# THE MARY HOW TRUST FOR CANCER PREVENTION

England & Wales · Charity number 1122393

## Details

| | |
|---|---|
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 06324356 |
| **Registered** | 2008-01-21 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Unit 1 & 2<br>The Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS |
| **Phone** | 01798877640 |
| **Email** | contact@maryhowtrust.org |
| **Website** | www.maryhowtrust.org |

## Activities

**Objects:** 1. TO RELIEVE SICKNESS IN PARTICULAR BUT NOT EXCLUSIVELY BY PROVIDING A HEALTH SCREENING SERVICE TO THE GENERAL PUBLIC WITH THE AIM OF DETECTING ALL TYPES OF CANCER IN PARTICULAR, LIFE THREATENING DISEASES IN GENERAL, AND TO MAKE THIS SERVICE AVAILABLE TO ALL.2. TO ADVANCE PUBLIC EDUCATION IN GENERAL HEALTH MATTERS AND IN THE PREVENTION AND DETECTION OF CANCER AND OTHER LIFE THREATENING DISEASES

**Activities:** Health & Wellbeing Screening and Health advice to self referred, asymptomatic members of the community, to detect early signs of life threatening illness . No charge is made. The Charity relies on volunteers, supporters, donations, grants and fundraising. The NHS does not provide financial support. The Trust was formed in 1988 on the death of Mary How from bowel cancer.

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## Classification

- **How:** Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE. WEST SUSSEX
- West Sussex

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £1,651,535 | £844,159 | £1,797,663 | 19 |
| 2024-03-31 | £996,582 | £766,089 | £983,000 | 20 |
| 2023-03-31 | £739,067 | £649,255 | £718,337 | 19 |
| 2022-03-31 | £833,532 | £717,298 | £651,416 | 18 |
| 2021-03-31 | £454,001 | £395,649 | - | - |

## Trustees

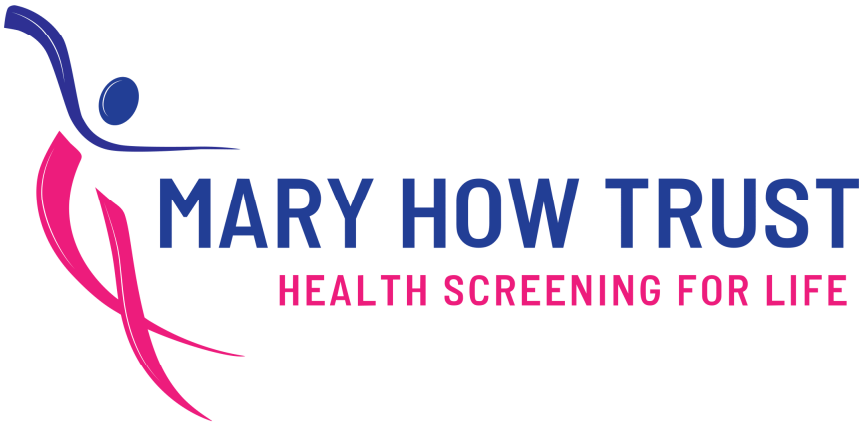
| Name | Role | Appointed |
|---|---|---|
| **Nicola Maria Neal-Smith** | Chair | 2025-09-01 |
| Christopher George Meeking | | 2023-02-28 |
| Claire Elizabeth Scaramanga | | 2022-11-14 |
| Denise Peggy Mathieson | | 2022-05-01 |
| James Barder | | 2018-09-01 |
| Nigel Stanbury | | 2023-02-28 |
| Timothy John Morley | | 2025-05-20 |

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**THE MARY HOW TRUST FOR CANCER PREVENTION**

England & Wales - Charity number 1122393

# Accounts




# THE MARY HOW TRUST FOR CANCER PREVENTION

## Annual Report

## and Audited Financial Statements

for the year ended 31 March 2025

**Registered Charity Number 1122393**
**Registered Company Number 06324356**

# THE MARY HOW TRUST FOR CANCER PREVENTION

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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# THE MARY HOW TRUST FOR CANCER PREVENTION

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

## CHARITY INFORMATION

**Trustees**

| | | |
|---|---|---|
| J A Ross | | |
| J H Barder | | |
| M C Wratten | | (Resigned 24 June 2024) |
| D P Mathieson | | |
| C Meeking | | |
| N Stanbury | | |
| C Scaramanga | | |
| J H G Ellis | | (Resigned 17 March 2025) |
| T Morley | | (Appointed 20 May 2025) |
| N M Neal-Smith | Chair | (Appointed 01 September 2025) |
| I L Lloyd | | (Appointed 09 October 2025) |

**Registered & Principal office**

Unit 1 & 2 The Colonnades
17 London Road
Pulborough
West Sussex
RH20 1AS

**Registered charity number**

1122393

**Registered company number**

06324356

**Auditor**

Blue Spire Limited
Cawley Priory
South Pallant
Chichester
West Sussex
PO19 1SY

**Investment advisor**

Quilter Cheviot
Senator House
85 Queen Victoria Street
London
EC4V 4AB

## CHAIR'S STATEMENT

I am pleased to present the annual report and financial statements for The Mary How Trust for Cancer Prevention ('The Mary How Trust') for the year ended 31 March 2025. It has been another extremely successful year for our charity.

The Trust has continued to grow achieving more than 3700 screenings in the year, an increase of 900 on 2023/24, and close to the full capacity of the Colonnades. This has resulted in the early detection of more potential diseases offering the possibility of improved outcomes for those effected. This growth in screening numbers is also reflected in a surplus, which includes legacy contributions, donations, fund raising and our Charity Shop.

Another notable accomplishment for the year has been the establishment of the Medical Advisory Board (MAB). This group of medical professionals will provide oversight and guidance to the Trust's clinical operations, helping to improve both the effectiveness and efficiency of the service we offer.
During the year we have been actively searching for an appropriate second site so that we can significantly grow our client base in another area, in line with the Trust's aim to provide access to our unique service to as wide a group as possible. This has proved to be more difficult than we first expected. However, it is important that we choose the right site and are hopeful that we will identify somewhere soon.

The last year has also seen some notable Trustee changes. After 10 years as Finance Director, James Ross will retire at the next Annual General Meeting. We would like to express our heartfelt thanks to James not only for his diligent work as finance director but also for his considerable efforts in facilitating the move to the Colonnades and the current search for new premises. The Board would also like to thank John Ellis who has stepped aside as Chair and Trustee, for his contributions to the Trust.

I am delighted to have joined The Mary How Trust this year and to have taken on the role of Chair. It is a privilege to be part of such a dedicated and compassionate organisation whose work makes a tangible difference to people's lives. The Trust's commitment to early detection and prevention – offering high-quality health screening regardless of ability to pay – is both inspiring and vital. I am excited to build on the strong foundations laid by my predecessors and to work alongside our talented team, Trustees, and volunteers as we continue to expand our reach and impact in the years ahead.

We are as always, immensely grateful to all those who continue to support our remarkable charity. In particular, the Trustees would like to thank our staff and volunteers led by Lynda Vowles, our exceptional CEO. Thanks to their efforts, we continue to develop our service and are entering an exciting time with the opportunity for significant expansion thereby improving the health outcomes for a wider group of people.

**Nicky Neal-Smith**
Chair of Trustees
Dated: 24 November 2025

## WELCOME FROM THE CHIEF EXECUTIVE

As we close the financial year ending 31 March 2025, I'm proud to look back on what has been a remarkable and inspiring year for The Mary How Trust. Together, we have reached more people, strengthened our services, and taken meaningful steps toward a healthier future for our communities.

This year, we carried out 3,793 health screenings—exceeding our target and reaffirming our belief that everyone deserves access to life-saving, preventative health checks, regardless of their financial situation. Thanks to our donation-based model, we continue to make early detection accessible to all adults, helping people take charge of their health and their futures.

We are excited to be preparing for a second premises, with lease negotiations now underway. Once open, this new site will enable us to provide additional screenings each year, reducing waiting times and helping even more people in our local communities benefit from timely health checks.

Our veterans' pilot programme has already shown encouraging outcomes, and with further funding, we hope to expand this initiative in the coming year. Our partnership with Surrey and Sussex Police is also progressing well, with pilot screenings due to begin in the first half of the new financial year.

The establishment of our Medical Advisory Board (MAB) marks another major milestone. Bringing together respected professionals from across medical disciplines, the Board provides expert guidance to strengthen our clinical standards and ensure our services remain evidence-based, effective, and responsive to evolving health screening needs.

None of these achievements would be possible without the dedication and passion of our staff, volunteers, trustees, and supporters. Every person who gives their time, energy, or donations plays a vital role in helping us save lives through early detection and prevention.

We are truly grateful for your ongoing support, which allows us to help more people take control of their health and access our vital screenings. Together, we really are making a difference.

**Lynda Vowles**
Chief Executive Officer

## TRUSTEES' REPORT

The Trustees, who are directors for the purposes of company law, present their report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies, set out in notes to the accounts and comply with the charity's governing document, the Companies Act 2006, 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) (as amended for accounting periods commencing from 1 January 2019).

Since the charitable company qualifies as small under section 382, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

### Objectives and activities

The objects of the charitable company as set out in its Memorandum and Articles of Association are:

- To prevent sickness by providing a Health Screening service with the aim of detecting all types of cancer in particular, life-threatening diseases in general, and to make this service available to all adults.
- To advance public education in general health matters, and in the prevention, and detection, of cancer and other life-threatening diseases.

### Activities for achieving objectives

We deliver comprehensive health screening and wellness consultations to self-referred, asymptomatic adults aged 18 and over. Our services include nurses' consultation, ultrasound scans and detailed health reports, which are shared with clients and, with consent, their GPs.

Our donation-based model ensures accessibility for all, supported by income from our charity shop, fundraising events, grants, and legacies. We have expanded our facilities and clinical team to meet growing demand and help reduce waiting times.

Our team included two full-time and seventeen part-time staff, supported by dedicated volunteers. The charity shop, also based in Pulborough, operates six days a week and plays a vital role in funding our services.

The Board of Trustees has considered the guidance provided by the Charity Commission when determining the activities that the charity should undertake.

### Main activities undertaken to further the charity's purposes for the public benefit

The Board of Trustees ensures that all activities align with the Charity Commission's guidance on public benefit. Our charitable services are designed to deliver meaningful health outcomes and empower individuals to take control of their well-being.

We deliver screenings on a donation basis, ensuring accessibility for all. Our operational costs are supported through diversified income streams, including our charity shop, fundraising, donations and legacy giving.

We actively collaborate with local GPs, other charities and community organisations to ensure continuity of care and promote health awareness. Our services are inclusive and non-discriminatory, reaching individuals from all walks of life.

### Relationships with other organisations

We continue to strengthen partnerships with other charities, healthcare providers, and community groups. Our collaboration with Veterans Outreach Support has grown and saw a pilot scheme during the year. A collaboration with Surrey and Sussex Police is progressing, with pilot screenings scheduled for early 2025/26. These relationships are key to expanding our reach and enhancing service delivery.

## TRUSTEES' REPORT

### Environmental impact

We prioritise sustainability through energy-efficient procurement, paperless operations – wherever possible, and recycling initiatives. Our charity shop contributes to a circular economy by repurposing unsaleable goods. Staff are actively engaged in promoting eco-friendly practices, and our Environmental Policy is reviewed annually.

### Achievements and performance

*2024/2025 in Summary*

The year 2024/25 brought significant change both at home and abroad. Here in the UK, the new government's first months in office marked a period of adjustment and anticipation. The Chancellor, Rachel Reeves, set out her first Budget, focused on rebuilding public services and boosting economic growth. However, changes to public spending and employer National Insurance contributions created new pressures for many charities, including ours.

Inflation reached 3.6% in the autumn, and while it has since eased, interest rates remained high for much of the year—driving up operational costs for organisations across the voluntary sector.

Globally, uncertainty continued to shape the economic landscape. The election of Donald Trump as US President brought renewed trade tensions, with increased tariffs contributing to higher import prices and supply chain costs. Ongoing conflicts, climate-related crises, and humanitarian challenges also continued to influence donor behaviour and funding patterns worldwide.

In this complex environment, demand for charitable services grew—often outpacing available resources. Yet, despite these challenges, The Mary How Trust remained focused on our mission of early detection and prevention.

Over the past twelve months, we have:

- Delivered 3,793 health screenings, exceeding our target.
- Expanded our clinical team, strengthening capacity and expertise.
- Begun preparations for our second premises, which will dramatically increase access to our services.
- Deepened our partnership with St Richard's NHS Trust, sponsoring a full-time member of their laboratory team and enhancing our diagnostic capabilities.
- Advanced our veterans' pilot programme, laying the groundwork for future expansion.

We appointed Blue Spire as our new accountants to guide us through our transition to full audit requirements, following our turnover exceeding £1 million—a milestone that reflects both our growth and the trust placed in our work.

Throughout another year of change and challenge, The Mary How Trust has continued to adapt, evolve, and deliver. Thanks to the steadfast support of our community, staff, volunteers, and partners, we remain on a strong path toward a healthier future for all.

### Financial review

*Going concern*

The Trustees have a reasonable expectation that the charity has sufficient resources to continue operating for the foreseeable future. This is supported by strong financial management, diversified income streams, and robust reserves. The going concern basis remains appropriate for preparing the financial statements.

*Investment policy*

All investments are now held with Quilter Cheviot, split between the Global Income & Growth Fund for Charities and short-term Money Market Bonds. Monthly monitoring and quarterly reviews are conducted to ensure alignment with our objectives and risk profile.

## TRUSTEES' REPORT

*Principal risks and uncertainties*

Key risks include economic volatility, inflation, and changes in government policy. Adjustments to employer National Insurance and broader tax reforms have increased operational costs. Global instability and weak business sentiment have also affected donor behaviour and funding availability.

We monitor regulatory changes from the Care Quality Commission, Charity Commission, and GDPR legislation. Internal controls have been reviewed using the Charity Commission's CC8 checklist and found to be robust.

*Reserves*

We maintain reserves equivalent to at least nine months of budgeted expenditure, currently £904,000 for the year 2025/26. This ensures financial stability and supports our strategic growth. The Board reviews the policy annually and monitors reserves on a monthly basis.

**Review 2024/2025**

The 2024/25 financial year was shaped by economic uncertainty, rising costs, and growing demand for charitable services. In this context, The Mary How Trust delivered a strong financial performance, enabling us to continue expanding access to life-saving health screenings and planning for future growth.

Total funds increased to £1,797,311 (2024: £983,00), with £352 (2024 £1,905) allocated for restricted purposes. This reflects both careful financial management and the generosity of our supporters. After accounting for funds designated for Fixed Assets, Intangible Assets, and Restricted Funds our Free Reserves stand at £903,415 (2024: £379,246), providing a solid foundation to maintain our services and respond to emerging needs.

During the year, we sold our M&G Charibonds and transferred the funds to Quilter Cheviot, ensuring continued growth and security of our investments. Day-to-day liquidity is maintained through cash holdings with Barclays Bank PLC, allowing us to meet operational requirements with confidence.

Our charity shop continued to perform strongly, providing not only essential income but also a visible presence in the community and an opportunity for supporters to engage directly with our work.

We are deeply grateful for a generous legacy received this year, which will help bring our ambitious plans for expansion to fruition.

Despite the financial pressures faced by many organisations this year, careful planning, prudent investment decisions, and the dedication of our supporters have allowed The Mary How Trust to remain financially resilient. These resources will underpin our ongoing mission to deliver accessible, preventative health screening services and support the expansion of our programmes in the coming year.

**Plans for future periods**

*Community Engagement*

We will deepen our engagement with the community, raising awareness of the importance of early detection and prevention. Outreach efforts will focus on underserved populations and promoting health education.

*Financial Growth*

With turnover now exceeding £1 million, we are subject to full audit requirements. We remain focused on securing sustainable funding to support our expanding services and ensure long-term financial resilience.

*Commitment to Growth*

We are committed to increasing our screening capacity and plan to open a second premises in 2026. This expansion will allow us to reach more individuals and help reduce waiting times, ensuring equitable access to our services.

*Risk Mitigation*

We continue to monitor economic, regulatory, and operational risks closely. Our systems for risk identification and mitigation are robust and regularly reviewed. These include a comprehensive risk management matrix and a business continuity plan, both of which are standing items on our Trustee meeting agendas.

**Key Objectives for the Future**

*Capacity Expansion*

We anticipate reaching a full capacity of approximately 4,000 screenings by the end of the next financial year. Exciting plans for a second site are progressing well—a suitable property has been identified, to the north of our area, and lease negotiations are underway. Once fully operational, this new facility will enable up to 10,000 additional screenings annually, helping to reduce waiting times and expand access to preventative health services across our communities. Full capacity is expected to be achieved over the next five years.

*Community Awareness*

Raising awareness of our services and the importance of early detection remains a top priority. We will continue to deliver outreach campaigns that engage underserved populations, promote health education, and empower people to take charge of their health.

*Accessibility and Inclusivity*

We are committed to ensuring our services are accessible to all adults, regardless of geography, background, or financial means. Special focus will be placed on supporting disadvantaged and underrepresented groups, with tailored outreach and additional support where needed.

*Service Enhancement*

Our Medical Advisory Board (MAB) is now fully active, guiding our clinical strategy and supporting service development. Drawing on expertise across oncology, general practice, diagnostics, and public health, the MAB helps ensure our screening programmes remain evidence-based, innovative, and responsive to emerging health screening trends.

*Data Utilisation*

We will continue to use anonymised data to inform our marketing, brand development, and service improvement strategies, always in full compliance with GDPR regulations. During the year, we were delighted to undergo the Cyber Essentials audit, achieving certification and reinforcing our commitment to data security and privacy.

*Healthcare Professional Collaboration*

We continue to strengthen relationships with local healthcare professionals, charities, and community organisations. The MAB plays a central role in these partnerships, providing expert oversight and helping us maintain alignment with best practice in preventative health screening.

**Looking to the Future**

The Mary How Trust is poised to make an even greater impact in the years ahead. With expanded screening capacity, a second premises, and growing partnerships, we will be able to reach more people and save more lives through the early detection of cancer and other life-limiting illnesses.

Our second premises will play a crucial role in reducing waiting times and ensuring equitable access to our services across the region. The veterans' pilot screening programme has already demonstrated strong outcomes, and with anticipated funding, we aim to expand this initiative in 2025/26. Collaborations with Surrey and Sussex Police are progressing well, with pilot screenings scheduled to launch in the second quarter of the new financial year.

**Conclusion**

The Mary How Trust is excited about the opportunities ahead. Building on our strong foundations, we will continue to develop innovative programmes, strengthen partnerships, and extend our reach into communities that need us most.

We will focus on enhancing the experience for everyone using our services, improving engagement and support, and exploring new ways to educate and empower the public about the importance of early detection. By nurturing collaborations with local healthcare professionals, community groups, and other organisations, we aim to create a more connected, informed, and healthy community.

As we look ahead, our commitment remains unwavering: to provide inclusive, high-quality health screening and to make a tangible difference in the lives of those we serve.

**Structure, governance and management**

**Constitution**

The Mary How Trust, founded in June 1988, is a charitable company limited by guarantee, incorporated on 25 July 2007. It is governed by the Memorandum and Articles of Association of the charitable company and is controlled by a board of trustees whose members are elected at the Annual General Meeting and are directors for the purposes of company law and trustees for the purposes of charity law. Registered charity number 1122393; Company Registration No: 06324356.

The vision, mission and values of The Mary How Trust guide us and remain as important today as they were when the charity was first formed back in 1988.

*Appointment and Election of Trustees*

The strategic leadership of our charity rests with our dedicated Trustees, each contributing their unique knowledge, skills, and passion to advance the charity's mission. They bear the critical responsibility of steering the charity, ensuring its continued growth and impact. Guided by the provisions outlined in the Articles of Association, our Trustees, whether elected or co-opted, possess the authority to appoint new Directors/Trustees, when necessary, thus reinforcing our commitment to the charity's long-term success.

*Induction and Training of Trustees*

In alignment with the Charity Commission's guidance on trustees' induction and training, our Board places great emphasis on recruiting trustees with specific skills that can significantly contribute to the charitable company. Prospective trustees or directors are required to initiate their engagement by writing to the Chair of the Board and providing a comprehensive curriculum vitae. To support their integration, we provide a Trustee Information Pack and facilitate initial discussions, followed by interviews. Newly appointed trustees undertake a probationary period before their formal confirmation, which is ratified at the next scheduled Annual General Meeting (AGM).

In adherence to regulatory requirements and good governance principles, all new trustees undergo an induction process. This includes providing detail of their legal obligations under charity and company law, as well as familiarity with the contents of the Memorandum and Articles of Association. Additionally, we ensure that they are well-informed about the committee structure, decision-making processes, and the recent financial performance of the charity. To further enhance their knowledge, they are provided with the Charity Commission booklet 'CC3': 'The Essential Trustee'. We also encourage our Trustees to engage in relevant external and online training events, which are financially supported by the charity, enhancing their effectiveness in fulfilling their roles.

## TRUSTEES' REPORT

Trustees do not hold any beneficial interest in the company and all of them are members of the company. We believe that good governance is fundamental to our success and take our trustee responsibilities seriously.
Our organisational structure and decision-making processes are continually reviewed by the Board of Trustees. The Board convenes six times a year to discuss and determine the charity's direction. In addition, we have an Investment Committee, whilst financial controls are entrusted to the Finance Director.

Trustee meetings follow a structured agenda that includes standing items such as comprehensive management account reporting, risk assessments, health and safety considerations, incident management, and safeguarding. Additionally, we engage subgroups as needed. The day-to-day management of the charity is delegated to Lynda Vowles, the CEO, and the Senior Management Team.

We are committed to active risk management, addressing the major risks to which the charity may be exposed. Our systems are designed to mitigate these risks, incorporating a risk management matrix and a business continuity plan, both of which undergo regular reviews. Risk is a recurring agenda item at the Trustee meetings.

The charity operates under the oversight of regulatory bodies, including the Charity Commission, Companies House, and the Care Quality Commission.

*Personnel*

During the year, we experienced change in our leadership team. Our Chair, John Ellis, stepped down due to personal family matters. We extend our sincere thanks to John for his guidance, dedication, and service. We wish him well. Recruitment of a new Chair, Nicola Neal-Smith, has been completed, and we look forward to welcoming them in the next financial year. Mary Wratten retired from the Board in June 2024 after ten years of dedicated service. During her tenure, she played a pivotal role in advancing the charity's mission, and the Board extends its deepest gratitude for her outstanding contribution. We are pleased that Mary continues to support the organisation in a voluntary capacity. James Ross, our Finance Trustee, will be stepping down at the AGM in November after ten years of dedicated service. We are deeply grateful for his commitment and valuable contribution over the past decade. Tim Morley has been appointed to succeed James in this role and will be shadowing him in the coming months to ensure a smooth handover. We also look forward to Ian Lloyd joining the board in the new financial year.

We said a heartfelt farewell to Sarah Ross, our Charity Shop Manager, who left due to health reasons. Sarah had been with the charity for ten years and was instrumental in making the shop a thriving hub within the community. Her keen eye for donations, skill in pricing, and commitment to customer service significantly increased revenue and strengthened the shop's role as a welcoming, inclusive space. Sarah's warmth, expertise, and dedication will be deeply missed by both the team and the wider community.

The Mary How Trust remains committed to attracting and retaining a skilled, motivated, and supported workforce. We prioritise clear communication, professional development, and performance management. Regular supervision, reviews, and open dialogue ensure that our team is aligned with the charity's strategic goals and empowered to thrive in their roles.

Our management team comprises the Chief Executive Officer, Practice Manager/Head of Operations, Lead Health & Wellbeing Screening Nurses, Ultrasound Lead, Charity Shop Manager, and Accounts Lead. Volunteers continue to play a vital role, supporting administration, fundraising, and charity shop operations, and are an essential part of our success.

*Remuneration and Diversity*

We ensure that remuneration for key personnel is fair, competitive, and in line with sector standards. Salaries are reviewed regularly to reflect evolving responsibilities and market conditions, ensuring our team is recognised and rewarded appropriately.

Equally, we are committed to fostering a diverse, inclusive, and supportive workplace, where all individuals are valued and empowered to contribute fully—regardless of background, identity, or circumstance. This commitment underpins our culture and helps us deliver the highest-quality services to the communities we serve.

## TRUSTEES' REPORT

### Trustees' responsibilities statement

The trustees (who are also directors of The Mary How Trust for Cancer Prevention 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed,
- 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 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Appointment of Auditor

Blue Spire has expressed its willingness to stand for reappointment as the charity's auditors. A resolution proposing their reappointment will be put forward at the Annual General Meeting.

The Trustees' Report was approved by the Board of Trustees.

N Neal-Smith

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N Neal-Smith

Trustee
Dated 02 December 2025

## AUDITOR'S REPORT

### Independent Auditor's Report to the Trustees of The Mary How Trust for Cancer Prevention

**Opinion**
We have audited the financial statements of The Mary How Trust for Cancer Prevention (the 'charitable company') for the year ended 31 March 2025 comprise Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Other matter**
The financial statements of the charity for the year ended 31 March 2024 were not audited but independently examined by another firm. Accordingly, we make no overall comment nor draw any conclusions in respect of the year to 31 March 2024, undertaking necessary work to satisfy ourselves of the opening balance positions of the charity. Through this work we identified an apparent understatement of the charity's investment holding market value which has been aligned through change in market value in the current year. It was considered not worthwhile to include a prior year restatement in respect of this.

**Conclusions relating to going concern**
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**
The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## AUDITOR'S REPORT

**Matters on which we are required to report by exception**
We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**
As explained more fully in the trustees' responsibilities statement [set out on page …], the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor responsibilities for the audit of the financial statements**
We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management, those charged with governance around actual and potential litigation and claim;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosure and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustment for appropriates, evaluating the business rationale of significant transactions outside the normal course of business course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for. This description forms part of our auditor's report

## AUDITOR'S REPORT

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**
This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Blue Spire Limited

**Blue Spire Limited**
Statutory Auditor

Date 02 December 2025

*Blue Spire Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.*

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

| | Note | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM:** | | | | | |
| Donations and legacies | **1** | 1,472,841 | 645 | 1,473,486 | 853,171 |
| Other trading activities | **2** | 134,730 | - | 134,730 | 121,463 |
| Investments | **3** | 43,319 | - | 43,319 | 21,948 |
| **Total income and endowments** | | 1,650,890 | 645 | 1,651,535 | 996,582 |
| **EXPENDITURE ON:** | | | | | |
| Raising funds | **4** | 92,109 | 312 | 92,421 | 91,733 |
| Charitable activities | **5** | 749,848 | 1,890 | 751,738 | 674,356 |
| **Total exependiture** | | 841,957 | 2,202 | 844,159 | 766,089 |
| Net gains/(losses on investments) | **12** | 7,287 | - | 7,287 | 34,170 |
| **Net Income/(expenditure)** | | 816,220 | (1,557) | 814,663 | 264,663 |
| Transfers between funds | **17** | (4) | 4 | - | - |
| **Net movement in funds** | | 816,216 | (1,553) | 814,663 | 264,663 |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | **16, 17** | 981,095 | 1,905 | 983,000 | 718,337 |
| **Total funds carried forward** | **16, 17** | 1,797,311 | 352 | 1,797,663 | 983,000 |

The statement of financial activities includes all gains and losses recognised during the year.
All of the above results are derived from continuing activities.

