

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022
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 2022

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BERWICK & DISTRICT CANCER SUPPORT GROUP

CHAIRMAN'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Berwick and District Cancer Support Group has during this financial year grown to help and accommodate record numbers of clients. Exiting The Covid Pandemic has relaxed many restrictions and allowed us to help clients get back to some normality with their treatment schedule. The removal of screens within the vehicles has been welcomed although remaining very aware that Covid is still around. We have ensured drivers and clients have easy access to masks and Covid testing kits on request.

This year we have made the decision to use Subaru as our vehicle supplier through Tweedmouth Service Station after the removal of Mitsubishi Cars from the European market. Our first Subaru car has proven to be a success and the fleet complimented by the introduction of telematics devices and dashcams as part of our on-going safety reviews. The fleet remains at 6 cars due to demand but is constantly reviewed with the view to reduce this back down to 5 as in pre-covid times.

Our committee has continued to meet in person and dealing with all specific areas of management, fundraising and day to day running of the charity. Our volunteers have yet again outdone the commitment expected and allowed our cars to help record numbers of clients. Our drivers, volunteers committee, trustees and public supporters have given the support needed to help the group maintain its high standards and continue to prosper.

Although our premises at 80 Church Street has approved planning the pandemic and Brexit has applied added financial pressure to the build costs and currently, we are not financially able to proceed. We are seeking additional funding through external applications on a regular basis but unfortunately this is not proving to be successful.

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

Andrew Smith (Chairman of the Volunteers Committee)



29th November 2022

BERWICK & DISTRICT CANCER SUPPORT GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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

Paul Jackson (Chair)
Mrs Lynda Miller (resigned 17/11/2021)
Wendy Cameron (resigned 17/11/2021)
Neil Gullan
Kenneth Punton
Ann Short (appointed 17/11/21)
Rachel Dirver (appointed 17/11/21)

Members of the General Committee

Chair: Andrew Smith
Vice Chair: Gillian Mitchell
Secretary: Shona McClymont
Treasurer: David Cowan
Committee: Joy Cowan, Kate Spence, 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 for a period of three years.

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.

BERWICK & DISTRICT CANCER SUPPORT GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

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

Area of Benefit

To summarise our current group activities which are undertaken by voluntary members of our organization we provide to people within the Berwick and Wooler GP catchment with a cancer diagnosis the following services:-

Free transport to and from hospitals in Newcastle, Gateshead, North Tyneside, Edinburgh, Borders General, Wansbeck and Berwick. Drivers transport clients from home to hospital, wait on them and return them home.

Group History

The group was started by people who by experience knew how difficult it was to get to main hospitals 70 miles away for cancer treatment. They started the group in the hope it would alleviate the worry and cost of getting to cancer appointments. The group is run on an entirely voluntary basis with members committed to keeping the service free for all those who need it.

Risk management

The trustees have reviewed and identified the major risks facing the charity. Volunteers and drivers are DBS checked, instructed on their conduct, trained appropriately in patient handling and emergencies. The drivers are made aware of the importance and need for checking and maintenance of the vehicles. This is overseen by a named person in charge of the vehicles and a trained safeguarding officer.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To alleviate physical, mental or financial distress or hardship of persons with cancer, the family and friends of persons with cancer, and persons bereaved through cancer.

To provide education about cancer to persons with cancer, the family and friends of persons with cancer, persons bereaved through cancer and members of the public at large.

POLICY ON RESERVES

We hold cash reserves of £819,664. All cash reserves are in unrestricted funds. We aim to hold sufficient reserves to maintain and renew modern and reliable vehicles, together with unforeseen expenditure. Until plans are finalized for the provision 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 29 November 2022 and signed on its behalf by:



A Short - 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 2022, which are set out on pages five to ten.

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

Date: 29th November 2022

BERWICK & DISTRICT CANCER SUPPORT GROUP

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

		31/3/22	31/3/21
		Unrestricted	Total
		fund	funds
	Notes	£	£
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		72,001	400,302
Activities for generating funds	2	93,347	9,188
Investment income	3	260	549
Total incoming resources		165,608	410,039
 RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income	4	75,551	82,032
NET INCOMING RESOURCES		90,057	328,007
 RECONCILIATION OF FUNDS			
Total funds brought forward		964,233	636,226
 TOTAL FUNDS CARRIED FORWARD		1,054,290	964,233

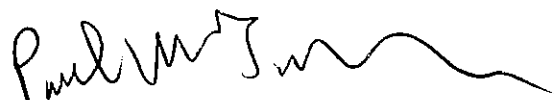
The notes form part of these financial statements

