

**PLYMOUTH AND  
CORNWALL CANCER FUND  
REGISTERED CHARITY  
NUMBER 262587  
ANNUAL REPORT  
FOR THE YEAR ENDED  
31 OCTOBER 2019**

**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 OCTOBER 2019**

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**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

The trustees present their report together with the financial statements of the charity for the year ended 31 October 2019.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Reference and Administrative Details of the Charity, its Trustees and Advisors

Chairman: Mrs S Aspley

Vice-Chairman: Ms S Dennison

Trustees: Dr A Barwick  
Mrs V Carse – Resigned January 2018  
Mrs H Churchward  
Mrs J Cole  
Mrs M Conbeer – Resigned January 2018  
Mrs P Elford  
Mrs R Laney  
Miss A O'Connor  
Mrs S Savage  
Mr M Walker

Secretary: Mr P W Harker

Treasurer: Mr M Webb

Registered Address: Thomas Westcott  
Chartered Accountants  
Plym House  
3 Longbridge Road  
Plymouth  
PL6 8LT

Administrative Address: 16 Wilderness Road  
Mannamead  
Plymouth  
PL3 4RN

Accountants: Thomas Westcott  
Chartered Accountants  
Plym House  
3 Longbridge Road  
Plymouth  
PL6 8LT

Bankers: Barclays Bank Plc

Charity Registered  
Number: 262587

**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEE DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

**Governance, Decision-Making and Recruitment and Appointment of Trustee Directors**

The fund's governing constitution was adopted on 14 October 1971 and amended on 15 August 1973. The fund is a registered charity. New trustees are appointed on the nomination of the existing Trustees. Not more than one third of Trustees should be an employee. Appointments are made after taking into consideration the specific skills and knowledge of the appointee and the requirements of the board as a whole.

The Trustees have complied with their duty and with due regard to the guidance on public benefit given by the Charity Commission when exercising any powers or duties to which the guidance was relevant.

New Trustees are briefed on their legal obligations under charity law and the Trust deed. They are informed about the decision-making process and familiarised with the business plan and financial performance of the Charity. As soon as practical, new Trustees are introduced to the key employees. Specific training of Trustees is addressed as and when matters arise or a particular area is identified. The Trustees normally meet formally four times a year.

**Objectives**

The objectives of Plymouth and Cornwall Cancer Fund are;

- 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

**Activities Undertaken**

To achieve these objectives, we have;

- Continued Funding for Colorectal Remote Monitoring System
- Funding towards development of molecular gene testing in Plymouth
- Funding for attendance of Study Days - Royal Marsden Hospital
- Continued part funding for Oncology & Palliative Care Chaplain over 3 years
- Continued funding of two part time Cancer Nurse Specialist Development posts at Derriford Hospital
- Funding towards a National Nursing Cancer Conference in Plymouth in 2019
- Part funding towards Health & Wellbeing Event for staff and patients in Plymouth
- Support for a Doctor undertaking an MSc Oncology Course
- Funding for Biological Safety Cabinet for more rapid diagnosis of Lung Cancer and improved Staff safety
- Continued funding to support staff costs of a Colorectal Cancer Follow up project
- 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.
- Radiology Patient App

**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEE DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

**Summary of Achievements**

Income in the financial year ended October 2019, at just over £115,000, was substantially down on the previous financial year 2017/18, £260,000, for in that year the Charity had received a large legacy. We did, however, in the year under review, receive the last payment from this estate of some £35,000.

Additionally, we benefitted from a large increase in donations from many sources and this is directly attributable to the hard work and dedication of our fundraiser, together with the generosity of an increasing number of people financially supporting our Charity.

At the same time our shop income improved by 2% to nearly £46,000 which was a real bonus in continuing difficult financial times for many people.

Investments made in the year, following receipt of the legacy, have performed well, as have the existing investments, and income received from such has been in line with forecasts.

This strong revenue stream has enabled us to fund worthy causes both within the NHS - for equipment, pastoral and training and development of staff - and supporting over 120 people - a substantial increase in numbers and value (over £15,500) on previous years - who experience financial hardship as a direct result of cancer.

Costs, on the other hand, we have managed well, down nearly 10% which further improved the overall financial performance in the year.

Again, at the end of this financial year, we can report that the Charity is in a strong position financially - with adequate reserves to ensure the continuation of the charity - enabling it to meet its' aims and objectives to deal with claims of hardship as a result of cancer and to meet our ongoing funding commitments for equipment, training needs and pastoral support.

