

Rowan Tree Cancer Care

Financial Statements

For the year ended 30 September 2021

Registered Charity No. 1096075

Company No. 4538022

Rowan Tree Cancer Care
Financial Statements
For the year ended 30 September 2021
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Rowan Tree Cancer Care

Report of the Directors and Trustees

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the audited financial statements for the year ended 30 September 2021. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (Charities SORP (FRS 102)) effective 1 January 2015, have been adopted in preparing the annual report and financial statements of the charity.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Rowan Tree Cancer Care

Charity Registration: 1096075

Company Registration: 4538022

Registered Office: 58/60 Commercial Street
Mountain Ash
CF45 3PW

Charity Manager: R Dash
Company Secretary: NAC Dash

Bank: Unity Bank
Nine Brindley place
Birmingham B1 2HB

Independent Examiners: Cooper Healey Audit Services Ltd
Rabart House
Pant Industrial Estate
Merthyr Tydfil
CF48 2SR

Rowan Tree Cancer Care

Report of the Directors and Trustees

The following people were directors and officers of the charity on the date of approval of the report:

DIRECTORS/ TRUSTEES	ROLE	ELECTED BY	DATE ELECTED	DATE RESIGNED
NAC Dash	Treasurer/Director/ Secretary		2002	
K Rourke	Director		2002	
R Dash	Manager		2002	
B J Codd	Committee		2002	
J A Williams MBE JP	Committee		2002	
Wayne Griffiths	Committee		2013	
Anthony Griffiths	Committee		2017	

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Rowan Tree Cancer Care is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to ten pounds. At 30 September 2021 the company had 7 members. Rowan Tree Cancer Care is governed by its Memorandum and Articles of Association.

Rowan Tree Cancer Care was incorporated as a Company Limited by Guarantee on 18 September, 2002. The charity commenced operations in 2002.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community and must either reside or work in Rhondda Cynon Taff. The Trustee Board oversees the election process for Board appointments. A separate process, agreed by the Trustee Board, is followed for the election of the Chair. The Reference and Administrative Details above identifies the constituencies that elected each of the current trustees. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Rowan Tree Cancer Care through the provision of training courses and mentoring by established trustees.

Rowan Tree Cancer Care

Report of the Directors and Trustees

Organisational Structure

Rowan Tree Cancer Care is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Rowan Tree Cancer Care and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public.

Related Parties

The charity co-operates and liaises with a number of other services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major risks

Rowan Tree Cancer Care has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end Rowan Tree Cancer Care is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are reviewed annually to ensure that they still meet the needs of the charity.

3. OBJECTIVES AND ACTIVITIES

Objects

The charity's main objective is to offer emotional and practical support to cancer sufferers and their carers living in the Borough of Rhondda Cynon Taff and surrounding area.

Rowan Tree Cancer Care Report of the Directors and Trustees

Aims, Objectives, Strategies and Activities for the Year

Rowan Tree Cancer Care aims to provide emotional and practical support to families living in Rhondda Cynon Taff and surrounding area by the provision of: -

1. Free transport for any cancer-related, hospital appointment
2. Counselling for anyone whose life is affected by cancer
3. Complimentary therapies to help relieve stress and promote the feeling of wellbeing.
4. Art therapy, creative workshop and the RTCC Choir
5. Hydrotherapy
6. Outreach Venues based in local GP Surgeries in Tonyrefail, Llantrisant and Porth
7. Wig Fitting

Supporting information was provided for inclusion in the application and plans made for implementing the additional service in the event of the application being successful.

The principal activity of Rowan Tree Cancer Care remained the provision of emotional and practical support for families living in Rhondda Cynon Taff whose lives are touched by cancer. This is provided through the main office in Mountain Ash, as well as outreach services based in GP Practices.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in providing information to the public, driving clients to cancer treatments, supporting the social enterprises and administering the charity. During the period of this report 1st October 2020 to 30th September 2021.

The volunteer hours have reduced due to:

The charity shops were closed following Government Guidance during the pandemic and our shop volunteers were unable to volunteer. The Centre volunteers were unable to help in the Centre due to either having underlying health conditions themselves, were over the age of 70 years or were looking after someone.

Volunteering continued through:

Working in partnership with the Merthyr/Cynon Probation Service who volunteered their services to the charity by driving on a daily basis taking clients to the various hospitals for treatment. They also helped with the delivery of food parcels to families who were isolating.

The volunteer hours were calculated :

- driving clients to their cancer related hospital appointments.
- volunteers supporting clients/carers over the telephone throughout the pandemic.
- Delivering food parcels.
- The volunteer Trustees of the charity meeting to discuss the charity during the pandemic.

The volunteer hours have reduced to 30,638 volunteer hours at national minimum wage of £8.91 for anyone over the age of 23 years. It is estimated the value of this help is £272,984.

