

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**  
**FOR**  
**BERWICK & DISTRICT CANCER SUPPORT GROUP**

J.H. Greenwood & Company  
Chartered Accountants  
Ava Lodge  
Castle Terrace  
Berwick Upon Tweed  
Northumberland  
TD15 1NP

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

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**FOR THE YEAR ENDED 31 MARCH 2021**

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**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**CHAIRMAN'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The Berwick and District Cancer Support Group has continued to provide a much-needed service to the local community during some very difficult times. The Covid pandemic has meant a lot of adjustment and hard work to ensure the safety of our drivers and clients. Throughout the pandemic we have managed to provide our services without falter except for a 6-week compulsory government lockdown. Fundraising has also been very busy online and supported well. Although our biggest fundraiser, The Great North Run did not go ahead a smaller virtual event was held. Gifts and donations from our generous supporters alongside our fundraising have again put our funds at record levels.

With screens in place in all vehicles and all journeys limited to one client per car a decision was made to keep hold of our 'trade in car' during one of our vehicle replacement slots bringing our fleet up to 6 cars. This will be a temporary measure and the plan is to return to 5 cars when the time is right.

Our committee has continued to meet via online zoom calls dealing with specific areas of management. Finance, transport, co-ordination, media, technical support, collection boxes and general fundraising. Our hard-working team has dealt with these difficult times tremendously and without the support of all our hard-working volunteer drivers, committee, trustees and supporters it would be a struggle to maintain the high level of runs we are achieving.

Planning has been approved for our premises at 80 Church Street (with conditions). The tender process is progressing although this remains difficult due to the pandemic and Brexit situation.

As Chair of the Charity, I thank you all for your continued support and dedication to this much needed service in our area.

Andrew Smith (Chairman)  
17th November 2021

## **BERWICK & DISTRICT CANCER SUPPORT GROUP**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31 MARCH 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1040297

##### **Principal address**

5 Tweed Street  
Berwick upon Tweed  
Northumberland  
TD15 1NG

##### **Trustees**

Les Thompson (Resigned May 20)  
Mrs Lynda Miller  
Wendy Cameron  
Neil Gullan  
Kenneth Punton  
Mrs Joy Cowan (Resigned September 20)  
Paul Jackson

##### **Members of the General Committee**

Chair: Andrew Smith  
Secretary: Shona McClymont  
Treasurer: David Cowan  
Committee: Joy Cowan, Kate Spence, Ann Short, Sandi Henderson, Freya Ryan, Nicola Warren, Roger Peaple, Tom Matthewson

##### **Independent examiner**

J.H. Greenwood & Company  
Chartered Accountants  
Ava Lodge  
Castle Terrace  
Berwick Upon Tweed  
Northumberland  
TD15 1NP

##### **Bankers**

Bank of Scotland, TSB and Paypal

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Berwick & District Cancer Support Group has a Constitution adopted on 24th January 1994 and is a registered Charity No. 1040297.

##### **Recruitment and appointment of new trustees**

Trustees are elected at the Annual General Meeting by proposal of the general committee and hold office until a resolution of the committee is passed by a two-thirds majority.

The group is managed by the General Committee consisting of a Chair, Treasurer and Secretary and not more than nine other members appointed or re-appointed annually at the Annual General Meeting. All committee members give their time voluntarily and receive no remuneration or other benefits.

##### **Organisational structure**

Strategic decisions are proposed by the committee and taken to the members at the Annual General Meeting.

## **BERWICK & DISTRICT CANCER SUPPORT GROUP**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31 MARCH 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Area of Benefit**

To summarise our current group activities, which are all undertaken by voluntary members of our organisation, we provide to all cancer sufferers the following services:-

Free transport to and from hospitals in Newcastle, Gateshead, North Tyneside, Edinburgh, Borders General, Wansbeck and Berwick Infirmary.

Our drivers will pick the patients up at their front door, take them to the hospital appointment, wait and then return them safely back home. A friend or relative may travel with them for support, providing a seat is available on the day.

##### **Group History**

The group was started by people who through experience knew how difficult it was to get to main hospitals for cancer treatment appointments, when the nearest hospital was 70 miles away. They started in the hope that no one would ever need to worry about getting to their appointments again. The group is run on a totally voluntary basis, with members committed to keeping the free service available to all who need it.

##### **Risk management**

The committee have reviewed and identified the major risks facing the charity. Volunteers and Drivers are all DBS checked, instructed on their conduct with and during the transporting of patients, dealing with patient ill health and emergencies as well as the importance and need for checking and maintenance of the motor vehicles.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

To provide free driven transport for all cancer patients in the Berwick and District Area to any cancer related appointments.

##### **POLICY ON RESERVES**

We hold cash reserves of £728,509. All cash reserves are in unrestricted funds. We aim to hold sufficient reserves to maintain and renew modern and reliable vehicles to ensure the continuance of hospital transport services for the local community and provide sufficient funds for the conversion of our new premises.

We hold in instant access accounts sufficient funds to meet day to day running costs, maintenance of modern, comfortable and reliable vehicles, together with unforeseen expenditure. Until we have finalised our plans for the renovation of our new premises we intend to keep additional funds available in these accounts as they may be required at short notice.

