

THE PICKERING CANCER DROP-IN CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2021

Registered charity number: 1112623
Registered company number: 05568506

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THE PICKERING CANCER DROP-IN CENTRE

REFERENCE AND ADMINISTRATIVE DETAILS *FOR THE YEAR ENDED 31 DECEMBER 2021*

Board of Trustees	Mr R W Moore Dr R J Angel Dr R Jyothirmayi Mr S J Marnoch Mr R A Mellhuish Mrs P Taylor Mr D P Austin (resigned 31 December 2021) Mr D Bartholomew (Chair) Mrs G H Williams (resigned 21 March 2022) Ms C A McGibney (appointed 1 November 2021) Mr J Anderson (appointed 4 January 2022)
Company number	05568506
Charity number	1112623
Registered and principal office	27 Monson Road Tunbridge Wells Kent TN1 1LS
Independent examiner	A S Healey FCA CTA DChA Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge Kent TN9 1BE
Investment advisers	Investing Ethically Limited 33 Whiffer Road Norwich NR3 2AW

THE PICKERING CANCER DROP-IN CENTRE

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

The Board of Trustees of the charity present their annual report together with the financial statements of the charity for the year ended 31 December 2021. The Trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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). This report is also the Directors' Report required by Company Law.

Objectives and activities

The objects of the charity as stated in the Memorandum of Association are:

- (i) The relief of persons suffering from cancer by the provision of services and facilities (including complementary therapies) for them, their families and carers.
- (ii) The advancement of understanding of the nature, causes and treatments of cancer particularly among (but not limited to) persons suffering from cancer, their families, friends and carers.

In order to achieve these objectives the charity has a drop-in centre which is open every Monday, Tuesday, Wednesday and Friday (excluding Bank Holidays) for people affected by cancer to drop in for support, information, complementary therapies and counselling.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Achievements and performance

Review of activities

2021 was a good year for Pickering despite ongoing challenging circumstances caused by Covid-19. We were only able to meet once weekly during most of the year due to the Centre having to remain closed. Salomon's generously donated us the theatre to use for the majority of the year until we eventually felt it safe enough to reopen the Centre in November 2021. We had to close again for a period just before Christmas due to the omicron variant but it was good to at least have a taster of life in the Centre covid-style.

1. Fundraising

Most formal events were cancelled for the year due to the Covid-19 restrictions and the only official fundraising activities we hosted were a dinner in November and two carol singing mornings in the run up to Christmas. The dinner in November was more of a "fun-raising" event to thank our volunteers and wider community for their support during the covid-19 period and therefore is classed within charitable activities within the accounts. Other people, as ever, did continue to support Pickering by doing whatever they could in their own individual ways whether by sending in donations, participating in sponsored events, nominating our charity for legacy awards or simply telling their friends of their experience of us and many donations were received throughout the year. We sadly lost several

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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

members of our community during the year and were often the charity of choice at funeral or celebration events for the deceased.

2. Holiday Home

Due to the success of previous years' fundraising and the generosity of our community Pickering had sufficient financial resources to purchase a two-bed Lodge home in Pevensey Bay Holiday Park in December 2021. This new lodge can be used by our visitors as a place to go to for a short break as often travel following a cancer diagnosis is either very expensive or impossible. The home is ideally located near to Eastbourne Hospital if need be but, more importantly, provides access to the sea and has all the facilities necessary for a relaxing stay away from normal life.

3. Support Services

2021 saw Polly, Caroline and several other volunteers continuing to work from home having their phones available for messages and calls 24/7. Website enquiries, Facebook and Instagram messages and emails were all regularly monitored and personal replies made to all who made contact with us seeking our support. We held meetings in person, in accordance with Government guidelines, once a week at Salomons and once a month we also arranged for everyone to have lunch there together to provide another opportunity for social connection and as our way of giving something back to Salomons for their generosity in donating us the Theatre space.

We reopened the Centre in mid-November 2021 and resumed our previous service of opening 4 days a week and providing complementary therapies, art groups and counselling, in addition to the refreshments and hugs that are always available!

Over the year we had in excess of 115 different visitors, some coming to see us every week or 4 times a week when back in the Centre. In addition, we supported at least 50 extra people on the telephone, as well as some of the visitors to the Centre needing continued telephone support.