Rowan Tree Cancer Care

Report of the Directors and Trustees

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

Families are being referred daily into the services provided by the charity.

Fundraising Activities

Total income for the year was £332,221 an increase of £48,565 on 2019/2020.

Investment Activities

The charity holds a capital investment which is a retail premises situated at 70 Oxford Street, Mountain Ash CF45 3HB. This was refurbished during 2014. This has a current market valuation of £105,000. The main Cancer centre purchased and refurbished during 2010 at 58-60 Commercial Street, Mountain Ash, CF45 3PW has a current market value of £650,000.

The charity also purchased the old bank building next door to the main Cancer centre during 2016 for £50,889 and is being held at market value. Expected to be in the year end 30th September 2022, £225,000 has been allocated for the refurbishment following planning approval.

Factors Affecting the Achievement of Objectives

In order to strengthen the effectiveness of its services, the charity has continued to develop partnerships with other agencies and businesses. The Department of Works and Pensions provides training for the charities staff to offer advice and arrange home visits. Rowan Tree Cancer Care works in partnership through referrals with many organisations in the Private, Statutory and Voluntary Sector. Cwm Taff Local Health Board contributes a percentage of funding for the charity to provide cancer support services throughout the geographical area of Rhondda Cynon Taff.

Rowan Tree Cancer Care

Report of the Directors and Trustees

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £332,221 (2019/2020 £283,656). Of this £218,502 (2019/2020 £75,004) related to project restricted activities.

A deficit of £26,460 was made in the year (2019/2020 a surplus of £33,041). At 30 September 2021 total reserves were £445,928 of which £7,647 represented restricted funds, (2020: £472,388 and £7,497) as all restricted funds with respect to the purchase of the building Barclays Bank were moved to unrestricted funds.

Reserves Policy

Previously, Rowan Tree Cancer Care was required to ensure that free monies are available in each financial year to meet reasonable foreseeable contingency. During this financial climate, the charity will take all necessary steps to ensure that the charity provides a best value of service.

Principle Funding Sources

The Directors extend their gratitude to the Moondance Foundation, Cancer Care Society, Cwm Taff Local Health Board and to all kind donations and fundraising in the community.

Funds in Deficit

No funds were in deficit at the balance sheet date.

Investment Policy

As required in its Memorandum paragraph 4.15, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

Rowan Tree Cancer Care

Report of the Directors and Trustees

6. FUTURE PLANS

Rowan Tree Cancer Care is aiming towards a sustainable future, will open more shops if funding is secured and offer additional services to our families from the new building, Barclays Bank. RTCC is becoming one of the largest local charities in Rhondda Cynon Taff with all services in great demand. The charity wants to recruit more volunteers to meet the demand for the services and have a presence in the Rhondda Valley. The charity will continue to support students from local colleges to work on various projects within the charity. Also, to work in partnership with local agencies by training people to obtain retail skills to help them back into work.

7. DIRECTORS' RESPONSIBILITIES

Company Law and Charity Law require the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Rowan Tree Cancer Care and of the surplus or deficit for that period. In preparing those financial statements, the Directors are required to: -

- (a) select suitable accounting policies and then apply them consistently,
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- (d) prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company will continue in operation.

The Directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Rowan Tree Cancer Care and to enable them to ensure that the financial statements comply with the Companies Act, 2006.

The Directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the special provisions of the Companies Act 2006 relating to small companies.



.....NAC Dash Secretary

28th February 2022

Independent Examiners Report to the Directors of Rowan Tree Cancer Care

I report on the accounts of Rowan Tree Cancer Care for the year ended 30th September 2021 which are set out on pages 11 to 20.

Respective responsibilities of directors and examiner.

The directors of Rowan Tree Cancer Care are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144 of The Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow 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 Examiners Report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners.

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 seeks explanations from you as directors 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 on the statement below.

Independent Examiners Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rowan Tree Cancer Care
Statement of financial activities for the year ended 30/09/2021
Incorporating the Income and Expenditure Account

		Unrestrict	Restricted	Develop	Total funds	Total funds
	Note	d funds	funds	ment	2021	2020
		£	£	£	£	£
Income and Endowments from	1b					
Income from donations and legacies	2a	42,756			42,756	61,163
Income from other trading activities	2b	32,293	-		32,293	76,994
Income from investments	2c	-			-	
Income from charitable activities	3		218,502		218,502	75,004
Covid Grants	4	38,670			38,670	70,495
Total income and endowments		<u>113,719</u>	<u>218,502</u>	<u>-</u>	<u>332,221</u>	<u>283,656</u>
Expenditure on						
Expenditure on Raising funds	5					
Expenditure on Charitable activities	5	140,329	218,352		358,681	250,615
Total Expenditure	5	<u>140,329</u>	<u>218,352</u>	<u>-</u>	<u>358,681</u>	<u>250,615</u>
Net income/(expenditure)	6	(26,610)	150	-	(26,460)	33,041
Transfers between funds		-	-	-	-	-
Net movement in funds for the year		<u>(26,610)</u>	<u>150</u>	<u>-</u>	<u>(26,460)</u>	<u>33,041</u>
Balances brought forward 2020	12	464,891	7,497	-	472,388	439,347
Balances carried forward 2021	12	<u>438,281</u>	<u>7,647</u>	<u>-</u>	<u>445,928</u>	<u>472,388</u>

There are no recognised gains or losses in the year, other than those included in the statement of financial activities.

