

Charity number: 1140271

Company number: 7378488

Bowel Cancer West

(A company limited by guarantee)

Trustees' report and financial statements

for the period ended 31 December 2020

Bowel Cancer West
(A company limited by guarantee)

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Bowel Cancer West
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Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2020

Charity number 1140271

Company registration number 7378488

Business address and

Registered office 12 Colebrook Road
Plympton
Plymouth
Devon
PL7 4AA

Directors/Committee

Mr M Coleman	Chairman
Mr J Best	Treasurer
Mr J Mills	
Mr G Minto (Resigned 14 February 2020)	
Mr D Darke	
Ms D Sheppard	
Mrs H Suffell	
Mr S Smolorek (Resigned 10 February 2020)	
Mr P Lidder (Appointed 10 February 2020)	
Mrs S Coleman (Appointed 28 February 2020)	
Mr E Sinclair (Appointed 28 August 2020)	

Accountants

Best Accountancy Services (Plymouth) Ltd
12 Colebrook Road
Plympton
Plymouth
Devon
PL7 4AA

Bankers

National Westminster Bank plc

The trustees present their report and the financial statements for the year ended 31 December 2020. The trustees, who are also directors of Bowel Cancer West for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Bowel Cancer West

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Report of the trustees (incorporating the directors' report)

for the period ended 31 December 2020

Structure, governance and management

Bowel Cancer West is a registered charity, number 1140271 and is constituted under The Companies Act 2006 as a Private Company Limited by Guarantee and governed by the Articles of Association of Bowel Cancer West. Company number 7378488. The charity was established in 2010 for research and education in the specialty of bowel cancer, and for developing the public awareness of the disease in the west of England. The charity's strap-line Awareness, Research, Training tries to capture this. The charity's main aim is to improve survival rates of people with bowel cancer in the south west of the UK.

New directors are appointed by the existing directors. Retirement of directors is by rotation at the Annual General Meeting in accordance with the Memorandum and Articles of Association. The Articles of Association provides for a minimum of 3 directors but shall not be subject to any maximum.

The overall responsibility for the work of the charity lies with the Board of Trustees who help shape the strategy and approve plans to deliver the Charity's aims. Progress is monitored and evaluated at board meetings (every three months) and, going forward, the board will receive regular reports from the Executive Director since his appointment in July 2016. Consideration of project funding, clinical trials, education and fellowship grants, fund raising opportunities and good governance are all key topics for discussion. A financial statement and strategic update is prepared and presented to the Board. Careful stewardship of the charity's resources is a key element of the meeting.

All directors give their time freely. An expense claim policy is in place and any payments made are shown through the accounts. Directors are required to disclose all relevant interests and register them with the Chair and in accordance with the Articles of Association withdraw from decisions where a conflict of interest arises.

The directors long term aim is to ensure that membership is well balanced from a clinical and business perspective. Clinical representation is reflected in the appointment of a colorectal surgeon, an anaesthetist and two senior nurses. Other skills within the Board include a PR and Marketing specialist, retired business leaders an accountant and an NHS management specialist. These appointments are important with local networking and establishment of the charity within the business community. The charity will be seek new representation on the board to help diversify the range of knowledge to successfully manage a charity, in particular someone with a strong charity background.

Risk management

Research projects are vetted by a sub-committee for appropriateness for funding. Integral to this is a declaration of the need for ethical approval and approval from the hospital trust research and development (R) department. Any such studies will require a 'sponsor' which will usually be the hospital trust. The sponsor then provides the indemnity for the research project and although Bowel Cancer West provides the funding for the research project it is free of any contingent liability. Funding will not be released until proof of ethical/R approval and sponsorship is provided by the candidate. The candidate is required to document and record such approvals and to provide progress updates to Bowel Cancer West and the Sponsor.

Objectives and activities

The Directors confirm that they have referred to the guidance contained in the Charity Commission's general guidance on the public benefit when reviewing the charity's aims and objectives and in planning future activities and setting the grant making policy for the year.