# THE MARY HOW TRUST FOR CANCER PREVENTION

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

## BALANCE SHEET AS AT 31 MARCH 2025

| | Note | 2025 £ | 2025 £ | 2024 £ | 2024 £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | **11** | 43,896 | | 56,443 | |
| Investments | **12** | 1,563,880 | | 604,565 | |
| | | | 1,607,776 | | 661,008 |
| **CURRENT ASSETS** | | | | | |
| Debtors | **13** | 4,327 | | 7,033 | |
| Current Investments | **14** | 173,448 | | 165,406 | |
| Cash at hand and in bank | | 91,359 | | 182,057 | |
| **Total current assets** | | 269,134 | | 354,496 | |
| **CURRENT LIABILITIES** | | | | | |
| Creditors: amounts falling due within one year | **15** | (79,247) | | (32,504) | |
| **Net current assets/(liabilities)** | | | 189,887 | | 321,992 |
| **Net assets/(liabilities)** | | | 1,797,663 | | 983,000 |
| **THE FUNDS OF THE CHARITY** | | | | | |
| **Restricted funds** | **17** | | 352 | | 1,905 |
| Designated funds | | 893,896 | | 545,406 | |
| General Funds | | 903,415 | | 435,689 | |
| **Unrestricted funds** | **17** | | 1,797,311 | | 981,095 |
| **Total charity funds** | | | 1,797,663 | | 983,000 |

For the year ended 31 March 2025 the charity was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved and authorised for issue by the trustees and signed on their behalf by:

N Neal-Smith

…….

N Neal-Smith
Trustee

02 December 2025

…….

Date

The Mary How Trust for Cancer Prevention
Registered Charity Number 1122393
Registered Company Number 06324356

## STATEMENT OF CASH FLOWS

| | 2025 | | 2024 | |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Net cash flow from operating activities (see below)** | | 826,434 | | 192,776 |
| **Cash flow from investing activities** | | | | |
| Payments to acquire tangible fixed assets | (381) | | | |
| Payments to acquire fixed asset investments | (1,132,908) | | (125,000) | |
| Proceeds on sale of investments | 183,917 | | - | |
| Investment income | 43,319 | | 27,354 | |
| **Net cash flow from investing activities** | | (906,053) | | (97,646) |
| **Net increase/(decrease) in cash and cash equivalents** | | (79,619) | | 95,130 |
| **Cash and cash equivalents brought forward** | | 347,463 | | 252,333 |
| **Cash and cash equivalents carried forward** | | 267,844 | | 347,463 |
| **Cash and cash equivalents consist of:** | | | | |
| Cash at bank and in hand | | 91,359 | | 182,057 |
| Cash held within investment portfolio | | 3,037 | | - |
| Short term deposits | | 173,448 | | 165,406 |
| **Cash and cash equivalents at 31 March** | | 267,844 | | 347,463 |

**Reconciliation of net income to net cash flow from operating activities**

| | 2025 | | 2024 | |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Net income for the year | | 814,663 | | 264,663 |
| Adjusted for: | | | | |
| Investment income | (43,319) | | (21,948) | |
| (Gains)/losses on investments | (7,287) | | (34,170) | |
| Depreciation and impairment of tangible fixed assets | 12,928 | | 12,805 | |
| Decrease/(increase) in accrued investment income | - | | (5,406) | |
| Decrease/(increase) in debtors | 2,706 | | 5,677 | |
| Increase/(decrease) in creditors | 46,743 | | (28,845) | |
| | | 11,771 | | (71,887) |
| | | 826,434 | | 192,776 |

## ACCOUNTING POLICIES

**General information, scope and basis of the financial statements**
The Mary How Trust for Cancer Prevention is a private limited company, incorporated in England, limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member.

The registered office address of the charitable company is Units 1&2, The Colonnades, 17 London Road, Pulborough, West Sussex, England, RH20 1AS.

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Going concern**
The trustees haved considered relevant information, including the annual budget and the impact of subsequent events, in making their assessment.

Based on these assessments and having regard to the resources available to the entity, the trustees have concluded that there is no material uncedrtainty in relation to the appropriateness of continuing to adopt the going concern basis in preparing the annual report and accounts.

**Fund accounting**
Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discrestion of the trustees for specific purposes.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used.

Further details of the use and purpose of each fund are disclosed in Notes 17 and 18.

**Incoming resources**
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. 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.

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recongition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time of the investment income is receivable.

**Resources expended**
Expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to make payment 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 actiivty are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single acitivty are apportioned between those activities on a basis consistent with the use of resources. Central staff are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

## ACCOUNTING POLICIES

Expenditure on raising funds includes all expenditure incurred by the company to raise funds for its charitable purposes and includes costs of all fundraising activities event and non-charitable trading.

Expedenditure on charitable activities is incurred on directly undertaking the activities whch further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**Fixed assets**
Tangible fixed assets costing £10,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses. All costs incurred to bring a tangible asset into its intended working condition should be included in the measurement of cost.

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 bases:

| | |
|---|---|
| Leasehold improvements | On a straight line basis, to the lease break date |
| Plant and equipment | 33.3% straight line basis |
| Fixtures and fittings | 33.3% straight line basis |

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.

**Fixed and current asset investments**
Fixed asset investments are initially measured at transaction price excluding transaction costs, and are susequently 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.

Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the statement of financial activities.

**Impairment of fixed 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).

**Debtors and creditors receivable / payable within one year**
Trade and other debtors are recognised at the settlement amount after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**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.

**VAT**
The charity is not registered for VAT and is unable to recover VAT incurred. On this basis costs are recorded inclusive of VAT within the SOFA.

**Taxation**
The charity is considered to pass the tests set out in sections 521 to 536 Income Tax Act 2007 (ITA 2007), as such no income tax is payable on the charity's activities.

## ACCOUNTING POLICIES

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

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 enforaceable 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 debtors 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 constitues 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 creditors 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 laibilities classified as payable within one year are not amortised.

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

Trade creditors 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 creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**Employee benefits**
The cost of any unused holiday entitlement is recongised 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 tor to provide termination benefits

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

**Critical accounting estimates and judgements**
In the application of the charity's accounting policies, the trustees are required to make judgments, 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.

## NOTES TO THE FINANCIAL STATEMENTS

### 1. Donations and legacies

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Donations and gifts | 854,052 | 645 | 854,697 | 624,077 | 8,540 | 632,617 |
| Legacies receivable | 453,469 | - | 453,469 | 100,000 | - | 100,000 |
| Grants | 1,000 | - | 1,000 | - | 3,289 | 3,289 |
| Other | 164,320 | - | 164,320 | 117,265 | - | 117,265 |
| | 1,472,841 | 645 | 1,473,486 | 841,342 | 11,829 | 853,171 |

### 2. Other trading activities

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Fundraising events | 17,429 | - | 17,429 | 7,499 | - | 7,499 |
| Shop | 102,567 | - | 102,567 | 105,137 | - | 105,137 |
| Other | 14,734 | - | 14,734 | 8,827 | - | 8,827 |
| | 134,730 | - | 134,730 | 121,463 | - | 121,463 |

### 3. Income from investments

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Bank interest | 13,846 | - | 13,846 | 1,172 | - | 1,172 |
| Investment interest | 29,473 | - | 29,473 | 20,776 | - | 20,776 |
| | 43,319 | - | 43,319 | 21,948 | - | 21,948 |

### 4. Raising funds expenditure

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| **Fundraising and publicity** | | | | | | |
| Other fundraising costs | 16,546 | 120 | 16,666 | 13,326 | 37 | 13,363 |
| Staff costs | 58,459 | - | 58,459 | 59,003 | - | 59,003 |
| | 75,005 | 120 | 75,125 | 72,329 | 37 | 72,366 |
| **Trading costs** | | | | | | |
| Operating charity shops | 17,104 | 192 | 17,296 | 13,761 | 5,606 | 19,367 |
| | 92,109 | 312 | 92,421 | 86,090 | 5,643 | 91,733 |

## NOTES TO THE FINANCIAL STATEMENTS

### 5. Charitable activities

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Staff costs | 472,642 | - | 472,642 | 395,287 | - | 395,287 |
| Depreciation | 12,925 | - | 12,925 | 12,805 | - | 12,805 |
| Screening supplies | 122,696 | 1,293 | 123,989 | 120,745 | 2,878 | 123,623 |
| Accomodation costs | 42,769 | - | 42,769 | 40,423 | - | 40,423 |
| Insurance | 9,524 | - | 9,524 | 7,640 | - | 7,640 |
| Cleaning & medical waste disposal | 11,421 | - | 11,421 | 10,491 | - | 10,491 |
| Repairs to equipment | 13,226 | - | 13,226 | 15,659 | - | 15,659 |
| Printing, stationary, postage & telephone | 2,123 | - | 2,123 | 1,795 | - | 1,795 |
| Sundry | 25,454 | 597 | 26,051 | 21,986 | - | 21,986 |
| Screening | 1,153 | - | 1,153 | 3,449 | - | 3,449 |
| Bank interest and charges | 1,173 | - | 1,173 | 1,568 | - | 1,568 |
| Support costs (note 6) | 5,589 | | 5,589 | 16,599 | - | 16,599 |
| Governance costs (note 7) | 29,153 | - | 29,153 | 23,031 | - | 23,031 |
| | 749,848 | 1,890 | 751,738 | 671,478 | 2,878 | 674,356 |

### 6. Support costs

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Staff costs | 5,589 | - | 5,589 | 16,599 | - | 16,599 |
| | 5,589 | - | 5,589 | 16,599 | - | 16,599 |

### 7. Governance costs

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Staff costs | 16,073 | - | 16,073 | 16,126 | - | 16,126 |
| Accountancy fees | 10,167 | - | 10,167 | 6,522 | - | 6,522 |
| Legal and professional fees | 2,913 | - | 2,913 | 383 | - | 383 |
| | 29,153 | - | 29,153 | 23,031 | - | 23,031 |

### 8. Auditor's remuneration and examiner's fees

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Auditor's remuneration - audit | 6,600 | - | 6,600 | - | - | - |
| Examiner's fees - examination | 324 | - | 324 | 3,600 | - | 3,600 |
| Payroll services | 2,880 | - | 2,880 | 2,922 | - | 2,922 |
| | 9,804 | - | 9,804 | 6,522 | - | 6,522 |

The charity's independent examiner also charged £363 during the year under review plus £468 in the comparative year for the provision of accountancy software.

## NOTES TO THE FINANCIAL STATEMENTS

**9. Related party transactions**

No trustees received any remuneration or other benefits, and no trustees expenses have been reimbursed by the charity in either the current or comparative year

Aggregate donations received from trustees during the year amounted to £728 (2024:£523)

Mrs S Ross, the wife of Mr J Ross, a representative on the board of trustees and the finance director, was employed as the lead shop manager and was paid £29,657 (2024: £28,988) in salary and pension.

During the year £456 was paid for marketing services to Scaramanga Marketing Limited for which the sole director is a trustee for the charity.

There are no further related party transactions during the financial year which require disclosure.

**10. Wages and salary cost**

| | 2025 Total Funds £ | 2024 Total Funds £ |
|---|---|---|
| Gross wages | 424,252 | 405,950 |
| Employer's national insurance costs (net of employment allowance) | 31,800 | 27,072 |
| Employer's pension contributions | 12,069 | 10,552 |
| Total payroll costs | 468,121 | 443,574 |
| Self employed clinicians | 71,482 | 65,535 |
| Self employed admin | 5,832 | - |
| Employer's pension contributions outside payroll | 7,504 | 10,716 |
| | 84,818 | 76,251 |
| | 552,939 | 519,825 |

There were no employees with emoluments (excluding employer pension costs) above £60,000 in this or the preceding year

| | 2025 | 2024 |
|---|---|---|
| The average number of employees during the year was: | 19 | 20 |
| | 19 | 20 |

**Key management personnel**

A charity's key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the charity, directly or indirectly. Employee benefits for the charity's key management personnel (as detailed in the information page) inclusive of gross pay, employer's national insurance and employer pension contributions amounted to £122,132 (2024: £111,159) in the year under review.

## NOTES TO THE FINANCIAL STATEMENTS

### 11. Tangible fixed assets

| | Leasehold improvements | Plant & equipment | Fixtures & Fittings £ | Total £ |
|---|---|---|---|---|
| *Cost* | | | | |
| At 1 April 2024 | 64,592 | 77,127 | 480 | 142,199 |
| Additions | - | - | 381 | 381 |
| On disposals | - | - | - | - |
| At 31 March 2025 | 64,592 | 77,127 | 861 | 142,580 |
| *Depreciation* | | | | |
| Accumulated at 1 April 2024 | 21,422 | 63,854 | 480 | 85,756 |
| Charge for the year | 6,168 | 6,633 | 127 | 12,928 |
| On disposals | - | - | - | - |
| At 31 March 2025 | 27,590 | 70,487 | 607 | 98,684 |
| Net book value at 31 March 2025 | 37,002 | 6,640 | 254 | 43,896 |
| Net book value at 31 March 2024 | 43,170 | 13,273 | - | 56,443 |

### 12. Fixed asset investments

| | Listed Investments £ 2025 | Listed Investments £ 2024 |
|---|---|---|
| **Cost or valuation** | | |
| At 1 April | 604,565 | 445,395 |
| Additions | 1,132,908 | 125,000 |
| Disposals | (183,917) | - |
| Valuation changes | 7,287 | 34,170 |
| At 31 March | 1,560,843 | 604,565 |
| Cash held in investments | 3,037 | - |
| Total fixed asset investment at 31 March | 1,563,880 | 604,565 |

### 13. Debtors

| | 2025 Total Funds £ | 2024 Total Funds £ |
|---|---|---|
| Trade debtors | - | 395 |
| Prepayments and accrued income | 4,327 | 6,638 |
| | 4,327 | 7,033 |

## NOTES TO THE FINANCIAL STATEMENTS

### 14. Current asset investments

| | 2025 Total Funds £ | 2024 Total Funds £ |
|---|---|---|
| Short term deposits | 173,448 | 165,406 |
| | 173,448 | 165,406 |

### 15. Creditors: amounts falling due within one year

| | 2025 Total Funds £ | 2024 Total Funds £ |
|---|---|---|
| Trade creditors | 12,888 | 13,230 |
| Accruals and deferred income | 55,002 | 8,993 |
| Other taxation and social security | 8,663 | 8,069 |
| Other creditors | 2,694 | 2,212 |
| | 79,247 | 32,504 |

### 16. Analysis of net assets between funds

| | Unrestricted Funds £ | Restricted Funds £ | 2025 Total Funds £ | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|---|---|
| Tangible fixed assets | 43,896 | - | 43,896 | 56,443 | - | 56,443 |
| Investments | 1,563,880 | - | 1,563,880 | 604,565 | - | 604,565 |
| Current assets | 268,782 | 352 | 269,134 | 352,591 | 1,905 | 354,496 |
| Current liabilities | (79,247) | - | (79,247) | (32,504) | - | (32,504) |
| | 1,797,311 | 352 | 1,797,663 | 981,095 | 1,905 | 983,000 |

## NOTES TO THE FINANCIAL STATEMENTS

### 17. Analysis of net movement in funds

| | Year ended 31 Mar 2025 | | | | | |
|---|---|---|---|---|---|---|
| | Total funds brought forward £ | Total incoming resources £ | Total resources expended £ | Transfers between funds £ | Gains/(losses) on investment assets £ | Total funds carried forward £ |
| *Restricted funds* | | | | | | |
| Billingshurst Lions | - | - | - | - | - | - |
| Bowerman Trust | 192 | - | (192) | - | - | - |
| Equipment for Room 3 | - | - | - | - | - | - |
| Defibtech | - | - | - | - | - | - |
| Shanly Foundation | - | - | - | - | - | - |
| HDC LEAP Grant | - | - | - | - | - | - |
| HDC Lottery Grant | 1,000 | - | (1,000) | - | - | - |
| HDC Community Grant | 500 | - | (500) | - | - | - |
| HDC Big Help out | 213 | - | (217) | 4 | - | - |
| Billingshurst Parish Council | - | 645 | (293) | - | - | 352 |
| *Total restricted funds* | 1,905 | 645 | (2,202) | 4 | - | 352 |
| *Unrestricted funds* | | | | | | |
| *Designated funds* | | | | | | |
| Capacity extension | 330,000 | - | - | 470,000 | - | 800,000 |
| Clinical IT Upgrade | 50,000 | - | - | - | - | 50,000 |
| Short term investments | 165,406 | - | - | (165,406) | - | - |
| Fixed asset reserve | - | - | - | 43,896 | - | 43,896 |
| | 545,406 | - | - | 348,490 | - | 893,896 |
| General Fund | 435,689 | 1,650,890 | (841,957) | (348,494) | 7,287 | 903,415 |
| *Total unrestricted funds* | 981,095 | 1,650,890 | (841,957) | (4) | 7,287 | 1,797,311 |
| Total funds | 983,000 | 1,651,535 | (844,159) | - | 7,287 | 1,797,663 |

| | Year ended 31 Mar 2024 | | | | | |
|---|---|---|---|---|---|---|
| | Total funds brought forward £ | Total incoming resources £ | Total resources expended £ | Transfers between funds £ | Gains/(losses) on investment assets £ | Total funds carried forward £ |
| *Restricted funds* | | | | | | |
| Billingshurst Lions | - | - | - | - | - | - |
| Bowerman Trust | - | 5,798 | (5,606) | - | - | 192 |
| Equipment for Room 3 | - | - | - | - | - | - |
| Defibtech | - | - | - | - | - | - |
| Shanly Foundation | - | 2,742 | (2,878) | 136 | - | - |
| HDC LEAP Grant | - | 1,539 | - | (1,539) | - | - |
| HDC Lottery Grant | - | 1,000 | - | - | - | 1,000 |
| HDC Community Grant | - | 500 | - | - | - | 500 |
| HDC Big Help out | - | 250 | (37) | - | - | 213 |
| *Total restricted funds* | - | 11,829 | (8,521) | (1,403) | - | 1,905 |
| *Unrestricted funds* | | | | | | |
| *Designated funds* | | | | | | |
| Capacity extension | 150,000 | - | - | 180,000 | - | 330,000 |
| Clinical IT Upgrade | - | - | - | 50,000 | - | 50,000 |
| Short term investments | 160,000 | 5,406 | - | - | - | 165,406 |
| | 310,000 | 5,406 | - | 230,000 | - | 545,406 |
| General Fund | 408,337 | 979,348 | (757,569) | (228,597) | 34,170 | 435,689 |
| *Total unrestricted funds* | 718,337 | 984,754 | (757,569) | 1,403 | 34,170 | 981,095 |
| Total funds | 718,337 | 996,583 | (766,090) | - | 34,170 | 983,000 |

## NOTES TO THE FINANCIAL STATEMENTS

### 18. Description of funds

| | |
|---|---|
| Billingshurt Lions | This fund was used for the purchase of clinical equipment (ECG) |
| Bowerman Trust | This fund was used for the purchase of a new EPOS system for the charity shop. |
| Equipment for room 3 | This fund was usef for the purchase of clinical equipment for the kit-out of room 3 |
| Defibtech | This fund was used for the purchase of a defibrillator |
| Shanly Foundation | This fund was used for the purchase of clinical equipment (ECG/trolley/electrodes) |
| HDC LEAP Grant | This fund was used for the purchase of promotional materials. The transfer recognised within the grant relates to the recongition of costs incurred during the previous financial period |
| HDC Lottery Grant | This fund is to be used for the purchase of clinical equipment (bariatric scales/ measuring stick) |
| HDC Community Grant | This fund is to be used to create more screening slots |
| HDC Big Help Out | This fund was used for the purchase of promotional materials |
| Billingshurst Parish Council | This fund is to be used for the purchase of clinical equipment (bariatric scales/ measuring stick) |
| Capacity Extension | This fund is to be used for the purchase of a second site, in order to increase screening levels by 3,500 between 2025 - 2027 |
| Clinical IT Upgrade | This fund is to be used for the purpose of upgrading clinical IT software and systems |

### 19. Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2025<br>£ | 2024<br>£ |
|---|---|---|
| Within one year | 33,087 | 34,337 |
| Between two and five years | 106,499 | 112,789 |
| In over five years | 28,197 | 54,914 |
| | 167,783 | 202,040 |

## NOTES TO THE FINANCIAL STATEMENTS

**20. Comparative statement of financial activities**

| | Note | Unrestricted Funds £ | Restricted Funds £ | 2024 Total Funds £ |
|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM:** | | | | |
| Donations and legacies | **1** | 841,342 | 11,829 | 853,171 |
| Other trading activities | **2** | 121,463 | - | 121,463 |
| Investments | **3** | 21,948 | - | 21,948 |
| **Total income and endowments** | | 984,753 | 11,829 | 996,582 |
| **EXPENDITURE ON:** | | | | |
| Raising funds | **4** | 86,090 | 5,643 | 91,733 |
| Charitable activities | **5** | 671,478 | 2,878 | 674,356 |
| **Total expenditure** | | 757,568 | 8,521 | 766,089 |
| Net gains/(losses on investments) | **12** | 34,170 | - | 230,493 |
| **Net Income/(expenditure)** | | 261,355 | 3,308 | 264,663 |
| Transfers between funds | **17** | 1,403 | (1,403) | - |
| **Net movement in funds** | | 262,758 | 1,905 | 264,663 |
| **RECONCILIATION OF FUNDS** | | | | |
| **Total funds brought forward** | **17** | 718,337 | - | 718,337 |
| **Total funds carried forward** | **17** | 981,095 | 1,905 | 983,000 |

**THE MARY HOW TRUST FOR CANCER PREVENTION**

England & Wales - Charity number 1122393

# Accounts

Charity registration number 1122393

Company registration number 06324356 (England and Wales)

# THE MARY HOW TRUST FOR CANCER PREVENTION

## ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31 MARCH 2024

# THE MARY HOW TRUST FOR CANCER PREVENTION

## LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|---|---|---|
| **Trustees** | J A Ross<br>J H Barder<br>D P Mathieson<br>C Meeking<br>N Stanbury<br>C Scaramanga<br>J H G Ellis | <br><br><br><br><br><br>(Appointed 16 October 2023) |
| **Charity number** | 1122393 | |
| **Company number** | 06324356 | |
| **Principal address** | Unit 1 & 2 The Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS | |
| **Registered office** | Unit 1 & 2 The Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS | |
| **Independent examiner** | Carpenter Box<br>Amelia House<br>Crescent Road<br>Worthing<br>West Sussex<br>BN11 1RL | |
| **Investment advisors** | Quilter Cheviot<br>1 Kingsway<br>London<br>WC2B 6AN | |

# THE MARY HOW TRUST FOR CANCER PREVENTION

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# THE MARY HOW TRUST FOR CANCER PREVENTION

## CHAIRMAN'S STATEMENT

### *FOR THE YEAR ENDED 31 MARCH 2024*

I am pleased to present the annual report and financial statements for The Mary How Trust for Cancer Prevention ('The Mary How Trust') for the year ended 31 March 2024. It has been another very successful year for our charity.

This year is our 35th anniversary and you will see from the enclosed financial statements that we reached two significant milestones this year. We screened a record number of over 2,800 people a near 50% increase over the previous year, and consequently referred more, who showed potential signs of early disease, to their GPs thus furthering our mission to promote health and wellbeing across all sections of our community. For the first time, the charity's income came in at around £1m, largely made up from donations and other fund-raising initiatives, and this gives us the robust financial platform that we will need as we look to expand further and help more people.

As a result of our continuing strong performance, the Board of Trustees has reassessed the longer-term goals and agreed an ambitious five-year growth plan for The Mary How Trust, which will see us expand our coverage and launch new complimentary services and I look forward to working with the team to deliver these goals.

The success of Mary How is the result of the exceptional commitment of our staff and volunteers led by Lynda Vowles our CEO. The Trustees are immensely grateful to them for their hard work and ongoing dedication.

We would also like to thank all for you for your continued support for this very special charity. We believe we are in an excellent position to continue to expand our reach and the services we offer, thereby improving health outcomes for even more people.

.....

PP **John Ellis**
Chairman
Dated: 29/11/2024

# THE MARY HOW TRUST FOR CANCER PREVENTION

## WELCOME FROM THE CHIEF EXECUTIVE

### *FOR THE YEAR ENDED 31 MARCH 2024*

As we close the financial year to 31 March 2024, we do so with an overwhelming sense of pride and accomplishment. This year has marked an outstanding period of progress for The Mary How Trust, both in terms of our financial stability and the strides we have made towards achieving our mission. It is with great pleasure that we share the highlights of our achievements and financial performance with our valued supporters, partners, and stakeholders during what has also been a very special year - our 35th Anniversary.

Our unwavering commitment to improving the health outcomes of individuals in our community remains at the heart of everything we do. The importance of early detection and prevention through health screening cannot be overstated. Our mission is firmly rooted in the belief that "prevention is better than cure," a principle that has guided us for over three decades and continues to inspire every action we take. This year, we have again expanded our health screening services, reaching more individuals and saving more lives through earlier diagnosis and intervention.

In our 35th year, The Mary How Trust has not only sustained its critical health screening services but also educated, inspired, and empowered even more people. We believe that knowledge is the foundation for making informed health decisions, and through our screenings, we aim to empower individuals to take control of their health and well-being. It has been incredibly rewarding to witness the positive outcomes of our work, knowing that our efforts are contributing to a healthier and more informed society.

Looking ahead, we are excited to continue with our 5-year plan that will see us grow, expand our reach, and further develop our impact. The road ahead is filled with opportunities, and we are fully committed to realising our vision of a future where early detection and prevention are accessible to all. We know the challenges we face, but we are driven by the knowledge that our work saves lives, and with your support, we will continue to do just that

None of this year's success would have been possible without the unwavering support of our team and community. I would like to express my thanks to all those who have supported us over the past year. Our achievements are a testament to the dedication of our Board of Trustees, the hard work and commitment of our employees, the invaluable contributions of our volunteers, and the generosity of our donors and supporters. Your support fuels our mission and strengthens our resolve to make a positive difference in the lives of those we serve.