All activities derive from continuing operations.

Rowan Tree Cancer Care

Balance Sheet as at 30 September 2021

	Note	Unrestricted Funds	Restricted Funds	Total 2021 £	2020 £
Fixed Assets					
Tangible Fixed Assets	8	352,717	-	352,717	353,356
Current Assets					
Debtors	9	10,747	7,647	18,394	15,357
Short term deposits					
Cash at bank and in hand		91,622	59,109	150,731	327,686
		102,369	66,756	169,125	343,043
Creditors - amounts falling due within one year	10	16,805	59,109	75,914	224,011
Net Current Assets		85,564	7,647	93,211	119,032
Net assets		438,281	7,647	445,928	472,388
Represented by:					
Funds of the Charity					
Unrestricted funds					
Accumulated fund		438,281	7,647	445,928	472,388
Designated funds		-	-	-	-
Restricted Funds	13	-	-	-	-
		438,281	7,647	445,928	472,388


These financial statements have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

For the financial year ending 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The director acknowledges his responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements were approved by the Board on 28th February 2022 and signed on their behalf by: -


NAC Dash
Director & Treasurer

Notes to the financial statements for the year ended 30 September 2021

1. Accounting policies

a) Accounting basis

The financial statements have been prepared under the historical cost convention and are in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (Charities SORP (FRS 102)) effective 1 January 2015. The adoption of the revised SORP has resulted in reclassification of some items and the comparatives have been amended accordingly without any effect on net incoming resources.

b) Incoming resources

i) Grants receivable

Grants made to finance the activities of the charity are credited to the income and expenditure account in the period to which they relate.

ii) Bank interest

Bank interest is included in the income and expenditure account on receipt.

iii) Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support are not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the Directors' report.

v) Deferred income

Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income within the balance sheet.

Notes to the financial statements for the year ended 30 September 2021

1. Accounting policies (continued)

c) Resources expended

All expenditure is accounted for on an accrual's basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

d) Fixed assets and depreciation

Fixed assets are included at cost.

Depreciation is charged on the following basis on the costs of the assets over their estimated useful lives as follows: -

Fixtures, fittings and equipment	-	25% reducing balance
Motor Vehicles	-	25% straight line
Property Improvements	-	20% on cost

The depreciation policy has been reviewed in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (Charities SORP (FRS 102)) effective 1 January 2015 and no change has been made from the previous year.

e) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

f) Designated funds

Designated funds are allocated out of unrestricted funds by the Trustees for specific purposes. The use of such funds is at the Trustees' discretion.

g) Cash Flow

The charity has taken advantage of the exemptions in FRS 102 from the requirement to produce a cash flow statement on the grounds that it is a small company.

Rowan Tree Cancer Care

Notes to the financial statements for the year ended 30 September 2021

Income and endowments

	Unrestricted £	Restricted £	2021 Total £	2020 £
Donations & legacies				
Income from shops	42,756		42,756	61,163
	<u>42,756</u>	<u>-</u>	<u>42,756</u>	<u>61,163</u>
Income from other trading activities				
Lottery	4,047		4,047	18,201
Fundraising events / Donations	28,246	-	28,246	58,793
	<u>32,293</u>	<u>-</u>	<u>32,293</u>	<u>76,994</u>
Income from investments				
Bank Interest received	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Income from Charitable Activities

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Grants	38,670	218,502	257,172	145,499
	<u>38,670</u>	<u>218,502</u>	<u>257,172</u>	<u>145,499</u>

Other Income

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Profit on disposal of fixed assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Rowan Tree Cancer Care

Notes to the financial statements for the year ended 30 September 2021

Total expenditure on

	Direct Charitable activities £	Grants to third parties £	Support Activities £	2021 Total £	2020 Total £
Drivers Expenses	28,064		-	28,064	30,777
Therapists & counsellors	279			279	14,467
Training Courses	201			201	707
Client trips	-		-	-	-
Total	28,544	-	-	28,544	45,951
Costs of generating funds					
Governance costs		-	330,136	330,136	204,664
Resources Expended	28,544	-	330,136	358,681	250,615

