

# **Rowan Tree Cancer Care**

## **Financial Statements For the year ended 30 September 2022**

**Registered Charity No. 1096075  
Company No. 4538022**

**Rowan Tree Cancer Care**

**Financial Statements  
For the year ended 30 September 2022  
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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 2022. 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 2022 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 Taf 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 Taf 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 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2022 the volunteer hours have increased to 78,192 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 £696,690.72

The figure has been calculated by the volunteer driving hours provided by the Merthyr/Cynon Valley Probation Service supporting the charity through the pandemic. Volunteer hours have been calculated for our charity food bank and the 7 members of the volunteer Charity Committee.

The latter part of the year as we are coming out of the pandemic, the volunteer hours were calculated as our shop, lottery and centre volunteers return along with our charity volunteer drivers who had to follow Government Guidance and refrain from driving.

## **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 £267,099 a decrease of £65,122 on 2020/2021.

##### **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 30<sup>th</sup> 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 £267,099 (2020/2021 £332,221). Of this £101,424 (2020/2021 £218,502) related to project restricted activities.

A profit of £11,149 was made in the year (2020/2021 a deficit of £33,041). At 30 September 2022 total reserves were £457,077 of which £7,647 represented restricted funds, (2021: £445,928 and £7,647) 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

28<sup>th</sup> February 2023



## **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 30<sup>th</sup> September 2022 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.



All activities derive from continuing operations.

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## Rowan Tree Cancer Care

### Balance Sheet as at 30 September 2022

	Note	Unrestricted Funds	Restricted Funds	Total 2022 £	2021 £
<b>Fixed Assets</b>					
Tangible Fixed Assets	8	<u>710,750</u>		<u>710,750</u>	<u>352,717</u>
<b>Current Assets</b>					
Debtors	9	8,776	7,647	16,422	18,394
Short term deposits		<u>225,114</u>		<u>225,114</u>	<u>150,731</u>
Cash at bank and in hand		233,890	7,647	241,537	169,125
Creditors - amounts falling due within one year	10	495,210		495,210	75,914
<b>Net Current Assets</b>		<u>(261,321)</u>	<u>7,647</u>	<u>(253,674)</u>	<u>93,211</u>
<b>Net assets</b>		<u>449,430</u>	<u>7,647</u>	<u>457,077</u>	<u>445,928</u>
Represented by:					
<b>Funds of the Charity</b>					
Unrestricted funds					
Accumulated funds		449,430	7,647	457,077	445,928
Designated funds		-		-	-
Restricted Funds	13	-		-	-
		<u>449,430</u>	<u>7,647</u>	<u>457,077</u>	<u>445,928</u>

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 2022 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 28<sup>th</sup> February 2023 and signed on their behalf by: -

  
 Director & Treasurer



## Notes to the financial statements for the year ended 30 September 2022

### 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 2022

### 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	-	5% straight line

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 2022

#### Income and endowments

##### Donations & legacies

Income from shops

Unrestricted	Restricted	2022 Total	2021
£	£	£	£
81,604		81,604	42,756
<u>81,604</u>	<u>-</u>	<u>81,604</u>	<u>42,756</u>

##### Income from other trading activities

Lottery

Fundraising events / Donations

16,330		16,330	4,047
67,740	-	67,740	28,246
<u>84,070</u>	<u>-</u>	<u>84,070</u>	<u>32,293</u>

##### Income from investments

Bank Interest received

-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

#### Income from Charitable Activities

Grants

Unrestricted	Restricted	2022 Total	2021 Total
£	£	£	£
1,953	99,471	101,424	257,172
<u>1,953</u>	<u>99,471</u>	<u>101,424</u>	<u>257,172</u>

#### Other Income

Unrestricted	Restricted	2022 Total	2021 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 2022

#### Total expenditure on

	Direct Charitable activities £	Grants to third parties £	Support Activities £	2022 Total £	2021 Total £
Drivers Expenses	34,595	-	-	34,595	28,064
Therapists & counsellors	3,107	-	-	3,107	279
Training Courses	-	-	-	-	201
Client trips	-	-	-	-	-
Total	<u>37,702</u>	<u>-</u>	<u>-</u>	<u>37,702</u>	<u>28,544</u>
Costs of generating funds	-	-	-	-	-
Governance costs	-	-	218,247	218,247	330,136
Resources Expended	<u>37,702</u>	<u>-</u>	<u>218,247</u>	<u>255,950</u>	<u>358,680</u>