As we enter another phase of growth, we are eager to continue our life-saving work with the knowledge that together, we are making a lasting impact. The Mary How Trust remains deeply committed to the health and well-being of our community, and I look forward to our continued partnership as we strive for a healthier, more informed future.

Thank you for standing with us as we save lives through earlier diagnosis and prevention.

.....

**Lynda Vowles**
Chief Executive Officer
Dated: 25/10/24

# THE MARY HOW TRUST FOR CANCER PREVENTION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2024*

The trustees present their report and financial statements for the year ended 31 March 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 Companies Act 2006 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)".

Since the charitable company qualifies as small under section 382, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and activities**

The objects of the charitable company as set out in its Memorandum and Articles of Association are:

- To prevent sickness by providing a Health Screening service with the aim of detecting all types of cancer in particular, life-threatening diseases in general, and to make this service available to all adults.
- To advance public education in general health matters, and in the prevention, and detection, of cancer and other life-threatening diseases.

**Activities for achieving objectives**

The charity is dedicated to fulfilling its mission by offering a thorough health screening and advisory service, with a special focus on early detection of cancers and other life-threatening conditions. This service is extended to self-referred, asymptomatic adults aged 18 years and above. Our clinical team conducts health screening consultations, which encompass ultrasound scans, catering to individuals from diverse backgrounds. To better accommodate the growing demand and minimise waiting times, our service has transitioned to more expansive facilities, allowing us to continue and broaden our health screening services within the community.

The Board of Trustees has considered the guidance provided by the Charity Commission when determining the activities that the charity should undertake.

**Main activities undertaken to further the charity's purposes for the public benefit**

The Board of Trustees has taken a proactive approach in aligning our activities with the Charity Commission's guidance on public benefit as outlined in PB1, PB2, and PB3. Our charitable initiatives are planned to have a meaningful and positive impact on the lives of our diverse community.

In accordance with our charitable objectives, we offer health screenings that cost approximately £350 per person to deliver. Instead of charging a fixed fee, we invite donations based on individual financial capacities, ensuring accessibility for all. Our overheads and capital needs are effectively supported through our charity shop, various fundraising activities, and the generous contributions of our supporters, including grants, donations, and legacies.

Our mission is to provide health screenings and wellness advice to every adult in the community without bias or discrimination, maximising benefits for all. We offer comprehensive health advice and reports to our clients and, with their consent, share relevant information with their GPs to facilitate further action when necessary. We encourage clients to seek personalised guidance and referrals from their GPs.

Our dedicated team consists of two full-time, sixteen part-time and 3 self employed clinical staff and administrative staff, complemented by a committed group of volunteers. The charity shop in Pulborough operates six days a week, with a skilled management team supported by enthusiastic volunteers.

We are dedicated to ensuring that our services are accessible to the public, including local groups, fellow charities, and associations. Our commitment to maximising public benefit ensures that we continue to make a significant impact through our essential screening services.

**Relationships with other organisations**

We actively seek and embrace collaborations with various organisations, recognising that these partnerships are crucial for expanding our services and enhancing our impact. Our ongoing work with several charities dedicated to supporting vulnerable individuals and those in deprived areas reflects our commitment to this collaborative approach. We are excited about the potential of these partnerships, which are expected to come to fruition in the upcoming financial year, bringing new opportunities to enrich our community's well-being.

Our engagement with like-minded entities and local GP practices is integral to our strategy. By fostering close relationships within the community, we aim to unite efforts to improve overall health outcomes. We remain vigilant in monitoring campaigns and issues affecting our clients, advocating for their active participation and encouraging a collective approach to health and well-being.

We value the positive relationships we have built with stakeholders such as the Care Quality Commission, our community, and fellow charities. These connections are fundamental to our progress and development. Our dedication to partnership working not only guides our strategy but also serves as a proven method for continuously strengthening and expanding our impact.

**Environmental impact**

In our commitment to environmental stewardship, we take strategic measures to minimise our ecological footprint. We prioritise partnering with suppliers who align with our eco-conscious values, choosing those that implement sustainable practices. Our procurement strategy focuses on acquiring equipment and products that are energy-efficient, durable, and designed to minimise waste, supporting a circular economy where materials are repurposed or recycled.

Paper usage is managed, and we have adopted a paperless approach, avoiding printing whenever possible to significantly reduce paper waste. We encourage our clients to utilise electronic communication channels, reinforcing our commitment to sustainability.

Energy efficiency within our premises is a top priority. We ensure that lighting is switched off in unoccupied areas, a straightforward yet effective measure to cut down on energy consumption. We minimise plastic use and actively engage in recycling initiatives to manage waste. Our charity shop is dedicated to recycling and repurposing unwanted and unsaleable goods, transforming them into valuable resources and reducing waste.

We are also committed to promoting eco-friendly practices among our employees, who are enthusiastic advocates of our environmental initiatives. Our Environmental Policy is regularly reviewed and updated, at least annually, to ensure it reflects our ongoing commitment to responsible and sustainable operations.

**Achievements and performance**

***2023/2024 in summary***

The main topics dominating the headlines during the year have been the impact of inflation and the increasing Bank of England Bank base rates. Despite the uncertain economic climate and the anticipation of a general election, our charity has continued its vital work. The future for some charities is on the line, and a new government could mean significant changes for the sector. We will closely monitor the outcomes and explore the potential transformations that may develop. However, so far, we have navigated these challenges with resilience and dedication, achieving significant milestones in preventative health screening, whilst maintaining financial stability.

The Mary How Trust has had a successful year in delivering preventative health screenings, a service that lies at the heart of our mission. Early detection of life-limiting conditions, particularly cancer, has been a cornerstone of our work. This year, we are proud to report that we have identified several cases of early-stage cancer and other serious health conditions. Many of these individuals have since received timely treatment, potentially saving their lives and allowing them to enjoy a better quality of life.

Preventative health screening is an essential tool in combating serious illnesses, particularly for those who might otherwise face barriers to accessing healthcare. Our services have reached a wide demographic, including individuals from vulnerable backgrounds who are at higher risk of late diagnosis due to systemic healthcare inequalities.

We progressed the development of our 5 year' strategy. As forecasted, we achieved more health screenings from 1924 in 2023 to 2658 screenings in the 2024 financial year, seeing more people and ensuring more of our community were able to access a service available to all adults irrespective of their financial means. Thus, ensuring early detection of cancer and other life-threatening illnesses is available to all. During the year, we made a considered decision to close our in-house laboratory and establish a partnership with St Richard's NHS Trust in Chichester for our laboratory services. This collaboration will ensure we remain at the forefront of advancements in blood testing and diagnostic analysis, enhancing our ability to provide progressive services.

Looking back on this year's accomplishments, it is evident that our charity has made significant progress in broadening its impact and deepening our connection with the community. These achievements lay a strong foundation for future growth, and we are committed to building on this momentum.

The successes of this past year are a direct result of the leadership provided by our CEO, Lynda Vowles, and her team. Their unwavering dedication to our mission and their adeptness at overcoming any challenges have been crucial to our achievements. We also extend our profound gratitude to our volunteers, whose relentless efforts and passionate commitment are the lifeblood of our charity. Their dedication is invaluable, and we are deeply appreciative of their ongoing support.

**Charity shop**

This year, our charity shop has faced a challenging trading environment, marked by shifts in consumer behaviour and increased competition from both high street retailers and online platforms. These challenges are not unique to us; many charity shops across the UK have experienced similar pressures, with the Charity Retail Association reporting fluctuations in footfall and increased competition for donations. However, in the face of these industry-wide difficulties, our shop team has risen to the challenge, delivering the best financial performance on record.

We are proud of what has been accomplished and deeply thankful for the hard work, resilience, and resourcefulness of our shop staff and volunteers. Their efforts have not only supported our financial stability but have also reinforced the critical role charity shops play in local communities.

As we look ahead, we remain committed to offering high-quality products at affordable prices, while continuing to adapt to the evolving retail landscape, ensuring our shop remains a vital source of funding for our mission to save lives through early detection and prevention.

**Financial review**

**Going concern**

The trustees have a reasonable expectation that the charity 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.

**Investment policy**

The trustees adhere to a prudent investment policy in full compliance with the Charity Commission's guidelines. This policy entails monthly monitoring and quarterly reviews of our investments, ensuring that our financial assets are managed responsibly and in alignment with the charity's objectives. The investment policy provides clear and comprehensive guidance to our investment manager, reflecting our commitment to the sound and strategic stewardship of our resources.

**Principal risks and uncertainties**

The Trustees remain committed to managing and mitigating risks, particularly considering the evolving economic landscape and anticipated changes in government policy. With a new UK government and the economic challenges of early 2024, including the rising cost of living, the Trustees are vigilant in addressing potential risks. These include adjustments required by evolving legislation and regulations related to the Care Quality Commission, Charity Commission, safeguarding, and GDPR (General Data Protection Regulation).

Our financial position is under constant scrutiny to ensure proactive risk management, and the Trustees have carried out a comprehensive assessment of all charity operations. This includes a thorough review of internal financial controls, utilising the Charity Commission's financial controls checklist, CC8. This rigorous evaluation has confirmed that our controls are appropriate, effectively tailored to the charity's needs, and balanced in their implementation.

**Reserves**

In response to the challenges posed by the cost-of-living crisis and potential fluctuations in donations, the charity conducted a review of its reserves policy during the year. As a result of this evaluation, a decision was made to bolster the charity's reserves to a level equivalent to at least 9 months' budgeted expenditure, amounting to £555,000 for the upcoming year, 2024/25. This prudent approach to reserve management plays a pivotal role in safeguarding the sustained fulfilment of the charity's charitable objectives. To ensure the ongoing relevance and effectiveness of this policy, the Management Operations Committee conducts biannual reviews, and the Trustees revisit the policy annually at their Autumn meeting.

**Review 2023/2024**

The past year has been characterised by economic volatility, with rising inflation and interest rates creating uncertainty across all sectors. Charities have faced unique challenges because of these conditions, with increased demand for services coinciding with tightened budgets and a more competitive environment for securing funding. The Mary How Trust, like many other charities, has had to adapt swiftly to these changes.

Looking ahead, we recognise that economic uncertainty may persist, posing further challenges. However, our strong financial management, coupled with clear strategic direction, places us in a good position to continue growing and reaching more people.

**During 2023/2024**

At the end of the 2023/2024 financial year, the charity has demonstrated strong financial stewardship, reflecting our ongoing commitment to strategic cost management and operational efficiency. Our total funds have increased to £983,000 (2023: £718,337), with £1,905 (2023: £nil) allocated to restricted purposes. After accounting for funds designated for Fixed Assets, Intangible Assets, and Restricted Funds, our Free Reserves stand at £379,246 (2023: £339,089).

This year, we have invested in equipping an additional screening room and expanding our clinical team to enhance our screening capabilities. We plan to allocate further reserves towards securing a second premises and scaling up our screening operations, with the aim of significantly increasing capacity.

Most of our funds are unrestricted, allowing us flexibility in their application. Restricted funds are managed separately and spent in accordance with their designated purposes.

Our Free Reserves continued to be invested in M&G Charibonds and the Quilter Cheviot Global Income & Growth Fund for Charities. The newly formed Investment Committee is evaluating opportunities to increase financial returns on our investments within a policy/ risk profile allgned with our charitable objectives.

To ensure liquidity, we maintain adequate cash reserves with Barclays Bank PLC to cover immediate cash flow needs. Our longer-term investments are held in assets that can be easily liquidated within one, three, or twelve months.

We have established a robust funding and financial plan to navigate the evolving financial landscape. The consistent support from donations via standing orders has provided a stable income source, critical to our financial stability and mission continuity. Retaining donor support remains a key priority to sustain our services.

The charity shop income has generally been increasing despite the increasingly tough environment. The revenue stream from it remains key to supplementing our resources, and we continue to look for a suitable site for a second shop.

In response to rising costs and potential economic instability, we maintain a cautious financial approach to ensure the long-term sustainability of the charity and the continued well-being of those we serve.

Our thanks to everyone who continues to support us through their donations, legacies, fundraising and grants. Your contributions are the lifeblood of our health screening services and without them our mission would not be possible.

**Plans for future periods**

Our plans are firmly anchored in our five-year strategy, which remains a dynamic working document guiding significant initiatives to drive the charity's growth and enhance our services.

*Community Engagement*: We remain committed to deepening our engagement with the community, highlighting the importance of our health screening services. Our focus is on raising public awareness and educating individuals about the crucial role early detection and prevention play in maintaining health.

*Financial Growth*: We understand the vital role of securing the necessary funding is in expanding our services to meet growing demand. Financial sustainability remains pivotal as we continue to provide and expand access to health screenings for more people within our community.

*Commitment to Growth*: Our dedication to expanding our services and facilities remains unwavering. We are focused on offering the highest level of support to our beneficiaries, constantly seeking ways to enhance the value of our services.

*Risk Mitigation*: The trustees have conducted a thorough assessment of the key risks facing our charity. We want to reassure our stakeholders that we have robust systems in place to mitigate these risks, ensuring the continuity and quality of our services.

***Key Objectives for the Future***

As part of our ongoing pursuit of excellence and growth, we have set out several key objectives for the upcoming periods:

*Capacity Expansion*: We aim to increase the number of health screenings at our Pulborough site, with a target of approximately 3,500 screenings for 2024/2025. Beyond this, we plan to expand our services to a second location, with the goal of reaching an additional 3,500 screenings between 2025-2027.

*Community Awareness*: We will continue to build awareness of the Mary How Trust's services, ensuring that everyone who needs them has access to our screenings and health support.

*Accessibility and Inclusivity*: We are committed to assessing and implementing strategies to make our services accessible to all adults, regardless of geographic location, diversity, or socioeconomic status. Special attention will be given to ensuring inclusivity for disadvantaged and underrepresented groups.

*Service Enhancement*: We are dedicated to continuously improving our screening services by incorporating new medical technologies and innovations. The establishment of a Medical Advisory Board (MAB) will help us stay at the forefront of medical advancements, ensuring the highest standard of services for our clients.

*Data Utilisation*: We plan to maximise the use of collected data to support our marketing, brand development, and medical insights. This will always be done in strict adherence to GDPR guidelines, ensuring the privacy and security of all individuals.

*Healthcare Professional Collaboration*: We will continue to build stronger relationships with local healthcare professionals, relevant charities, and community organisations. The completion of our Medical Advisory Board (MAB) will provide us with expert guidance and knowledge to ensure best practices are followed and help us achieve our goals.

**Looking to the Future**

As we look ahead, we are confident in our ability to continue delivering on our mission. Our five-year strategy is focused on increasing the number of health screenings, particularly for vulnerable populations. We are preparing to launch pilot schemes in several areas, extending our services to adults at higher risk of serious illness, especially in deprived areas where health inequalities are most severe.

Our long-term objectives are clear, and with the continued support of our community, we are poised to make an even greater impact in the coming years.

***Conclusion***

Despite the economic challenges, the Mary How Trust has had an exceptional year and achieved some significant milestones. We remain confident in our ability to provide essential health screening services and grow our reach. We thank all who have contributed to our success and look forward to another year of making a lasting difference in the lives of those we serve.

**Structure, governance and management**

**Constitution**

The Mary How Trust, founded in June 1988, is a charitable company limited by guarantee, incorporated on 25 July 2007. It is governed by the Memorandum and Articles of Association of the charitable company and is controlled by a board of trustees whose members are elected at the Annual General Meeting and are directors for the purposes of company law and trustees for the purposes of charity law. Registered charity number 1122393; Company Registration No: 06324356.

The vision, mission and values of The Mary How Trust guide us and remain as important today as they were when the charity was first formed back in 1988.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

| | |
|---|---|
| M A C Follis | (Resigned 20 November 2023) |
| J A Ross | |
| J H Barder | |
| S Cemm | (Resigned 3 October 2023) |
| M C Wratten | (Resigned 24 June 2024) |
| D P Mathieson | |
| C Meeking | |
| N Stanbury | |
| C Scaramanga | |
| J H G Ellis | (Appointed 16 October 2023) |

**Appointment and election of Trustees**

The management of our charity rests with our dedicated Trustees, each contributing their unique knowledge, skills, and passion to advance the charity's mission. They bear the critical responsibility of steering the charity, ensuring its continued growth and impact. Guided by the provisions outlined in the Articles of Association, our Trustees, whether elected or co-opted, possess the authority to appoint new Directors/Trustees, when necessary, thus reinforcing our commitment to the charity's long-term success.

**Induction and training of Trustees**

In alignment with the Charity Commission's guidance on trustees' induction and training, our Board places great emphasis on recruiting trustees with specific skills that can significantly contribute to the charitable company. Prospective trustees or directors are required to initiate their engagement by writing to the Chair of the Board and providing a comprehensive curriculum vitae. To support their integration, we provide a Trustee Information Pack and facilitate initial discussions, followed by interviews. Newly appointed trustees undertake a probationary period before their formal confirmation, which is ratified at the next scheduled Annual General Meeting (AGM).

In adherence to regulatory requirements and good governance principles, all new trustees undergo an induction process. This includes providing detail of their legal obligations under charity and company law, as well as familiarity with the contents of the Memorandum and Articles of Association. Additionally, we ensure that they are well-informed about the committee structure, decision-making processes, and the recent financial performance of the charity. To further enhance their knowledge, they are provided with the Charity Commission booklet 'CC3': 'The Essential Trustee'. We also encourage our Trustees to engage in relevant external and online training events, which are financially supported by the charity, enhancing their effectiveness in fulfilling their roles.

Trustees do not hold any beneficial interest in the company and all of them are members of the company. We believe that good governance is fundamental to our success and take our trustee responsibilities seriously.

Our organisational structure and decision-making processes are continually reviewed by the Board of Trustees. The Board convenes six times a year to discuss and determine the charity's direction. In addition, we have established an Investment Committee, which meets quarterly, whilst financial controls are entrusted to the Finance Director.

Trustee meetings follow a structured agenda that includes standing items such as comprehensive management account reporting, risk assessments, health and safety considerations, incident management, and safeguarding. Additionally, we engage subgroups as needed. The day-to-day management of the charity is delegated to Lynda Vowles and the Senior Management Team.

We are committed to active risk management, addressing the major risks to which the charity may be exposed. Our systems are designed to mitigate these risks, incorporating a risk management matrix and a business continuity plan, both of which undergo regular reviews. Risk is a recurring agenda item at the Trustee meetings.

The charity operates under the oversight of regulatory bodies, including the Charity Commission, Companies House, and the Care Quality Commission.

**Personnel**

The Mary How Trust is dedicated to attracting and retaining a highly skilled workforce. Our commitment to our employees is reflected in our comprehensive approach to communication, performance management, and professional development. We prioritise keeping our employees well-informed about our organisational strategy and objectives, conducting regular performance reviews throughout the year, and fostering a culture of continuous learning and personal development.

Our management team includes the Chief Executive Officer, the Practice Manager/Head of Operations, the Lead Health & Wellbeing Screening Nurses, the Ultrasound Lead, the Charity Shop Manager and the Accounts Lead. We also engage volunteers for specific tasks, ensuring that we manage administration, charity shop coverage, and fundraising effectively.

As part of our dedication to our employees' financial well-being, we contribute a specified amount to a workplace pension scheme. Additionally, our employees enjoy the benefit of access to our health screening service, promoting their well-being and overall health.

Michael Follis announced his retirement as Chair of the Board of Trustees and stood down in November. We extend our deepest gratitude to him, for his remarkable 10 years of unwavering dedication and support to our charity. Michael was instrumental in guiding our progress, and his leadership has left an indelible mark on our charity. His commitment and vision were pivotal in shaping the charity's success, and we are profoundly thankful for everything he has done.

We would also like to express our heartfelt thanks to Mary Wratten, who, after 10 years of dedicated service on our Board of Trustees, has announced she will be stepping down in July 2024. During her time as Trustee, Mary made invaluable contributions to the charity, for which we are grateful. We are, however, delighted that she will continue to support us as a volunteer, and we look forward to her ongoing involvement.

**Remuneration of key personnel**

The annual review of the Chief Executive Officer's salary is conducted by the Board of Trustees. For all other salary rates, the CEO assesses and formulates recommendations for potential pay reviews. These recommendations are presented to the Board of Trustees for their approval.

Recognising the importance of our dedicated employees, Trustees place great emphasis on maintaining competitive remuneration packages within our sector. To achieve this, we regularly benchmark our pay scales against those of other charities and local companies providing comparative services and/or roles.

**Diversity**
Diversity and inclusivity are cornerstones of our charity's values. We are resolute in our commitment to promoting equality across all dimensions, including but not limited to gender, race, sexual orientation, religious beliefs, and socioeconomic status. We embrace our duty to provide services that are not only open but also inclusive, catering to the multifaceted needs of our diverse society.

Our dedication to diversity extends to every facet of our charity. Our aim is to have a workforce, volunteer base, and board of trustees that mirror the communities we serve. We invest in the development of recruitment and retention policies and processes that are equitable, allowing us to create a more representative team.

Our employees and volunteers receive support in championing fairness and inclusivity in all aspects of our work. As a charity that interacts with a diverse cross-section of society, we have implemented mechanisms to ensure the preservation of respect and dignity in every interaction. In embracing diversity, we enrich the quality of our service and strengthen our bonds with the communities we are privileged to serve.

**Appointment of independent examiner**
Carpenter Box have expressed their willingness to stand for reappointment and a resolution proposing their reappointment will be put forward at the annual general meeting of the charity.

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

pp .....
**J H G Ellis**
Trustee
Dated: 29/11/2024

# THE MARY HOW TRUST FOR CANCER PREVENTION

## INDEPENDENT EXAMINER'S REPORT

## TO THE TRUSTEES OF THE MARY HOW TRUST FOR CANCER PREVENTION

I report to the trustees on my examination of the financial statements of The Mary How Trust For Cancer Prevention (the charity) for the year ended 31 March 2024.

**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 financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (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 ACCA, which is one of the listed bodies.

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 386 of the 2006 Act; or
2 the financial statements do not accord with those records; or
3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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 financial statements 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 financial statements to be reached.

Kishore Teo

**Carpenter Box**

Amelia House
Crescent Road
Worthing
West Sussex
BN11 1RL

Dated: 12/12/2024.

# THE MARY HOW TRUST FOR CANCER PREVENTION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 31 MARCH 2024*

| | Notes | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|---|---|---|---|---|---|
| **Income from:** | | | | | | | |
| Donations and legacies | 3 | 841,342 | 11,829 | 853,171 | 596,872 | 10,944 | 607,816 |
| Other trading activities | 4 | 121,463 | - | 121,463 | 111,923 | - | 111,923 |
| Investments | 5 | 21,948 | - | 21,948 | 10,786 | - | 10,786 |
| Other material income | 6 | - | - | - | 8,542 | - | 8,542 |
| **Total income** | | 984,753 | 11,829 | 996,582 | 728,123 | 10,944 | 739,067 |
| **Expenditure on:** | | | | | | | |
| Raising funds | 7 | 86,090 | 5,643 | 91,733 | 52,747 | - | 52,747 |
| Charitable activities | 8 | 671,478 | 2,878 | 674,356 | 585,413 | 11,095 | 596,508 |
| Total expenditure | | 757,568 | 8,521 | 766,089 | 638,160 | 11,095 | 649,255 |
| Net gains/(losses) on investments | 12 | 34,170 | - | 34,170 | (22,891) | - | (22,891) |
| **Net income** | | 261,355 | 3,308 | 264,663 | 67,072 | (151) | 66,921 |
| Transfers between funds | | 1,403 | (1,403) | - | - | - | - |
| **Net movement in funds** | | 262,758 | 1,905 | 264,663 | 67,072 | (151) | 66,921 |
| **Reconciliation of funds:** | | | | | | | |
| Fund balances at 1 April 2023 | | 718,337 | - | 718,337 | 651,265 | 151 | 651,416 |
| **Fund balances at 31 March 2024** | | 981,095 | 1,905 | 983,000 | 718,337 | - | 718,337 |

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

# THE MARY HOW TRUST FOR CANCER PREVENTION

## BALANCE SHEET

### *AS AT 31 MARCH 2024*

| | Notes | 2024 £ | 2024 £ | 2023 £ | 2023 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | 13 | | 56,443 | | 69,248 |
| Investments | 14 | | 604,565 | | 445,395 |
| | | | 661,008 | | 514,643 |
| **Current assets** | | | | | |
| Debtors | 15 | 7,033 | | 12,710 | |
| Investments | 16 | 165,406 | | 160,000 | |
| Cash at bank and in hand | | 182,057 | | 92,333 | |
| | | 354,496 | | 265,043 | |
| **Creditors: amounts falling due within one year** | 17 | (32,504) | | (61,349) | |
| Net current assets | | | 321,992 | | 203,694 |
| **Total assets less current liabilities** | | | 983,000 | | 718,337 |
| **Income funds** | | | | | |
| Restricted funds | 18 | | 1,905 | | - |
| Unrestricted funds | | | | | |
| Designated funds | 19 | 545,406 | | 310,000 | |
| General unrestricted funds | | 435,689 | | 408,337 | |
| | | | 981,095 | | 718,337 |
| | | | 983,000 | | 718,337 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006.

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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 29/11/2024

PP J. A. Ellis

.....

J H G Ellis
**Trustee**

**Company Registration No. 06324356**

# THE MARY HOW TRUST FOR CANCER PREVENTION

## STATEMENT OF CASH FLOWS

*FOR THE YEAR ENDED 31 MARCH 2024*

| | Notes | 2024 £ | 2024 £ | 2023 £ | 2023 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash generated from operations | **24** | | 198,182 | | 98,606 |
| **Investing activities** | | | | | |
| Purchase of tangible fixed assets | | - | | (19,910) | |
| Purchase of investments | | (125,000) | | (588,295) | |
| Proceeds on disposal of investments | | - | | 460,000 | |
| Investment income received | | 16,542 | | 10,786 | |
| **Net cash used in investing activities** | | | (108,458) | | (137,419) |
| **Net cash used in financing activities** | | | - | | - |
| **Net increase/(decrease) in cash and cash equivalents** | | | 89,724 | | (38,813) |
| Cash and cash equivalents at beginning of year | | | 92,333 | | 131,146 |
| **Cash and cash equivalents at end of year** | | | 182,057 | | 92,333 |

## 1 Accounting policies

**Charity information**

The Mary How Trust for Cancer Prevention is a private limited company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member.

