

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, 2014

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

THE PLYMOUTH AND CORNWALL CANCER FUND NOTES AND ACCOUNTING POLICIES YEAR ENDED 31 OCTOBER 2014

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

| | 2014 £ | 2013 £ |
|----------------------|-----------|-----------|
| Trustees' emoluments | <u>-</u> | <u>-</u> |

14 TANGIBLE FIXED ASSETS

| | Office Equipment £ | Total £ |
|-----------------------------------|--------------------------|--------------|
| Cost | | |
| At 1 November 2013 | 1,843 | 1,843 |
| Additions | - | - |
| At 31 October 2014 | <u>1,843</u> | <u>1,843</u> |
| Depreciation | | |
| At 1 November 2013 | 1,547 | 1,547 |
| Charge for year | 148 | 148 |
| At 31 October 2014 | <u>1,695</u> | <u>1,695</u> |
| Net book value at 31 October 2014 | <u>148</u> | <u>148</u> |
| Net book value at 31 October 2013 | <u>296</u> | <u>296</u> |

ANNUAL REPORT

FOR THE YEAR ENDING 31ST OCTOBER, 2014

**THE PLYMOUTH AND CORNWALL CANCER FUND
NOTES AND ACCOUNTING POLICIES
YEAR ENDED 31 OCTOBER 2014**

MANAGEMENT AND ADMINISTRATION

| | 2014 | 2013 |
|---------------------------|---------------|--------------|
| | Unrestricted | Restricted |
| | £ | £ |
| | Total | Total |
| | £ | £ |
| Administration salary | 6,941 | - |
| Advertising | 591 | - |
| Postage and stationery | 1,080 | - |
| Accountancy | 840 | - |
| Refreshments and sundries | 788 | - |
| | <u>10,240</u> | <u>-</u> |
| | <u>10,240</u> | <u>9,611</u> |

RESERVES

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

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.

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 | 6,667 | - |
| 2 year Nurse training post | 17,500 | 17,500 |
| Endoscopic Bronchoscope | 25,000 | - |
| 2 year support post, Doctoral Fellow | 5,000 | 5,000 |
| 1 year support post, band 6 Nurse | 7,000 | - |
| | <u>61,167</u> | <u>22,500</u> |

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

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) 67466
E.Mail.treasurer@pccf.org.uk

MEMBERS:

Mrs J Cole
Mrs M Conbeer
Mrs S Dennison
Mrs P Elford
Mrs S Lamb (retired October 2014)

Miss A O'Connor
Mrs P Stapleton (retired May 2014)
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 2014

4 INVESTMENTS

| | 2014 Market Value £ | 2014 Cost £ | 2013 Cost £ |
|---|------------------------------|-------------------|-------------------|
| General Fund | | | |
| 3,084 M & G Charifund Income Units | <u>44,358</u> | <u>18,866</u> | <u>18,866</u> |
| Research Fund | | | |
| 20,105.980 M & G Charibond Income Units | <u>25,299</u> | <u>21,714</u> | <u>21,714</u> |

5 INVESTMENT INCOME

| | Unrestricted £ | Restricted £ | 2014 Total £ | 2013 Total £ |
|-----------------------|-------------------|-----------------|--------------------|--------------------|
| Bank interest | - | 5 | 5 | 6 |
| COIF deposit interest | 240 | - | 240 | 366 |
| M&G Charifund | 2,023 | - | 2,023 | 993 |
| M&G Charibond | - | 1,302 | 1,302 | 1,303 |
| | <u>2,263</u> | <u>1,307</u> | <u>3,570</u> | <u>2,668</u> |

