

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**  
**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 2023**

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**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**CHAIR OF TRUSTEES AND VOLUNTEERS REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

Throughout 22/23 The Berwick and District Cancer Support Group has continued to provide its much-needed transport service to the town of Berwick and surrounding areas. It continues to transport all patients with a cancer diagnosis, and registered with a surgery within our catchment area, to any cancer-based appointment. As the Covid pandemic restrictions were lifted we have been able once again to take multiple passengers in one car. The cost-of-living crisis has hit local residents as much as anywhere, but their generosity has continued, and we are grateful for the financial support they have continued to show us in these difficult times. The average monthly figures for vehicle use: Number of Clients: 50, Miles: 12,000.

It became apparent to the trustees that our Church Street building was not financially viable to proceed since due to the current world situation the building costs had become too great. In December 2022 we can report that we purchased no 8 Tweed Street in Berwick, a disused former St John's Ambulance Building. This will provide us with safe parking for the cars as well as our own premises for meetings and give us the opportunity to expand on the services we can offer, and which are covered in our constitution. Having been empty the building needs some updating, and I look forward to reporting on the successful opening of the building in next year's report.

On behalf of the trustees, we must extend our thanks to the volunteers without whom the charity could not function and to our supporters without whose generosity we could not continue.

Paul RW Jackson (Chair of Trustees)  
29th November 2023

Andrew Smith (Chair of Volunteers)  
29th November 2023

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

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31 MARCH 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. 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)  
Neil Gullan (resigned 23.11.22)  
Kenneth Punton  
Ann Short  
Rachel Driver

##### **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 23rd November 2022 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.

##### **Organisational structure**

Strategic decisions are proposed by the trustees and 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 2023**

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

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

To summarise our current group activities which are undertaken by voluntary members of our organisation 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 £777,224. 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. 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 2023 and signed on its behalf by:

P R W Jackson - 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 2023, which are set out on pages five to eight.

**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: .....

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

		2023 Unrestricted fund £	2022 Total funds £
<b>INCOMING RESOURCES</b>	Notes		
<b>Incoming resources from generated funds</b>			
Voluntary income		102,845	72,002
Activities for generating funds	2	93,332	93,347
Investment income	3	494	260
<b>Total incoming resources</b>		<b>196,671</b>	<b>165,609</b>
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income	4	21,560	14,626
<b>Charitable activities</b>			
Charitable activities		70,713	60,926
<b>Total resources expended</b>		<b>92,273</b>	<b>75,552</b>
 <b>NET INCOMING RESOURCES</b>		<b>104,398</b>	<b>90,057</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>1,054,290</b>	<b>964,233</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>1,158,688</b>	<b>1,054,290</b>

The notes form part of these financial statements

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**BALANCE SHEET**  
**AT 31 MARCH 2023**

		2023 Unrestricted fund £	2022 Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	6	380,675	237,857
<b>CURRENT ASSETS</b>			
Debtors	7	4,350	-
Cash at bank and in hand		777,224	819,664
		<hr/> 781,574	<hr/> 819,664
<b>CREDITORS</b>			
Amounts falling due within one year	8	(3,561)	(3,231)
<b>NET CURRENT ASSETS</b>		<hr/> 778,013	<hr/> 816,433
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		1,158,688	1,054,290
<b>NET ASSETS</b>		<hr/> 1,158,688	<hr/> 1,054,290
<b>FUNDS</b>			
Unrestricted funds		1,158,688	1,054,290
<b>TOTAL FUNDS</b>		<hr/> 1,158,688	<hr/> 1,054,290

The financial statements were approved by the Board of Trustees on 29 November 2023 and were signed on its behalf by:

P R W 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 2023**

**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.

Office furniture & equipment	- Straight line over 4 years
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**

	2023	2022
	£	£
Fundraising events	93,332	93,032
Shop income	-	315
	<u>93,332</u>	<u>93,347</u>

**3. INVESTMENT INCOME**

	2023	2022
	£	£
Bank interest received	<u>494</u>	<u>260</u>

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**4. COSTS OF GENERATING VOLUNTARY INCOME**

	2023	2022
	£	£
Fund raising expenses	8,846	6,692
Support costs	12,714	7,934
	<u>21,560</u>	<u>14,626</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**6. TANGIBLE FIXED ASSETS**

	Freehold property £	Office furniture & equipment £	Motor vehicles £	Totals £
<b>COST</b>				
At 1 April 2022	154,632	971	119,002	274,605
Additions	101,445	1,744	91,469	194,658
Disposals	-	-	(55,300)	(55,300)
	<u>256,077</u>	<u>2,715</u>	<u>155,171</u>	<u>413,963</u>
At 31 March 2023	<u>256,077</u>	<u>2,715</u>	<u>155,171</u>	<u>413,963</u>
<b>DEPRECIATION</b>				
At 1 April 2022	-	486	36,262	36,748
Charge for year	-	351	25,760	26,111
Eliminated on disposal	-	-	(29,571)	(29,571)
	<u>-</u>	<u>837</u>	<u>32,451</u>	<u>33,288</u>
At 31 March 2023	<u>-</u>	<u>837</u>	<u>32,451</u>	<u>33,288</u>
<b>NET BOOK VALUE</b>				
At 31 March 2023	<u>256,077</u>	<u>1,878</u>	<u>122,720</u>	<u>380,675</u>
At 31 March 2022	<u>154,632</u>	<u>485</u>	<u>82,740</u>	<u>237,857</u>

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

	2023	2022
	£	£
Other debtors	<u>4,350</u>	<u>-</u>

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

	2023	2022
	£	£
Other creditors	<u>3,561</u>	<u>3,231</u>

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	2023 £	2022 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts	30,000	-
Donations	65,472	66,354
Gift aid	394	5,648
Legacies	3,979	-
Grants	3,000	-
	<hr/> 102,845	<hr/> 72,002
<b>Activities for generating funds</b>		
Fundraising events	93,332	93,032
Shop income	-	315
	<hr/> 93,332	<hr/> 93,347
<b>Investment income</b>		
Bank interest received	494	260
	<hr/>	<hr/>
<b>Total incoming resources</b>	196,671	165,609
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Fund raising expenses	8,846	6,692
<b>Charitable activities</b>		
Motor running costs	38,925	30,884
Motor vehicle depreciation	25,759	24,205
Loss on sale of tangible fixed assets	6,029	5,837
	<hr/> 70,713	<hr/> 60,926
<b>Support costs</b>		
<b>Management</b>		
Insurance	371	292
Premises running costs	455	(39)
Telephone	235	468
Postage and stationery	752	835
Advertising	-	111
Sundry expenses	3,306	3,243
Property repairs	891	-
Office equipment repairs	-	66
Accountancy fees	2,220	2,160
Legal & Professional Fees	4,080	-
Bank charges	30	-
Depreciation of tangible and heritage assets	352	243
	<hr/> 12,692	<hr/> 7,379

This page does not form part of the statutory financial statements

**BERWICK & DISTRICT CANCER SUPPORT GROUP**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	2023 £	2022 £
<b>Finance</b>		
Paypal fees	22	555
<b>Total resources expended</b>	92,273	75,552
<b>Net income</b>	104,398	90,057

This page does not form part of the statutory financial statements