**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEE DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

**Chairman's Report**

2018/19 has been another busy year for Plymouth and Cornwall Cancer Fund both on an administrative and fundraising front. Continuing to raise the profile and promote our work in supporting local people suffering from cancer, their families, and the staff and infrastructure that provide their care.

As in previous years we have again helped individuals affected by cancer, with grants to help with travel and accommodation costs while receiving treatment. Within Derriford Hospital, Plymouth we have supported staff to attend national conferences and on oncology related courses. We have also been pleased to continue supporting the post of Oncology & Palliative Care Chaplain and two developmental Cancer Nurse Specialist posts. Funding was approved for two innovative projects to improve outcomes for patients with lung and oesophageal cancer, and prostate cancer patients will also benefit from our purchase of a unique biopsy chair.

None of this would have been possible without the efforts of the dedicated band of volunteers both in our shop and the varied events that have gone on throughout the region. Events large and small, from cycle rides, running events, an art exhibition, fashion show and the Horse and Dog Show, a sponsored head shaving and many coffee mornings. Our thanks go to all the organisers for their support.

Our shop in Hyde Park, Plymouth continues to provide a significant income, which allows us to continue supporting local people. All this would not be possible without the sterling work done by our volunteers and the continued loyalty of local people.

Next year promises to be another challenging twelve months if we want to continue this level of support. This will mean concentrating our efforts on fundraising across the region and we look to our newly appointed Fundraising Manager to take this forward.

As always, we are grateful to everyone associated with the Charity. Trustees, volunteers and fundraisers who gave up their time and energy in 2018/19, and have provided us with the platform to fulfil PCCF aims.

**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEE DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

**Investment Policy**

The Charity seeks to produce the best financial return within an acceptable level of risk. All income streams from investments and deposits are to be used by the trustees to help carry out their charitable objectives on behalf of beneficiaries. The investment objective for the long-term reserves is to generate capital growth in excess of inflation over the long term. The investment objective for the short-term reserves is to preserve the capital value with a minimum level of risk. Assets should (wherever possible) be readily available to meet unanticipated cash flow requirements.

The key risk to the long-term reserves is inflation and the assets should be invested to mitigate this risk over the long term. The Trustees understand that this is likely to mean that investments will be concentrated in real assets and the capital value will fluctuate.

The long-term reserves should be widely diversified by asset class, geographical and individual stock exposure. The investment committee has commissioned an independent professional investment adviser to recommend a suitable asset allocation strategy and to review this annually.

The short-term reserves are held to provide financial security and may be required at short notice. As such, capital volatility cannot be tolerated and investment of these assets should be focused on security and accessibility.

The Trustees consider that the sum of at least £50,000 should be retained as free reserves to enable them to meet any future urgent requests rapidly. This policy is reviewed annually and reported to members at each AGM. The Charity has divided its reserves into those expected to be held for a long-time horizon and those that may be needed in the short term.

The trustees have decided to publish their ethical investment policy as follows:

In general, our trustees are obliged to consider the type of investment and avoid investing in any particular business that would for practical reasons conflict with the aims of Plymouth and Cornwall Cancer Fund or that might hamper the work of Plymouth and Cornwall Cancer Fund. Specifically, the trustees have considered such types of businesses for their long-term restricted and unrestricted funds and have decided to:

Exclude investment in companies which derive more than 10% of revenue from the tobacco industry on the grounds that these could fundamentally conflict with the Charity's aims as a cancer support charity. This applies to any direct investments in equities, corporate debt, property or pooled investment funds. The trustees will also bear this in mind when considering its selection of banks and other deposit holding institutions.

Pooled funds are funds in which a number of different investors invest. Because Plymouth and Cornwall Cancer Fund's specific ethical investment policy may not be able to be applied fully, or at all, in investments in pooled funds and indirect vehicles, it is essential that parameters are set for the use of pooled funds and indirect vehicles.

Any investment manager or adviser will be briefed accordingly of this ethical investment policy appendix (in conjunction with our investment policy) before being offered any contract or mandate to provide investment services or advice to our charity. The investment committee has appointed an independent professional investment adviser to carry out a process of investment manager selection.

**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEE DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

**Investment Policy (continued)**

The long-term reserves are invested in a blend of widely diversified Common Investment Funds (CIFs), Common Authorised Investment Funds (CAIFs) or retail investment funds, known as open ended investment company shares (OEICs) and/or unit Trusts (UTs) with suitable ethical investment policies in place. All funds are to be UK domiciled and regulated by the Financial Conduct Authority. The value of the Charity's long-term reserves will be monitored at least annually by the investment committee. An independent professional investment review is commissioned annually to analyse financial return, asset allocation and volatility and is presented to the investment committee. The investment committee manages the Charity's short-term cash deposit reserves. The investment committee monitors the short-term reserves at least annually.