4. Personnel

As ever, the volunteers have been the lifeblood of Pickering and have continued to provide unwavering support to Polly and Caroline this year despite the many challenges that Covid-19 has provided. We are still hoping for more therapists to join our group of volunteers as we lost many as a result of Covid-19 because the lack of work during that period meant that they now need to re-establish their practices. Under Janice's diligent leadership, the day-to-day volunteers are gradually increasing in number and we have got a good team in on all four days that we are open.

Summary

2021 continued to throw up challenges for Pickering but we rose to them all and even managed to purchase our own holiday home, secure funding for the ongoing expenses of it for a number of years, reopen the Centre and continue offering therapies and art groups and reconnect the community with a wonderful celebratory Christmas lunch at Salomons in December!

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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

Financial review

At the 31 December 2021 the charity generated net income of £116,780 (2020: £43,536). This includes net gains on investments totalling £34,202 (2020: £25,244). This is largely due to an increase in donations as the Centre continues to be well supported, alongside a fall in expenditure as we were not present in the Centre for the majority of the year.

The charity has benefitted from services provided by many volunteers who provide counselling, therapies and support at the Centre. The value of this support is not quantified in the financial statements but is invaluable to the operation of the charity.

Reserves policy

The Trustees have adopted a formal reserves policy that stipulates the following reserves should be maintained. The Trustees have designated £50,000 to the Emergency Operational Reserve (EOR), and have set the minimum level of the EOR at the equivalent of 12 months' operating costs. The EOR at 31 December 2021 was £50,000.

At the year end the charity had restricted funds of £16,025. Of this balance £10,375 relates to monies held in the SMILE fund which is held to financially assist visitors and/or their families who are experiencing temporary or long-term problems because of cancer. The remaining balance of £5,650 relates to funds given for maintenance work in the garden of the Centre and purchase of art materials.

At the year end the charity had unrestricted free reserves (unrestricted funds less fixed assets) of £796,247 (2020: £692,176), which includes the designated EOR fund. The trustees plan to use these additional reserves for purchase of a conservatory for the Centre; ongoing maintenance of the building including re-tanking the basement, addition of a ramp for wheelchair users etc and other facilities to support our visitors.

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Material investments policy

Funds not immediately required for day-to-day outgoings are placed in deposit accounts. The Trustees' investment strategy is to hold funds in low to medium risk investments providing a reasonable rate of return.

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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

Structure, governance and management

Constitution

The Charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association. The Charity is constituted under a Memorandum of Association and is a registered charity number 1112623.

The principal object of the Charity is to provide support to anyone affected by cancer, be they patients, their partners, children, friends or carers, in a safe, relaxing, friendly environment where mutual support and information can be found.

Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. Trustees are recruited by word of mouth according to the special skill sets that they can offer from within the local community.

The Charity has a small management team, all volunteers, who are responsible for the day to day running and practice issues, as well as the recruitment and management of volunteers, voluntary complimentary therapists, and the fundraising team.

Risk Management

A risk Register was compiled. Where this showed areas of medium or high-risk steps have been taken to deal with these areas. The Risk register is reviewed at the quarterly Trustee meetings.

Plans for future periods

The charity acquired its premises in 2019 and will continue to raise funds in order to maintain the building and secure the long-term goals of the charity.

Trustees' responsibilities statement

The Trustees (who are also directors of The Pickering Cancer Drop-In Centre for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;

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REPORT OF THE BOARD OF TRUSTEES *FOR THE YEAR ENDED 31 DECEMBER 2021*

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Trustees on 5 September 2022 and signed on their behalf by:

David Bartholomew
Chair of Board of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES OF THE PICKERING CANCER DROP-IN CENTRE

FOR THE YEAR ENDED 31 DECEMBER 2021

I report to the Board of Trustees on my examination of the accounts of The Pickering Cancer Drop-In Centre ("the charity") for the year ended 31 December 2021.

Responsibilities and Basis of Report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent Examiner's Statement

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

1. accounting records were not kept in respect of the company as required by section 386 of the Companies Act 2006; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 accounts to be reached.

