

CHILDREN WITH CANCER FUND (POLEGATE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2024



Caladine

Chartered Certified Accountants

CHILDREN WITH CANCER FUND (POLEGATE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Christopher Downton Sylvia Daw Bruce Campbell James Denny Ursula Downton Diana Mulkeirins Kayleigh Da Silva Kevin Gilbert	(Appointed 4 November 2023) (Appointed 4 November 2023) (Appointed 4 November 2023)
Charity number	1110644	
Principal address	5 Western Avenue Polegate East Sussex BN26 6EP	
Office address	4 The Triangle Willingdon Eastbourne East Sussex BN20 9PH	
Independent examiner	John Caladine FCCA CTA FCIE Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
Bankers	Metro Bank 59 Terminus Road Eastbourne East Sussex BN21 3NN	

CHILDREN WITH CANCER FUND (POLEGATE)

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CHILDREN WITH CANCER FUND (POLEGATE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 5 APRIL 2024

The Trustees present their annual report and financial statements for the year ended 5 April 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Children with Cancer Fund (Polegate) exists to provide relief and assistance to children up to the age of eighteen and their families/carers suffering or recovering from cancer and cancer-related conditions, by granting feasible wishes to these children and their families. We also strive to advance education among medical professionals, carers and the families of these children. The trustees have paid due regard to guidance issues by the Charity Commission in deciding which activities the charity should undertake and are currently re-writing their objectives to include, not only grants, but events, respite and welfare of beneficiaries. This has been long winded due to the Charity Commission technical problems but is due to be sorted soon!!!

Public benefit

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake, and they are currently in the process of re-writing their objectives to include, not only grants, but events, respite and welfare to beneficiaries.

Achievements and performance

Significant activities and achievements against objectives

2023-2024 has again been a very busy year.

The flat above the charity office is fully occupied, and the safety rails have been installed at 1.2metres so we know everyone will be safe using the outside area now, instead of them not being allowed to use it.

Kevin Gilbert, one of our parents, has joined the board and hopes to bring the family knowledge and ideas to the table along with Bruce who is already on the board.

Kayleigh De Silva is another new trustee, with her speciality being events, to hopefully support the events teams and Diane Mulkeirins has also joined the board of trustees in her specialist role of H.R. to support the charity in that field.

One of our biggest achievements has been to secure the famous author and playwright Jacqueline Wilson as one of the patrons of Children with Cancer Fund. She has wooed the children and parents by attending events and 'just being one of the gang' especially at the 25 year ball, where she danced the night away with everyone.

Networking in general has proved to be very successful with contacts being made for grants and relieving the companies of their 'social corporate responsibility' reserves. Networking has also increased help in other ways with some volunteers from companies supporting us in fundraising and others assisting in the office with their skills, by training us in areas that we perhaps lack in, like Excel spreadsheets, etc.

Through different avenues we have been able to build great relationships with local schools doing culture days, running stalls at their summer fairs and Christmas fairs which has helped in the integration with the community and often leads onto being invited to do talks or become the charity of the year for parent's companies.

We are so proud of being in the position to offer our families access to a 'Cost of Living Fund'. This pot of money is from one of our larger sponsors and has been set up to help with the little things that our families struggle with, like fuel to the hospitals or extra heating bills, because they must keep the house warm during treatment.

CHILDREN WITH CANCER FUND (POLEGATE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

Stephen Gilbert, Chartered Governance Professional (FCG) specializing in the not for profit sector for over 25 years, has given his support and we have continued to improve our charity's governance levels. This has been achieved by doing things like trustee's planning days and organising for a risk register to be done with the support of Diane and Kayleigh (trustees), standardising the agenda for trustee meetings and we've also done a lot of things to fall in line with governance recommendations and increased our credibility as we grow.

As we achieve things the strategy plan is constantly becoming thinner on things we need to do. In previous years we have been so lucky with sponsorship to complete things like acquiring the building and this year we have also been able to keep up to date by installing solar panels and an air conditioning unit. This helps with both our sustainability and the wellbeing of our staff.