BERWICK & DISTRICT CANCER SUPPORT GROUP

BALANCE SHEET
AT 31 MARCH 2022

		31/3/22	31/3/21
		Unrestricted	Total
		fund	funds
	Notes	£	£
FIXED ASSETS			
Tangible assets	6	237,857	238,294
CURRENT ASSETS			
Cash at bank and in hand		819,664	728,509
CREDITORS			
Amounts falling due within one year	7	(3,231)	(2,570)
NET CURRENT ASSETS		<u>816,433</u>	<u>725,939</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,054,290</u>	<u>964,233</u>
NET ASSETS		<u><u>1,054,290</u></u>	<u><u>964,233</u></u>
FUNDS	8		
Unrestricted funds		<u>1,054,290</u>	<u>964,233</u>
TOTAL FUNDS		<u><u>1,054,290</u></u>	<u><u>964,233</u></u>

The financial statements were approved by the Board of Trustees on 29 November 2022 and were signed on its behalf by:



P Jackson -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 2022**

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

	31/3/22	31/3/21
	£	£
Fundraising events	93,032	9,188
Shop income	315	-
	<u>93,347</u>	<u>9,188</u>

3. INVESTMENT INCOME

	31/3/22	31/3/21
	£	£
Bank interest received	<u>260</u>	<u>549</u>

BERWICK & DISTRICT CANCER SUPPORT GROUP

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022

4. COSTS OF GENERATING VOLUNTARY INCOME

	31/3/22	31/3/21
	£	£
Fund raising expenses	6,692	146
Support costs	68,859	81,886
	<u>75,551</u>	<u>82,032</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

6. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Totals £
COST				
At 1 April 2021	144,492	971	112,845	258,308
Additions	10,140	-	26,707	36,847
Disposals	-	-	(20,550)	(20,550)
	<u>154,632</u>	<u>971</u>	<u>119,002</u>	<u>274,605</u>
At 31 March 2022	154,632	971	119,002	274,605
DEPRECIATION				
At 1 April 2021	-	243	19,771	20,014
Charge for year	-	243	24,204	24,447
Eliminated on disposal	-	-	(7,713)	(7,713)
	<u>-</u>	<u>486</u>	<u>36,262</u>	<u>36,748</u>
At 31 March 2022	-	486	36,262	36,748
NET BOOK VALUE				
At 31 March 2022	<u>154,632</u>	<u>485</u>	<u>82,740</u>	<u>237,857</u>
At 31 March 2021	<u>144,492</u>	<u>728</u>	<u>93,074</u>	<u>238,294</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/22	31/3/21
	£	£
Other creditors	<u>3,231</u>	<u>2,570</u>

BERWICK & DISTRICT CANCER SUPPORT GROUP

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022

8. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	964,233	90,057	1,054,290
TOTAL FUNDS	<u>964,233</u>	<u>90,057</u>	<u>1,054,290</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	165,608	(75,551)	90,057
TOTAL FUNDS	<u>165,608</u>	<u>(75,551)</u>	<u>90,057</u>

Comparatives for movement in funds

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

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

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

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

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	636,226	418,064	1,054,290
TOTAL FUNDS	<u>636,226</u>	<u>418,064</u>	<u>1,054,290</u>

BERWICK & DISTRICT CANCER SUPPORT GROUP

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022

8. MOVEMENT IN FUNDS - continued

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 £
Unrestricted funds			
General fund	575,647	(157,583)	418,064
TOTAL FUNDS	<u>575,647</u>	<u>(157,583)</u>	<u>418,064</u>

BERWICK & DISTRICT CANCER SUPPORT GROUP
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	31/3/22 £	31/3/21 £
INCOMING RESOURCES		
Voluntary income		
Donations	66,353	397,977
Gift aid	5,648	2,325
	<hr/> 72,001	<hr/> 400,302
Activities for generating funds		
Fundraising events	93,032	9,188
Shop income	315	-
	<hr/> 93,347	<hr/> 9,188
Investment income		
Bank interest received	260	549
	<hr/>	<hr/>
Total incoming resources	165,608	410,039
RESOURCES EXPENDED		
Costs of generating voluntary income		
Fund raising expenses	6,692	146
Support costs		
Management		
Insurance	292	257
Premises costs	(39)	2,005
Telephone	468	217
Postage and stationery	835	457
Advertising	111	-
Sundry expenses	3,243	818
Vehicle running costs	30,884	16,376
Office equipment repairs	66	-
Accountancy fees	2,160	1,800
Depreciation of tangible and heritage assets	24,447	20,013
Loss on sale of intangible fixed assets	5,837	39,652
	<hr/> 68,304	<hr/> 81,595
Finance		
Paypal fees	555	291
	<hr/>	<hr/>
Total resources expended	75,551	82,032
	<hr/>	<hr/>
Net income	<u>90,057</u>	<u>328,007</u>

This page does not form part of the statutory financial statements