A S Healey FCA CTA DChA

Date: 13 September 2022

Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

THE PICKERING CANCER DROP-IN CENTRE

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
	Note				
Income from:					
Grants, donations and legacies	2	128,321	9,400	137,721	106,335
Charitable activities income		5,757	-	5,757	-
Other trading activities:					
Fundraising events		420	-	420	-
Investments		3,102	-	3,102	574
Total income		137,600	9,400	147,000	106,909
Expenditure on:					
Raising funds		4,310	1,684	5,994	7,528
Charitable activities	3	54,302	4,126	58,428	81,089
Total expenditure		58,612	5,810	64,422	88,617
Net gains on investments		34,202	-	34,202	25,244
Net income		113,190	3,590	116,780	43,536
Transfers between funds		1,466	(1,466)	-	-
Net movement in funds		114,656	2,124	116,780	43,536
Reconciliation of funds:					
Total funds brought forward		1,444,082	13,901	1,457,983	1,414,447
Total funds carried forward	7	1,558,738	16,025	1,574,763	1,457,983

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BALANCE SHEET

AS AT 31 DECEMBER 2021

	Note	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	5		762,491		651,906
Listed investments	6		416,813		385,720
			<u>1,179,304</u>		<u>1,037,626</u>
Current assets					
Prepayments and accrued income		3,527		1,453	
Cash at bank and in hand		394,272		420,060	
		<u>397,799</u>		<u>421,513</u>	
Creditors: amounts falling due within one year					
Accruals and deferred income		(2,340)		(1,156)	
Net current assets			<u>395,459</u>		<u>420,357</u>
Total net assets			<u><u>1,574,763</u></u>		<u><u>1,457,983</u></u>
Represented by the funds of the charity:					
Unrestricted funds			1,558,738		1,444,082
Restricted funds			16,025		13,901
	7		<u><u>1,574,763</u></u>		<u><u>1,457,983</u></u>

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 5 September 2022 and signed on their behalf by:

David Bartholomew
Trustee

Company number: 05568506

1 Accounting policies

Basis of preparation of the financial statements

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Pickering Cancer Drop-In Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

The financial statements are prepared in pounds sterling, which is the functional currency of the charity, and rounded to the nearest £1.

Status

The charity is a private company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is 27 Monson Road, Tunbridge Wells, Kent TN1 1LS.

Income

Income from grants and donations is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Income from legacies is recognised when there has been a grant of probate, the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay the legacy, any conditions attaching to the legacy are either within the control of the charity or have been met, and the amount of any residuary legacy can be estimated reliably.

Gifts in kind are included in the financial statements when the charity is entitled to them, when it is probable that the charity will receive the economic benefits, and when the fair value or value to the charity, as appropriate, can be measured with sufficient reliability.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies continued

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 Trustees consider that there is one overall activity. Direct costs are those costs directly incurred in the carrying on of the charitable activity.

Support costs are those functions that assist the work of the charity but do not directly relate to the charitable activities, and include governance costs.

All expenditure is inclusive of irrecoverable VAT.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Assets costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold land	Not depreciated
Freehold property / improvements	2% on cost
Fixtures, fittings and equipment	20% - 33.3% on cost

Listed investments

Listed investments are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Fair value gains or losses are recognised in the Statement of Financial Activities.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies continued

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 Income from grants, donations and legacies

In the preceding period, restricted income from grants, donations and legacies was £10,520.

During the period the charity received donation goods and services amounting to £20,125. This comprised room hire and various repairs and redecoration works at the centre.

3 Expenditure on charitable activities

	2021 £	2020 £
Direct costs:		
Centre direct costs	1,797	1,746
Financial assistance	3,526	29,099
Events for beneficiaries	11,150	-
Support costs:		
Premises costs	22,223	26,788
Insurance	1,662	1,534
Other office costs	3,387	2,889
Other support costs	1,107	2,651
Depreciation	11,236	15,422
Governance costs:		
Independent examiner's fees	2,340	960
	<u>58,428</u>	<u>81,089</u>

In the preceding period, expenditure on charitable activities from restricted funds was £29,099.

Financial Assistance relates to grants given to individuals from the SMILE fund, as set out in note 7.