Family Events

This year we have fluctuated between 148 & 153 families with children becoming 18 and so having to leave the CWCF family due to our constitutional requirements, but as always, we have been able to signpost those families to other charities we work with, so they are not on their own.

With this number of families, which is approximately 500 individuals, and grant providers becoming more demanding on valuation reports, etc, time on administrative duties increased and price increases to put on events meant that we were down by some £4,000. But the families didn't miss out, with an average of 2 to 3 events each month they have still had the time and facilitation to get together. We also looked at the teenagers and continued to do special events just for them which is a growing area within the charity.

The family events we held in this year included:

All families going to Knockhatch, Sharnfold Farm, Abbots Wood, and many more including the main event we do for ALL which is the Panto and after party when we take over the Devonshire Park Theatre Eastbourne for their Christmas Panto and then treat the families to a huge party with entertainment, activities, Father Christmas and even the cast from the panto come in to say hello.

Area events This is when we do events just for a particular area of East Sussex/Brighton & Hove. These can vary from taking over a cinema in Uckfield, doing pizza making in Hailsham, pottery painting in Holmes Hill, ice skating in Brighton and Eastbourne and crazy golf in Hastings. These events bring closeness to families in one particular area and help make friendships with each other who didn't even realise there was someone nearby who had a child going through cancer, which we know about, but couldn't divulge.

13-18 Year Olds We target this group due to requests from the families to do something just for the older ones. This year they have included events such as indoor rock climbing, banger racing, 10 pin bowling and a meal out at Christmas.

These events have always been organised and hosted by us with the children and parents getting the benefits of having space to talk with others of their own age and for the parents to have time nearby to chat amongst themselves while keeping an eye on their children. At these events, we always give the children post it notes for ideas on 'things to do' so we know we are doing events they want to do.

This year we have seen 6 of our young adults turn 18 so they have had to leave the CWCF family in accordance with our constitution, although some of them.

Wishes and Random Acts of Kindness

Just to quantify, wishes are what we grant to each member of the family when they first come onto our books and are often practical things like an ipad for long hours in waiting rooms or car journeys to hospitals for relieving the boredom. Random acts of kindness are things we grant to families or individuals when we get offered them from the public or companies. Items include things such as an unwanted washing machine, child's bike or un-used football match tickets. Other times it's because the nurses have said the family or individual is on a low and at this point we will send a bunch of flowers, a day pass to a local zoo or even some shopping vouchers for food.

During this year of 2023-24 some of the

CHILDREN WITH CANCER FUND (POLEGATE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

Wishes were a weekend break, iPad, James Arthur tickets, pair of Nike trainers, a wooden play kitchen, Cineworld passes, a show in London, a Nintendo switch, a pink electric car, garden vouchers so a dad could finish off his garden and a helmet, gloves and a jacket for a young lad who had just got a moped.

Random acts of kindness have been a flight from a local flying club, extra school lessons to get a child through his exams, a few dolls houses, a laptop, a family photo shoot, eating out vouchers and even a holiday in a French gite that was given to us for a family who hadn't been able to afford a holiday.

Respite

We have three caravans; two in Hastings and one at Pevensey Bay,

Caravan costs were slightly up, but when we get feedback like this from families it's well worth it: "We had a lovely week and according to the girls, it has been the best holiday EVER", "From the bottom of our hearts thank you so much for the most incredible holiday, it truly was special" & "Thank you for the stay, despite the weather being rubbish we had precious family time together, which is so valuable".

Overall the caravan accommodated a total of 224 guests at a cost of £132 per guest per week, £18 a day, which when you see and hear about the fun they have it works out as an invaluable break for them.

The Isle of Wight trip was again a resounding success, creating lifetime friendships and support networks for those who attended. This break is for selected families who have children of the same ages, same diagnosis and families from the same area. Normal events are for an hour or two, but where this break is for 4 nights/5 days it allows a true bond between the families and creates new found friends.