This Investment Policy Statement was prepared by the investment committee of the Plymouth and Cornwall Cancer Fund to provide a framework for the management of its reserves. It will be reviewed every three years to ensure its continuing appropriateness.

**Grant Making**

Grants will be considered that:

- Improve local facilities for the diagnosis and treatment of cancer
- Improve local Equipment and facilities for the care of cancer patients
- Support local research
- Promote cancer education

To support your application, healthcare professionals and staff caring for patients will need to provide the following:

- Description of the request
- Why it's needed
- Why funding from PCCF is required
- How it will benefit patients
- Departmental support
- Total costs
- Any relevant evidence

If possible, all grant applications should be considered by the full Committee of Trustees. If a shorter timescale for a decision is needed eg the date for a study day is before the next scheduled Committee meeting, a decision can be made by three or more officers.

A letter indicating decision to be sent to the applicant with copy sent to the head of relevant department.

Any decisions taken between Committee meetings will be recorded at the next meeting.

Electronic records are kept for minimum of seven years. All hard copy records and relevant information are kept for seven years in a secure place. Any personal information held is not shared with any third party without gaining permission from the individual.



**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEE DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

**Hardship Grants**

The PCCF will consider requests from local people with cancer or those that care for them, under the care of Derriford Hospital, Plymouth or other health organisations within its catchment area. This includes requests for:

- subsistence
- travel for patients, and carers (where appropriate)
- relief for hardship arising from cancer and its treatment

How to apply:

The Committee will only receive requests from a recognised health care professional on behalf of patients or their carer's. These health professionals include the Mustard Tree Benefits Advisor or delegated person (Telephone 01752 763672 for appointment), Cancer Nurse Specialists, Chemotherapy or Radiotherapy Staff.

Applications for financial assistance should include:

- Why the support is needed
- What the funding is for
- Confirmation that a financial assessment has been undertaken, that the patient has received all relevant entitlements and that the costs and expenses are reasonable.

On receipt of a grant application, approval will be sought from two Officers or Trustees, up to a maximum total payment of £500 per Applicant. Sometimes, applications for financial support come in instalments and grants can be approved up to £250 initially, and to up to a maximum total payment of £500 per Applicant.

Requests that exceed a total of £500 will be considered by at least three Officers before payment. A letter of confirmation of PCCF decision is sent to the applicant (with Information Leaflet) with payment and an email to the Health Professional/Macmillan Financial Advisor who made the application on the patient's/patient's family behalf (using patient's initials only).

When providing information to Trustees, the identity of an applicant is kept confidential, and only initials and place of residence to be used.

Copies of applications, decision letters and a copy of the cheque are kept for 7 years in a secure place, either as hard copies or electronically.

Electronic records are kept and, on a password, protected computer, using applicant's initials or reference number only to protect personal information.

Any personal information held is not shared with any third party without gaining permission from the individual.

**PLYMOUTH AND CORNWALL CANCER FUND  
TRUSTEE DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2019**

**Reserves**

At the yearend reserves were £233,765. Expenditure spent on generating funds are approximately £40,000 and the charity has currently committed funds of £148,418 to grants (see note 9). Therefore, the trustees consider the level of reserves appropriate to cushion existing activities from unexpected fluctuations in incoming resources and enable the charity to continue to function effectively.

**Incoming Resources**

The incoming resources in the year were £115,147 (2018: £260,104). The income arose from legacies, £35,826 (2018: £200,000), donations £26,684 (2018: £11,618), Investment income, £6,865 (2018: £3,621) and Charity shop income, £45,772 (2018: £44,865).

**Resources Expended**

The resources expended in the year totalled £154,672 (2018: £135,227). Grants paid increased from £91,825 to £115,357. The remainder of the expenditure was in line with the previous year. Costs of generating funds which is made up of Charity Shop expenditure, fundraising costs and support costs totalled £39,315 (2018: £43,402).