Natural classification of resources expended

	2021 Total £	2020 Total £
Staff Costs	131,163	148,462
Communications	2,310	2,020
Premises	33,641	32,086
Stationery, printing and postage	1,379	1,468
Repairs	2,735	3,831
Advertising & information		
Motor & Travel	2,877	2,286
Professional fees	4,255	2,498
Depreciation	639	577
Sundries	4,317	2,143
Bank Charges & Interest	813	2,191
Activities		-
Bank building costs	146,008	7,102
	330,136	204,664

Rowan Tree Cancer Care

Notes to the financial statements for the year ended 30 September 2021

6 Net income/(expenditure)

	2021 £	2020 £
This is stated after charging:		
Depreciation	639	577
Amortisation	-	-
Auditors' remuneration		
Audit services	1,775	1,725
Consultancy work		
	<u>1,775</u>	<u>1,725</u>

7 Information regarding Directors and Employees

	2021 £	2020 £
Wages and salaries	128,268	145,419
Pension costs	2,895	3,043
	<u>131,162.63</u>	<u>148,462</u>

The average number of employees, analysed by function was:

	2021	2020
Charitable purposes	8	6
Fundraising & publicity		
Management and administration of charity	4	4
	<u>12</u>	<u>10</u>

No employee received remuneration of more than £50,000.

Rowan Tree Cancer Care

Notes to the financial statements for the year ended 30 September 2021

Fixed assets

	Shop	Cancer Centre	Vehicles	Property Improve	Office Equipment	Fixtures & Fittings	Total
			£	£	£	£	£
Cost							
At 01/10/20	93022	237,360	8,394	20,424	6,780	18,574	384,554
Additions	0	0	0	0	0		0
Disposals				0		0	0
At 30/09/21	<u>93,022</u>	<u>237,360</u>	<u>8,394</u>	<u>20,424</u>	<u>6,780</u>	<u>18,574</u>	<u>384,554</u>
Depreciation							
At 01/10/20			8,394	0	6,596	16,208	31,198
Charge for the year			0	0	46	593	639
Disposals				0		0	0
At 30/09/21	<u>0</u>	<u>0</u>	<u>8,394</u>	<u>0</u>	<u>6,642</u>	<u>16,801</u>	<u>31,837</u>
NBV 2021	<u>93,022</u>	<u>237,360</u>	<u>0</u>	<u>20,424</u>	<u>138</u>	<u>1,773</u>	<u>352,717</u>
NBV 2020	<u>93,022</u>	<u>237,360</u>	<u>0</u>	<u>20,424</u>	<u>184</u>	<u>2,366</u>	<u>353,356</u>

Debtors

	2021	2020
	£	£
Trade debtors	12,244	9,207
Other debtors	400	400
Prepayments	5,750	5,750
Accrued Income		
	<u>18,394</u>	<u>15,357</u>

Creditors - amounts falling due within one year

	2021	2020
	£	£
Loans and overdraft	197	4,414
Trade creditors	11,001	10,455
Deferred Income	59,109	205,117
Accruals	1,775	1,725
Lottery Payout	3,833	2,300
	<u>75,914</u>	<u>224,011</u>

Rowan Tree Cancer Care

Notes to the financial statements for the year ended 30 September 2021

Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds
Tangible Fixed Assets	352,717		-	352,717
Current Assets	102,369	-	66,756	169,125
Current Liabilities	(16,805)	-	(59,109)	(75,914)
Net Assets	<u>438,281</u>	<u>-</u>	<u>7,647</u>	<u>445,928</u>

Movement in funds

	At 1 October 2020 £	Incoming Resources £	Outgoing Resources £	30 September 2021 £
Restricted Funds				
Bank Building	-	146,008	146,008	-
WAG	-			-
Owm Taf Health Board	7,497	22,493	22,343	7,647
Befriending Scheme	-			-
Cancer Care Society	-			-
Rotary Club	-			-
Moondance	-	50,000	50,000	-
Covid Grants	-	38,670	38,670	-
Insurance Claim	-			-
	-			-
Total Restricted Funds	<u>7,497</u>	<u>257,171</u>	<u>257,021</u>	<u>7,647</u>
Unrestricted Funds				
Development fund				
General funds	464,891	332,221	358,831	438,281
Total unrestricted funds	<u>464,891</u>	<u>332,221</u>	<u>358,831</u>	<u>438,281</u>
Total funds	<u>472,388</u>	<u>589,392</u>	<u>615,852</u>	<u>445,928</u>

Note - All restricted funds with respect to the purchase of the building Barclays Bank have been moved unrestricted funds.

Rowan Tree Cancer Care

Notes to the financial statements for the year ended 30 September 2021

13. Purposes of restricted funds

Cwm Taff Local Health Board

Funding contribution towards transport and counselling & information.

Moondance Foundation

Funding towards transport taking clients to cancer related hospital appointments. There is £225,000 allocated to the refurbishment of the Barclays Bank Building. This is included in deferred income