Fundraising

2023-24 has seen a continued raise in income from our fundraising team, covid is a thing of the past and the income from fundraising events is showing a rise from £8,000 to £18,000, a step in the right direction. This has meant we have been able to step up the family events a bit more.

Irene our fundraiser, has continued to make good connections with schools and fed off the connections Chris (Founder/Director) has made within the business world. This has led to being asked to join in school fairs and company raffles or sponsored runs. A lot of the fundraising has been from people doing the event, but we have supported them by promoting the event on our media sites, supplying stationery and t-shirts as well as setting up Just Giving, Go Fund Me and Amazon links for them. Just Giving saw a rise of £18,000 (58%) this year and income from local lotteries was up 100% compared to last year, so from running a tombola to sorting out an on-line donation page we covered our costs and even made a profit to help go towards the cost of a new caravan and the continued running of CWCF.

Media and Marketing

Media has helped keep the profile of CWCF up and donations coming in. It is a role we have been looking at expanding as everyone is booking events and activities online.

During this year Claire our media staff member alongside Fountain Digital, has brought us right up to date with a brand new website, that does all the things we wanted, easing the workload of event bookings and giving the general public a chance to keep up to date with what we are doing and the children/families we are doing it for. Alongside the new website, we are bringing the children's stories up to date, showing the positivity and pleasures our families have shared on their journey with us and beyond. These stories of previous young children now grown up with their own young families, or walking when they were told they may not, or in good jobs, can help new families to understand that it isn't all bad and what they think can't happen, CAN.

We set out with three main targets during this period, to increase the donations, volunteering and fundraising. And we are glad to say that we have achieved all three.

Staff and Volunteers

Staff wages are around the 40% mark of our turnover but with new upcoming minimum wage figures the fear is that it's likely to go up again in the future. This figure doesn't show the percentage of grants received to fund wages, so although it is 40% of turnover, a proportion of the £62,000 we got in grants, was to cover the wages specifically.

CHILDREN WITH CANCER FUND (POLEGATE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

With Chloe our Operations Manager being in post, we have been able to support the staff with 1-1's on a regular basis making sure emotive phone calls from parents in stressful situations are debriefed so it is not on one call handler's shoulders.

Staff training is an ongoing project both with individuals and team training. For example, first aid and mental health training being done and mentoring programs with Sussex Mentor Association being rolled out. This has given the staff more confidence and direction in their work. Chloe has also been on a staff to management course which proved to be very worthwhile.

During this period, Jess our events co-ordinator, went on maternity leave and left a bit of a hole, but Janette jumped into her role and kept continuity on the events side of things. Janette has been a long-term supporter of CWCF and knows how we do things, so we are grateful to her for joining the team for a year.

The staff have started a central database to map our stakeholders and help in moving forward with marketing and support. This is all part of the work Claire and Chloe have been working on to streamline the charity and make things easier in the future.

Since Covid, things have certainly changed within the 3rd sector. Grants, and money in general, is harder to get and volunteers are less willing to come out and help, this is why we consider ourselves lucky, because when it comes to volunteers, we are able to call on many different people to do a great variety of jobs, but one main thing we do each year and use plenty of the volunteers for is the Bluebell Walk at Arlington, as pictured. We have connections with companies that prefer instead of giving money, to give their staff time to help fundraise, have a morning or day off like Chaffins Works who help organise and marshal our Run to Run, a fun run event that we hold each year on the Cuckoo Trail at Polegate. We also have a great repour with other charities and organisations like the Rotary Club, who come and help out on numerous activities. Whilst on the volunteer section, we would like to give a huge thank you to the regular volunteers who come into the office and help count/bank the money, write the thank you letters, collect penny pots, book the caravan holidays, do the scanning, drive the van and help keep the charity ticking over.

Financial review

Grants were down this year on last, but a lot of time has been spent on trying to get some larger ones, for which we are waiting on the outcome. This said, we still completed the year on a plus with around £15,000 surplus, but as the caravans get older and grants become harder to get, we know we are going to need every penny in the reserves to be able to carry on giving the level of service we do and have done to the families we support.