6 GRANTS PAID

| | | | | |
|--------------------------|---------------|----------|---------------|---------------|
| Chairs for Brent Ward | - | - | - | 3,080 |
| Palliative Care Chaplain | 8,000 | - | 8,000 | 8,667 |
| Hardship grants | 14,799 | - | 14,799 | 12,166 |
| Courses and training | 3,071 | - | 3,071 | 1,268 |
| | <u>25,870</u> | <u>-</u> | <u>25,870</u> | <u>25,181</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 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

| | 2014 | 2013 |
|--|-------------|-------------|
| | £ | £ |
| Honorarium to administrative secretary | <u>-</u> | <u>-</u> |

2013/14 has been a promising year for the Plymouth and Cornwall Cancer Fund. Our Fundraising Strategy developed last year has provided us with a platform for raising our profile and promote its work in supporting local people suffering from cancer, their families, and the staff and infrastructure that provide their care.

The Fundraising Focus Group has continued to explore opportunities for fundraising, and along with the website has resulted in a marked improvement in income. A target of raising £10,000 was set, and this was largely achieved, with over £9,000 raised in a wide variety of events including the Sparkwell Horse and Dog Show, Plymouth Half Marathon and the Saturday Walkhampton Market Stall. Our thanks go to all our supporters who have helped us achieve this.

The total amount awarded in Hardship grants in 2013/14 increased from the previous year by just under 18%. 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.

Our Shop in Hyde Park, Plymouth continues to flourish. The extra space acquired last year allowing us to display more donated items, has again 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.

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.

The Plymouth and Cornwall Cancer Fund agreed funding to provide equipment or facilities, and the main funding commitment was our continued support in the employment of a chaplain in palliative care. We also agreed to fund a Specialist Nurse training post to ensure succession planning, and support two research projects by funding a Nursing and Doctoral Fellow posts.

Our thanks go to Derriford Hospital who organised a Charities Week last summer. This provided us with an opportunity to promote the work of the charity to staff and the general public.

Achieving our goals in 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 Aspley
Chairman

February 2015

**THE PLYMOUTH AND CORNWALL CANCER FUND
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 OCTOBER 2014**

| | General Fund £ | Restricted Research Fund £ | 2014 £ | 2013 £ |
|-----------------------------------|----------------------|-------------------------------------|----------------|----------------|
| Fixed Assets: | | | | |
| Computer | 148 | - | 148 | 296 |
| Monetary Assets: | | | | |
| Bank current account | 1,000 | - | 1,000 | 1,000 |
| Bank deposit account | 3,107 | 10,625 | 13,732 | 15,881 |
| Charities deposit account | 61,382 | - | 61,382 | 56,143 |
| Cash in hand | 20 | - | 20 | 20 |
| | <u>65,657</u> | <u>10,625</u> | <u>76,282</u> | <u>73,340</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 | 1,133 | - | 1,133 | 1,133 |
| TOTAL ASSETS | <u>85,656</u> | <u>32,339</u> | <u>117,995</u> | <u>115,053</u> |
| LIABILITIES | | | | |
| Reserve for Bursary | 2,000 | - | 2,000 | 2,000 |
| Creditors | | | | |
| Sundry expenses | 934 | - | 934 | 954 |
| TOTAL LIABILITIES | <u>2,934</u> | <u>-</u> | <u>2,934</u> | <u>2,954</u> |

