

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)

Contents

	Page
Reference and administrative details of the company, its Trustees and advisers	1
Trustees' report	2 - 8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 25

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

Trustees' report
For the year ended 31 March 2021

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

Trustees' report
For the year ended 31 March 2021

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 pragmatism, interpretation and sound decision making. With the combined efforts of all those involved we are proud of

Trustees' report
For the year ended 31 March 2021

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 uncertainty 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

Trustees' report
For the year ended 31 March 2021

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.

Trustees' report
For the year ended 31 March 2021

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.



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
		<u>416,977</u>	<u>408,299</u>
Current assets			
Debtors	15	6,498	6,769
Cash at bank and in hand		140,179	91,814
		<u>146,677</u>	<u>98,583</u>
Creditors: amounts falling due within one year	16	(10,439)	(12,493)
Net current assets		<u>136,238</u>	<u>86,090</u>
Total net assets		<u><u>553,215</u></u>	<u><u>494,389</u></u>
Charity funds			
Restricted funds	17	10,763	4,253
Unrestricted funds	17	542,452	490,136
Total funds		<u><u>553,215</u></u>	<u><u>494,389</u></u>


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.

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

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.

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

Notes to the financial statements
For the year ended 31 March 2021

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

Notes to the financial statements
For the year ended 31 March 2021

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.

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

Notes to the financial statements
For the year ended 31 March 2021

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.

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

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
	<u>364,756</u>	<u>6,510</u>	<u>371,266</u>	<u>311,987</u>
Total 2020	<u>307,734</u>	<u>4,253</u>	<u>311,987</u>	

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
	<u>47,900</u>	<u>47,900</u>	<u>153,855</u>

All income from fundraising events in 2020 was unrestricted.

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

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
	<u>9,835</u>	<u>9,835</u>	<u>8,852</u>

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
	<u>114,283</u>	<u>114,283</u>	<u>153,627</u>

All expenditure on raising funds in 2020 was from unrestricted funds.

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

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
Accommodation 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.

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

Notes to the financial statements
For the year ended 31 March 2021

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
	<u>22,030</u>	<u>22,030</u>	<u>6,103</u>

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
	<u>257,125</u>	<u>288,573</u>

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	<u>20</u>	<u>22</u>

No employee received remuneration amounting to more than £60,000 in either year.

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

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

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

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
<i>At 31 March 2020</i>	<i>387,321</i>

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

Notes to the financial statements
For the year ended 31 March 2021

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

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

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.

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

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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds					
P Barder Appeal	-	4,253	-	-	4,253
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total of funds	<u>493,667</u>	<u>474,694</u>	<u>(473,120)</u>	<u>(852)</u>	<u>494,389</u>

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

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.