#### Natural classification of resources expended

	2022 Total £	2021 Total £
Staff Costs	139,098	131,163
Communications	2,653	2,310
Premises	35,596	33,641
Stationery, printing and postage	1,732	1,379
Repairs	8,333	2,735
Advertising & information	-	-
Motor & Travel	2,848	2,877
Professional fees	5,456	4,255
Depreciation	19,347	639
Sundries	2,149	4,317
Bank Charges & Interest	1,036	813
Activities	-	-
Bank building costs	<u>218,247</u>	<u>146,008</u>
	<u>218,247</u>	<u>330,136</u>



## Rowan Tree Cancer Care

### Notes to the financial statements for the year ended 30 September 2022

#### 6 Net income/(expenditure)

	2022	2021
	£	£
This is stated after charging:		
Depreciation		
Amortisation	478	639
Auditors' remuneration	-	-
Audit services		
Consultancy work	1,825	1,775

#### 7 Information regarding Directors and Employees

	2022	2021
	£	£
Wages and salaries	136,223	128,268
Pension costs	2,875	2,895
	<u>139,098</u>	<u>131,163</u>

The average number of employees, analysed by function was:

	2022	2021
Charitable purposes	9	8
Fundraising & publicity	4	4
Management and administration of charity	<u>13</u>	<u>12</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 2022

#### Fixed assets

	Shop	Cancer Centre	Vehicles	Property Improve	Office Equipment	Fixtures & Fittings	Total
			£	£	£	£	£
Cost							
At 01/10/21	93022	237,360	8,394	20,424	6,780	18,574	384,554
Additions	0	0	0	377,380	0	0	377,380
Disposals				0		0	0
At 30/09/22	<u>93,022</u>	<u>237,360</u>	<u>8,394</u>	<u>397,804</u>	<u>6,780</u>	<u>18,574</u>	<u>761,934</u>
Depreciation							
At 01/10/21			8,394	0	6,642	16,801	31,837
Charge for the year			0	18,869	35	443	19,347
Disposals				0		0	0
At 30/09/22	<u>0</u>	<u>0</u>	<u>8,394</u>	<u>18,869</u>	<u>6,677</u>	<u>17,244</u>	<u>51,184</u>
NBV 2022	<u>93,022</u>	<u>237,360</u>	<u>0</u>	<u>378,935</u>	<u>103</u>	<u>1,330</u>	<u>710,750</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>

#### Debtors

	2022	2021
	£	£
Trade debtors	7,647	12,244
Other debtors	0	400
Prepayments	5,750	5,750
Accrued Income		
	<u>13,397</u>	<u>18,394</u>

#### Creditors - amounts falling due within one year

	2022	2021
	£	£
Loans and overdraft		197
Trade creditors	4,055	11,001
Deferred Income	484,543	59,109
Accruals	1,825	1,775
Lottery Payout	<u>4,787</u>	<u>3,833</u>
	<u>495,210</u>	<u>75,914</u>



## Rowan Tree Cancer Care

### Notes to the financial statements for the year ended 30 September 2022

#### Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	710,750	-	-	710,750
Current Assets	233,890	-	7,647	241,537
Current Liabilities	(495,210)	-	-	(495,210)
Net Assets	<u>449,430</u>	<u>-</u>	<u>7,647</u>	<u>457,077</u>

#### Movement in funds

	At 1 October 2021	Incoming Resources	Outgoing Resources	September 2022
	£	£	£	£
Restricted Funds				
Bank Building	-	18,869	18,869	-
WAG	-	-	-	-
Own Taf Health Board	7,647	30,602	30,602	7,647
Befriending Scheme	-	-	-	-
Cancer Care Society	-	-	-	-
Rotary Club	-	-	-	-
Morbidity	-	50,000	50,000	-
Covid Grants	-	-	-	-
Insurance Claim	-	-	-	-
Total Restricted Funds	<u>7,647</u>	<u>99,471</u>	<u>99,471</u>	<u>7,647</u>
Unrestricted Funds				
Development fund				
General funds	438,281	148,759	137,610	449,430
Total unrestricted funds	<u>438,281</u>	<u>148,759</u>	<u>137,610</u>	<u>449,430</u>
Total funds	<u>445,928</u>	<u>248,230</u>	<u>237,081</u>	<u>457,077</u>

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

## Rowan Tree Cancer Care

### Notes to the financial statements for the year ended 30 September 2022

#### 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.

##### Lottery

Funding towards bank building costs

##### RCT

Funding towards bank building costs