The registered address of the charitable company is Units 1&2, The Colonnades, 17 London Road, Pulborough, West Sussex, England RH20 1AS.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Charities SORP (FRS 102), the Companies Act 2006 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)". The charity is a Public Benefit Entity as defined by FRS 102.

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 £1.

The financial statements have been prepared under historical cost convention, modified to include investments at fair value. The principal accounting policies adopted are set out below.

### 1.2 Going concern

The financial statements have been prepared on a going concern basis. The trustees have considered relevant information, including the annual budget and the impact of subsequent events, in making their assessment.

Based on these assessments and having regard to the resources available to the entity, the trustees have concluded that there is no material uncertainty in relation to the appropriateness of continuing to adopt the going concern basis in preparing the annual report and accounts.

### 1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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.

### 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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.

**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.

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**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.

Expenditure on raising funds includes all expenditure incurred by the company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**1.6 Tangible fixed assets**

Tangible fixed assets costing £10,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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 bases:

| | |
|---|---|
| Leasehold improvements | On a straight line basis, to the lease break date |
| Plant and equipment | 33.3% straight line basis |
| Fixtures and fittings | 33.3% straight line basis |

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.

**1 Accounting policies** **(Continued)**

**1.7 Fixed asset 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.

Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

**1.8 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

**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 debtors 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 creditors 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 creditors 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 creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**1 Accounting policies** **(Continued)**

**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.

**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 | 624,077 | 8,540 | 632,617 | 492,042 | 9,547 | 501,589 |
| Legacies receivable | 100,000 | - | 100,000 | 8,200 | - | 8,200 |
| Grants | - | 3,289 | 3,289 | - | 1,397 | 1,397 |
| Other | 117,265 | - | 117,265 | 96,630 | - | 96,630 |
| | 841,342 | 11,829 | 853,171 | 596,872 | 10,944 | 607,816 |

**4 Income from other trading activities**

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---|---|---|
| Fundraising events | 7,499 | 565 |
| Shop | 105,137 | 104,122 |
| Other | 8,827 | 7,236 |
| Other trading activities | 121,463 | 111,923 |

**4 Income from other trading activities** **(Continued)**

There was no restricted income from other trading activities in the current or comparative year.

**5 Income from investments**

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---|---|---|
| Bank interest | 1,172 | 357 |
| Interest receivable | 20,776 | 10,429 |
| | 21,948 | 10,786 |

There was no restricted income from investment activities in the current or comparative period.

**6 Other material income**

Other material income in the comparative period relates to the retentions returned from the remedial repairs to the property.

**7 Expenditure on raising funds**

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|---|---|---|---|---|
| **Fundraising and publicity** | | | | | | |
| Other fundraising costs | 13,326 | 37 | 13,363 | 5,819 | - | 5,819 |
| Staff costs | 59,003 | - | 59,003 | 33,220 | - | 33,220 |
| | 72,329 | 37 | 72,366 | 39,039 | - | 39,039 |
| **Trading costs** | | | | | | |
| Operating charity shops | 13,761 | 5,606 | 19,367 | 13,708 | - | 13,708 |
| Total costs | 86,090 | 5,643 | 91,733 | 52,747 | - | 52,747 |

## 8 Expenditure on charitable activities

| | Health screening and advice 2024 £ | Health screening and advice 2023 £ |
|---|---|---|
| **Direct costs** | | |
| Staff costs | 395,287 | 348,428 |
| Depreciation and impairment | 12,805 | 6,168 |
| Screening supplies | 123,622 | 115,507 |
| Accommodation costs | 40,423 | 37,903 |
| Insurance | 7,640 | 6,607 |
| Cleaning and medical waste disposal | 10,491 | 9,015 |
| Repairs to equipment | 15,659 | 11,596 |
| Printing, stationery, postage and telephone | 1,795 | 2,549 |
| Sundry | 21,986 | 21,453 |
| Screening | 3,449 | 2,222 |
| Bank interest and charges | 1,568 | 1,303 |
| | 634,725 | 562,751 |
| **Share of support and governance costs (see note 9)** | | |
| Support | 16,599 | 11,826 |
| Governance | 23,032 | 21,931 |
| | 674,356 | 596,508 |
| **Analysis by fund** | | |
| Unrestricted funds | 671,478 | 585,413 |
| Restricted funds | 2,878 | 11,095 |
| | 674,356 | 596,508 |

## 9 Support costs allocated to activities

| | | 2024 £ | 2023 £ |
|---|---|---|---|
| | ***Basis of allocation*** | | |
| Staff costs | *Time spent on activity* | 16,600 | 11,826 |
| Governance costs | *Governance* | 23,031 | 21,931 |
| | | 39,631 | 33,757 |
| **Analysed between:** | | | |
| Health screening and advice | | 39,631 | 33,757 |

**9 Support costs allocated to activities** **(Continued)**

| Governance costs comprise: | 2024 £ | 2023 £ |
|---|---|---|
| Staff costs | 16,126 | 16,047 |
| Accountancy fees | 6,522 | 5,606 |
| Legal and professional fees | 383 | 278 |
| | 23,031 | 21,931 |

The accountancy fees relate to an independent examiner fee of £1,920 (2023 - £1,680), remuneration to the independent examiner's for the preparation of financial statements £1,680 (2023 - £1,440) and payroll services of £2,922 (2023 - £2,486).

**10 Trustees**

No trustees received any remuneration or other benefits, and no trustee expenses have been reimbursed by the charity, in either the current or comparative year.

**11 Employees**

The average monthly number of employees during the year was as follows:

| | 2024 Number | 2023 Number |
|---|---|---|
| Average number of employees | 20 | 19 |

| Employment costs | 2024 £ | 2023 £ |
|---|---|---|
| Wages and salaries | 405,950 | 344,752 |
| Social security costs | 27,072 | 22,923 |
| Other pension costs | 21,268 | 13,973 |
| | 454,290 | 381,648 |

Included within wages and salaries are agency staff costs totaling £65,535 (2023: £49,924).

There were no employees whose annual remuneration was more than £60,000 in the current or comparative period.

## 11 Employees

(Continued)

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Aggregate compensation | 111,159 | 128,638 |

## 12 Gains and losses on investments

| Gains/(losses) arising on: | Unrestricted funds 2024 | Unrestricted funds 2023 |
|---|---|---|
| | £ | £ |
| Revaluation of investments | 34,170 | - |
| Sale of investments | - | (22,891) |
| | 34,170 | (22,891) |

## 13 Tangible fixed assets

| | Leasehold improvements | Plant and equipment | Fixtures and fittings | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Cost** | | | | |
| At 1 April 2023 | 64,592 | 77,127 | 480 | 142,199 |
| At 31 March 2024 | 64,592 | 77,127 | 480 | 142,199 |
| **Depreciation and impairment** | | | | |
| At 1 April 2023 | 15,254 | 57,217 | 480 | 72,951 |
| Depreciation charged in the year | 6,168 | 6,637 | - | 12,805 |
| At 31 March 2024 | 21,422 | 63,854 | 480 | 85,756 |
| **Carrying amount** | | | | |
| At 31 March 2024 | 43,170 | 13,273 | - | 56,443 |
| At 31 March 2023 | 49,338 | 19,910 | - | 69,248 |

## 14 Fixed asset investments

| | Listed investments £ |
|---|---|
| **Cost or valuation** | |
| At 1 April 2023 | 445,395 |
| Additions | 125,000 |
| Valuation changes | 34,170 |
| At 31 March 2024 | 604,565 |
| **Carrying amount** | |
| At 31 March 2024 | 604,565 |
| At 31 March 2023 | 445,395 |

## 15 Debtors

| | 2024 £ | 2023 £ |
|---|---|---|
| **Amounts falling due within one year:** | | |
| Trade debtors | 395 | 175 |
| Prepayments and accrued income | 6,638 | 12,535 |
| | 7,033 | 12,710 |

## 16 Current asset investments

| | 2024 £ | 2023 £ |
|---|---|---|
| Unlisted investments | 165,406 | 160,000 |

## 17 Creditors: amounts falling due within one year

| | 2024 £ | 2023 £ |
|---|---|---|
| Other taxation and social security | 8,069 | 7,604 |
| Trade creditors | 13,230 | 43,247 |
| Other creditors | 2,212 | 5,275 |
| Accruals and deferred income | 8,993 | 5,223 |
| | 32,504 | 61,349 |

## 18 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.

| | Movement in funds | | | | Movement in funds | | | |
|---|---|---|---|---|---|---|---|---|
| | Balance at 1 April 2022 | Incoming resources | Resources expended | Balance at 1 April 2023 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2024 |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Billingshurst Lions | 151 | 2,105 | (2,256) | - | - | - | - | - |
| Bowerman Trust | - | - | - | - | 5,798 | (5,606) | - | 192 |
| Equipment for Room 3 | - | 7,943 | (7,943) | - | - | - | - | - |
| Defibtech | - | 895 | (895) | - | - | - | - | - |
| Shanly Foundation | - | - | - | - | 2,742 | (2,878) | 136 | - |
| HDC LEAP Grant | - | - | - | - | 1,539 | - | (1,539) | - |
| HDC Lottery Grant | - | - | - | - | 1,000 | - | - | 1,000 |
| HDC Community Grant | - | - | - | - | 500 | - | - | 500 |
| HDC Big Help Out | - | - | - | - | 250 | (37) | - | 213 |
| | 151 | 10,943 | (11,094) | - | 11,829 | (8,521) | (1,403) | 1,905 |

**18 Restricted funds** **(Continued)**

Billingshurst Lions
This fund was used for the purchase of clinical equipment (ECG).

Bowerman Trust
This fund was used for the purchase of a new EPOS system for the charity shop.

Equipment for Room 3
This fund was used for the purchase of clinical equipment for the kit-out of room 3.

Defibtech
This fund was used for the purchase of a AED defibrillator

Shanly Foundation
This fund was used for the purchase of clinical equipment (ECG/trolley/electrodes).

HDC LEAP Grant
This fund was used for the purchase of promotional materials. The transfer recognised within the grant relates to the recognition of costs incurred during the previous financial period.

HDC Lottery Grant
This fund is to be used for the purchase of clinical equipment (bariatric scales/measuring stick).

HDC Community Grant
This fund is to be used to create more screening slots

HDC Big Help Out
This fund was used for the purchase of promotional materials.

## 19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | Movement in funds | | | | Movement in funds | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Balance at 1 April 2022 | Incoming resources | Resources expended | Transfers | Balance at 1 April 2023 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2024 |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Capacity expansion | 150,000 | - | - | - | 150,000 | - | - | 180,000 | 330,000 |
| Clinical IT Upgrade | - | - | - | 160,000 | - | - | - | 50,000 | 50,000 |
| Short term investments | - | - | - | - | 160,000 | 5,406 | - | - | 165,406 |
| | 150,000 | - | - | 160,000 | 310,000 | 5,406 | - | 230,000 | 545,406 |

Capacity expansion
This fund is to be used for the purchase of a second site, in order to increase screening levels by 3,500 between 2025, to 2027.

Clinical IT Upgrade
This fund is to be used for the purposes of upgrading clinical IT software and systems.

Short term investments
This fund was set up to show the value of the short term investments.

## 20 Analysis of net assets between funds

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|
| **Fund balances at 31 March 2024 are represented by:** | | | |
| Tangible assets | 56,443 | - | 56,443 |
| Investments | 604,565 | - | 604,565 |
| Current assets/(liabilities) | 320,087 | 1,905 | 321,992 |
| | 981,095 | 1,905 | 983,000 |

| | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|---|---|
| **Fund balances at 31 March 2023 are represented by:** | | | |
| Tangible assets | 69,248 | - | 69,248 |
| Investments | 445,395 | - | 445,395 |
| Current assets/(liabilities) | 203,694 | - | 203,694 |
| | 718,337 | - | 718,337 |

## 21 Operating lease commitments

**Lessee**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2024 £ | 2023 £ |
|---|---|---|
| Within one year | 26,837 | 26,028 |
| Between two and five years | 106,539 | 104,112 |
| In over five years | 54,914 | 80,253 |
| | 188,290 | 210,393 |

## 22 Related party transactions

Aggregate donations received from trustees during the year amounted to £523 (2023 - £188).

Mrs S Ross, the wife of Mr J Ross, a representative on the board of trustees and the finance director, was employed as the lead shop manager and was paid £28,988 (2023 - £25,480) in salary and pension.

There are no further related party transactions during the financial year which require disclosure.

**23 Analysis of changes in net funds**

The charity had no material debt during the year.

**24 Cash generated from operations**

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Surplus for the year | 264,663 | 66,921 |
| Adjustments for: | | |
| Investment income recognised in statement of financial activities | (21,948) | (10,786) |
| (Gain)/loss on disposal of investments | - | 22,891 |
| Fair value gains and losses on investments | (34,170) | - |
| Depreciation and impairment of tangible fixed assets | 12,805 | 6,168 |
| Movements in working capital: | | |
| Decrease/(increase) in debtors | 5,677 | (5,495) |
| (Decrease)/increase in creditors | (28,845) | 18,907 |
| **Cash generated from operations** | 198,182 | 98,606 |

**THE MARY HOW TRUST FOR CANCER PREVENTION**

England & Wales - Charity number 1122393

# Accounts

Charity Registration No. 1122393

Company Registration No. 06324356 (England and Wales)

# THE MARY HOW TRUST FOR CANCER PREVENTION

## ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31 MARCH 2023

# THE MARY HOW TRUST FOR CANCER PREVENTION

## LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|---|---|---|
| **Trustees** | M A C Follis | |
| | J A Ross | |
| | J H Barder | |
| | M C Wratten | |
| | D P Mathieson | (Appointed 1 May 2022) |
| | C Meeking | (Appointed 28 February 2023) |
| | N Stanbury | (Appointed 28 February 2023) |
| | C Scaramanga | (Appointed 14 November 2022) |
| | Mr J H G Ellis | (Appointed 16 October 2023) |
| **Charity number** | 1122393 | |
| **Company number** | 06324356 | |
| **Principal address** | Unit 1 & 2 The Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS | |
| **Registered office** | Unit 1 & 2 The Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS | |
| **Independent examiner** | Carpenter Box<br>Amelia House<br>Crescent Road<br>Worthing<br>West Sussex<br>BN11 1RL | |
| **Investment advisors** | Quilter Cheviot<br>1 Kingsway<br>London<br>WC2B 6AN | |

# THE MARY HOW TRUST FOR CANCER PREVENTION

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# THE MARY HOW TRUST FOR CANCER PREVENTION

## CHAIRMAN'S STATEMENT

### *FOR THE YEAR ENDED 31 MARCH 2023*

I am pleased to present our Annual Report and Financial Statements for The Mary How Trust for Cancer Prevention ('The Mary How Trust') for the year ended 31 March 2023. It has been a truly exceptional year for our charity.

One of the most notable accomplishments of this year is that we have successfully completed a full financial year at our new home, the Colonnades. This transition was a testament to our commitment to growth and sustainability and I'm delighted to report that it has been a resounding success. The Colonnades has not only become our headquarters, but it has also provided us with the space and resources needed to expand our operations and better serve our community.

Our dedicated team has been the driving force behind our achievements. They have worked tirelessly, demonstrating unwavering commitment to our mission. Thanks to their hard work and dedication, we have been able to reach and positively impact more individuals in our community through our health screening initiatives. This year, The Mary How Trust has health screened a record number of people thus furthering our mission to promote health and well-being to everyone.

In addition to these milestones, I am pleased to announce that we have successfully developed and implemented a comprehensive five-year strategy. This strategy is designed to guide our charity as we move forward, focusing on sustainable growth, community engagement and increased impact. The Board of Directors is excited about the future and we firmly believe that our strategic plan positions us for success in the years to come. The outlook for us is exceptionally bright, and we are eager to continue our important work.

On a personal note, after a decade of service as a Trustee and Chair, I have decided that it is time for me to step down from my role. I will be retiring at the next Annual General Meeting (AGM). It has been an incredible journey, and I am deeply grateful for the opportunity to serve this remarkable charity and our community. I thank all my committed and highly effective fellow trustees, Lynda Vowles, our exceptional CEO, and the dedicated staff who have all made my time as Chair such a profound pleasure. While I will be stepping aside from my current position, I remain committed to The Mary How Trust's mission and will continue to support it in any way I can.

Thank you for your continued support and dedication to The Mary How Trust. Together, we can look forward to a future that holds immense promise and potential, even as I pass the baton to new leadership.



**Michael Follis**
Chairman
Dated: 20-11-2023

# THE MARY HOW TRUST FOR CANCER PREVENTION

## WELCOME FROM THE CHIEF EXECUTIVE

### *FOR THE YEAR ENDED 31 MARCH 2023*

This year has been one of significant progress, and we are pleased to share the highlights of our achievements and financial performance with our valued supporters and stakeholders.

Throughout the past year, our commitment to improving the health outcomes of individuals in our community has remained unwavering. We believe that health screening is an essential step towards early detection and prevention of illness. Our mission is built upon the core belief that "prevention is better than cure," and it guides our every endeavour. The health and well-being of the individuals we serve in our community are paramount in our approach, and this year, we have seen tangible results in our efforts to save lives through early intervention.

The Mary How Trust has not only continued to provide critical health screening services but has also strived to educate, inspire, and empower individuals in our community. We firmly believe that knowledge is the key to making informed decisions about one's health, and through our programme we aim to foster a sense of empowerment that enables individuals to take control of their well-being.

As we look to the future, our strategic plan will guide us as we continue to grow, expand our reach, and make an even greater impact on the lives of people in our communities. The road ahead is filled with opportunities, and we are dedicated to realising our vision of a healthier and more informed community.

I would like to extend my heartfelt gratitude to all those who have supported us during the year. Our successes would not have been possible without the dedication of our Board of Trustees, the hard work of our employees, the invaluable contributions of our volunteers, and the generosity of our donors. Your support fuels our mission and strengthens our resolve to make a positive difference.

The Mary How Trust is committed to the well-being of our community. Together, we will continue to strive for a healthier and more informed future. Thank you for your support, and I look forward to our continued partnership as we work to make a lasting impact on the lives we touch.

In closing, I want to express our profound gratitude to Michael Follis, our devoted trustee and Chair, for his remarkable decade of unwavering service on our board. Michael's visionary leadership, commitment, and insightful guidance have been instrumental in shaping our charity into the remarkable organisation it is today. Under his leadership, we have reached significant milestones and positively impacted countless lives. Michael's invaluable contributions have been a driving force behind our success, and we wholeheartedly thank him for his ten years of outstanding dedication to our cause. We wish Michael a fulfilling and joyful retirement as he steps down in November 2023.

.....

**Lynda Vowles**
Chief Executive Officer
Dated: 20-11-2023

# THE MARY HOW TRUST FOR CANCER PREVENTION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2023*

The trustees present their report and financial statements for the year ended 31 March 2023.

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 Companies Act 2006 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)".

Since the charitable company qualifies as small under section 3838, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and activities**
The objects of the charitable company as set out in its Memorandum and Articles of Association are:

- To prevent sickness, in particular but not exclusively, by providing a Health Screening service to the general public with the aim of detecting all types of cancer in particular, life-threatening diseases in general, and to make this service available to all.
- To advance public education in general health matters, and in the prevention, and detection, of cancer and other life-threatening diseases.

**Activities for achieving objectives**
The charity is dedicated to fulfilling its mission by offering a thorough health screening and advisory service, with a special focus on early detection of cancers and other life-threatening conditions. This service is extended to self-referred, asymptomatic adults aged 18 years and above. Our clinical team conducts health screening consultations, which encompass ultrasound scans, catering to individuals from diverse backgrounds. To better accommodate the growing demand and minimise waiting times, our service has transitioned to more expansive facilities, allowing us to continue and broaden our health screening services within the community.

The charity's trustees have diligently considered the guidance provided by the Charity Commission when determining the activities that the charity should undertake.

**Main activities undertaken to further the charity's purposes for the public benefit**
The Board of Trustees has been proactive in charting our course, aligning with the spirit of public benefit set forth by the Charity Commission in their guides PB1, PB2, and PB3. Our charitable activities are planned and designed to radiate a positive impact in the lives of our diverse community.

Emphasising our charitable objectives, we've made a choice to offer health screenings that, on a marginal basis, cost the charity approximately £350 per person to deliver. Rather than imposing a fixed fee, we extend an open invitation for donations that align with each individual's financial capacity. In a true community effort, the cost in providing the charity's overheads and capital needs are graciously met through our charity shop, a series of fundraising activities, the unwavering support of our incredible supporters, and the generosity of grants, donations, and legacies.

Our mission is simple yet profound: to make health screenings and healthy living advice accessible to every adult in the community. We offer our services without bias or discrimination, striving to maximise benefit for all. We provide health advice and comprehensive reports not only to our clients but, with their consent, we collaborate with their GPs. We encourage further action when necessary, trusting that our clients will consult their GPs for personalised guidance and referral.

Our team comprises three full-time and eleven dedicated part-time clinical and administrative employees, bolstered by a passionate group of volunteers. Our bustling charity shop in Pulborough has remunerated management, supported by an enthusiastic team of volunteers.

With our doors now open six days a week, we extend our services to the general public, welcoming individuals from all walks of life, local groups, fellow charities, and associations. We remain unwaveringly proactive in our commitment to maximise public benefit, ensuring that we touch as many lives as possible with our essential screening services.

**Relationships with other organisations**

We actively pursue collaboration with other organisations, recognising that partnerships hold the key to potential future collaborations and the expansion of our services. We enthusiastically engage with like-minded entities, seeking opportunities to create fresh, supplementary offerings that enrich our community's well-being. In addition to forging these external alliances, we maintain close communication with local GP practices and diligently cultivate partnerships within our community, uniting our efforts to enhance the well-being of all.

Our commitment to the health and well-being of our clients extends beyond our organisation's walls. We remain vigilant in monitoring campaigns and issues that impact our clients, advocating their active participation. Through these collective efforts, we foster a sense of community engagement that encourages everyone to play a role in safeguarding their health.

We cherish positive relationships with various stakeholders, including the Care Quality Commission, the wider community, and fellow charities. These connections are the foundation of our progress and development. Our commitment to partnership working is not only a guiding principle but a proven strategy that enables us continually to strengthen and expand our impact.

**Environmental impact**

In our commitment to environmental responsibility, we take deliberate steps to reduce our ecological footprint. We actively seek out suppliers who share our environmental ethos, prioritising partnerships with those who embrace eco-conscious practices. Our procurement strategy revolves around choosing equipment and products designed to minimise energy consumption, reduce waste, enhance durability and promote a circular economy where materials can be repurposed or recycled into new products.

Paper, once a common staple in offices, is managed judiciously in our charity. We've adopted a paperless philosophy, opting to avoid printing whenever feasible, resulting in minimal paper waste. In line with our sustainable values, we encourage our clients to embrace electronic communication channels whenever possible.

The energy efficiency of our premises is a top priority. We diligently ensure that lighting is turned off in unoccupied rooms, a simple yet impactful measure that significantly reduces our energy consumption. Our plastic usage is kept to a minimum, and we actively participate in recycling initiatives to reduce waste and promote a more sustainable approach.

We're dedicated to fostering eco-friendly practices among our employees, who are all ardent champions of this important cause. Our Environmental Policy is a living document, updated as needed to reflect our evolving commitment to environmentally responsible operations, and at a minimum, on an annual basis.

**Achievements and performance**

**Year ended 31 March 2023 in summary**

In the past year, the board has taken significant steps to guide the charity's development and progression by crafting an updated 5-year strategy. The year ended 31 March 2023 was marked by consolidation, particularly after our relocation to the Colonnades.

During this period, our charity achieved a noteworthy milestone by more than doubling the number of completed screenings undertaken to 1924. We have ambitious plans to further increase this number in the coming years to c3,000. The newly established clinic at the Colonnades has been exceptionally well-received, the screening services of which consistently earn 5-star reviews from our clients.

It's worth noting that the charity remains dedicated to its mission of detecting cancer and other life-threatening illnesses within our client group. We continue to witness a significant increase in the number of referrals being made, underscoring the essential role we play in our community's health.

Our inaugural Christmas carol evening, at St Mary's Church, was a resounding success, unifying our community in a heartwarming event. The evening was open to all, free to attend, with donations gratefully received.

As we reflect on these achievements, it's clear that our charity is making great strides in expanding our impact and strengthening our ties with the community. We look forward to building on these successes and continuing to serve our mission in the year to come.

**Charity shop**

Our charity shop remains a pivotal source of support, transforming unwanted items into much-needed funds that directly contribute to our services. Our shop not only serves as a steadfast community hub for our customers, but also ensures the challenges posed by the cost of living crisis are mitigated. We are delighted to report that the year ended 31 March 2023 has proven to be a historic year for our shop, achieving record performance. This provides vital financial support for our screening services.

We hold in high regard the dedication of our volunteers and employees, recognising that the success of our charity shop is inextricably linked to their tireless efforts. We extend our thanks to our committed team for their continuing hard work and resilience.

While we acknowledge that the challenging economic climate may bring lasting changes in how people volunteer and donate, the precise nature and extent of these changes will only become fully evident over time. At the forefront of our efforts, we remain committed to ensuring our charity shop offers quality products at an affordable cost.

**Financial review**

**Going concern**

The trustees have a reasonable expectation that the charity 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.

**Investment policy**

The trustees adhere to a prudent investment policy in full compliance with the Charity Commission's guidelines. This policy entails monthly monitoring and quarterly reviews of our investments, ensuring that our financial assets are managed responsibly and in alignment with the charity's objectives. The investment policy provides clear and comprehensive guidance to our investment manager, reflecting our commitment to the sound and strategic stewardship of our resources.

**Principal risks and uncertainties**

The Management Operations Committee remains steadfast in its commitment to addressing risk. These risks encompass not only any resurgence of COVID19 but also the challenges associated with the rising cost of living, evolving legislation and regulations related to the Care Quality Commission, Charity Commission, safeguarding, and GDPR (General Data Protection Regulation). Our financial position is subject to constant evaluation, aligning with our proactive approach to mitigate financial risks. Furthermore, the Trustees have conducted a thorough assessment of all the charity's operations, including internal financial controls, which utilise the Charity Commission's financial controls checklist, CC8. This comprehensive review has confirmed that the controls are pertinent, fitting for the charity's needs, and neither excessive nor disproportionate in their application.

**Reserves**

In response to the challenges posed by the cost-of-living crisis and potential fluctuations in donations, the charity conducted a review of its reserves policy during the year. As a result of this evaluation, a decision was made to bolster the charity's reserves to a level equivalent to at least 9 months' budgeted expenditure, amounting to £555,000 for the upcoming year, to 31 March 2024. This prudent approach to reserve management plays a pivotal role in safeguarding the sustained fulfilment of the charity's charitable objectives. To ensure the ongoing relevance and effectiveness of this policy, the Management Operations Committee conducts biannual reviews, and the Trustees revisit the policy annually at their Autumn meeting.