This £15,000 surplus has been down to a few things like increased in-house fundraising, more corporate sponsorship and an increase in platforms such as Just Giving and local lottery incomes. The noticeable decrease has been something we have been expecting, which is the penny pot donations. We believe this is due to people using cards more and not having loose change in their pockets, but we are working on that with card readers at events and QR codes on the penny pots, so people can still donate if they wish.

Although there is a lot of negatives around finances for charities, we still tend to work the old fashion way of if we have the money we can do it, but until then we wait and don't spend what we don't have. Working on that ethos, it may look like there is a large amount of money in our St James Place investment account, but that is part of our forward planning. To explain: replacement of the caravans is what we see as an ongoing benefit for our families and this is why we have the large sum of money put aside. When needed we will need to replace three caravans, at an approximate cost of £240,000, so this is what we are working towards. We also still put our **families first**, with fun activities, parties and ways they can meet each other, with small, medium and large events to lessen the isolation they often feel and to help them build lifelong friendships with other families who 'just get it' and who understand what they have and often are still going through. Then, and only then, do we put any excess into the said savings for the future.

CHILDREN WITH CANCER FUND (POLEGATE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

Reserves policy

The charity needs to hold reserves for several reasons;

- a. To operate day to day and meet expenses on a temporary basis where costs may fall due presently. For example, payment of staff falls due on a monthly basis. Incoming funds are not always consistent so an operating reserve becomes necessary. This reserve should be around 3 months' worth of operating costs.
- b. To remain financially secure throughout the forthcoming year. That is, Trustees will want to ensure that should income from fund raising dry up, then commitments made to families can be honoured and the charity will have time to recover financially and look to alternative strategies. To meet this objective a reserve of 12 months operating costs has been set, albeit that much of this may have been committed at any one time.
- c. Sufficient funds must also be available at any time, to, at the very least, close the charity in an orderly fashion. An accepted level of reserves for this purpose is 3 months total operating costs.
- d. To cover the above three needs a total reserve of 12 months operating costs is therefore required.
- e. To secure the longer term financial health of the Children with Cancer Fund and ensure it can continue to deliver on the charitable objects for many years to come. That is, to meet known or unforeseen costs such as caravan replacement, where a significant lump sum has to be accumulated over several years. This reserve can also be for income generation through an appropriate investment policy. At present, reserves equating to 4.6 months operating costs have been set aside in a designated fund, to meet the requirements of point c of our reserves policy.

It is the trustees' hope that we can build this up to 12 months operating costs to be in full compliance with our reserves policy and to avoid any immediate disruption to the children if our income were to unexpectedly drop.

Plans for future periods

With a recent grant we are hoping to replace the carpets and have a shift around with the desk layout, giving a better and more spacious working environment for the staff. We would like to increase the fundraising team giving Irene more support to continue the personal touch she gives to our independent fundraisers who normally just need a bit of time and help setting up Just Giving pages or designing a poster to do this. Sylvia, the fundraising trustee, and Chris think the first direction is to bring in a volunteer as a volunteer co-ordinator. This will increase the support for not only Irene on fundraising but would be an extra line of support for the events team when they need an extra volunteer.

As an extension to the volunteers, we would also like to get a corporate member of staff to do the bigger fundraising events, which would allow Irene extra time to concentrate on the community side of things.

Storage is always an issue and with the outside shed beginning to rot already, we have put in planning permission, and had it granted, to make this a solid extension. All we have to do now is raise the money to build it, which we are working on and hopefully next year we will be able to report that it is built.

As previously said, the families, our beneficiaries, is why the charity was set up and we are pleased to say that we have many exciting plans for the future. Depending on the grants and donations, we would like to increase all events – that's the Parent events, 13-18 year olds, Mums only, Dads only, area group events and whole family events. We hope to achieve these events with the partnerships we have built, like Wet Wheels, a charity that has specially adapted speed boats to take wheelchairs, who we hope to use again this coming year for an experience some of our children would never be able to experience. We also hope to have a session ice skating for the families, another activity that is expensive for a family, but thanks to a great partnership with Lightning Fibre they normally offer us the opportunity to have the whole skate rink for just our families at no cost, which makes Christmas for everyone.