Approved by the Trustees on 3 March 2015

Mrs S Aspley - Chairman

Mr M Webb - Hon. Treasurer




**THE PLYMOUTH AND CORNWALL CANCER FUND
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 OCTOBER 2014**

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2014 £ | Total Funds 2013 £ |
|---|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Incoming resources | | | | | |
| Donations | | 9,186 | - | 9,186 | 3,081 |
| Legacies | | - | - | - | - |
| <i>Other activities to generate funds:</i> | | | | | |
| Charity Shop | | 47,948 | - | 47,948 | 46,039 |
| Investment income and interest | 5 | 2,263 | 1,307 | 3,570 | 2,668 |
| Total incoming resources | | <u>59,397</u> | <u>1,307</u> | <u>60,704</u> | <u>51,788</u> |
| Resources expended: | | | | | |
| <i>Costs of generating funds</i> | | | | | |
| Charity shop | | 21,503 | - | 21,503 | 19,609 |
| <i>Charitable expenditure</i> | | | | | |
| Grants paid | 6 | 25,870 | - | 25,870 | 25,181 |
| Management and administration | 7 | 10,240 | - | 10,240 | 9,611 |
| Total resources expended | | <u>57,613</u> | <u>-</u> | <u>57,613</u> | <u>54,401</u> |
| Net (outgoing)/incoming resources - before transfers | | 1,784 | 1,307 | 3,091 | (2,613) |
| Gross transfers between funds | | - | - | - | - |
| Net movement on funds | | <u>1,784</u> | <u>1,307</u> | <u>3,091</u> | <u>(2,613)</u> |
| Total funds at 1 November 2013 | | 63,725 | 9,318 | 73,043 | 75,656 |
| Total funds at 31 October 2014 | | <u>65,509</u> | <u>10,625</u> | <u>76,134</u> | <u>73,043</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, 14th January, 2014 in the Oncology Reception Area, Level 06, Derriford Hospital.

Tuesday, 29th April, 2014 in the Oncology Reception Area, Level 06, Derriford Hospital.

Tuesday, 8th July 2014 in the Oncology Reception Area, Level 06, Derriford Hospital.

Tuesday, 23rd September 2014 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 April 2014

SUPPORT FOR EDUCATION

- Continued Part Funding of Palliative Care Chaplain – for 3 years commencing September 2012
- Attendance of two members of Radiotherapy Physics - British Institute of Radiology Conference - London - 2013
- Funding for Varian HDR Refresher Course – Plymouth Oncology Centre
- Attendance of 2 Members of Gynaecological CNS Staff – British Gynaecological Meeting – London June 2014
- Attendance Lead Cancer Nurse – Conference UKON Belfast – November 2014
- Attendance Member of Acute Oncology (Thyroid Cancer) Conference Cardiff--October 2104
- Attendance Member of Acute Oncology (Metastatic Spinal Cord Compression) Conference Birmingham – November 2014
- 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
- Funding – 2 members Oncology – SW Breast Screening Day

SUPPORT FOR EQUIPMENT

- **Purchase of Table for Gynaecological MDT Meetings**
- **Purchase of 2nd Scope for Endoscopic Service**

HARDSHIP GRANTS

Immediate cash grants were paid to cancer patients or their families in a total of nearly £14,800 with amounts ranging from **£10 to £400**. 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

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 2014, 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

3 March 2015

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

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2014

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Treasurer's report for the financial year to 31 October 2014

Income in the financial year is up nearly £9000 – over 17% - on the previous year. This is primarily due to an increase in donations from events, up £6000, but also to the shop where, once again, takings improved, up by nearly £2000. There was also a welcome increase in the return on our investments.

Expenditure has risen slightly. For the shop we paid more rent following the acquisition of increased floor space in the previous year. General administrative costs also rose, primarily in relation to support given to the fund raising events.

As to grants, at £25870, these were only slightly up on the previous year. Support for hardship increased by some £2600 to nearly £14800 and we continued to support courses and training for Oncology staff besides continuing to partly fund the Palliative Care Chaplain. No specific equipment was purchased by us for the Oncology unit.

The result is that our funds at the end of the financial year had increased by £3000 to over £76000 and, additionally, we have investments of nearly £70000. A comfortable position.

However, at the start of new financial year, we have commitments totalling over £61000, this for equipment, training and support posts and the Chaplain. We, therefore, need to work increasingly hard to raise additional funds to cover this planned expenditure. If we do not do this then we will not have the financial ability, in the future, to support future financial requests.

PLYMOUTH AND CORNWALL CANCER FUND

FINANCIAL STATEMENTS YEAR ENDED 31 OCTOBER 2014

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