Approved by the Trustees on 16 March 2020

Mrs S Aspley - Chairman

Mr M Webb - Hon. Treasurer

**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 2019, which are set out on pages 10 to 19.

**Respective Responsibilities of Trustees and Examiner**

The Trustee Directors are responsible for the preparation of the accounts. The trustee directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the Charities Act 2011;
- to follow the procedures laid down in the general directions given by the Charity Commission (under Section 145(5)(b) of the Charities 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 Commission. 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:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts under section 132(1) of the Charities Act 2011, the statement of accounts does not comply with any of the requirements of regulation 8.have not been met; or
- 2) 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  
3 Longbridge Road  
Marsh Mills  
Plymouth PL6 8LT

Date: 16 March 2020

**THE PLYMOUTH AND CORNWALL CANCER FUND  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 OCTOBER 2019**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
		£	£	£	£
<b>Incoming resources</b>					
Donations - including Gift Aid		26,684	-	26,684	11,618
Legacies		35,826	-	35,826	200,000
Investment income	4	6,283	582	6,865	3,621
Other activities to generate funds:					
Charity Shop		45,772	-	45,772	44,865
<b>Total incoming resources</b>		<u>114,565</u>	<u>582</u>	<u>115,147</u>	<u>260,104</u>
<b>Resources expended:</b>					
Charitable expenditure					
Grants paid	5	115,357	-	115,357	91,825
Costs of generating funds					
Charity Shop	6	23,076	-	23,076	22,911
Fundraising costs	7	4,159	-	4,159	7,197
Support costs	8	12,080	-	12,080	13,294
<b>Total resources expended</b>		<u>154,672</u>	<u>-</u>	<u>154,672</u>	<u>135,227</u>
Net incoming/(outgoing) resources before transfers or other recognised gains or losses		(40,107)	582	(39,525)	124,877
Net realised and unrealised gains/losses on investments		4,951	339	5,290	(3,709)
Gross transfers between funds		-	-	-	-
<b>Net movement on funds</b>		<u>(35,156)</u>	<u>921</u>	<u>(34,235)</u>	<u>121,168</u>
<b>Total funds at 1 November 2018</b>		<u>233,944</u>	<u>34,056</u>	<u>268,000</u>	<u>146,832</u>
<b>Total funds at 31 October 2019</b>		<u>198,788</u>	<u>34,977</u>	<u>233,765</u>	<u>268,000</u>

**THE PLYMOUTH AND CORNWALL CANCER FUND  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 OCTOBER 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Fixed Assets</b>					
Tangible Assets	14	882	-	882	1,581
Investments	20	152,391	25,028	177,419	72,307
		<u>153,273</u>	<u>25,028</u>	<u>178,301</u>	<u>73,888</u>
<b>Current Assets</b>					
Debtors	16	466	-	466	466
Cash in hand		48,113	9,949	58,062	196,790
		<u>48,579</u>	<u>9,949</u>	<u>58,528</u>	<u>197,256</u>
<b>Creditors - amounts falling due within one year</b>	17	3,064	-	3,064	3,144
<b>Net Current Assets</b>		45,515	9,949	55,464	194,112
<b>Total Net Assets</b>		<u>198,788</u>	<u>34,977</u>	<u>233,765</u>	<u>268,000</u>
<b>Unrestricted Funds</b>					
General Fund	21	198,788	-	198,788	233,944
<b>Restricted Funds</b>					
Research Fund	21	-	34,977	34,977	34,056
		<u>198,788</u>	<u>34,977</u>	<u>233,765</u>	<u>268,000</u>

Approved by the Trustees on 16 March 2020

Mrs S Aspley - Chairman

Mr M Webb - Hon. Treasurer

**THE PLYMOUTH AND CORNWALL CANCER FUND  
NOTES AND ACCOUNTING POLICIES  
YEAR ENDED 31 OCTOBER 2019**

**1 ACCOUNTING POLICIES**

**1.1 Statement of compliance**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland, the Charities Act 2011.

**1.2 Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £1.

**1.3 Going concern**

There are no material uncertainties about the charity's ability to continue.

**1.4 Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**1.5 Assets**

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

**1.6 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 on a straight line basis.

**1.7 Investments**

Quoted investments are included in the balance sheet at current market value with realised and unrealised gains and losses on the investments credited/charged directly to the Statement of Financial Activities. All investments, including bank balances held as part of the investment portfolio, are included as fixed assets.

**1.8 Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

**THE PLYMOUTH AND CORNWALL CANCER FUND  
NOTES AND ACCOUNTING POLICIES  
YEAR ENDED 31 OCTOBER 2019**

**1.9 Recognition of liabilities**

Liabilities and related expenditure are recognised in the financial statements as soon as the charity becomes obliged to make a transfer of value to a third party.