4 Net income

	2021 £	2020 £
This is stated after charging:		
Depreciation	11,236	15,422
Independent examiner's fees- examination	1,560	960
Independent examiner's fees- other services	780	-
	<u>13,576</u>	<u>16,382</u>

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NOTES TO THE FINANCIAL STATEMENTS
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5 Tangible fixed assets

	Freehold property £	Fixtures, fittings & equipment £	Total £
Cost			
Brought forward	676,439	17,358	693,797
Additions	119,995	1,826	121,821
Carried forward	796,434	19,184	815,618
Depreciation			
Brought forward	27,058	14,833	41,891
Charge for the year	9,528	1,708	11,236
Carried forward	36,586	16,541	53,127
Net book value			
At 31 December 2021	759,848	2,643	762,491
At 31 December 2020	649,381	2,525	651,906

Included within freehold property is land valued at £225,000 which is not depreciated.

6 Listed investments

	2021 £	2020 £
Fair value at 1 January 2021	385,720	360,476
Additions at cost	2,361	35,610
Disposals at carrying value	(5,424)	(45,093)
Change in fair value	34,156	34,727
	416,813	385,720

Realised gains of £45 are included in net gains on investments.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

7 Statement of movements on funds - current year

	1 January 2021 £	Income £	Expenditure £	Transfers / gains & losses £	31 December 2021 £
General fund	642,176	137,600	(47,376)	13,847	746,247
Designated funds:					
Emergency operational reserve	50,000	-	-	-	50,000
Lease liability reserve	100,000	-	-	(100,000)	-
Fixed asset fund	651,906	-	(11,236)	121,821	762,491
Total unrestricted funds	1,444,082	137,600	(58,612)	35,668	1,558,738
SMILE fund	13,901	-	(3,526)	-	10,375
Hadrian's Wall	-	3,150	(1,684)	(1,466)	-
Garden	-	6,250	(600)	-	5,650
Total restricted funds	13,901	9,400	(5,810)	(1,466)	16,025
Total funds	1,457,983	147,000	(64,422)	34,202	1,574,763

Designated funds

The Emergency operational reserve is to be used for the maintenance, repairs and upkeep of the Monson Road Premises.

The fixed asset fund represents the net book value of fixed assets which are not freely available reserves.

The SMILE fund relates to donations received to financially assist visitors and/or their families who are experiencing temporary or long term problems because of cancer.

Donations were received towards the Hadrian's Wall fundraising event to cover accommodation and vehicle hire for the personnel taking part. These were not fully expensed and the donor agreed that the final balance could be spent on the general costs of the Centre. The balance of £1,466 was therefore transferred to unrestricted funds.

A donation of £6,260 was given for the refurbishment of the garden at the Centre. These funds were not fully utilised at the year end as the garden services were donated. As such the balance is carried forward to be spent on future garden maintenance.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

8 Statement of movements on funds - prior year

	1 January 2020 £	Income £	Expenditure £	Transfers / gains & losses £	31 December 2020 £
General fund	596,513	96,389	(44,096)	(6,630)	642,176
Designated funds:					
Emergency operational reserve	50,000	-	-	-	50,000
Lease liability reserve	100,000	-	-	-	100,000
Fixed asset fund	661,299	-	(15,422)	6,029	651,906
Total unrestricted funds	1,407,812	96,389	(59,518)	(601)	1,444,082
SMILE fund	6,635	10,520	(29,099)	25,845	13,901
Total restricted funds	6,635	10,520	(29,099)	25,845	13,901
Total funds	1,414,447	106,909	(88,617)	25,244	1,457,983

9 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	762,491	-	762,491
Listed investments	416,813	-	416,813
Net current assets	379,434	16,025	395,459
	1,558,738	16,025	1,574,763
Prior year:			
Tangible fixed assets	651,906	-	651,906
Listed investments	385,720	-	385,720
Net current assets	406,456	13,901	420,357
	1,444,082	13,901	1,457,983

THE PICKERING CANCER DROP-IN CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

10 Related party transactions

The key management personnel are considered to be the Board of Trustees. No Trustees received any remuneration or other benefits (2020: £Nil).

During the year, two Trustees (2020: two) were reimbursed for expenses incurred on behalf of the charity for subsistence and travel amounting to £80 (2020: £374).