Structure, governance and management

The charity is a trust registered in England under charity number 1110644.

CHILDREN WITH CANCER FUND (POLEGATE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

The Trustees who served during the year and up to the date of signature of the financial statements were:

Christopher Downton

Sylvia Daw

Bruce Campbell

James Denny

Ursula Downton

Diana Mulkeirins

(Appointed 4 November 2023)

Kayleigh Da Silva

(Appointed 4 November 2023)

Kevin Gilbert

(Appointed 4 November 2023)

Recruitment and appointment of trustees

Trustees are appointed based on the skills that they can bring to the Board.

The trustees' report was approved by the Board of Trustees.



Christopher Downton

Trustee

Date: 29/1/25.

CHILDREN WITH CANCER FUND (POLEGATE)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHILDREN WITH CANCER FUND (POLEGATE)

I report to the Trustees on my examination of the financial statements of Children with Cancer Fund (Polegate) (the charity) for the year ended 5 April 2024.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

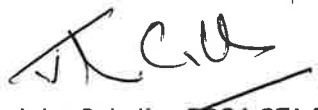
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 no concerns and 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 financial statements to be reached.


John Caladine FCCA CTA FCIE

Caladine Limited
Chantry House
22 Upperton Road
Eastbourne
East Sussex
BN21 1BF

CHILDREN WITH CANCER FUND (POLEGATE)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2024

Current financial year		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes					
Income and endowments from:						
Donations and legacies	3	180,560	-	63,030	243,590	262,836
Charitable activities	4	35,421	-	-	35,421	27,489
Investments	5	4,721	-	-	4,721	3,107
Other income	6	2,696	-	-	2,696	1,004
Total income		223,398	-	63,030	286,428	294,436
Expenditure on:						
Raising funds	7	9,816	-	1,299	11,115	5,277
Charitable activities	8	90,141	107,547	77,920	275,608	237,334
Other expenditure	13	1,582	-	-	1,582	-
Total expenditure		101,539	107,547	79,219	288,305	242,611
Net gains/(losses) on investments	14	17,165	-	-	17,165	(10,354)
Net income/(expenditure)		139,024	(107,547)	(16,189)	15,288	41,471
Transfers between funds	21	(86,733)	103,524	(16,791)	-	-
Net movement in funds	10	52,291	(4,023)	(32,980)	15,288	41,471
Reconciliation of funds:						
Fund balances at 6 April 2023		67,223	575,059	54,869	697,151	655,680
Fund balances at 5 April 2024		119,514	571,036	21,889	712,439	697,151

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

CHILDREN WITH CANCER FUND (POLEGATE)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2024

Prior financial year		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
Income and endowments from:					
Donations and legacies	3	149,725	-	113,111	262,836
Charitable activities	4	27,489	-	-	27,489
Investments	5	3,107	-	-	3,107
Other income	6	1,004	-	-	1,004
Total income		<u>181,325</u>	<u>-</u>	<u>113,111</u>	<u>294,436</u>
Expenditure on:					
Raising funds	7	<u>4,277</u>	<u>-</u>	<u>1,000</u>	<u>5,277</u>
Charitable activities	8	<u>76,003</u>	<u>84,875</u>	<u>76,456</u>	<u>237,334</u>
Total expenditure		<u>80,280</u>	<u>84,875</u>	<u>77,456</u>	<u>242,611</u>
Net gains/(losses) on investments	14	<u>(10,354)</u>	<u>-</u>	<u>-</u>	<u>(10,354)</u>
Net income/(expenditure)		<u>90,691</u>	<u>(84,875)</u>	<u>35,655</u>	<u>41,471</u>
Transfers between funds	21	<u>(49,786)</u>	<u>80,852</u>	<u>(31,066)</u>	<u>-</u>
Net movement in funds	10	<u>40,905</u>	<u>(4,023)</u>	<u>4,589</u>	<u>41,471</u>
Reconciliation of funds:					
Fund balances at 6 April 2022		<u>26,318</u>	<u>579,082</u>	<u>50,280</u>	<u>655,680</u>
Fund balances at 5 April 2023		<u>67,223</u>	<u>575,059</u>	<u>54,869</u>	<u>697,151</u>