Bowel Cancer West
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Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2020

Achievements and performance

Charity Survival

Bowel Cancer West (BCW) is a small charity aiming to increase survival rates of bowel cancer in the south west by funding training, research and raising awareness of bowel cancer in south west England.

In March 2020, a new chief executive officer, Jon Gripton was appointed by the directors, with ambitious plans to grow the reach of the charity, capitalise on the charity's 10th anniversary year, and increase income.

Sadly, weeks after his appointment the first national lockdown due to the coronavirus pandemic was announced by the Government.

Most events in 2020 were cancelled, although we were able to organise one fundraiser run in September in place of our annual obstacle challenge; and chief fundraiser Vicky Jinks kept the charity afloat with several digital campaigns.

It remains our intention to work at growing our database of active supporters – and to translate our large number of Facebook “likers” into financial supporters.

Awareness

Social media continues to grow with a significant increase in both followers and general traffic - thanks to online work by Vicky Jinks, and due to an award of digital advertising from Google. We are now regularly receiving messages from followers/supporters via the Facebook secure messaging platform. The activity on Instagram and Twitter continue to increase at a steady pace.

Research

Several research grants which had been committed to in the previous year were awarded in the financial period.

Financial review

In the 2019/2020 financial year funds deployed by the charity (excluding governance costs) were £53,565 in the previous 12 months it was £99,970. The funding was split between charitable activity expenditure of £44,426 and £9,139 on research programmes. There were no awareness or training costs in the period.

As with all other charities across the country, the Covid-19 pandemic has had a massive impact on the charity and its ability to generate donations and hold fundraising events. With the UK on lock down for many months in the accounting year this has resulted in net outgoing of funds in the year of £25,495

The charity was very unfortunate with the timing of the changeover of our CEO and as a result was unable to make use of the first furlough facility set up by the UK Government and to enable payments for part of the year.

Thankfully the Charity does have little ongoing overheads other than the salaries of its two employees. At the end of 2020 we had unfettered cash reserves of £13,808.

We are hopeful that with the roll out of vaccines in 2021 a full programme of events can be established, and we can once again make some ground back with the organisation's funds. Certainly the popular obstacle race is a major highlight and one which we hope will go ahead in September.

Appreciation is given to the CEO and our fundraiser for sticking with us through this extremely tough and worrying period.

Bowel Cancer West
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Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2020

Plans for future periods

Following a reasonably successful 2019 for BCW, we entered 2020 with a good level of reserves, which helped us survive the pandemic.

We remain at the mercy of the coronavirus– but have several large events planned for the second half of 2021, with a hope of returning to active fundraising.

We hope to extend the charity's remit – funding research, awareness and training – to also providing a level of care for those diagnosed with bowel cancer in South West hospitals.

We have recently partnered with the Re-Fuel motoring organisation, who have designated BCW their official charity beneficiary for 2021/2.

And we are also to benefit from being an official charity for the newly elected Mayor of Plymouth, Councillor Terri Beer.

We will continue to ensure high levels of governance and adapt to changing regulatory environments.

Statement of trustees' responsibilities

The trustees (who are also directors of Bowel Cancer West for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which 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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which 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.

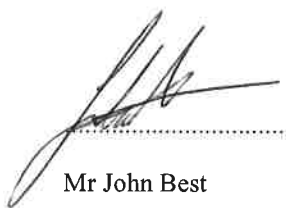
Bowel Cancer West
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Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2020

Small company provisions

These financial statements have been prepared in accordance with FRS 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland.

On behalf of the board

A handwritten signature in black ink, appearing to be 'J. Best', written over a dotted horizontal line.

Mr John Best

Honorary Treasurer

Bowel Cancer West
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Independent examiner's report to the trustees on the unaudited financial statements of Bowel Cancer West.