**1.10 Financial instruments**

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable and investments. Debt instruments (other than those wholly repayable or receivable within one year). Including loans and other accounts receivable and payable, are initially measured at present value of future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade payables or receivables, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration, expected to be paid or received.

**1.11 Incoming Resources - Charity Shop**

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods supplied. Revenue from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer and the amount of revenue can be measured reliably.

**1.12 Debtors and creditors receivable/payable with one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**1.13 Public Benefit**

The Charity is a public benefit entity as in accordance with the Charities SORP FRS 102 by providing services which benefit the community and with all funds provided used to support the entities primary objectives.

**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.

*Restricted 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 TAXATION**

The Plymouth & Cornwall Cancer Fund is exempt from UK income and corporation tax as it is a registered charity.

**THE PLYMOUTH AND CORNWALL CANCER FUND  
NOTES AND ACCOUNTING POLICIES  
YEAR ENDED 31 OCTOBER 2019**

**4 INVESTMENT INCOME**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>Total</b>	<b>Total</b>
			<b>£</b>	<b>£</b>
Bank interest	107	-	107	91
COIF deposit interest	370	-	370	427
M&G Charifund	2,514	-	2,514	2,359
M&G Charibond	-	582	582	744
Edentree Amity Balance Fund	2,401	-	2,401	-
FundsNetwork Rathbone Ethical Bond	891	-	891	-
	<u>6,283</u>	<u>582</u>	<u>6,865</u>	<u>3,621</u>

**5 GRANTS PAID**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>	<b>2018</b>
			<b>Total</b>	<b>Total</b>
Palliative Care Chaplain	17,178	-	17,178	6,000
Equipment	35,650	-	35,650	8,987
Hardship grants	15,525	-	15,525	9,772
Courses and training	13,450	-	13,450	8,188
Band 6 Nurses	33,687	-	33,687	52,879
Ward upgrade	-	-	-	6,000
	<u>115,490</u>	<u>-</u>	<u>115,490</u>	<u>91,826</u>

	<b>Grants to</b>	<b>Grants to</b>	<b>Total</b>
	<b>Institutions</b>	<b>Individuals</b>	
Plymouth Hospitals NHS Trust	64,315	-	64,315
International Scientific Group	35,650	-	35,650
Hardship costs	-	15,525	15,525
	<u>99,965</u>	<u>15,525</u>	<u>115,490</u>

**6 CHARITY SHOP COSTS**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>	<b>2018</b>
			<b>Total</b>	<b>Total</b>
Wages	6,040	-	6,040	6,240
Rent	12,600	-	12,600	12,600
Rates	893	-	893	1,114
Insurance	642	-	642	639
Light and heat	966	-	966	895
Telephone	199	-	199	366
Repairs and renewals	1,230	-	1,230	483
Postage and stationery	90	-	90	272
Sundries and refreshments	416	-	416	303
	<u>23,076</u>	<u>-</u>	<u>23,076</u>	<u>22,912</u>



**THE PLYMOUTH AND CORNWALL CANCER FUND  
NOTES AND ACCOUNTING POLICIES  
YEAR ENDED 31 OCTOBER 2019**

**7 FUNDRAISING COSTS**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019 Total</b>	<b>2018 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Salary	4,005	-	4,005	6,566
Travel	-	-	-	631
Postage and stationery	154	-	154	-
	<u>4,159</u>	<u>-</u>	<u>4,159</u>	<u>7,197</u>

**8 SUPPORT COSTS**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019 Total</b>	<b>2018 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Administration salary	6,792	-	6,792	6,813
Bank charges	48	-	48	13
Advertising	-	-	-	364
Postage and stationery	1,262	-	1,262	2,173
Accountancy	865	-	865	1,797
Investment management	1,555	-	1,555	-
Telephone	172	-	172	590
Computer costs	-	-	-	300
Refreshments and sundries	687	-	687	546
Depreciation	699	-	699	699
	<u>12,080</u>	<u>-</u>	<u>12,080</u>	<u>13,295</u>

**9 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:

<b>General Fund</b>	Payable within 12 months £	Payable over 12 months £
CAPT Exercise Programme	5,082	-
18M Development CNS Post	15,000	15,000
My Sunshine App	-	8,000
12M Development Skin CNS Post Courses	18,750	6,250
Oncology & Palliative Chaplain	14,136	-
H & N Project	4,667	19,333
RT Capacity Project	17,200	
	<u>25,000</u>	
	<u>99,835</u>	<u>48,583</u>

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.