**Review Year Ended 31 March 2023**
As we approach the end of another eventful financial year, it's a time for reflection and anticipation. The past months have brought about both challenges and opportunities. While the challenges may have created a sense of déjà vu, we look ahead with optimism and determination.

During the year to 31 March 2023 we continued to see positive progress on the COVID-19 front. However, we cannot ignore the far-reaching crises that emerged during this period. The war in Ukraine and the lingering cost-of-living crisis have had profound impacts on the global landscape. These issues are expected to persist in the foreseeable future and could pose considerable challenges for our financial stability.

The financial landscape for charities has become increasingly complex. The rise in costs, driven by various factors including inflation and increased demand for services, has placed significant pressure on resources. The cost-of-living crisis, in particular, has caused financial hardship for many in our community, increasing the need for our services.

Additionally, economic forecasts predicting the potential for a UK recession have added another layer of uncertainty. The prospect of reduced funding availability and potentially decreased donations due to this economic instability is a concern that we address proactively.

Despite these challenges, we remain committed to our mission. We are actively seeking innovative solutions to adapt to this ever-changing landscape. Our ability to provide vital health screenings is crucial, and we are determined to continue serving our community to the best of our abilities. To help mitigate financial risks, we are actively exploring opportunities to diversify our revenue streams. This includes expanding our partnerships, exploring grant opportunities and optimising our fundraising efforts.

We are diligently managing costs, via strategic cost management, and optimising operational efficiency, ensuring that every pound we receive is directed towards our core mission.

Despite all the uncertainty of the economic outlook, the charity had another excellent financial year, total funds were increased to £718,337 (2022: £651,416), of which £Nil (2022: £151) are restricted. After allowing for the funds tied up in Fixed Assets, Intangible Assets, Designated Funds and Restricted Funds, Free Reserves equal £339,089 (2022: £445,759). The results ensured we were able to increase our reserves to a more appropriate level to safeguard the ongoing services of the charity.

Our allocation of designated funds is intended to further our mission in response to the escalating demand for our services. The decision aligns with our five-year strategy, which focuses not only on maintaining service quality but also on expanding our demographic reach within the community.

This is pivotal to the achievement of several key objectives. Firstly, the funds will support the expansion of our existing services and the introduction of new programmes that align with our mission. Additionally, we aim to extend our services to a wider demographic, ensuring equitable access across various communities. The funds will empower us to invest in innovative solutions and technology, enhancing the efficiency and effectiveness of our services. A portion of these funds will be allocated to capacity-building initiatives, including training and development for our staff and volunteers, to accommodate this increased demand for our services. Lastly, the funds will also facilitate the exploration and establishment of strategic partnerships with other organisations, fostering collaborations that amplify the impact of our charitable endeavours.

As we embark on these strategic initiatives, our commitment to responsible financial management remains steadfast. Regular reviews and assessments will guide the deployment of these funds to ensure alignment with our organisational goals, adapting to evolving priorities and community needs.

We are confident this strategy will play a pivotal role in realising our mission and creating a lasting positive impact on the communities we serve.

Monies have been spent on equipping a further screening room and increasing the clinical headcount to achieve an increase in screenings. £150,000 was allocated to support the development of the charity to double its screening numbers by year ending 31 March 2024.

The majority of our funds are unrestricted. Where funds are received that are restricted in their application to specific purposes or activities, these are held in a restricted fund and spent accordingly.

The charity's Free Reserves are held in a combination of M&G Charibonds and in the Quilter Cheviot Global Income & Growth Fund for Charities. This more diverse approach helps ensure that investments deliver the best overall financial return, within a risk profile that is commensurate with the charitable objectives and financial circumstances.

The charity will continue to hold sufficient cash with their bankers, Barclays Bank PLC, to meet immediate cashflow requirements. The longer-term investment portfolio is invested in assets that are easily realisable within either a three or twelve month period.

As we navigate the ever-evolving financial landscape, we have in place a robust funding and financial strategy. The generosity of those who contribute through standing orders has remained steadfast, offering a stable source of income that supports our financial stability. This ongoing support is invaluable in ensuring the continuation of our mission. In light of the recent cost-of-living crises, we have observed a reduction in the value of one-off donations from individuals. This trend reinforces the importance of our donor retention efforts, which will remain paramount in sustaining our services.

Charity Shop income continues to increase, and we have plans in place to further enhance its performance. This income is essential in supplementing our resources.

In the face of growing costs, we maintain a prudent financial approach to safeguard the sustainability of our charity and, by extension, the well-being of those who benefit from our services.

We extend our heartfelt thanks to everyone who continues to support us through their donations, legacies, fundraising, grants and unwavering dedication. Your contributions are the lifeblood of our health screening services and without them our mission would not be possible.

As we look to the future, we acknowledge the persistent challenges within the financial landscape. However, our commitment to the Mary How Trust's mission remains steadfast. Your ongoing support is the cornerstone of our ability to adapt, innovate, and continue making a significant impact on the lives of those we serve. Together, we approach the future with a resolute sense of purpose, fully aware that our work is more vital than ever.

**Plans for future periods**

In planning for the future, the charity has undertaken significant initiatives to drive the charity's growth and improve services.

An updated 5-year strategy was put in place towards the end of the financial year, setting the course for the charity's growth and development. This strategy will guide our efforts in the coming years.

Community Engagement: We are redoubling our efforts to engage with the community, emphasising the importance of our services and health screening. Our aim is to raise awareness and educate the public about the crucial role health screening plays in early detection and prevention.

Financial Growth: Recognising the need for financial growth, we will welcome a fundraising manager to our team. This addition will enhance our ability to secure grants and organise fundraising events. In the year to 31 March 2024, we aim to raise a minimum of £75,000 increasing to £130,000 in the year to 31 March 2025, which will be pivotal in expanding our services to meet the increasing demand within our community.

Commitment to Growth: Our commitment to progress and growth remains unwavering. We are dedicated to enhancing our services and facilities, ensuring that we offer the highest level of support to our beneficiaries.

Risk Mitigation: Our trustees have assessed the major risks confronting our charity. We want to assure our stakeholders that robust systems are in place to mitigate these risks and safeguard the continuity of our services.

Key Objectives for the Future: In our ongoing pursuit of excellence and growth we have outlined several key objectives for the upcoming periods:

Capacity Expansion: Grow the number of screenings at the Pulborough site, with the goal of reaching circa 2,300 to year end 31 March 2024.

Community Awareness: Create awareness of the MHT's services within an accessible catchment area of Pulborough to ensure that our services are available to those who need them.

Accessibility and Inclusivity: Assess and implement strategies to make our services available to all adults over 18, regardless of location, diversity, and socioeconomic status, ensuring inclusivity for disadvantaged individuals.

Service Enhancement: Continue to develop and improve our screening service, incorporating new technologies to stay at the forefront of medical advancements.

Data Utilisation: Fully leverage collected data for marketing, brand development, and medical insights while adhering to GDPR guidelines to protect individual privacy.

Healthcare Professional Collaboration: Develop stronger relationships with local healthcare professionals (HCPs) and create a Medical Advisory Board who will share their skills, guidance, and knowledge with us - offering advice and best practice that in turn will help us achieve our goals.

Covering clinical/medical, scientific and healthcare-related issues, they will help inform and help us better understand the external environment, clinical and medical issues, and any unmet screening needs.

Replication Model: Develop, assess, and potentially implement a process by which we can serve as a template for the creation of one or more new sites or charities outside the Pulborough catchment area or implement a mobile screening service.

With our current chair, Michael Follis, retiring in 2023 John Ellis will take the position in November. As a cancer survivor who personally experienced the challenges of a late-stage diagnosis, John is acutely aware of the critical importance of early detection for cancer and other life-threatening illnesses. He has long been an admirer of The Mary How Trust's impactful work in the local community, positively affecting so many lives. With his recent retirement from a full-time career spanning four decades, John now intends to channel his extensive skills and experience toward supporting the charity and adding significant value to its mission. We are excited to welcome John to our team as he brings his wealth of experience to further our cause.

In summary, the future holds boundless possibilities. We are committed to a future of growth, community engagement, and the ongoing improvement of our services. With these initiatives in place, we are dedicated to fulfilling our mission and will continue to make a significant impact on the lives of individuals we serve.

**Structure, governance and management**

***Constitution***

The Mary How Trust, founded in June 1988, is a charitable company limited by guarantee, incorporated on 25 July 2007. It is governed by the Memorandum and Articles of Association of the charitable company and is controlled by a board of trustees whose members are elected at the Annual General Meeting and are directors for the purposes of company law and trustees for the purposes of charity law. Registered charity number 1122393; Company Registration No: 06324356.

The vision, mission and values of The Mary How Trust guide us and remain as important today as they were when the charity was first formed back in 1988.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

| | |
|---|---|
| M A C Follis | |
| B P Lavin | (Resigned 14 November 2022) |
| J A Ross | |
| J H Barder | |
| S Cemm | (Resigned 3 October 2023) |
| M C Wratten | |
| S L Trownson | (Resigned 14 November 2022) |
| D P Mathieson | (Appointed 1 May 2022) |
| C Meeking | (Appointed 28 February 2023) |
| N Stanbury | (Appointed 28 February 2023) |

| | |
|---|---|
| C Scaramanga | (Appointed 14 November 2022) |
| Mr J H G Ellis | (Appointed 16 October 2023) |

**Appointment and election of Trustees**

The management of our charity rests with our dedicated Trustees, each contributing their unique knowledge, skills, and passion to advance the charity's mission. They bear the critical responsibility of steering the charity's strategic course, ensuring its continued growth and impact. Guided by the provisions outlined in the Articles of Association, our Trustees, whether elected or co-opted, possess the authority to appoint new Directors/Trustees, when necessary, thus reinforcing our commitment to the charity's long-term success.

**Induction and training of Trustees**

In alignment with the Charity Commission's guidance on trustees' induction and training, our Board places great emphasis on recruiting trustees with specific skills that can significantly contribute to the charitable company. Prospective trustees or directors are required to initiate their engagement by writing to the Chair of the Board and providing a comprehensive curriculum vitae. To support their integration, we provide a Trustee Information Pack and facilitate initial discussions, followed by interviews. Newly appointed trustees undertake a probationary period before their formal confirmation, which is ratified at the next scheduled Annual General Meeting (AGM).

In adherence to regulatory requirements and good governance principles, all new trustees undergo a thorough induction process. This induction includes a comprehensive understanding of their legal obligations under charity and company law, as well as familiarity with the contents of the Memorandum and Articles of Association. Additionally, we ensure that they are well-informed about the committee structure, decision-making processes, and the recent financial performance of the charity. To further enhance their knowledge, they are provided with the Charity Commission booklet 'CC3': 'The Essential Trustee'. We also encourage our Board members to engage in relevant external and online training events, which are financially supported by the charity, enhancing their effectiveness in fulfilling their roles.

Trustees do not hold any beneficial interest in the company and all of them are members of the company. We firmly believe that good governance is fundamental to our success and take our trustee responsibilities seriously.

Our organisational structure and decision-making processes are continually reviewed by the Board of Trustees. The full Board convenes four times a year to discuss and determine the charity's direction. In addition, we have established the Management Operations Committee, which meets monthly (except during quarterly Board meetings) to oversee and guide the operational and financial aspects of the charitable company. This committee comprises the Chair, Deputy Chair, Finance Director, three Trustees, the Chief Executive Officer, and the Practice Manager/Head of Operations. The Board delegates day-to-day operational matters with a single spend limit of £20,000 to this committee, while annual financial controls are entrusted to the Finance Director.

Our meetings follow a structured agenda that includes standing items such as comprehensive management account reporting, risk assessments, health and safety considerations, incident management, and safeguarding. Additionally, we engage in subgroups as needed. The day-to-day management of the charity is delegated to the Senior Management Team.

We are deeply committed to active risk management, addressing the major risks to which the charity may be exposed. Our systems are designed to mitigate these risks, incorporating a risk management matrix and a business continuity plan, both of which undergo regular reviews. Risk is a recurring agenda item at the Management Operations Committee and Trustee meetings. We continue to risk assess any exposure to COVID-19 thus minimising the virus's financial and operational impact.

The charity operates under the oversight of regulatory bodies, including the Charity Commission, Companies House, and the Care Quality Commission.

**Personnel**

The Mary How Trust is dedicated to attracting and retaining a highly skilled workforce. Our commitment to our employees is reflected in our comprehensive approach to communication, performance management, and professional development. We prioritise keeping our employees well-informed about our organisational strategy and objectives, conducting regular performance reviews throughout the year, and fostering a culture of continuous learning and personal development.

Our key management team comprises essential personnel, including the Chief Executive Officer, Practice Manager/Head of Operations, Lead Health & Wellbeing Screening Nurses, Ultrasound Lead, and Charity Shop Manager. In support of our commitment to a well-rounded approach, we also engage volunteers for specific tasks, ensuring that we manage administration, charity shop coverage, and fundraising effectively.

As part of our dedication to our employees' financial well-being, we contribute a specified amount to either a workplace scheme, such as The People's Pension, or to an individual employee's personal pension, helping them secure their financial future. Additionally, our employees enjoy the benefit of access to our health screening service, promoting their well-being and overall health.

In the past year, the Board of Trustees witnessed the departure of three longstanding members, Patrick Lavin, who retired; Stuart Trownson, and Sean Cemm, both of whom resigned due to other commitments; and we express our gratitude to each of them for their invaluable contributions and unwavering support. Wishing Patrick Lavin, a fulfilling retirement ahead, we extend our sincere appreciation for their dedicated service.

**Remuneration of key personnel**

The annual review of the Chief Executive Officer's salary is conducted by the Board of Trustees. For all other salary rates, the Management Operations Committee assesses and formulates recommendations for potential pay reviews. These recommendations are presented to the Board for their approval, followed by the necessary implementation.

Recognising the paramount importance of our dedicated employees, the Mary How Trust Board places great emphasis on maintaining competitive remuneration packages within our sector. To achieve this goal, we regularly benchmark our pay scales against those of other charities and local companies providing comparative services and/or roles. This practice ensures that we remain at the forefront of offering competitive compensation that reflects the value and commitment of our workforce.

**Diversity**

Diversity and inclusivity are cornerstones of our charity's values. We are resolute in our commitment to promoting equality across all dimensions, including but not limited to gender, race, sexual orientation, religious beliefs, and socioeconomic status. We embrace our duty to provide services that are not only open but also inclusive, catering to the multifaceted needs of our diverse society.

Our dedication to diversity extends to every facet of our charity. We are unwavering in our pursuit of a workforce, volunteer base, and board of trustees that accurately mirror the rich tapestry of the communities we serve. We invest in the development of comprehensive recruitment and retention policies and processes that are equitable, allowing us to create a more representative team.

Our employees and volunteers receive robust support in championing fairness and inclusivity in all aspects of our work. As a charity that interacts with a diverse cross-section of society, we have implemented mechanisms to ensure the preservation of respect and dignity in every interaction. In embracing diversity, we enrich the quality of our service and strengthen our bonds with the communities we are privileged to serve.

**Appointment of Independent Examiners**

Carpenter Box have expressed their willingness to stand for reappointment and a resolution proposing their reappointment will be put forward at the annual general meeting of the charity.

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



**M A C Follis**
Trustee
Dated: 20-11-2023

# THE MARY HOW TRUST FOR CANCER PREVENTION

## INDEPENDENT EXAMINER'S REPORT

## TO THE TRUSTEES OF THE MARY HOW TRUST FOR CANCER PREVENTION

I report to the trustees on my examination of the financial statements of The Mary How Trust For Cancer Prevention (the charity) for the year ended 31 March 2023.

**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 financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (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 ACCA, which is one of the listed bodies.

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 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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 financial statements 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 financial statements to be reached.

Kristina Tarry

Carpenter Box

Amelia House
Crescent Road
Worthing
West Sussex
BN11 1RL

Dated: 29/11/23.

# THE MARY HOW TRUST FOR CANCER PREVENTION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 31 MARCH 2023*

| | Notes | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ |
|---|---|---|---|---|---|---|---|
| **Income from:** | | | | | | | |
| Donations and legacies | 3 | 596,872 | 10,944 | 607,816 | 698,732 | 14,800 | 713,532 |
| Other trading activities | 4 | 111,923 | - | 111,923 | 112,252 | - | 112,252 |
| Investments | 5 | 10,786 | - | 10,786 | 7,748 | - | 7,748 |
| Material other income | 6 | 8,542 | - | 8,542 | - | - | - |
| **Total income** | | 728,123 | 10,944 | 739,067 | 818,732 | 14,800 | 833,532 |
| **Expenditure on:** | | | | | | | |
| Raising funds | 7 | 52,747 | - | 52,747 | 53,832 | - | 53,832 |
| Charitable activities | 8 | 585,413 | 11,095 | 596,508 | 467,140 | 2,500 | 469,640 |
| Material other expenditure | | - | - | - | 170,914 | 22,912 | 193,826 |
| **Total resources expended** | | 638,160 | 11,095 | 649,255 | 691,886 | 25,412 | 717,298 |
| Net gains/(losses) on investments | 12 | (22,891) | - | (22,891) | (18,033) | - | (18,033) |
| **Net income/(expenditure) for the year/ Net movement in funds** | | 67,072 | (151) | 66,921 | 108,813 | (10,612) | 98,201 |
| Fund balances at 1 April 2022 | | 651,265 | 151 | 651,416 | 542,452 | 10,763 | 553,215 |
| **Fund balances at 31 March 2023** | | 718,337 | - | 718,337 | 651,265 | 151 | 651,416 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# THE MARY HOW TRUST FOR CANCER PREVENTION

## BALANCE SHEET

### *AS AT 31 MARCH 2023*

| | Notes | 2023 £ | 2023 £ | 2022 £ | 2022 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | 13 | | 69,248 | | 55,506 |
| Investments | 14 | | 445,395 | | 499,991 |
| | | | 514,643 | | 555,497 |
| **Current assets** | | | | | |
| Debtors | 16 | 12,710 | | 7,215 | |
| Investments | 17 | 160,000 | | - | |
| Cash at bank and in hand | | 92,333 | | 131,146 | |
| | | 265,043 | | 138,361 | |
| **Creditors: amounts falling due within one year** | 18 | (61,349) | | (42,442) | |
| Net current assets | | | 203,694 | | 95,919 |
| **Total assets less current liabilities** | | | 718,337 | | 651,416 |
| **Income funds** | | | | | |
| Restricted funds | 19 | | - | | 151 |
| Unrestricted funds | | | | | |
| Designated funds | 20 | 310,000 | | 150,000 | |
| General unrestricted funds | | 408,337 | | 501,265 | |
| | | | 718,337 | | 651,265 |
| | | | 718,337 | | 651,416 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006.

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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 20-11-2023

M A C Follis
**Trustee**

**Company Registration No. 06324356**

# THE MARY HOW TRUST FOR CANCER PREVENTION

## STATEMENT OF CASH FLOWS

*FOR THE YEAR ENDED 31 MARCH 2023*

| | Notes | 2023 £ | 2023 £ | 2022 £ | 2022 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash generated from operations | **24** | | 98,606 | | 154,892 |
| **Investing activities** | | | | | |
| Purchase of tangible fixed assets | | (19,910) | | (61,673) | |
| Purchase of investments | | (588,295) | | (160,000) | |
| Proceeds on disposal of investments | | 460,000 | | 50,000 | |
| Investment income received | | 10,786 | | 7,748 | |
| **Net cash used in investing activities** | | | (137,419) | | (163,925) |
| **Net cash used in financing activities** | | | - | | - |
| **Net decrease in cash and cash equivalents** | | | (38,813) | | (9,033) |
| Cash and cash equivalents at beginning of year | | | 131,146 | | 140,179 |
| **Cash and cash equivalents at end of year** | | | 92,333 | | 131,146 |

### 1 Accounting policies

**Charity information**

The Mary How Trust for Cancer Prevention is a private limited company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member.

The registered address of the charitable company is Units 1&2, The Colonnades, 17 London Road, Pulborough, West Sussex, England RH20 1AS.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Charities SORP (FRS 102), the Companies Act 2006 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)". The charity is a Public Benefit Entity as defined by FRS 102.

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 £1.

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

### 1.2 Going concern

The financial statements have been prepared on a going concern basis. The trustees have considered relevant information, including the annual budget and the impact of subsequent events, in making their assessment.

Based on these assessments and having regard to the resources available to the entity, the trustees have concluded that there is no material uncertainty in relation to the appropriateness of continuing to adopt the going concern basis in preparing the annual report and accounts.

### 1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors 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.

### 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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.

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 Accounting policies** **(Continued)**

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**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.

Expenditure on raising funds includes all expenditure incurred by the company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**1.6 Tangible fixed assets**

Tangible fixed assets costing £10,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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 bases:

| | |
|---|---|
| Leasehold improvements | On a straight line basis, to the lease break date |
| Plant and equipment | 33.3% straight line basis |
| Fixtures and fittings | 33.3% straight line basis |

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 net income/(expenditure) for the year.

**1.7 Fixed asset 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.

Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

**1 Accounting policies** **(Continued)**

**1.8 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

**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 debtors 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 creditors 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 creditors 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 creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**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.

## 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 Donations and legacies

| | **Unrestricted funds** | **Restricted funds** | **Total** | Unrestricted funds | Restricted funds | Total |
|---|---|---|---|---|---|---|
| | **2023** | **2023** | **2023** | 2022 | 2022 | 2022 |
| | **£** | **£** | **£** | £ | £ | £ |
| Donations and gifts | 492,042 | 9,547 | 501,589 | 388,803 | 1,000 | 389,803 |
| Legacies receivable | 8,200 | - | 8,200 | 221,585 | - | 221,585 |
| Grants | - | 1,397 | 1,397 | 30,074 | 13,800 | 43,874 |
| Other | 96,630 | - | 96,630 | 58,270 | - | 58,270 |
| | 596,872 | 10,944 | 607,816 | 698,732 | 14,800 | 713,532 |

During the prior year, government grants of £11,726 were received in relation to the Coronavirus Job Retention Scheme and £15,809 in relation to local authority grants. No such income was received in the current year.

## 4 Other trading activities

| | **Unrestricted funds** | Unrestricted funds |
|---|---|---|
| | **2023** | 2022 |
| | **£** | £ |
| Fundraising events | 565 | - |
| Shop | 104,122 | 104,877 |
| Other | 7,236 | 7,375 |
| Other trading activities | 111,923 | 112,252 |

There was no restricted income from other trading activities in the current or comparative year.

## 5 Investments

| | Unrestricted funds | Unrestricted funds |
|---|---|---|
| | **2023** | 2022 |
| | **£** | £ |
| Bank interest | 357 | 290 |
| Interest receivable | 10,429 | 7,458 |
| | 10,786 | 7,748 |

There was no restricted income from investment activities in the current or comparative period.

## 6 Material other income

Material other income relates to the retentions returned from the remedial repairs to the property.

## 7 Raising funds

| | Unrestricted funds | Unrestricted funds |
|---|---|---|
| | **2023** | 2022 |
| | **£** | £ |
| Fundraising and publicity | | |
| Other fundraising costs | 5,819 | 7,399 |
| Staff costs | 33,220 | 30,947 |
| Fundraising and publicity | 39,039 | 38,346 |
| Trading costs | | |
| Operating charity shops | 13,708 | 15,486 |
| | 52,747 | 53,832 |

There was no restricted expenditure on raising funds in the current or comparative year.

## 8 Charitable activities

| | Health screening and advice 2023 £ | Health screening and advice 2022 £ |
|---|---|---|
| Staff costs | 348,428 | 237,151 |
| Depreciation and impairment | 6,168 | 15,120 |
| Screening supplies | 115,507 | 76,616 |
| Accommodation costs | 37,903 | 48,060 |
| Insurance | 6,607 | 5,322 |
| Cleaning and medical waste disposal | 9,015 | 6,026 |
| Repairs to equipment | 11,596 | 6,182 |
| Printing, stationery, postage and telephone | 2,549 | 2,867 |
| Sundry | 21,453 | 21,863 |
| Screening | 2,222 | 2,016 |
| Bank interest and charges | 1,303 | 1,216 |
| Agency staff | - | 14,113 |
| | 562,751 | 436,552 |
| Share of support costs (see note 9) | 11,826 | 6,147 |
| Share of governance costs (see note 9) | 21,931 | 26,941 |
| | 596,508 | 469,640 |
| **Analysis by fund** | | |
| Unrestricted funds | 585,413 | 467,140 |
| Restricted funds | 11,095 | 2,500 |
| | 596,508 | 469,640 |

9 **Support costs**

| | Support costs | Governance costs | 2023 | Support costs | Governance costs | 2022 | Basis of allocation |
|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | |
| Staff costs | 11,826 | 16,047 | 27,873 | 6,147 | 15,655 | 21,802 | Time spent on activity |
| Accountancy | - | 2,856 | 2,856 | - | 936 | 936 | Governance |
| Independent examiner fee | - | 2,750 | 2,750 | - | 2,600 | 2,600 | Governance |
| Legal and professional | - | 278 | 278 | - | 7,750 | 7,750 | Governance |
| | 11,826 | 21,931 | 33,757 | 6,147 | 26,941 | 33,088 | |
| Analysed between | | | | | | | |
| Charitable activities | 11,826 | 21,931 | 33,757 | 6,147 | 26,941 | 33,088 | |

The independent examiner's remuneration amounts to an independent examiner fee of £2,750 (2022 - £2,600) and payroll services and VAT advice of £1,975 (2022 - £936).

## 10 Trustees

No trustees received any remuneration or other benefits, and no trustee expenses have been reimbursed by the charity, in either the current or comparative year.

## 11 Employees

The average monthly number of employees during the year was as follows:

| | 2023 Number | 2022 Number |
|---|---|---|
| Average number of employees | 19 | 18 |

| Employment costs | 2023 £ | 2022 £ |
|---|---|---|
| Wages and salaries | 372,625 | 266,498 |
| Social security costs | 22,923 | 14,318 |
| Other pension costs | 13,973 | 9,084 |
| | 409,521 | 289,900 |

The total redundancy payments for the year were £nil (2022 - £1,495).