CHILDREN WITH CANCER FUND (POLEGATE)

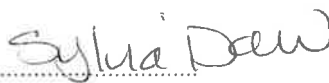
STATEMENT OF FINANCIAL POSITION

AS AT 5 APRIL 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Property, plant and equipment	16		321,848		321,921
Investments	17		179,651		159,138
			<u>501,499</u>		<u>481,059</u>
Current assets					
Trade and other receivables	18	27,892		24,232	
Cash at bank and in hand		197,476		222,780	
			<u>225,368</u>		<u>247,012</u>
Current liabilities	19	(14,428)		(30,920)	
			<u>210,940</u>		<u>216,092</u>
Net current assets			<u>712,439</u>		<u>697,151</u>
Total assets less current liabilities			<u>712,439</u>		<u>697,151</u>
The funds of the charity					
Restricted income funds	21	21,889		54,869	
Unrestricted funds - general		119,514		67,223	
Unrestricted funds - designated	22	571,036		<u>575,059</u>	
			<u>712,439</u>		<u>697,151</u>

The financial statements were approved by the Trustees on 29/1/25


 Christopher Downton
 Trustee


 Sylvia Daw
 Trustee

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5 APRIL 2024

1 Accounting policies

Charity information

Children with Cancer Fund (Polegate) is a charity registered in England and Wales with the charity number 1110644. The charity operates from the principle address of 5 Western Avenue, Polegate, BN26 6EP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are used to separate monies which the trustees wish to set aside for specific purposes.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

1 Accounting policies (Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Property, plant and equipment

Property, plant and equipment are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following basis:

Freehold land and buildings	50 years straight line on building cost only
Caravan	7 years straight line (fully depreciated)
Office equipment	Computers and equipment - 3 years straight line
	Furniture and fixtures - 25% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The property purchased is being used primarily for the charity's offices. The upstairs space is currently being rented out as a residential flat, whilst this space is not needed for the charities activities.

It is hoped that our activities will expand and we may be able to use the full property to provide respite activities, as well as our offices. For this reason, the full asset has been included as Property, plant and equipment, with no apportionment to Investment properties.

1.7 Non-current investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of non-current assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

1 Accounting policies (Continued)

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including trade and other payables and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	180,560	831	181,391	147,725	2,150	149,875
Legacies	-	-	-	2,000	-	2,000
Grants	-	62,199	62,199	-	110,961	110,961
	<u>180,560</u>	<u>63,030</u>	<u>243,590</u>	<u>149,725</u>	<u>113,111</u>	<u>262,836</u>
Donations and gifts						
Donations	169,199	831	170,030	119,867	2,150	122,017
Donations - charities	4,955	-	4,955	24,635	-	24,635
Gift aid recovered	6,406	-	6,406	3,223	-	3,223
	<u>180,560</u>	<u>831</u>	<u>181,391</u>	<u>147,725</u>	<u>2,150</u>	<u>149,875</u>

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Charitable activities		
Penny boxes	7,041	7,812
Charitable rental income	9,925	10,909
Event income	18,455	8,768
	<u>35,421</u>	<u>27,489</u>

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income from listed investments	3,348	2,867
Interest receivable	1,373	240
	<u>4,721</u>	<u>3,107</u>

6 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Eastbourne lottery	2,111	1,004
Insurance payout	585	-
	<u>2,696</u>	<u>1,004</u>

7 Raising funds

	Unrestricted funds general 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £
<u>Fundraising and publicity</u>						
Grant application assistance	5,120	-	5,120	-	-	-
Advertising	777	1,299	2,076	1,157	110	1,267
Other fundraising costs	3,919	-	3,919	3,120	890	4,010
	<u>9,816</u>	<u>1,299</u>	<u>11,115</u>	<u>4,277</u>	<u>1,000</u>	<u>5,277</u>

