabilise finances whilst we attempt to increase income by raising the profile of the Fund. Our main support in the year has been through hardship grants of around £12000 and the continued funding of a part time chaplain in the hospital.

Costs have risen slightly due to additional rent and in promoting the Fund by developing a website and enhancing our leaflets.

As we look forward to the next financial year, besides continuing our chaplain support we have agreed to fund purchase of equipment and an enhanced nursing post for which we will need to find £40000. Whilst our investments have risen in value by 10% during the last twelve months, our aim is always to raise the monies required as opposed to liquidating reserves. We need, therefore, to further increase our fundraising efforts if we are going to be able to continue to support the equipment needs of the Cancer Services.

## PLYMOUTH AND CORNWALL CANCER FUND

### FINANCIAL STATEMENTS YEAR ENDED 31 OCTOBER 2013

#### CONTENTS

- 10) Independent Examiner's Report
- 11) Statement of Trustees' Responsibilities
- 12) Statement of Financial Activities
- 13) Statement of Assets and Liabilities
- 14) Notes and accounting policies