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

## 12 Net gains/(losses) on investments

| | Unrestricted funds 2023 £ | Unrestricted funds 2022 £ |
|---|---|---|
| Gain/(loss) on sale of investments | (22,891) | (18,033) |

## 13 Tangible fixed assets

| | Leasehold improvements | Plant and equipment | Fixtures and fittings | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Cost** | | | | |
| At 1 April 2022 | 64,592 | 57,217 | 480 | 122,289 |
| Additions | - | 19,910 | - | 19,910 |
| At 31 March 2023 | 64,592 | 77,127 | 480 | 142,199 |
| **Depreciation and impairment** | | | | |
| At 1 April 2022 | 9,086 | 57,217 | 480 | 66,783 |
| Depreciation charged in the year | 6,168 | - | - | 6,168 |
| At 31 March 2023 | 15,254 | 57,217 | 480 | 72,951 |
| **Carrying amount** | | | | |
| At 31 March 2023 | 49,338 | 19,910 | - | 69,248 |
| At 31 March 2022 | 55,506 | - | - | 55,506 |

## 14 Fixed asset investments

| | Listed investments |
|---|---|
| | £ |
| **Cost or valuation** | |
| At 1 April 2022 | 499,991 |
| Additions | 428,295 |
| Valuation changes | (22,891) |
| Disposals | (460,000) |
| At 31 March 2023 | 445,395 |
| **Carrying amount** | |
| At 31 March 2023 | 445,395 |
| At 31 March 2022 | 499,991 |

## 15 Financial instruments

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| **Carrying amount of financial assets** | | |
| Instruments measured at fair value through profit or loss | 605,395 | 499,991 |

## 16 Debtors

| | 2023 | 2022 |
|---|---|---|
| **Amounts falling due within one year:** | **£** | **£** |
| Trade debtors | 175 | - |
| Prepayments and accrued income | 12,535 | 7,215 |
| | 12,710 | 7,215 |

## 17 Current asset investments

| | 2023 | 2022 |
|---|---|---|
| | **£** | **£** |
| Unlisted investments | 160,000 | - |

## 18 Creditors: amounts falling due within one year

| | 2023 | 2022 |
|---|---|---|
| | **£** | **£** |
| Other taxation and social security | 7,604 | 7,166 |
| Trade creditors | 43,247 | 27,069 |
| Other creditors | 5,275 | 3,754 |
| Accruals and deferred income | 5,223 | 4,453 |
| | 61,349 | 42,442 |

**19 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | Movement in funds | | | |
|---|---|---|---|---|---|---|---|
| | Balance at 1 April 2021 | Incoming resources | Resources expended | Balance at 1 April 2022 | Incoming resources | Resources expended | Balance at 31 March 2023 |
| | £ | £ | £ | £ | £ | £ | £ |
| P Barder Appeal | 4,253 | - | (4,253) | - | - | - | - |
| Billingshurst Lions | 1,750 | 1,000 | (2,599) | 151 | 2,105 | (2,256) | - |
| Sussex Community Foundation | 4,000 | - | (4,000) | - | - | - | - |
| Emma Lavender Fund | 760 | - | (760) | - | - | - | - |
| Bowerman Trust | - | 10,000 | (10,000) | - | - | - | - |
| Hendy Foundation | - | 1,300 | (1,300) | - | - | - | - |
| Together Against Cancer | - | 2,500 | (2,500) | - | - | - | - |
| Equipment for Room 3 | - | - | - | - | 7,943 | (7,943) | - |
| Defibtech | - | - | - | - | 895 | (895) | - |
| | 10,763 | 14,800 | (25,412) | 151 | 10,943 | (11,094) | - |

**19 Restricted funds** **(Continued)**

P Barder Appeal
This fund was used for the purchase of equipment in the new premises.

Billingshurst Lions
This fund was used for the purchase of clinical equipment (ECG).

Sussex Community Foundation
This fund was used for the purchase of clinical equipment for the new premises.

Emma Lavender Fund
This fund was used for the purchase of clinical equipment.

Bowerman Trust
This fund was used for the purposes of Colonnades improvements.

Hendy Foundation
This fund was used for the purchases of new clinical equipment (BP monitor/Body Analysis scales/Information flyers).

Together Against Cancer
This fund was used for the purposes of health screenings.

**20 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

| | Movement in funds | | | | | Movement in funds | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Balance at 1 April 2021 | Incoming resources | Resources expended | Transfers | Balance at 1 April 2022 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2023 |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Fund to support increase in clinical accommodation to increase screening numbers | - | - | - | 150,000 | 150,000 | - | - | - | 150,000 |
| Short term investments | - | - | - | - | - | - | - | 160,000 | 160,000 |
| | - | - | - | 150,000 | 150,000 | - | - | 160,000 | 310,000 |

**21 Analysis of net assets between funds**

| | Unrestricted funds 2023 | Restricted funds 2023 | Total 2023 | Unrestricted funds 2022 | Restricted funds 2022 | Total 2022 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 March 2023 are represented by: | | | | | | |
| Tangible assets | 69,248 | - | 69,248 | 55,506 | - | 55,506 |
| Investments | 445,395 | - | 445,395 | 499,991 | - | 499,991 |
| Current assets/(liabilities) | 203,694 | - | 203,694 | 95,768 | 151 | 95,919 |
| | 718,337 | - | 718,337 | 651,265 | 151 | 651,416 |

**22 Operating lease commitments**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Within one year | 26,028 | 26,028 |
| Between two and five years | 104,112 | 104,112 |
| In over five years | 80,253 | 106,281 |
| | 210,393 | 236,421 |

**23 Related party transactions**

Aggregate donations received from trustees during the year amounted to £188 (2022 - £443).

Mrs S Ross, the wife of Mr J Ross, a representative on the board of trustees and the finance director, was employed as the lead shop manager and was paid £25,480 (2022 - £25,128) in salary and pension.

Mr M Follis, chair of the board of trustees, is also a trustee of The Bowerman Charitable Trust, which made a grant to the charity during the prior year of £10,000. No income has been received from The Bowerman Charitable Trust in the current year.

There are no further related party transactions which require disclosure under FRS 102 SORP 2019.

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Aggregate compensation | 128,638 | 107,866 |

| 24 | **Cash generated from operations** | **2023** | **2022** |
|---|---|---|---|
| | | **£** | **£** |
| | Surplus for the year | 66,921 | 98,201 |
| | Adjustments for: | | |
| | Investment income recognised in statement of financial activities | (10,786) | (7,748) |
| | Loss on disposal of investments | 22,891 | 18,033 |
| | Depreciation and impairment of tangible fixed assets | 6,168 | 15,120 |
| | Movements in working capital: | | |
| | (Increase) in debtors | (5,495) | (717) |
| | Increase in creditors | 18,907 | 32,003 |
| | **Cash generated from operations** | 98,606 | 154,892 |

25 **Analysis of changes in net funds**

The charity had no debt during the year.

**THE MARY HOW TRUST FOR CANCER PREVENTION**

England & Wales - Charity number 1122393

# Accounts

Charity Registration No. 1122393

Company Registration No. 06324356 (England and Wales)

# THE MARY HOW TRUST FOR CANCER PREVENTION

## ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31 MARCH 2022

# THE MARY HOW TRUST FOR CANCER PREVENTION

## LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|---|---|---|
| **Trustees** | M A C Follis<br>B P Lavin<br>J A Ross<br>J H Barder<br>S Cemm<br>M C Wratten<br>S L Trownson<br>D P Mathieson | <br><br><br><br><br><br><br>(Appointed 1 May 2022) |
| **Charity number** | 1122393 | |
| **Company number** | 06324356 | |
| **Principal address** | Unit 1 & 2 The Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS | |
| **Registered office** | Unit 1 & 2 The Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS | |
| **Independent examiner** | Carpenter Box<br>Amelia House<br>Crescent Road<br>Worthing<br>West Sussex<br>BN11 1RL | |
| **Bankers** | Barclays Bank PLC<br>Leicester<br>LE87 2BB | |
| **Fund Managers** | Quilter Cheviot<br>1 Kingsway<br>London<br>WC2B 6AN | |

# THE MARY HOW TRUST FOR CANCER PREVENTION

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# THE MARY HOW TRUST FOR CANCER PREVENTION

## CHAIRMAN'S STATEMENT

### *FOR THE YEAR ENDED 31 MARCH 2022*

I am delighted to introduce the Annual Report and Financial Statements for The Mary How Trust for Cancer Prevention ('The Mary How Trust') for the year ended 31 March 2022.

The financial year that this report details closed whilst still in the midst of challenging times. The global pandemic crisis has proved one of the most significant challenges that our charity has faced since its founding back in 1988. My fellow trustees and I are extremely proud of the dedication and hardworking ethos that our employees and volunteers have displayed during these extraordinary times.

As we move through and hopefully beyond the pandemic, I am confident that we have the team and infrastructure in place to continue to support our beneficiaries and adapt to meet the changing needs of our health screening services. In the year ahead, it will be vitally important that we continue to develop our services and fundraising efforts for a post-pandemic world and think creatively about how we generate vital resources that enable us to continue to deliver and develop our health screening services to the community.

Now we are settling into our new premises, the Board looks forward to embarking on the next chapter of The Mary How Trust's journey with strong foundations including a robust financial plan, a solid framework for a culture of excellence, a new strategic plan allowing us to work towards continually being outstanding, and a growing reputation for our good work across the community. Next year heralds our 35th Anniversary and I continue to be excited to be working with the Board, our CEO and the wider team in taking The Mary How Trust forward, putting in place the next key steps for the charity to thrive for a further 35 years and beyond.

.....

**Michael Follis**
Chairman
Dated: 14/11/2022

# THE MARY HOW TRUST FOR CANCER PREVENTION

## WELCOME FROM THE CHIEF EXECUTIVE

### *FOR THE YEAR ENDED 31 MARCH 2022*

As I write this welcome the day-to-day reality of COVID is still stark in our minds, now it seems part of our daily experience. The lasting impact on our health is yet to be fully experienced. Today, more than ever, health screening is an important consideration to help improve our health outcomes and enable informed decisions.

We are committed to our core beliefs that:

- Prevention is better than cure.
- Far too many people are needlessly dying from illness and disease which, if caught early, may be treatable.
- People can make a difference to their health and wellbeing.

Throughout the year we have worked hard to ensure our health screening services are available to all. Moving to larger premises, we are incredibly proud of our new clinic and the availability of our appointments.

Of course, none of our achievements would have been possible without the commitment of our Board of Trustees, employees, volunteers and supporters. It is thanks to their passion that we have been able to achieve so much in such challenging times.

My heartfelt thanks to all those who have supported us during the year,

.....

**Lynda Vowles**
Chief Executive Officer
Dated: 14/11/22

# THE MARY HOW TRUST FOR CANCER PREVENTION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2022*

The trustees present their report and financial statements for the year ended 31 March 2022.

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 Companies Act 2006 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)".

Since the charitable company qualifies as small under section 3838, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and activities**

The objects of the charitable company as set out in its Memorandum and Articles of Association are:

- To prevent sickness, in particular but not exclusively, by providing a Health Screening service to the general public with the aim of detecting all types of cancer in particular, life-threatening diseases in general, and to make this service available to all.
- To advance public education in general health matters, and in the prevention, and detection, of cancer and other life-threatening diseases.

***Activities for achieving objectives***

The charity aims to achieve these objectives by providing a comprehensive health screening and advisory service with particular emphasis on early detection of cancers and other life-threatening diseases for self-referred, asymptomatic, adults over the age of 18 years old. The clinical team provides health screening consultations, including ultrasound scans, to people from all walks of life. The service moved to more comprehensive facilities, some 250 yards away from its previous home, in September 2021 to ensure it was able to continue and expand its health screening services to more people in the community, whilst reducing its waiting list.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

***Main activities undertaken to further the charity's purposes for the public benefit***

When reviewing the charity's activities, planning its future strategic direction and making decisions, the Board of Trustees registers, and refers to, the Charity Commission's general guidance on public benefit as in guides PB1, PB2 and PB3.

As a not-for-profit organisation, our charitable activities are planned to ensure we are delivering public benefit and we thus continue to place great emphasis on our charitable objectives. The charity's screenings cost the charity in the region of £350 per person. Instead of a fixed fee, the charity invites donations that reflect a client's financial position and ability to pay. The balance of the charity's overheads and capital needs are met by its charity shop, fundraising activities, its supporters and by grants, donations, and legacies. The charity's mission is to make health screenings and healthy living advice accessible to all those in the community providing the facility to everyone, without discrimination, ensuring the widest benefit to the whole community.

Health advice is given, and reports are provided to both clients and, with the clients' consent, their GPs; the charity recommends that if further action is appropriate clients should contact their GP who will discuss the results with them and take matters forward as necessary.

The charity operates with a mix of three full time and 11 part-time paid clinical and administration employees, and a team of unpaid volunteers. Its charity shop in Pulborough has one paid manager supported, again, by a team of volunteers.

Operating five days a week, the charity offers its services directly to the general public from all walks of life, local groups, other charities and associations. We are proactive to ensure we maximise our public benefit.

***Relationships with other organisations***

The Mary How Trust seeks to work in partnership with other organisations wherever such partnerships can enable potential future collaborations, new and/or additional services. We also liaise closely with local GP practices, and we work hard to develop community partnerships, working together to further create benefit to all. We are vigilant with campaigns and issues affecting our clients' health and well-being, encouraging people to get involved.

We have a positive relationship with the Care Quality Commission, the wider community and services, including other charities. We continue to build strong and lasting relationships. This partnership approach enables our progress and development.

***Environmental impact***

Wherever possible, we work with environmentally conscious suppliers, we look to purchase equipment and products that use less energy, produce less waste, last longer, or promote a closed-loop process, where a product can be turned into a new product or converted back to raw materials. We manage our paper consumption, choosing not to print wherever possible, have very little waste and advise our clients to choose electronic means of communication. Our premises are as energy efficient as we can make them. We ensure lighting is turned off when rooms are not in use, reducing energy consumption wherever possible. Our usage of plastic is kept to a minimum and we recycle wherever possible. We promote environmentally friendly ways of working. Our employees all champion this cause. Our Environmental Policy is updated as and when the need arises, or as a minimum on an annual basis.

**Achievements and performance**

***2021/2022 in summary***

To say this year continued to be challenging is an understatement. Yet through every challenge that came our way, it never ceased to amaze how the team, volunteers, clients, and donors rallied together to show their support.

We all experienced the unprecedented disruption that the Covid pandemic brought to our lives. Some of those changes are undoubtedly here to stay. The charity sector has been no exception. Many charities have had to adopt new digital working practices, access alternative sources of funding, or change the services they provide in order to respond and meet new needs.

From a business perspective, the pandemic was hugely disruptive, but there has been much to learn from the experience. The unexpected slowdown in our operations gave us the time and the motivation to accelerate our efforts to strengthen our services, people, and infrastructure, creating new opportunities and efficiencies in a rapidly changing world. Time was taken to focus on our move to our new premises at the Colonnades. Trustees have an obligation to deliver its charitable services in line with Charity Commission governance. Due regard was given to this to ensure any alternative property was affordable in rent and that the lease ensured a continuity for the service for a minimum of a ten-year period. Furthermore, the adaption of the property would be within budget and, following the development and relocation, sufficient funds would still be available to meet the charity's reserves policy. The Colonnades provided this. The Trustees and CEO were mindful, during their search for alternative premises, of the above criteria along with ensuring its health screening clients and its employees were not unduly inconvenienced by location or facilities. The property had to ensure the charity was able to enhance its services to the community whilst delivering the mission of the charity.

Based on London Road Pulborough, just 250 yards from our previous clinic, our refurbished premises has given us four consultation rooms, a larger laboratory, spacious reception with waiting area, open plan administrative offices and two further offices, employees' rest room, client, disabled and employee toilets. The additional space at the Colonnades ensures a modern, purpose designed, facility enabling us to future proof the charity whilst offering more availability to our services, guaranteeing more client choice over appointments and easier access for the whole community, ensuring nobody is precluded from using our service by reason of finances. Additional clinical and laboratory employees, along with a Practice Manager, complemented our team to ensure extra appointments and a more streamlined process.

Extra administration space has meant the organisation works together, with more robust communication channels. Employee morale has been boosted due to the enhanced work environment the new premises has afforded. Furthermore, we have been able to ensure we upheld our level of service and are able to enhance and develop it further. The layout of the premises has helped with the overall health screening experience. The reception area is bright, welcoming, well ventilated, and well laid out, ensuring the client is relaxed prior to their screening. Information displays for dissemination and information sharing are now easily accessible. We are delighted by the way the clinic has been received by our clients and supporters, testament to the efforts and hard work of all those involved.

During the year, we have been mindful of how people perceive our place in society and how much trust the public place in charities. Research undertaken confirms they continue to believe that charities are an important part of society, and trust in charities remains higher than in most other sectors – a reflection of the value the public believes charities can bring and have brought.

We are committed to uphold the four public expectations:

- That a high proportion of charities' money is used directly for charitable activity
- That charities are making the impact they promise to make
- That the way they go about making that impact is consistent with the spirit of 'charity'
- That all charities uphold the reputation of charity in adhering to these.

***Charity shop***

Our charity shop transforms unwanted goods into funds, which help and contribute towards our screening services enabling all those in our community the access to preventative health.

The pandemic had an enormous impact on our shop income in 2020/2021. However, despite the challenging conditions faced by most, our sales performance after lockdown was more resilient than we expected, both in terms of sales and stock generation. In fact, we are pleased to report 2021/2022 was our best year to date. Thank you to our team of employees and volunteers who look after the shop, for their hard work and resilience. We continue to recognise the vital requirement for dedicated volunteers and employees and understand that our charity shop would not succeed without this support.

It is almost certain that the challenging climate we are experiencing will have at least some lasting consequences for the way people volunteer and donate, though the full extent and nature of those changes will only become clear in the course of time.

**Financial review**

***Going concern***

The trustees have a reasonable expectation that the charity 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.

***Investment policy***

At year end, the trustees reviewed the charity's Investment Policy and appointed the services of an investment manager to maximise the return on investments with a level of risk that is commensurate with the charity's financial position. The investment policy sets clear guidelines for the investment manager, and these are reviewed quarterly.

***Principal risks and uncertainties***

The Management Operations Committee continues to be vigilant to the risks associated with not only the pandemic, the prevailing cost of living crisis but also changing legislation, CQC, Charity Commission, safeguarding and GDPR regulations. The financial position is constantly evaluated against forecasts to reduce any possibility of financial risk. The Trustees have conducted a review of the effectiveness of the charity's internal financial controls, using the Charity Commission financial controls checklist, CC8. This review concludes that the controls are relevant, appropriate to the charity and are not too onerous or disproportionate.

***Reserves***

The charity's policy is that the charity holds reserves equivalent to at least 6 months' expenditure. Following the move to The Colonnades reserves are expected to be £350,000 for the year 2022/2023. This judicious level of reserves helps ensure the ongoing delivery of the charity's charitable objectives.

The reserves policy is reviewed half-yearly by the Management Operations Committee, and annually at the Trustees' Autumn meeting.

***Review 2021/22***

We delivered exceptional financial performance during this period. While the pandemic has thwarted many industries and companies, our hard work and unique model continued to thrive, enabling the charity to navigate this period of heightened uncertainty. The results are testimony to our resilient team and supporters.

Despite the COVID19 pandemic, and inflationary predications, our financial agility has continued. Our accounts, below, show the financial affairs of the charity for the year ended 31 March 2022. We started the year with strong reserves and available funds to enhance and adapt our charitable activities, namely, to move premises and to carry out the necessary works on those premises to create a clinic suitable for our health screening requirements. Despite all the uncertainty of the economic outlook, the charity had an excellent financial year, with the unexpected receipt of legacy income, total funds were increased to £651,416 (2021: £553,215), of which £151 (2021: £10,793) are restricted.

After allowing for the funds tied up in Fixed Assets, Intangible Assets, Designated Funds and Restricted Funds, Free Reserves equal £445,759 (2021: £533,499). The results continue to ensure we are able to maintain the correct level of reserves available for the charity's use.

In the year 2020/2021, £274,000 was allocated to support the development of the charity in its move to The Colonnades, upgrading the charity's outdated IT systems, the acquisition of essential new and replacement clinical equipment, and to cover the charity's working capital needs. This was achieved during 2021/2022.

Given that the charity is seeking to double its screening numbers by 2023/24, it has designated £150,000 to help in this further development. However, there will also be the need to undertake fundraising campaigns with the objective of raising at least £75k during 2022/23, and at least £120k in each of the following two years. This fundraising objective will enable the charity to expand its services as planned and meet the growing demand from the community.

The majority of our funds are unrestricted. Where funds are received that are restricted in their application to specific purposes or activities, these are held in a restricted fund and spent accordingly.

The charity's free reserves are held in a combination of M&G Charibonds and (more recently) in the Quilter Cheviot Global Income & Growth Fund for Charities. This more diverse approach helps ensure that investments deliver the best overall financial return, within a risk profile that is commensurate with the charitable objectives and financial circumstances, whilst providing a reasonable and sustainable level of income.

The charity will continue to hold sufficient cash with their bankers, Barclays Bank plc, to meet immediate cash-flow requirements. The longer-term investment portfolio is invested in assets that are easily realisable within a maximum of three months.

Fundraising activities, including events, continued to be impacted during the year. The Trustees foresaw this impact continuing to curtail most of its fundraising events, until at least the fourth quarter of 2022. In addition, possible further waves of Covid19 may reduce the charity's screening services during the winter period.

The level of donations made via standing order remained resilient, however it is felt standing orders will start to dip with a one-off donation being increasingly preferred. Donor retention will continue to be paramount. We believe Charity Shop income will remain on track and increase slightly before levelling out. We are going to continue apace with our developments, improved services, and facilities.

After many years with the charity's previous accountants, the Trustees believed that it was time for review. Carpenter Box were appointed as the charity's new accountants, taking on the Independent Examination from the 2021/22 accounts.

We remain prudent in our financial approach to ensure growing costs have a manageable impact on our charity and subsequently those who use our services.

Our thanks to everyone for their continued support, donations, and legacies. Without this support our health screening services would not be possible.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**Plans for future periods**

Looking forward to the year ahead, we will continue to work through every challenge that comes our way. To support the organisation on this journey, we are refreshing our Business Plan and focussing our immediate efforts into the 'living with' COVID19 World.

Existing and unpredictable conditions, along with the predicted cost of living crisis, highlight the need to maximise our organisational flexibility and to respond effectively and positively to changing circumstances. We will continue to review our operating model and central costs to permit an ever-more effective and efficient management, enabling us to focus on areas that generate the greatest level of contribution for our beneficiaries.

We are continually looking to improve the experience of working and volunteering in our charity. We know that in order to offer our health screenings to more people in our communities, we need a talented and ambitious community of people working for and with us and are focusing on key areas to continue to make this happen. These areas include unlocking our people's full potential, ensuring the provision of excellent training and induction programmes and a safe and trusted environment for all. A further employee will be recruited, dedicated to the reception area, to ensure first point of contact and more continuity in the appointment, screening and results process. An additional nurse is also to be recruited to help us continue to expand our screening process.

Over the next three years, our aim is to more than double the number of annual screenings we undertake, from around 1,100 in 2021/22 to over 2,500 by 2024/25. This strategy will allow us to tackle our current waiting list and, additionally, to help more of the local community which could derive so much value from having the benefits of comprehensive health screening.

Continuing with our developments, we will look at fundraising appeals and seek restricted funds to continue to improve our services and facilities. High on our agenda are the following projects:

- To equip our fourth consulting room at The Colonnades as a dual-purpose room for either nurses or ultrasound clinics to take place.
- To develop an outreach project for those in the community who are less likely to use preventative health services and have a high disease burden compared to the general population. This will play a critical role in improving and extending the reach of health care through health screening, education and facilitating access to other services. We will directly and indirectly improve health outcomes of individuals and communities.
- To form corporate partnerships with the business community. We envisage that building links by working in conjunction with corporate partners will not only raise awareness of our charity and ensure their employees continue to enjoy good health and well-being but will also create invaluable Corporate Social Responsibility and Public Relations opportunities for those companies involved.
- To reach our ambitious target for the year-end 31 March 2023 at the charity shop. Increasing the capacity to take advantage of the HMRC gift-aid scheme from the donations made.
- The success of our charity depends greatly on our volunteers. Therefore in 2022/23 we will place a strong emphasis on volunteer recruitment. We want to encourage people, with a diverse range of skills and backgrounds,to consider volunteering for us.
- To continue to work towards reducing the charity's environmental footprint.

As we look to the future, it is likely that 2022/2023 will be less influenced by the pandemic. However, we will need to closely monitor financial performance with the move to larger premises and the predicted inflation will be at its highest level in decades, matters such as the continuance of Brexit and possible associated problems, a new government on the horizon and the continuing war in Ukraine will all have a significant impact on us, and we must plan for uncertain times.

We will review our processes and ensure our planned direction of travel is relevant in the current climate whilst remaining focused on meeting the needs of our health screening clients which remains, as always, central to the decision making of our Board of Trustees.

**Structure, governance and management**

***Constitution***

The Mary How Trust, founded in June 1988, is a charitable company limited by guarantee, incorporated on 25 July 2007. It is governed by the Memorandum and Articles of Association of the charitable company and is controlled by a board of trustees whose members are elected at the Annual General Meeting and are directors for the purposes of company law and trustees for the purposes of charity law. Registered charity number 1122393; Company Registration No: 06324356.

The vision, mission and values of The Mary How Trust guide us and remain as important today as they were when the charity was first formed back in 1988.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

| | |
|---|---|
| M A C Follis | |
| B P Lavin | |
| J A Ross | |
| J H Barder | |
| S Cemm | |
| G A Leonard | (Resigned 31 March 2022) |
| D Kirby | (Resigned 17 May 2021) |
| M C Wratten | |
| S L Trownson | |
| D P Mathieson | (Appointed 1 May 2022) |

***Appointment and election of Trustees***

The management of the charity is the responsibility of the Trustees, who all bring their own knowledge, skills and passion to benefit the charity. They ensure the continued strategic direction of the charity. Elected and co-opted under the terms of the Articles of Association, the Trustees have the power to appoint new or additional Directors/ Trustees.

Deborah Kirby resigned from the Board in May 2021. Her active involvement and contribution to the charity will be greatly missed. We wish her well in her retirement. Due to ill health, Guy Leonard, who was a long-standing Trustee, resigned in March 2022. We are eternally grateful for his input, guidance and sound advice over many years. Sadly he subsequently died on 14 September 2022. Dee Mathieson was co-opted to the Board on 1 May 2022.