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

8 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Granting wishes	40,152	29,089
Caravan running costs	29,831	27,390
Group events	52,385	50,819
Hardship fund	3,426	2,348
	<hr/> 125,794	<hr/> 109,646
Share of support and governance costs (see note 9)		
Support	135,446	115,197
Governance	14,368	12,491
	<hr/> 275,608	<hr/> 237,334
Analysis by fund		
Unrestricted funds - general	90,141	76,003
Unrestricted funds - designated	107,547	84,875
Restricted funds	77,920	76,456
	<hr/> 275,608	<hr/> 237,334

9 Support costs allocated to activities

	2024 £	2023 £
Staff costs	99,436	84,494
Depreciation	15,774	14,264
Office expenses	7,762	4,068
Motor and travel expenses	2,789	1,714
Telephone and computer consumables	993	3,205
Printing, postage and stationery	1,470	1,189
Insurance	885	657
Utilities	1,993	2,099
Repairs and maintenance	4,338	3,497
Sundry	6	10
Governance costs	14,368	12,491
	<hr/> 149,814	<hr/> 127,688
<u>Analysed between:</u>		
Charitable activities	<hr/> 149,814	<hr/> 127,688

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

9 Support costs allocated to activities (Continued)

	2024 £	2023 £
Governance costs comprise:		
Accountancy	2,280	2,640
Legal and professional	2,354	633
Bank charges	2,985	1,904
Bookkeeping	6,749	7,314
	<u>14,368</u>	<u>12,491</u>

10 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned property, plant and equipment	15,774	14,264
Loss on disposal of property, plant and equipment	1,582	-
	<u>17,356</u>	<u>14,264</u>

11 Trustees

Trustee Christopher Downton received a salary of £20,280 (2023: £20,280) and employer pension contributions of £435 (2023: £421) for his role as Director during the year.

Jessica Downton, daughter of trustees Christopher and Ursula Downton received a gross salary of £14,117 (2023: £12,660) during the year

Donations received from trustees and their related parties during the year amounted to £183 (2023: £nil).

12 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Fundraising	1	1
Charitable activities	5	5
Governance	1	1
	<u>7</u>	<u>7</u>

Employment costs

	2024 £	2023 £
Wages and salaries	98,074	83,503
Other pension costs	1,362	991
	<u>99,436</u>	<u>84,494</u>

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

12 Employees (Continued)

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel (which includes salary, employer pension contributions and employers national insurance) is as follows.

	2024 £	2023 £
Aggregate compensation	22,245	22,326

13 Other expenditure

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net loss on disposal of tangible fixed assets	1,582	-

14 Gains and losses on investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Gains/(losses) arising on:		
Revaluation of investments	17,165	(10,354)

15 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

16 Property, plant and equipment

	Freehold land and buildings £	Caravan £	Office equipment £	Motor vehicles £	Total £
Cost					
At 6 April 2023	301,722	76,244	15,093	35,314	428,373
Additions	-	-	17,282	-	17,282
Disposals	-	-	-	(4,000)	(4,000)
At 5 April 2024	301,722	76,244	32,375	31,314	441,655
Depreciation and impairment					
At 6 April 2023	8,046	76,244	12,021	10,140	106,451
Depreciation charged in the year	4,023	-	5,774	5,977	15,774
Eliminated in respect of disposals	-	-	-	(2,418)	(2,418)
At 5 April 2024	12,069	76,244	17,795	13,699	119,807
Carrying amount					
At 5 April 2024	289,653	-	14,580	17,615	321,848
At 5 April 2023	293,676	-	3,072	25,173	321,921

17 Fixed asset investments

	Listed investments £
Cost or valuation	
At 6 April 2023	159,138
Additions	3,348
Valuation changes	17,165
At 5 April 2024	179,651
Carrying amount	
At 05 April 2024	179,651
At 05 April 2023	159,138