We report on the accounts of Bowel Cancer West for the year ended 31 December 2020 set out on pages 2 to 17.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and
- to state whether particular matters have come to our attention

Basis of independent examiner's statement

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(i) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep proper accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Chris Jones FMAAT
On behalf of Best Accountancy Services (Newton Abbot) Ltd
Licensed and regulated by the Association of Accounting Technicians
Independent examiner

Bowel Cancer West
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Statement of financial activities (incorporating the income and expenditure account)

For the period ended 31 December 2020

		Unrestricted funds	2020 Total	2019 Total
	Notes	£	£	£
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	31,829	31,829	98,704
Investment income	3	5	5	26
		<hr/>	<hr/>	<hr/>
Total incoming resources		31,834	31,834	98,730
		<hr/>	<hr/>	<hr/>
Resources expended				
Charitable activities		53,565	53,565	99,996
Governance costs	4	3,764	3,764	10,060
		<hr/>	<hr/>	<hr/>
Total resources expended		57,329	57,329	110,056
		<hr/>	<hr/>	<hr/>
Net incoming/(outgoing) resources for the year /				
Net income/(expenditure) for the year		(25,495)	(25,495)	(11,326)
Total funds brought forward				
		39,303	39,303	50,629
		<hr/>	<hr/>	<hr/>
Total funds carried forward		13,808	13,808	39,303
		<hr/>	<hr/>	<hr/>

The notes on pages 13 to 19 form an integral part of these financial statements.

Bowel Cancer West
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Balance sheet

as at 31 December 2020

		2020		2019	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	10		637		926
Current assets					
Debtors	11	683		297	
Cash at bank and in hand		17,308		47,627	
				47,924	
Creditors: amounts falling due within one year	12	4,820		(9,547)	
Net current assets					38,377
Net assets			13,808		39,303
Funds	14				
Unrestricted general funds			13,808		39,303
Total funds			13,808		39,303

The Balance Sheet continues on the following page.

The notes on pages 13 to 19 form an integral part of these financial statements.

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Balance sheet (continued)

Directors statements required by the Companies Act 2006
for the year ended 31 December 2020

In approving these financial statements as directors of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 December 2020.

(c) that we acknowledge our responsibilities for:

(i) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

The financial statements were approved by the board on and signed on its behalf by

Mark G Coleman

.....
Mr M Coleman

Director

Bowel Cancer West
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Notes to the financial statements
for the period ended 31 December 2020

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Bowel Cancer West meets the definition of a public benefit entity under FRS 102. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. The Charity's functional and presentational currency is the pound sterling.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts. Investment income is included when receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the costs linked to the strategic management of the charity.

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Notes to the financial statements
for the period ended 31 December 2020

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% of net book value per annum

1.5. Investment Policy

The income is held in a new business current account and business reserve account with Natwest Bank. A decision was taken in the year to transfer from Barclays to Natwest due to bank access in the area. All transactions and business costs are free of charge and there is no interest paid on the account balance.

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

2. Voluntary income

	2020	2019
	Total	Total
	£	£
Online Just Giving	8,054	29,818
Donations	7,897	8,006
Fundraising	11,863	9,044
Collection tins	8	514
Events	4,007	51,322
	<hr/>	<hr/>
	31,829	98,704
	<hr/>	<hr/>

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Notes to the financial statements
for the period ended 31 December 2020

3. Investment income

	2020	2019
	Total	Total
	£	£
Bank interest receivable	5	26
	<hr/>	<hr/>
	5	26
	<hr/>	<hr/>

4. Governance costs

	2020	2019
	Total	Total
	£	£
Accountancy and payroll fees	1,266	1,296
Professional fees	384	-
BCW Administration	1,238	7,482
Public liability insurance	444	636
Pension charges	180	225
Bank and Paypal charges	(37)	-
Depreciation	289	421
	<hr/>	<hr/>
	3,764	10,060
	<hr/>	<hr/>

5. Net outgoing resources for the year

	2020	2019
	£	£
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	289	421
	<hr/>	<hr/>

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Notes to the financial statements
for the period ended 31 December 2020

6. Employees

Employment costs	2020	2019
	£	£
Wages and salaries	41,455	59,506
Pension costs	909	1,853
	<u>42,364</u>	<u>61,359</u>

No employee received emoluments of more than £60,000 (2019 : None).