***Induction and training of Trustees***

The Board looks to recruit trustees who have particular skills helpful to the charitable company. Potential new trustees/directors are required to write to the Chair of the Board, attaching a full curriculum vitae. A Trustee Information Pack is issued. Following initial discussions, they are interviewed and become observers for a period. Trustees are offered a probationary period before being appointed. Appointments are ratified at the next scheduled AGM. All new trustees undertake a full induction procedure, including being made aware of their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the committee, decision-making process and the recent financial performance of the charity. They are also given Charity Commission booklet 'CC3': 'The Essential Trustee'. Board members are encouraged to attend appropriate external and online training events, at the expense of the charity, to help them fulfil their Board role more effectively.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

All charities are subject to regulatory requirements which can be onerous. Trustee responsibilities are not taken lightly. We believe good governance is fundamental to our success.

***Organisational structure and decision making***
The Board of Trustees regularly reviews the direction of the charity. The full Board of Trustees meet four times a year.

The Management Operations Committee is responsible for oversight of the charity and meets monthly (except for those months where a quarterly Board meeting is held) to review and guide the operational and financial position of the charitable company. The Chair, Deputy Chair, Finance Director and three Trustees sit on this committee, along with the Chief Executive Officer and Practice Manager/Head of Operations. The Board delegate to this committee all day-to-day issues with a single spend limit of £20,000. All financial controls are delegated to the Finance Director on an annual basis.

Meetings follow an agreed agenda with various standing matters, including full reporting of management accounts, risk, health & safety, incidents, and safeguarding. It also participates in subgroups, as and when necessary. Day-to-day management of the charity is delegated to the Senior Management Team. The charity has continued to maintain governance and effective controls during the COVID19 pandemic by both face-to-face and virtual meetings.

***Risk management***
The trustees and management are committed to the active management of risk and have given due thought and consideration to the major risks to which the charity may be exposed. Systems are in place which have been designed to mitigate the charity's exposure to major risks; this includes a risk management matrix and a business continuity plan, both of which are reviewed on a regular basis. Risk is an agenda item and discussed at the Management Operations Committee and Trustee meetings. The risk COVID19 still poses to the charity is assessed on a regular basis and the trustees are confident actions to minimise the financial and operational effects of the virus are in place and remain manageable.

The charity is regulated by the Charity Commission, Companies House and the Care Quality Commission.

***Personnel***
The Mary How Trust is committed to recruiting and retaining talented employees. Employees are kept fully informed of the organisation's strategy and objectives, and individual performance is reviewed throughout the year. Learning and continuing personal development is a priority. The key management personnel comprise the Chief Executive Officer, Practice Manager/Head of Operations, Lead Health & Wellbeing Screening Nurses, and Ultrasound Lead. Temporary personnel and/or volunteers are recruited for specific tasks to ensure a balanced approach to managing administration, charity shop cover and fundraising.

We contribute a defined amount to either a workplace scheme, The People's Pension, or to an individual employee's personal pension.

***Remuneration of key personnel***
The Chief Executive Officer's salary is reviewed annually by the Board of Trustees. The Management Operations Committee review all other salary rates and present their recommendations for any pay reviews to the Board for approval, and subsequent implementation. The Mary How Trust Board understands that its employees are its greatest asset, and therefore is keen to ensure remuneration packages remain competitive within the sector. To achieve this, pay scales are bench marked against other organisations offering similar services.

***Diversity***

The charity is committed to diversity in terms of equality, gender, race, sexual orientation, religious beliefs, and socioeconomic status. We recognise our responsibility to ensure our services are open and inclusive and meet the needs of a diverse society. We are committed to developing our employees, volunteers and trustee recruitment and retention policies and processes to ensure we reflect the communities we serve. Employees and volunteers are supported to uphold equity in all our work. The charity interacts with a diverse cross-section of society and has mechanisms in place to ensure that respect and dignity are maintained.

**Appointment of Independent Examiners**

Carpenter Box have expressed their willingness to stand for reappointment and a resolution proposing their reappointment will be put forward at the annual general meeting of the charity.

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

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**M A C Follis**
Trustee
Dated: 14/11/2022

# THE MARY HOW TRUST FOR CANCER PREVENTION

## INDEPENDENT EXAMINER'S REPORT

## TO THE TRUSTEES OF THE MARY HOW TRUST FOR CANCER PREVENTION

I report to the trustees on my examination of the financial statements of The Mary How Trust For Cancer Prevention (the charity) for the year ended 31 March 2022.

**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 financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (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 ACCA, which is one of the listed bodies.

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 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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 financial statements 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 financial statements to be reached.

Kristina Perry

Kristina Perry FCCA

Amelia House
Crescent Road
Worthing
West Sussex
BN11 1RL

Dated: 29/11/22.

# THE MARY HOW TRUST FOR CANCER PREVENTION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 31 MARCH 2022*

| | Notes | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ |
|---|---|---|---|---|---|---|---|
| **Income and endowments from:** | | | | | | | |
| Donations and legacies | **3** | 698,732 | 14,800 | 713,532 | 364,756 | 6,510 | 371,266 |
| Other trading activities | **4** | 112,252 | - | 112,252 | 47,900 | - | 47,900 |
| Investments | **5** | 7,748 | - | 7,748 | 9,835 | - | 9,835 |
| Other income | **6** | - | - | - | 25,000 | - | 25,000 |
| **Total income** | | 818,732 | 14,800 | 833,532 | 447,491 | 6,510 | 454,001 |
| **Expenditure on:** | | | | | | | |
| Raising funds | **7** | 53,832 | - | 53,832 | 114,283 | - | 114,283 |
| Charitable activities | **8** | 467,140 | 2,500 | 469,640 | 281,366 | - | 281,366 |
| Material other expenditure | **12** | 170,914 | 22,912 | 193,826 | - | - | - |
| **Total resources expended** | | 691,886 | 25,412 | 717,298 | 395,649 | - | 395,649 |
| Net gains/(losses) on investments | | (18,033) | - | (18,033) | 474 | - | 474 |
| **Net movement in funds** | | 108,813 | (10,612) | 98,201 | 52,316 | 6,510 | 58,826 |
| Total funds brought forward | | 542,452 | 10,763 | 553,215 | 490,136 | 4,253 | 494,389 |
| **Total funds carried forward** | | 651,265 | 151 | 651,416 | 542,452 | 10,763 | 553,215 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# THE MARY HOW TRUST FOR CANCER PREVENTION

## BALANCE SHEET

### *AS AT 31 MARCH 2022*

| | Notes | 2022 £ | 2022 £ | 2021 £ | 2021 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | 14 | | 55,506 | | 8,953 |
| Investments | 15 | | 499,991 | | 408,024 |
| | | | 555,497 | | 416,977 |
| **Current assets** | | | | | |
| Debtors | 16 | 7,215 | | 6,498 | |
| Cash at bank and in hand | | 131,146 | | 140,179 | |
| | | 138,361 | | 146,677 | |
| **Creditors: amounts falling due within one year** | 17 | (42,442) | | (10,439) | |
| Net current assets | | | 95,919 | | 136,238 |
| **Total assets less current liabilities** | | | 651,416 | | 553,215 |
| **Income funds** | | | | | |
| Restricted funds | 19 | | 151 | | 10,763 |
| Unrestricted funds | | | | | |
| Designated funds | 20 | 150,000 | | - | |
| General unrestricted funds | | 501,265 | | 542,452 | |
| | | | 651,265 | | 542,452 |
| | | | 651,416 | | 553,215 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006.

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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 14/11/2022

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M A C Follis
**Trustee**

**Company Registration No. 06324356**

# THE MARY HOW TRUST FOR CANCER PREVENTION

## STATEMENT OF CASH FLOWS

### *FOR THE YEAR ENDED 31 MARCH 2022*

| | Notes | 2022 £ | £ | 2021 £ | £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash generated from operations | **24** | | 154,892 | | 58,759 |
| **Investing activities** | | | | | |
| Purchase of tangible fixed assets | | (61,673) | | - | |
| Purchase of investments | | (160,000) | | (60,000) | |
| Proceeds on disposal of investments | | 50,000 | | 39,771 | |
| Investment income received | | 7,748 | | 9,835 | |
| **Net cash used in investing activities** | | | (163,925) | | (10,394) |
| **Net cash used in financing activities** | | | - | | - |
| **Net (decrease)/increase in cash and cash equivalents** | | | (9,033) | | 48,365 |
| Cash and cash equivalents at beginning of year | | | 140,179 | | 91,814 |
| **Cash and cash equivalents at end of year** | | | 131,146 | | 140,179 |

### 1 Accounting policies

**Charity information**

The Mary How Trust for Cancer Prevention is a private limited company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member.

The registered address of the charitable company is Units 1&2, The Colonnades, 17 London Road, Pulborough, West Sussex, England RH20 1AS.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Charities SORP (FRS 102), the Companies Act 2006 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)". The charity is a Public Benefit Entity as defined by FRS 102.

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 £1.

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

### 1.2 Going concern

The financial statements have been prepared on a going concern basis. The trustees have considered relevant information, including the annual budget and the impact of subsequent events in making their assessment. In response to the COVID-19 pandemic, the trustees have performed a robust review of the charity's operations and have taken action where necessary.

Based on these assessments and having regard to the resources available to the entity, the trustees have concluded that there is no material uncertainty in relation to the appropriateness of continuing to adopt the going concern basis in preparing the annual report and accounts.

### 1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors 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.

### 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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.

**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.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**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.

Expenditure on raising funds includes all expenditure incurred by the company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**1.6 Tangible fixed assets**

Tangible fixed assets costing £10,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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 bases:

| | |
|---|---|
| Leasehold improvements | On a straight line basis, to the lease break date |
| Plant and equipment | 33.3% straight line basis |
| Fixtures and fittings | 33.3% straight line basis |

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 net income/(expenditure) for the year.

**1 Accounting policies** **(Continued)**

**1.7 Fixed asset 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.

Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

**1.8 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

**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 debtors 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 creditors 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 creditors 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 creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**1 Accounting policies** **(Continued)**

**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.

**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 Donations and legacies**

| | **Unrestricted funds** | **Restricted funds** | **Total** | Unrestricted funds | Restricted funds | Total |
|---|---|---|---|---|---|---|
| | **2022** | **2022** | **2022** | 2021 | 2021 | 2021 |
| | **£** | **£** | **£** | £ | £ | £ |
| Donations and gifts | 388,803 | 1,000 | 389,803 | 173,905 | 6,510 | 180,415 |
| Legacies receivable | 221,585 | - | 221,585 | 30,000 | - | 30,000 |
| Grants | 30,074 | 13,800 | 43,874 | 124,495 | - | 124,495 |
| Other | 58,270 | - | 58,270 | 36,356 | - | 36,356 |
| | 698,732 | 14,800 | 713,532 | 364,756 | 6,510 | 371,266 |

During the year, government grants of £11,726 (2021- £72,384) were received in relation to the Coronavirus Job Retention Scheme and £15,809 (2021 - £47,911) in relation to local authority grants.

## 4 Other trading activities

| | **Unrestricted funds** | Unrestricted funds |
|---|---|---|
| | **2022** | 2021 |
| | **£** | £ |
| Fundraising events | - | 25 |
| Shop | 104,877 | 45,660 |
| Other | 7,375 | 2,215 |
| Other trading activities | 112,252 | 47,900 |

There was no restricted income from other trading activities in the current or comparative period.

## 5 Investments

| | **Unrestricted funds** | Unrestricted funds |
|---|---|---|
| | **2022** | 2021 |
| | **£** | £ |
| Bank interest | 290 | 261 |
| Interest receivable | 7,458 | 9,574 |
| | 7,748 | 9,835 |

There was no restricted income from investment activities in the current or comparative period.

## 6 Other income

| | **Unrestricted funds** | Unrestricted funds |
|---|---|---|
| | **2022** | 2021 |
| | **£** | £ |
| Other income | - | 25,000 |

There was no restricted other income in the current or comparative period. The income in the comparative period relates to an insurance claim.

## 7 Raising funds

| | **Unrestricted funds** | Unrestricted funds |
|---|---|---|
| | **2022** | 2021 |
| | **£** | £ |
| Fundraising and publicity | | |
| Other fundraising costs | 7,399 | 6,061 |
| Staff costs | 30,947 | 82,540 |
| Fundraising and publicity | 38,346 | 88,601 |
| Trading costs | | |
| Operating charity shops | 15,486 | 25,682 |
| | 53,832 | 114,283 |

There was no restricted expenditure on raising funds in the current or comparative period.

**8 Charitable activities**

| | Health screening and advice 2022 £ | Health screening and advice 2021 £ |
|---|---|---|
| Staff costs | 237,151 | 174,585 |
| Depreciation and impairment | 15,120 | 12,025 |
| Screening supplies | 76,616 | 27,707 |
| Accommodation costs | 48,060 | 20,531 |
| Insurance | 5,322 | 5,447 |
| Cleaning and medical waste disposal | 6,026 | 1,929 |
| Repairs to equipment | 6,182 | 445 |
| Printing, stationery, postage and telephone | 2,867 | 2,380 |
| Sundry | 21,863 | 4,466 |
| Screening | 2,016 | 1,391 |
| Bank interest and charges | 1,216 | 1,405 |
| Agency staff | 14,113 | 7,025 |
| | 436,552 | 259,336 |
| Share of support costs (see note 9) | 6,147 | 22,030 |
| Share of governance costs (see note 9) | 26,941 | - |
| | 469,640 | 281,366 |
| **Analysis by fund** | | |
| Unrestricted funds | 467,140 | 281,366 |
| Restricted funds | 2,500 | - |
| | 469,640 | 281,366 |

**9 Support costs**

| | Support costs | Governance costs | 2022 | Support costs | Governance costs | 2021 | Basis of allocation |
|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | |
| Staff costs | 6,147 | 15,655 | 21,802 | - | - | - | Time spent on activity |
| Accountancy | - | 936 | 936 | 1,914 | - | 1,914 | Governance |
| Independent examiner fee | - | 2,600 | 2,600 | 2,040 | - | 2,040 | Governance |
| Legal and professional | - | 7,750 | 7,750 | 18,076 | - | 18,076 | Governance |
| | 6,147 | 26,941 | 33,088 | 22,030 | - | 22,030 | |
| Analysed between | | | | | | | |
| Charitable activities | 6,147 | 26,941 | 33,088 | 22,030 | - | 22,030 | |

The independent examiner's remuneration amounts to an independent examiner fee of £2,600 (2021 - £2,040) and payroll services and VAT advice of £936 (2021 - £1,914). Following a review of direct and support costs, it was identified that some of these costs related to governance. The amounts have been reflected in governance costs this year. The effect on the previous year is immaterial and therefore no reclassification adjustment has been made.

## 10 Trustees

No trustees received any remuneration or other benefits, and no trustee expenses have been reimbursed by the charity, in either the current or comparative year.

## 11 Employees

The average monthly number of employees during the year was as follows:

| | 2022<br>Number | 2021<br>Number |
|---|---|---|
| Average number of employees | 18 | 20 |

| **Employment costs** | 2022<br>£ | 2021<br>£ |
|---|---|---|
| Wages and salaries | 266,498 | 241,649 |
| Social security costs | 14,318 | 10,544 |
| Other pension costs | 9,084 | 4,932 |
| | 289,900 | 257,125 |

The total redundancy payments for the year were £1,495 (2021 - £16,175).

There were no employees whose annual remuneration was £60,000 or more in the current or comparative year.

## 12 Material other expenditure

Material other expenditure relates to remedial repairs to the new property.

## 13 Intangible fixed assets

| | £ |
|---|---|
| **Cost** | |
| At 1 April 2021 and 31 March 2022 | 16,836 |
| **Amortisation and impairment** | |
| At 1 April 2021 and 31 March 2022 | 16,836 |
| **Carrying amount** | |
| At 31 March 2022 | - |
| At 31 March 2021 | - |

## 14 Tangible fixed assets

| | Leasehold improvements | Plant and equipment | Fixtures and fittings | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Cost** | | | | |
| At 1 April 2021 | 2,919 | 77,806 | 37,339 | 118,064 |
| Additions | 61,673 | - | - | 61,673 |
| Disposals | - | (20,589) | (36,859) | (57,448) |
| At 31 March 2022 | 64,592 | 57,217 | 480 | 122,289 |
| **Depreciation and impairment** | | | | |
| At 1 April 2021 | 2,919 | 68,853 | 37,339 | 109,111 |
| Depreciation charged in the year | 6,167 | 8,953 | - | 15,120 |
| Eliminated in respect of disposals | - | (20,589) | (36,859) | (57,448) |
| At 31 March 2022 | 9,086 | 57,217 | 480 | 66,783 |
| **Carrying amount** | | | | |
| At 31 March 2022 | 55,506 | - | - | 55,506 |
| At 31 March 2021 | - | 8,953 | - | 8,953 |

## 15 Fixed asset investments

| | Listed investments |
|---|---|
| | £ |
| **Cost or valuation** | |
| At 1 April 2021 | 408,024 |
| Additions | 160,000 |
| Valuation changes | (18,033) |
| Disposals | (50,000) |
| At 31 March 2022 | 499,991 |
| **Carrying amount** | |
| At 31 March 2022 | 499,991 |
| At 31 March 2021 | 408,024 |

## 16 Debtors

| | 2022 | 2021 |
|---|---|---|
| **Amounts falling due within one year:** | £ | £ |
| Prepayments and accrued income | 7,215 | 6,498 |

## 17 Creditors: amounts falling due within one year

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Other taxation and social security | 7,166 | - |
| Trade creditors | 27,069 | 6,913 |
| Other creditors | 3,754 | 1,486 |
| Accruals and deferred income | 4,453 | 2,040 |
| | 42,442 | 10,439 |

## 18 Retirement benefit schemes

**Defined contribution schemes**

The charity operates a defined contribution pension scheme.The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund. Contributions of £1,488 (2021 - £1,463) were payable to the fund at the balance sheet date and are included in creditors.

## 19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | Movement in funds | | | |
|---|---|---|---|---|---|---|
| | Balance at 1 April 2020 | Incoming resources | Balance at 1 April 2021 | Incoming resources | Resources expended | Balance at 31 March 2022 |
| | £ | £ | £ | £ | £ | £ |
| P Barder Appeal | 4,253 | - | 4,253 | - | (4,253) | - |
| Billingshurst Lions | - | 1,750 | 1,750 | 1,000 | (2,599) | 151 |
| Sussex Community Foundation | - | 4,000 | 4,000 | - | (4,000) | - |
| Emma Lavender Fund | - | 760 | 760 | - | (760) | - |
| Bowerman Trust | - | - | - | 10,000 | (10,000) | - |
| Hendy Foundation | - | - | - | 1,300 | (1,300) | - |
| Together Against Cancer | - | - | - | 2,500 | (2,500) | - |
| | 4,253 | 6,510 | 10,763 | 14,800 | (25,412) | 151 |

**19 Restricted funds** **(Continued)**

P Barder Appeal
This fund was used for the purchase of equipment in the new premises.

Billingshurst Lions
This fund was used for the purchase of clinical equipment (ECG).

Sussex Community Foundation
This fund was used for the purchase of clinical equipment for the new premises.

Emma Lavender Fund
This fund was used for the purchase of clinical equipment.

Bowerman Trust
This fund was used for the purposes of Colonnades improvements.

Hendy Foundation
This fund was used for the purchases of new clinical equipment (BP monitor/Body Analysis scales/Information flyers).

Together Against Cancer
This fund was used for the purposes of health screenings.

### 20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

| | | Movement in funds | | | | Movement in funds | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Balance at 1 April 2020 | Incoming resources | Resources expended | Transfers | Balance at 1 April 2021 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2022 |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Fund to support increase in clinical accommodation to increase screening numbers | - | - | - | - | - | - | - | 150,000 | 150,000 |
| | - | - | - | - | - | - | - | 150,000 | 150,000 |

**21 Analysis of net assets between funds**

| | **Unrestricted funds 2022** | **Restricted funds 2022** | **Total 2022** | Unrestricted funds 2021 | Restricted funds 2021 | Total 2021 |
|---|---|---|---|---|---|---|
| | **£** | **£** | **£** | £ | £ | £ |
| Fund balances at 31 March 2022 are represented by: | | | | | | |
| Tangible assets | 55,506 | - | 55,506 | 8,953 | - | 8,953 |
| Investments | 499,991 | - | 499,991 | 408,024 | - | 408,024 |
| Current assets/(liabilities) | 95,768 | 151 | 95,919 | 125,475 | 10,763 | 136,238 |
| | 651,265 | 151 | 651,416 | 542,452 | 10,763 | 553,215 |

**22 Operating lease commitments**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | **2022** | **2021** |
|---|---|---|
| | **£** | **£** |
| Within one year | 26,028 | 8,273 |
| Between two and five years | 104,112 | - |
| In over five years | 106,281 | - |
| | 236,421 | 8,273 |

**23 Related party transactions**

Aggregate donations received from trustees during the year amounted to £443 (2021 - £443).

Mrs S Ross, the wife of Mr J Ross, a representative on the board of trustees and the finance director, was employed as the lead shop manager and was paid £27,275 (2021 - £21,912) in salary and pension.

Mr M Follis, chair of the board of trustees, is also a trustee of The Bowerman Charitable Trust, which made a grant to the charity during the year of £10,000 (2021 - £nil).

There are no further related party transactions which require disclosure under FRS 102 SORP 2019.

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

| | **2022** | **2021** |
|---|---|---|
| | **£** | **£** |
| Aggregate compensation | 107,866 | 84,137 |

| 24 | **Cash generated from operations** | **2022** | **2021** |
|---|---|---|---|
| | | **£** | **£** |
| | Surplus for the year | 98,201 | 58,826 |
| | Adjustments for: | | |
| | Investment income recognised in statement of financial activities | (7,748) | (9,835) |
| | Fair value gains and losses on investments | 18,033 | (474) |
| | Depreciation and impairment of tangible fixed assets | 15,120 | 12,025 |
| | Movements in working capital: | | |
| | (Increase)/decrease in debtors | (717) | 271 |
| | Increase/(decrease) in creditors | 32,003 | (2,054) |
| | **Cash generated from operations** | 154,892 | 58,759 |

25 **Analysis of changes in net funds**

The charity had no debt during the year.

**THE MARY HOW TRUST FOR CANCER PREVENTION**

England & Wales - Charity number 1122393

# Accounts

**Registered number: 06324356**
**Charity number: 1122393**

# The Mary How Trust For Cancer Prevention

**(A company limited by guarantee)**

**Unaudited**

**Trustees' report and financial statements**

**For the year ended 31 March 2021**

**The Mary How Trust For Cancer Prevention**
**(A company limited by guarantee)**

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**The Mary How Trust For Cancer Prevention**

**(A company limited by guarantee)**

**Reference and administrative details of the company, its Trustees and advisers**
**For the year ended 31 March 2021**

| | |
|---|---|
| **Trustees** | M Follis, Chairman<br>B Lavin, Vice Chairman<br>J Ross, Finance Director<br>J Barder<br>S Cemm<br>G Leonard<br>D Kirby (resigned 17 May 2021)<br>M Toynbee (resigned 10 August 2020)<br>S Trownson<br>M Wratten |
| **Company registered number** | 06324356 |
| **Charity registered number** | 1122393 |
| **Registered office** | Unit 1 & 2 the Colonnades<br>17 London Road<br>Pulborough<br>West Sussex<br>RH20 1AS |
| **Accountants** | Kreston Reeves LLP<br>Chartered Accountants<br>Springfield House<br>Springfield Road<br>Horsham<br>West Sussex<br>RH12 2RG |

**Trustees' report**
**For the year ended 31 March 2021**

The Trustees present their annual report together with the financial statements of the company for the 1 April 2020 to 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the 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).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Structure, governance and management**

*a. Constitution*

The Mary How Trust, founded in June 1988, is a charitable company limited by guarantee, incorporated on 25 July 2007. It is governed by the Memorandum and Articles of Association of the charitable company and is controlled by a board of trustees whose members are elected at the Annual General Meeting and are directors for the purposes of company law and trustees for the purposes of charity law. Registered charity number 1122393; Company Registration No: 06324356.

The vision, mission and values of The Mary How Trust guide us and remain as important today as they were when the Charity was first formed back in 1988.

*b. Method of appointment or election of Trustees*

The management of the company is the responsibility of the Trustees, who all bring their own knowledge, skills and passion to benefit the charity. They ensure the continued strategic direction of the Charity. Elected and co-opted under the terms of the Articles of Association, the Trustees have the power to appoint new or additional Directors/ Trustees.

*c. Policies adopted for the induction and training of Trustees*

The Board looks to recruit Trustees who have particular skills helpful to the charitable company. Potential new trustees/directors are required to write to the Chair of the Board, attaching a full curriculum vitae. A Trustee Information Pack is then issued. Following initial discussions, they are interviewed and become observers for a period. Trustees are offered a probationary period before being appointed. Appointments are ratified at the next scheduled AGM. All new trustees undertake a full induction procedure, including being made aware of their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the committee and decision-making process and the recent financial performance of the charity. They are also given Charity Commission booklet 'CC3': 'The Essential Trustee'. Board members are encouraged to attend appropriate external and online training events, at the expense of the charity, to help them fulfil their Board role more effectively.

All charities are subject to regulatory requirements that can be onerous and trustee responsibilities are not taken lightly.

*d. Organisational structure and decision making*

The Management Deed sets out how the charitable company operates. This is updated from time to time and agreed at full Trustee meetings. The full board of Trustees meets four times a year. The Management Operations Committee meets monthly (except for those months where a quarterly Board meeting is held in its place) to review and guide the operational and financial position of the charitable company. The Chair, Deputy Chair, Finance Director and two Trustees sit on this committee, along with the Chief Executive Officer. The Trustees delegate to this committee all day-to-day issues with a single spend limit of £20,000. All financial controls are delegated to the Finance Director on an annual basis. Meetings follow an agreed agenda with various standing matters, including full reporting of management accounts, risk, health & safety and safeguarding. It also participates in subgroups, as and when necessary. Day-to-day management of the Charity is delegated to the Chief Executive Officer. The Trust continued to maintain governance and effective controls during the COVID19 pandemic by virtual meetings.

*e. Remuneration of Key Personnel*

The Chief Executive Officer's salary is reviewed annually by the Board of Trustees. The Management Operations Committee review all other salary rates and present their recommendations for the annual pay review to the Board for approval, and subsequent implementation. The Mary How Trust Board understands that its staff team is its greatest asset, and therefore is keen to ensure remuneration packages remain competitive within the sector. In order to achieve this, pay scales are bench marked against other organisations offering similar services.