Approved by order of the board of trustees on 17 November 2021 and signed on its behalf by:

N Gullan - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**BERWICK & DISTRICT CANCER SUPPORT GROUP**

I report on the accounts for the year ended 31 March 2021, which are set out on pages five to nine.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

M A McLeman  
J.H. Greenwood & Company  
Chartered Accountants  
Ava Lodge  
Castle Terrace  
Berwick Upon Tweed  
Northumberland  
TD15 1NP

17 November 2021

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

		2021 Unrestricted fund £	2020 Total funds £
<b>INCOMING RESOURCES</b>	Notes		
<b>Incoming resources from generated funds</b>			
Voluntary income		400,302	142,447
Activities for generating funds	2	9,188	38,621
Investment income	3	549	3,100
<b>Total incoming resources</b>		<b>410,039</b>	<b>184,168</b>
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income	4	82,032	41,063
<b>NET INCOMING RESOURCES</b>		<b>328,007</b>	<b>143,105</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>636,226</b>	<b>493,121</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>964,233</b>	<b>636,226</b>

The notes form part of these financial statements

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**BALANCE SHEET**  
**AT 31 MARCH 2021**

		2021 Unrestricted fund £	2020 Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	6	238,294	260,143
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		728,509	381,053
<b>CREDITORS</b>			
Amounts falling due within one year	7	(2,570)	(4,970)
<b>NET CURRENT ASSETS</b>		<u>725,939</u>	<u>376,083</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>964,233</u>	<u>636,226</u>
<b>NET ASSETS</b>		<u><u>964,233</u></u>	<u><u>636,226</u></u>
<b>FUNDS</b>	8		
Unrestricted funds		<u>964,233</u>	<u>636,226</u>
<b>TOTAL FUNDS</b>		<u><u>964,233</u></u>	<u><u>636,226</u></u>

The financial statements were approved by the Board of Trustees on 17 November 2021 and were signed on its behalf by:

N Gullan -Trustee

The notes form part of these financial statements



**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles - 25% on reducing balance

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. ACTIVITIES FOR GENERATING FUNDS**

	2021	2020
	£	£
Fundraising events	9,188	38,621
	<u>9,188</u>	<u>38,621</u>

**3. INVESTMENT INCOME**

	2021	2020
	£	£
Bank interest received	549	3,100
	<u>549</u>	<u>3,100</u>

**4. COSTS OF GENERATING VOLUNTARY INCOME**

	2021	2020
	£	£
Fund raising expenses	146	6,407
Support costs	81,886	34,656
	<u>82,032</u>	<u>41,063</u>

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**6. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>				
At 1 April 2020	137,170	971	122,002	260,143
Additions	7,322	-	45,195	52,517
Disposals	-	-	(54,352)	(54,352)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2021	144,492	971	112,845	258,308
	<hr/>	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>				
Charge for year	-	243	19,771	20,014
	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>				
At 31 March 2021	144,492	728	93,074	238,294
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	137,170	971	122,002	260,143
	<hr/>	<hr/>	<hr/>	<hr/>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Other creditors	2,570	4,970
	<hr/>	<hr/>

**8. MOVEMENT IN FUNDS**

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	636,226	328,007	964,233
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	636,226	328,007	964,233
	<hr/>	<hr/>	<hr/>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	410,039	(82,032)	328,007
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	410,039	(82,032)	328,007
	<hr/>	<hr/>	<hr/>

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**8. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted Funds</b>			
General fund	493,121	143,105	636,226
<b>TOTAL FUNDS</b>	<u>493,121</u>	<u>143,105</u>	<u>636,226</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	184,168	(41,063)	143,105
<b>TOTAL FUNDS</b>	<u>184,168</u>	<u>(41,063)</u>	<u>143,105</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	493,121	471,112	964,233
<b>TOTAL FUNDS</b>	<u>493,121</u>	<u>471,112</u>	<u>964,233</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	594,207	(123,095)	471,112
<b>TOTAL FUNDS</b>	<u>594,207</u>	<u>(123,095)</u>	<u>471,112</u>

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	2021 £	2020 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	397,977	133,737
Gift aid	2,325	8,710
	<hr/> 400,302	<hr/> 142,447
<b>Activities for generating funds</b>		
Fundraising events	9,188	38,621
<b>Investment income</b>		
Bank interest received	549	3,100
	<hr/>	<hr/>
<b>Total incoming resources</b>	410,039	184,168
 <b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Fund raising expenses	146	6,407
<b>Support costs</b>		
<b>Management</b>		
Insurance	257	319
Light and heat	2,005	625
Telephone	217	238
Postage and stationery	457	530
Sundry expenses	818	1,046
Vehicle running costs	16,376	26,176
Purchase office equipment	-	276
Accountancy fees	1,800	1,500
Legal & Professional Fees	-	3,360
Depreciation of tangible and heritage assets	20,013	-
Loss on sale of intangible fixed assets	39,652	-
	<hr/> 81,595	<hr/> 34,070
<b>Finance</b>		
Paypal fees	291	586
	<hr/>	<hr/>
<b>Total resources expended</b>	82,032	41,063
	<hr/>	<hr/>
<b>Net income</b>	<u>328,007</u>	<u>143,105</u>

This page does not form part of the statutory financial statements