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Notes to the financial statements
for the period ended 31 December 2020

7. Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

2020	2019
Number	Number
12	10
<hr/>	<hr/>

8. Pension costs

The company operates a defined contribution pension scheme in respect of the employee. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £909 (2019 - £1,853).

	2020	2019
	£	£
Pension charge	909	1,853
	<hr/>	<hr/>

9. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

Bowel Cancer West
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Notes to the financial statements
for the period ended 31 December 2020

		Fixtures, fittings and equipment	Total
		£	£
10. Tangible fixed assets			
Cost			
At 1 January 2020 and			
At 31 December 2020		4,938	4,938
		<hr/>	<hr/>
Depreciation			
At 1 January 2020		4,012	4,012
Charge for the year		289	289
		<hr/>	<hr/>
At 31 December 2020		4,301	4,301
		<hr/>	<hr/>
Net book values			
At 31 December 2020		637	637
		<hr/>	<hr/>
At 31 December 2019		926	926
		<hr/>	<hr/>

11. Debtors

	2020	2019
	£	£
Other debtors	477	-
Prepayments	206	297
	<hr/>	<hr/>
	683	297
	<hr/>	<hr/>

Bowel Cancer West
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Notes to the financial statements
for the period ended 31 December 2020

12. Creditors: amounts falling due
within one year

	2020	2019
	£	£
Trade creditors	430	812
Other taxes and social security	3,432	2,827
Other creditors	238	3,463
Accruals and deferred income	720	2,445
	<u>4,820</u>	<u>9,547</u>

13. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31 December 2020 as represented by:		
Tangible fixed assets	637	637
Current assets	17,991	17,991
Current liabilities	(4,820)	(4,820)
	<u>13,808</u>	<u>13,808</u>

14. Unrestricted funds

	At 1 January 2020 £	Incoming resources £	Outgoing resources £	At 31 December 2020 £
General Funds	39,303	31,834	(57,329)	13,808

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Notes to the financial statements
for the period ended 31 December 2020

15. Contingent liabilities

There were no contingent liabilities at the balance sheet date.

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The following pages do not form part of the statutory accounts.

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	2020	2019
	£	£
Incoming resources		
<i>Voluntary income</i>		
Online Just Giving	8,054	29,818
Donations	7,897	8,006
Fundraising	11,863	9,044
Collection tins	8	514
Events	4,007	51,322
	<hr/>	<hr/>
	31,829	98,704
	<hr/>	<hr/>
	2020	2019
	£	£
<i>Investment income</i>		
Bank interest receivable	5	26
	<hr/>	<hr/>
	5	26
	<hr/>	<hr/>
Total incoming resources	31,834	98,730
	<hr/>	<hr/>

Bowel Cancer West
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Charitable activities

Activity 1

Activities undertaken directly

Research projects	9,139	24,643
Wages and salaries	41,455	59,506
Pension costs	909	1,853
Accommodation and subsistence	-	-
Online Just Giving fees	398	702
Promotional and marketing	220	2,474
Website	354	410
Event costs	1,090	10,408
	<hr/>	<hr/>
	53,565	99,996

Total charitable activity expenditure

53,565 99,970

Governance costs

Activities undertaken directly

Accountancy and payroll fees	1,266	1,296
Professional fees	384	-
BCW Administration	1,238	7,482
Public liability insurance	444	636
Pension charges	180	225
Bank and Paypal charges	(37)	-
Depreciation	289	421
	<hr/>	<hr/>
	3,764	10,060

Total governance costs

3,764 10,060

Net (outgoing)/incoming resources for the year

(25,495) (11,326)