*f. Risk management*

The Trustees and Management of The Mary How Trust have given due thought and consideration to the major risks to which the Charity may be exposed and have systems in place which are designed to mitigate the Trust's exposure to major risks; this includes a risk management matrix and a business continuity plan, both of which are reviewed on a regular basis. Risk is an agenda item and discussed at all Management Operations Committee and Trustee meetings. The risk COVID 19 poses to the Charity is assessed on a regular basis and the trustees are confident actions to minimise the financial and operational effects of the virus and control measures implemented are in place and manageable.

The company is regulated by the Charity Commission, Companies House and the Care Quality Commission.

**Objectives and Activities**

*a. Policies and objectives*

The objects of the charitable company as set out in its Memorandum and Articles of Association are: - To prevent sickness, in particular but not exclusively, by providing a Health Screening service to the general public with the aim of detecting all types of cancer in particular, life-threatening diseases in general, and to make this service available to all. - To advance public education in general health matters, and in the prevention, and detection, of cancer and other life-threatening diseases.

*b. Activities for achieving objectives*

The Trust aims to achieve these objectives by providing a comprehensive health screening and advisory service with particular emphasis on early detection of cancers and other life-threatening diseases for adults over the age of 18 years old. The service has been located in the Pulborough Primary Care Centre since 2007. However, it has outgrown these premises due to increased demand and thus new premises providing more comprehensive facilities are planned for late 2021. The clinical team provides health screening

consultations, including ultrasound scans, to people from all walks of life. Instead of a fixed fee the charitable company invites donations that reflect a client's financial position and ability to pay.

*c. Main activities undertaken to further the charity's purposes for the public benefit*

When reviewing the charitable company's activities, planning its future strategic direction and making decisions, the Board of Trustees registers, and refers to, the Charity Commission's general guidance on public benefit as in guides PB1, PB2 and PB3.

As a not-for-profit organisation, our charitable activities are planned to ensure we are delivering public benefit and we thus continue to place great emphasis on our charitable objectives. The Trust's screenings cost the charity in the region of £350 per person. The balance of the charitable company's overheads and capital needs are met by its fundraising activities, its charity shops, its supporters and by grants, donations, and legacies. The charitable company's mission is to make health screenings and healthy living advice accessible to all those in the community providing the facility to everyone, without discrimination, ensuring the widest benefit to the whole community. Health advice is given, and reports are provided both to clients and, with the clients' consent, their GPs; the charitable company recommends that if further action is appropriate clients should contact their GP who will discuss the results with them and take matters forward as necessary. The Trust has operated with a mix of unpaid volunteers and one full time and 17 part-time paid clinical and administration employees. Its charity shops in Pulborough and in Billingshurst each have one paid manager supported by a team of volunteers.

The Trust operates five days a week and offers its services directly to the general public from all walks of life, local groups, other charities and associations. We will continue to maximise our public benefit.

*d. Relationships with other organisations*

The Mary How Trust seeks to work in partnership with other organisations wherever such partnerships can enable new and/or additional services. We also work closely with local GP practices, and we work hard to develop community partnerships, working together to further create benefit to all. We are vigilant with campaigns and issues affecting our clients' health and well-being, and encourage people to get involved.

We have a positive relationship with the Care Quality Commission, the wider community and services. We will continue to build strong and lasting relationships. This partnership approach enables us to progress and develop.

**Achievements and performance**

*2020/2021 in Summary*

Throughout 2020, the Coronavirus pandemic developed into a crisis that affected the lives and livelihoods of so many, and indeed continues into 2021. The resilience of all organisations has been tested. Despite the challenging circumstances, the strategies identified earlier have enabled The Mary How Trust to steer the charity through the uncertainties of the last 12 months. We remained committed to ensuring we were able to deliver our service in a COVID safe environment. Our staff were pivotal to the charity during the last year and they have continued to be committed, understanding our clients' needs in these ever-changing circumstances.

Risk is a major agenda item discussed at all meetings. Our response to the pandemic has been proactive with regular, clear communications and guidance; this has needed a combination of pragmaticism, interpretation and sound decision making. With the combined efforts of all those involved we are proud of

what we achieved. We were relieved that there were no cases of internal transmission of the virus, and we had a 100% vaccination rate amongst staff.

We fell short of our target for screenings for the year due to the necessary and temporary closure of our services. In order to mitigate the financial impact on the Charity from the pandemic, a majority of staff were on and off furlough for periods during the year and the charity took advantage of the Government's Coronavirus Job Retention Scheme.

The health and well-being of our clients, volunteers and our team were our top priority. The range of challenges during this period can never be underestimated. In line with government guidance, these included the postponing of our screening services and the closing of our charity shops, the standing down of our volunteers and the suspension of our fundraising events. Whilst we are optimistic in our recovery, the impact of Covid-19, related social distancing measures and the previous year's results indicated the need for some restructuring to ensure a healthy future. This regrettably resulted in the closure of the fundraising and marketing department, and the decision to close our Billingshurst Charity shop and the resultant redundancies.

Amid all the uncertainly our staff worked flexibly, diligently and with great care to enable us, when government regulations permitted, to continue to provide our screening service and ensure our Charity Shop ran smoothly.

Volunteering, which had played a vital role within the Charity, almost ceased during a large period of the year in order to help protect our valued volunteers from any spread of COVID19. Our thanks go to all our volunteers who have continued to support us. Volunteers are pivotal to our mission, and as we get back to some sense of normality, we are welcoming them back. Their contribution remains priceless.

**Financial Review**

*a. Going concern*
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.

*b. Principal risks and uncertainties*
Measures to mitigate any risks, due to COVID 19, started to formulate at the end of our last financial year, when the pandemic started to unfold. The board and CEO, under the guidance of our Financial Trustee, constantly evaluated its financial results and forecasts. This hands-on approach ensured we were able to reduce the possibility of severe financial risk. Throughout this period the Trust continued to be vigilant to the risks associated with not only the pandemic but changing legislation, CQC, Charity Commission, safeguarding and GDPR regulations.

*c. Review 2020/2021*

The COVID 19 Pandemic has had a damaging impact on many charities, many reporting various challenges including the increase in operating costs as a result of the implementation of pandemic precautions through to dealing with funding gaps and inability to run services. The Mary How Trust has seen similar challenges and thus some tough decisions had to be made.

Flexible and timely responses to these evolving challenges have enabled us to become financially agile. We will ensure we retain this flexibility and innovation for the future. Due to careful financial management and

with the aid of central government funding we close the year with a modest surplus, however we are aware of further ongoing challenges.

Despite the closures, reduction in screening donations and charity shop sales, the charity had an acceptable financial year, with the help of the CJRS and business grants, total funds were increased slightly to £553,215 (2020 £494,389). These results continue to ensure we are able to maintain the level of Reserves available for the Charity's use.

The Trust's policy is that the Charity holds Reserves equivalent to 6 months' expenditure (with the impending move, Reserves are still expected to exceed £300,000 for the year 2021/2022). This judicious level of Reserves helps ensure the viable and dependable on-going delivery of the Trust's charitable objectives. The reserves policy is reviewed half-yearly by the Management Operations Committee, and annually at the Trustees' Autumn meeting.

After allowing for the funds tied up in Fixed Assets, Intangible Assets and Restricted Funds, Free Assets equal £533,499 (£469,158 in 2020/19). Of this, £274,000 has been allocated to support the Development of the Trust in its move to The Colonnades, upgrading the Trust's outdated IT systems and the acquisition of any essential new and replacement clinical equipment and to cover the Trust's working capital needs.

Given that the Trust is seeking to double its screening numbers by 2023/24, it can be inferred that Reserves will need to be bolstered by a broadly similar percentage, to at least £500K, before the end of 2023/24. There will therefore be a need for the Trust to undertake new fundraising with the objective of raising at least £130K during 2021/22, and at least £120K in each of the following two years. This fundraising objective will enable The Trust to expand its services as planned and meet the growing demand from the community.

The Trust's main investment of £408,024(2020 £387,321) is in M & G Investments Charibond. The Trustees monitor the appropriateness of holding this investment and despite the economic uncertainty posed by COVID 19 feel that, at present, this is still the most appropriate investment for us.

Revenue raising opportunities, including events which were postponed, were impacted and fundraising activities came to a halt. Temporary closure of our charity shops and temporary suspension of our screening services all had an impact. We saw a fall in standing order donations due to some of our clients reassessing their financial positions. At the same time the demand for our services increased, due to our clients having a heightened concern for their health.

During the year we continued to receive generous donations from our clients and from organisations and trust funds. We thank all our benefactors. Without their generosity, donations and continued support our services would not be viable. All donations have been spent carefully on keeping our screening services affordable to benefit all those in the community or, if restricted, the projects for which they were specified. We ensure our fundraising is done in compliance with the code of fundraising practice. Grants were gratefully received from both central and local governments in the form of the Job Retention Scheme, discretionary restart, and business support packages.

Despite the pandemic, our plans to move to new premises continued and during the year 2021/2022 will come to fruition, at which time both restricted and allocated funds will be used on this development.

During the year we were successful in an insurance claim to cover some of the donations lost due to the temporary suspension of our services.

We thank everyone for their continued support, inspiration, and encouragement.

**Plans for future periods**

With a new financial year approaching we still find ourselves in the clutch of the pandemic, a dynamic situation which continues to evolve. Nonetheless, we are committed to our plans for the future, to ensure the longevity of the Mary How Trust. We are working hard to improve our services and facilities and to ensure we are able to benefit the whole community. Our plan to move to larger premises is on the horizon. During the lockdowns we continued our search for new premises. Following negotiations on two premises a third contender emerged. With the combined efforts of all those involved this third property has come to reality. The Colonnades, on London Road, Pulborough is within close proximity of our current home. Following complete refurbishment to our clinical requirements the 2,495sq ft Colonnades premises will enable us to enhance our facilities and screening services, eradicate our waiting list, which has grown during COVID, and ensure we can give more people the chance to lead longer, healthier lives, whilst being able to offer further services to help empower our clients to improve their health outcomes.

This move will necessitate the recruitment of further clinical staff and a Practice Manager to ensure our ongoing success. To coincide with our move, our corporate identity will be refreshed, and we are working with a social media company, who offered pro bono services to help us in this project.

We foresee our fundraising events being curtailed until the latter part of 2021, or possibly early 2022. Under the guidance of our shop manager, we believe our Pulborough Charity Shop income will soon be restored to its pre COVID levels, donated goods having already increased. The level of one-off donations and those made via standing order will remain resilient and donor retention will continue to be paramount.

We are committed to ensuring the Mary How Trust remains in a positive position for the future and are determined to keep the screening services we offer in line with the requirements of a changing market.

Continuing with our developments, we will look at fundraising appeals and seek restricted funds to continue to improve our services and facilities. High on our agenda are the following projects:

- To develop an outreach project for those in the community who are less likely to use preventative health services and have a high disease burden compared to the general population. This will play a critical role in improving and extending the reach of health care through health screening, education and facilitating access to other services. We will directly and indirectly improve health outcomes of individuals and communities.

- Forming corporate partnerships with the business community. We envisage that building links by working in conjunction with corporate partners will not only raise awareness of our charity and ensure their employees continue to enjoy good health and well-being, but will also create invaluable CSR and PR opportunities for those companies involved.

Regulatory and governance matters are fundamental to the Trust, and we will continue to be strongly committed to ensure we give our clients a high level of screening services. Our Board of Trustees and the employee team will work diligently to maintain this commitment.

We start the year with renewed confidence. Undoubtedly there will be more challenges ahead, but we will embrace these in the knowledge that we are in a robust position and are ready to adapt and navigate what lies ahead.

Unsurprisingly, people’s health and well-being is high on the agenda. 2021/2022 will be a year of exciting prospects, enhancing our services, extending our reach and ensuring more people in our communities have the opportunity to access health screening for life.

We are forever grateful for everyone's help, support and input. We really can make a marked difference to people's lives and feel that the charity is something special and we are all proud to be part of it.

## Trustees' responsibilities statement

The Trustees (who are also directors of The Mary How Trust for Cancer Prevention 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;
- 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. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## Appointment of Independent examiners

Kreston Reeves has expressed their willingness to stand for reappointment and a resolution proposing their reappointment will be put forward at the annual general meeting of the charity.

Approved by the Trustees and signed on their behalf.

M Follis 15/11/2021

Michael Follis, Chair Date

**The Mary How Trust For Cancer Prevention**

**(A company limited by guarantee)**

**Independent examiner's report**
**For the year ended 31 March 2021**

**Independent examiner's report to the Trustees of The Mary How Trust For Cancer Prevention ('the company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the Trustees of the company (and 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 ('the 2006 Act').

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

**Independent examiner's statement**

Since the company'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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; 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 2006 Act 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.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Signed: Dated: 18/11/2021

Richard Spofforth, BSc (Hons) FCA

Kreston Reeves LLP
Chartered Accountants
Horsham

**The Mary How Trust For Cancer Prevention**
**(A company limited by guarantee)**

**Statement of financial activities (incorporating income and expenditure account)**
**For the year ended 31 March 2021**

| | Note | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | **364,756** | **6,510** | **371,266** | 311,987 |
| Other trading activities | 4 | **47,900** | **-** | **47,900** | 153,855 |
| Investments | 5 | **9,835** | **-** | **9,835** | 8,852 |
| Other income | 6 | **25,000** | **-** | **25,000** | - |
| **Total income** | | **447,491** | **6,510** | **454,001** | 474,694 |
| **Expenditure on:** | | | | | |
| Raising funds | 7 | **114,283** | **-** | **114,283** | 153,627 |
| Charitable activities | | **281,366** | **-** | **281,366** | 319,493 |
| **Total expenditure** | | **395,649** | **-** | **395,649** | 473,120 |
| Net gains on investments | | **474** | **-** | **474** | (852) |
| **Net movement in funds** | | **52,316** | **6,510** | **58,826** | 722 |
| **Reconciliation of funds:** | | | | | |
| Total funds brought forward | | **490,136** | **4,253** | **494,389** | 493,667 |
| Net movement in funds | | **52,316** | **6,510** | **58,826** | 722 |
| **Total funds carried forward** | | **542,452** | **10,763** | **553,215** | 494,389 |

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 12 to 25 form part of these financial statements.

**The Mary How Trust For Cancer Prevention**
**(A company limited by guarantee)**
**Registered number: 06324356**

## Balance sheet
## As at 31 March 2021

| | Note | | 2021 £ | | 2020 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Intangible assets | 12 | | - | | 562 |
| Tangible assets | 13 | | **8,953** | | 20,416 |
| Investments | 14 | | **408,024** | | 387,321 |
| | | | **416,977** | | 408,299 |
| **Current assets** | | | | | |
| Debtors | 15 | **6,498** | | 6,769 | |
| Cash at bank and in hand | | **140,179** | | 91,814 | |
| | | **146,677** | | 98,583 | |
| Creditors: amounts falling due within one year | 16 | **(10,439)** | | (12,493) | |
| **Net current assets** | | | **136,238** | | 86,090 |
| **Total net assets** | | | **553,215** | | 494,389 |
| **Charity funds** | | | | | |
| Restricted funds | 17 | | **10,763** | | 4,253 |
| Unrestricted funds | 17 | | **542,452** | | 490,136 |
| **Total funds** | | | **553,215** | | 494,389 |

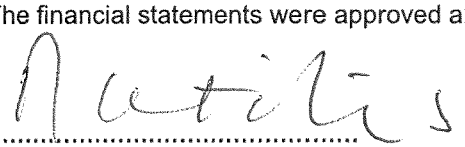
The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

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



**M Follis**

Date: 15/11/2021

The notes on pages 12 to 25 form part of these financial statements.

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 1. General information

The Mary How Trust for Cancer Prevention is a private limited company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member.

The registered address of the charitable company is Pulborough Primary Care Centre, Spiro Close, Pulborough, RH20 1FG.

## 2. Accounting policies

### 2.1 Basis of preparation of financial statements

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

The Mary How Trust For Cancer Prevention 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.

### 2.2 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

## 2. Accounting policies (continued)

### 2.3 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.

Expenditure on raising funds includes all expenditure incurred by the company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

### 2.4 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

### 2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

### 2.6 Intangible assets and amortisation

Intangible assets costing £10,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

The estimated useful lives are as follows:

Amortisation is provided on the following basis:

| | | |
|---|---|---|
| Website | - | % straight line over 5 years |

## 2. Accounting policies (continued)

### 2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £10,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

| | |
|---|---|
| Leasehold improvements | - over the term of the lease |
| Office equipment | - over 3 years |
| Medical equipment | - over 3 years |

### 2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

### 2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### 2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### 2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

## 2. Accounting policies (continued)

### 2.12 Financial instruments

The company 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### 2.13 Redundancy and termination payments

The company recognises termination benefits when they become committed, by legislation, by contractual or other agreements with employees or their representatives or by a constructive obligation based on business practice, custom or a desire to act equitably, to make payments (or provide benefits) to employees when it terminates their employment. Termination payments do not provide the company with future economic benefits and therefore they are recognised in the statement of financial activities immediately.

### 2.14 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

### 2.15 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 company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 3. Income from donations and legacies

| | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|---|
| Donations | 173,905 | 6,510 | **180,415** | 243,376 |
| Legacies | 30,000 | - | **30,000** | 1,000 |
| Grants | 4,200 | - | **4,200** | 21,587 |
| Government grants | 120,295 | - | **120,295** | - |
| Gift aid | 36,356 | - | **36,356** | 46,024 |
| | 364,756 | 6,510 | **371,266** | 311,987 |
| Total 2020 | 307,734 | 4,253 | 311,987 | |

During the year, government grants of £72,384 were received in relation to the Coronavirus Job Retention Scheme and £47,911 in relation to local authority grants.

## 4. Income from other trading activities

### Income from fundraising events

| | Unrestricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|
| Shop | 45,660 | **45,660** | 129,458 |
| Other | 2,215 | **2,215** | 17,915 |
| Film club | 25 | **25** | 6,482 |
| | 47,900 | **47,900** | 153,855 |

All income from fundraising events in 2020 was unrestricted.

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 5. Investment income

| | Unrestricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|
| Income from local listed investments | 9,574 | **9,574** | 8,551 |
| Bank interest | 261 | **261** | 301 |
| | 9,835 | **9,835** | 8,852 |

All investment income in 2020 was unrestricted.

## 6. Other incoming resources

| | Unrestricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|
| Other incoming resources | 25,000 | **25,000** | - |

## 7. Expenditure on raising funds

### Costs of raising voluntary income

| | Unrestricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|
| Fundraising database | - | **-** | 8,719 |
| Film club | 239 | **239** | 2,834 |
| PPS & telephone | 2,392 | **2,392** | 2,613 |
| Publicity | 3,213 | **3,213** | 8,952 |
| Sundry | 217 | **217** | 237 |
| Shop | 25,682 | **25,682** | 26,295 |
| Salaries | 82,540 | **82,540** | 103,977 |
| | 114,283 | **114,283** | 153,627 |

All expenditure on raising funds in 2020 was from unrestricted funds.

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 8. Analysis of expenditure by activities

| | Activities undertaken directly 2021 £ | Support costs 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|---|
| Health screening and advisory service | 259,336 | 22,030 | **281,366** | 319,493 |
| Total 2020 | 313,390 | 6,103 | 319,493 | |

**Analysis of direct costs**

| | Health screening and advice 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|
| Staff costs | 174,585 | **174,585** | 184,596 |
| Depreciation | 12,025 | **12,025** | 14,830 |
| Screening supplies | 27,707 | **27,707** | 53,691 |
| Training fees | - | **-** | 1,462 |
| Accomodation costs | 20,531 | **20,531** | 24,689 |
| Insurance | 5,447 | **5,447** | 5,225 |
| Cleaning and medical waste disposal | 1,929 | **1,929** | 3,729 |
| Travelling expenses | - | **-** | 200 |
| Repairs to equipment | 445 | **445** | 3,320 |
| Printing, stationery, postage and telephone | 2,380 | **2,380** | 3,532 |
| Sundry | 4,466 | **4,466** | 8,227 |
| Screening | 1,391 | **1,391** | 1,936 |
| Bank interest and charges | 1,405 | **1,405** | 2,324 |
| Agency staff | 7,025 | **7,025** | 5,629 |
| | 259,336 | **259,336** | 313,390 |

Expenditure relating to the restricted funds totalled £NIL (2020: £NIL) for the year.

## 8. Analysis of expenditure by activities (continued)

### Analysis of support costs

| | Health screening and advice 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|
| Accountancy | 1,914 | **1,914** | 3,503 |
| Independent examiner fee | 2,040 | **2,040** | 1,600 |
| Legal and professional | 18,076 | **18,076** | 1,000 |
| | 22,030 | **22,030** | 6,103 |

## 9. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,040 *(2020 - £1,890)*, and payroll services and VAT advice of £1,914 (*2020 - £1,478*).

## 10. Staff costs

| | 2021 £ | 2020 £ |
|---|---|---|
| Wages and salaries | **241,649** | 266,648 |
| Social security costs | **10,544** | 14,746 |
| Contribution to defined contribution pension schemes | **4,932** | 7,179 |
| | **257,125** | 288,573 |

The total redundancy payments for the year were £16,175.

The average number of persons employed by the company during the year was as follows:

| | 2021 No. | 2020 No. |
|---|---|---|
| Average number of employees | **20** | 22 |

No employee received remuneration amounting to more than £60,000 in either year.

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits *(2020 - £NIL)*.

During the year ended 31 March 2021, no Trustee expenses have been incurred *(2020 - £NIL)*.

## 12. Intangible assets

| | Website £ |
|---|---|
| **Cost** | |
| At 1 April 2020 | **16,836** |
| At 31 March 2021 | **16,836** |
| **Amortisation** | |
| At 1 April 2020 | **16,274** |
| Charge for the year | **562** |
| At 31 March 2021 | **16,836** |
| **Net book value** | |
| At 31 March 2021 | **-** |
| At 31 March 2020 | 562 |

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 13. Tangible fixed assets

| | Long-term leasehold property £ | Office equipment £ | Medical equipment £ | Total £ |
|---|---|---|---|---|
| **Cost or valuation** | | | | |
| At 1 April 2020 | **2,919** | **37,339** | **77,806** | **118,064** |
| At 31 March 2021 | **2,919** | **37,339** | **77,806** | **118,064** |
| **Depreciation** | | | | |
| At 1 April 2020 | **2,919** | **37,339** | **57,390** | **97,648** |
| Charge for the year | **-** | **-** | **11,463** | **11,463** |
| At 31 March 2021 | **2,919** | **37,339** | **68,853** | **109,111** |
| **Net book value** | | | | |
| At 31 March 2021 | **-** | **-** | **8,953** | **8,953** |
| At 31 March 2020 | - | - | 20,416 | 20,416 |

## 14. Fixed asset investments

| | Listed investments £ |
|---|---|
| **Cost or valuation** | |
| At 1 April 2020 | **387,321** |
| Additions | **60,000** |
| Disposals | **(39,771)** |
| Revaluations | **474** |
| **At 31 March 2021** | **408,024** |
| **Net book value** | |
| **At 31 March 2021** | **408,024** |
| *At 31 March 2020* | 387,321 |

## 15. Debtors

| | 2021 £ | 2020 £ |
|---|---|---|
| **Due within one year** | | |
| Trade debtors | **-** | 282 |
| Prepayments and accrued income | **6,498** | 6,487 |
| | **6,498** | 6,769 |

## 16. Creditors: Amounts falling due within one year

| | 2021 £ | 2020 £ |
|---|---|---|
| Trade creditors | **6,913** | 4,375 |
| Other taxation and social security | **-** | 5,055 |
| Other creditors | **1,486** | 1,463 |
| Accruals and deferred income | **2,040** | 1,600 |
| | **10,439** | 12,493 |

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 17. Statement of funds

### Statement of funds - current year

| | Balance at 1 April 2020 £ | Income £ | Expenditure £ | Gains/ (Losses) £ | Balance at 31 March 2021 £ |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General Fund | **490,136** | **447,491** | **(395,649)** | **474** | **542,452** |
| **Restricted funds** | | | | | |
| P Barder Appeal | **4,253** | **-** | **-** | **-** | **4,253** |
| Billingshurst Lions | **-** | **1,750** | **-** | **-** | **1,750** |
| Sussex Community Foundation | **-** | **4,000** | **-** | **-** | **4,000** |
| Emma Lavender Fund | **-** | **760** | **-** | **-** | **760** |
| | **4,253** | **6,510** | **-** | **-** | **10,763** |
| **Total of funds** | **494,389** | **454,001** | **(395,649)** | **474** | **553,215** |

### Restricted Funds

P Barder Appeal
This fund is to be used for the purchase of equipment in the new premises.

Billingshurst Lions
This fund is to be used for the purchase of clinical equipment (ECG).

Sussex Community Foundation
This fund is to be used for the purchase of clinical equipment for the new premises.

Emma Lavender Fund
This fund is to be used for the purchase of clinical equipment.

**Notes to the financial statements**
**For the year ended 31 March 2021**

**17. Statement of funds (continued)**

**Statement of funds - prior year**

| | Balance at 1 April 2019 £ | Income £ | Expenditure £ | Gains/ (Losses) £ | Balance at 31 March 2020 £ |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General Fund | 493,667 | 470,441 | (473,120) | (852) | 490,136 |
| **Restricted funds** | | | | | |
| P Barder Appeal | - | 4,253 | - | - | 4,253 |
| **Total of funds** | 493,667 | 474,694 | (473,120) | (852) | 494,389 |

**Notes to the financial statements**
**For the year ended 31 March 2021**

## 18. Analysis of net assets between funds

### Analysis of net assets between funds - current year

| | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total funds 2021 £ |
|---|---|---|---|
| Tangible fixed assets | 8,953 | - | **8,953** |
| Fixed asset investments | 408,024 | - | **408,024** |
| Current assets | 135,914 | 10,763 | **146,677** |
| Creditors due within one year | (10,439) | - | **(10,439)** |
| **Total** | 542,452 | 10,763 | **553,215** |

### Analysis of net assets between funds - prior year

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total funds 2020 £ |
|---|---|---|---|
| Tangible fixed assets | 20,416 | - | 20,416 |
| Intangible fixed assets | 562 | - | 562 |
| Fixed asset investments | 387,321 | - | 387,321 |
| Current assets | 94,330 | 4,253 | 98,583 |
| Creditors due within one year | (12,493) | - | (12,493) |
| **Total** | 490,136 | 4,253 | 494,389 |

## 19. Pension commitments

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund. Contributions of £1,486 (2020 - £1,463) were payable to the fund at the balance sheet date and are included in creditors.

## 20. Related party transactions

Mrs S Ross, the wife of Mr J Ross, a trustee and finance director, was employed as the Lead Shop manager and was paid £21,912 (2020: £24,864) in salary and pension.

There are no further related party transactions which require disclosure under FRS102 SORP 2019.