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

18 Trade and other receivables

	2024 £	2023 £
Amounts falling due within one year:		
Other receivables	6,800	3,901
Prepayments and accrued income	21,092	20,331
	<u>27,892</u>	<u>24,232</u>

19 Current liabilities

	2024 £	2023 £
Other taxation and social security	(1,342)	-
Other payables	13,490	26,343
Accruals and deferred income	2,280	4,577
	<u>14,428</u>	<u>30,920</u>

20 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	1,362	991
	<u>1,362</u>	<u>991</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 6 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 5 April 2024 £
Other smaller restricted funds	<u>54,869</u>	<u>63,030</u>	<u>(79,219)</u>	<u>(16,791)</u>	<u>21,889</u>
Previous year:	At 6 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 5 April 2023 £
Other smaller restricted funds	<u>50,280</u>	<u>113,111</u>	<u>(77,456)</u>	<u>(31,066)</u>	<u>54,869</u>

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

21 Restricted funds (Continued)

Other smaller restricted funds - this contains a significant number of smaller grants received, all of which were for towards our main charitable activities (for example, towards wages costs or hosting an event for families). The transfers out in the year represent a van and computer bought in the year. As these items were capitalised to the balance sheet rather than expensed in the accounts a transfer is necessary to show that the funds have been used.

22 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities.

	At 6 April 2023 £	Resources expended £	Transfers £	At 5 April 2024 £
Replacement caravans	240,000	-	-	240,000
Admin fund	-	(107,547)	107,547	-
Building fund	293,676	-	(4,023)	289,653
Reserves fund	41,383	-	-	41,383
	<u>575,059</u>	<u>(107,547)</u>	<u>103,524</u>	<u>571,036</u>
Previous year:	At 6 April 2022 £	Resources expended £	Transfers £	At 5 April 2023 £
Replacement caravan	240,000	-	-	240,000
Admin fund	-	(84,875)	84,875	-
Building fund	297,699	-	(4,023)	293,676
Reserves fund	41,383	-	-	41,383
	<u>579,082</u>	<u>(84,875)</u>	<u>80,852</u>	<u>575,059</u>

Replacement caravans - this fund is used to set aside the monies that will be needed to replace our existing caravans when they are beyond repair. These caravans are used to provide respite to families and form a core part of our activities, hence the trustees feel that it is essential that funds are available to replace these when needed. The transfer in the prior year is to increase this reserve balance to the level needed to replace the three caravans, based on the latest advice that we have received.

Admin fund - The admin fund represents monies ringfenced by the trustees for the purpose of meeting the administrative costs of the charity. The charity's current policy is to transfer 10% of unrestricted receipts in the year to this fund.

Building fund - following the purchase of the office premises in 2022, the trustees have agreed to designate this asset. The trustees wish to avoid any need to realise this asset, as this would impede our ability to operate effectively.

Reserve fund - this fund is holding the monies identified by our Reserves Policy, as being needed to meet our commitments if income were to unexpectedly cease. This currently represents 3 months running costs, which is the minimum level that trustees wish to hold. Ideally, the trustees wish to increase this reserve balance to 12 months expenses. This would mean that if income stops, the commitments of support made to local families can still be delivered whilst alternative funding sources are found.

CHILDREN WITH CANCER FUND (POLEGATE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2024

23 Analysis of net assets between funds

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
At 5 April 2024:				
Property, plant and equipment	32,195	289,653	-	321,848
Investments	-	179,651	-	179,651
Current assets/(liabilities)	87,319	101,732	21,889	210,940
	<u>119,514</u>	<u>571,036</u>	<u>21,889</u>	<u>712,439</u>
	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
At 5 April 2023:				
Property, plant and equipment	28,245	293,676	-	321,921
Investments	-	159,138	-	159,138
Current assets/(liabilities)	38,978	122,245	54,869	216,092
	<u>67,223</u>	<u>575,059</u>	<u>54,869</u>	<u>697,151</u>

24 Related party transactions

There were no related party transactions during the year, other than those already disclosed in the Trustees note.