**THE PLYMOUTH AND CORNWALL CANCER FUND  
NOTES AND ACCOUNTING POLICIES  
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**10 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.

**11 EMPLOYEES**

The average number of employees of the charity during the year was 3 (2018:3)

No employees received benefits of more than £60,000.

**12 TRUSTEES EMOLUMENTS**

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

**13 RELATED PARTY TRANSACTIONS**

There were no related party transactions in the reporting period.

**14 TANGIBLE FIXED ASSETS**

	<b>Office Equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 November 2018	4,639	4,639
Additions	-	-
At 31 October 2019	<u>4,639</u>	<u>4,639</u>
<b>Depreciation</b>		
At 1 November 2018	3,058	3,058
Charge for year	699	699
At 31 October 2019	<u>3,757</u>	<u>3,757</u>
Net book value at 31 October 2019	<u>882</u>	<u>882</u>
Net book value at 31 October 2018	<u>1,581</u>	<u>1,581</u>

**THE PLYMOUTH AND CORNWALL CANCER FUND  
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**16 DEBTORS**

	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2019 Total £</b>	<b>2018 Total £</b>
Rent deposits - Shop	325	-	325	325
Rent deposits - Store	141	-	141	141
	<u>466</u>	<u>-</u>	<u>466</u>	<u>466</u>

**17 CREDITORS**

	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2019 Total £</b>	<b>2018 Total £</b>
Other creditors	2,000	-	2,000	2,000
Social security and other taxes	114	-	114	219
Accruals	950	-	950	925
	<u>3,064</u>	<u>-</u>	<u>3,064</u>	<u>3,144</u>

**18 Net (losses)/gains on investments**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2019 Total £</b>
Gains/(losses) on listed investments	<u>8,243</u>	<u>339</u>	<u>8,582</u>
	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2018 Total £</b>
Gains/(losses) on listed investments	<u>(2,950)</u>	<u>(759)</u>	<u>(3,709)</u>

**THE PLYMOUTH AND CORNWALL CANCER FUND  
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**19 Independent examination fees**

	<b>2019 Total £</b>	<b>2018 Total £</b>
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>400</u>	<u>400</u>

**20 Investments**

	<b>Other investments £</b>
<b>Cost or valuation</b>	
At 1 November 2018	72,307
Additions	109,687
Disposals	(9,865)
Fair value movements	5,290
Other movements	-
<b>At 31 October 2019</b>	<u><u>177,419</u></u>
<b>Carrying amount</b>	
<b>At 31 October 2019</b>	<u><u>177,419</u></u>
At 31 October 2018	<u><u>72,307</u></u>

All investments shown above are held at valuation.

<b>INVESTMENTS</b>	<b>2019 Market Value £</b>	<b>Cost £</b>	<b>2018 Market Value £</b>	<b>Cost £</b>
<b>General Fund</b>				
Edentree Amity Balance Fund	53,770	52,500	-	-
FundsNetwork Rathbone Ethical Bond	49,194	47,187	-	-
M & G Charifund Income Units	<u>49,427</u>	<u>18,866</u>	<u>47,619</u>	<u>18,866</u>
<b>Research Fund</b>				
M & G Charibond Income Units	<u>25,028</u>	<u>21,714</u>	<u>24,688</u>	<u>21,714</u>

**THE PLYMOUTH AND CORNWALL CANCER FUND  
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**21 Analysis of charitable funds**

**Unrestricted funds**

	<b>At 1 December 2018</b>	<b>Income</b>	<b>Expenditure</b>	<b>Gain and losses</b>	<b>At 31 October 2019</b>
General funds	<u>233,944</u>	<u>114,565</u>	<u>(154,672)</u>	<u>4,951</u>	<u>198,788</u>

The general funds represent the free funds of the charity which are not designated for a particular purpose.

**Restricted funds**

	<b>At 1 December 2018</b>	<b>Income</b>	<b>Expenditure</b>	<b>Gain and losses</b>	<b>At 31 October 2019</b>
Research fund	<u>34,056</u>	<u>582</u>	<u>-</u>	<u>339</u>	<u>34,977</u>

The restricted fund is designated for research.

**22 Analysis of net assets between funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
Tangible Assets	882	-	882	1,581
Investments	152,391	25,028	177,419	72,307
Current Assets	48,579	9,949	58,528	197,256
Current Liabilities	(3,064)	-	(3,064)	(3,144)
	<u>198,788</u>	<u>34,977</u>	<u>233,765</u>	<u>268,000</u>