

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 2021

Bowel Cancer West
(A company limited by guarantee)

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Bowel Cancer West
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2021

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
Mr J Best
Mr J Mills
Mr D Darke
Ms D Sheppard
Mrs H Suffell
Mr P Lidder
Mrs S Coleman
Mr E Sinclair
Ms S Davarian
Mr H Mackenzie
Mr G Pattison

Chairman
Treasurer

Accountants

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

Bankers

National Westminster Bank plc

Bowel Cancer West
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2021

The trustees present their report and the financial statements for the year ended 31 December 2021. 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.

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.

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Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2021

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.

Achievements and performance

The performance of the charity in 2021 was severely impacted by the coronavirus pandemic, which saw lockdowns of activity and the inability to organise events, particularly in the first half of the year when group participation was limited and our employees were furloughed.

That said, individuals were able to fundraise for BCW through their own endeavours, and thanks to the hard work of chief fundraiser Vicky Jinks the charity was able to keep its head above water.

Those events that were attempted were well supported, with sponsorship and donations achieving £42,252.

The charity also managed to obtain two grants from the Co-op in the year totalling £5,285.

The charity welcomed 3 new directors to its board in 2021 – Sima Davarian is a local teacher and bowel cancer survivor; Hugh Mackenzie and Graham Pattison both work in colorectal surgery at University Hospitals Plymouth NHS Trust. All three bring experience and knowledge to the BCW board as we look to expand the charity's remit and offering to include aspects of care for patients, their families and friends.

We were able to hold numerous small-scale events in November and December in the run-up to Christmas, and we sold charity Christmas cards and calendars.

We have plans in hand for 2022, including the opening of BCW's first charity shop in the Elburton area of Plymouth; a summer black tie ball; the staging of a "Backyard" endurance running event at Newnham in the Autumn; and a partnership for the first time with local charities The Primrose Foundation and The Chestnut Appeal for the staging of a zipwire event at The Eden Project.

Research

Several research grants which had been committed to in the previous year were awarded in the financial period, but no new grants were possible due to the financial impact of the global coronavirus pandemic.

Charity Survival

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

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, 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.

Bowel Cancer West
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Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2021

Financial review

In the 2021 financial year funds deployed by the charity (excluding governance costs) were £27,120 in the previous 12 months it was £53,565. The funding was split between charitable activity expenditure of £27,120. 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 continuing negative impact on the charity and its ability to generate donations and hold fundraising events. With the UK having restrictions on gatherings for many months in the accounting year this has resulted in net incoming of funds in the year of £18,467. This is however a big improvement from the 2020 year.

The charity was able to make use of the furlough facility set up by the UK Government and to enable payments for part of the year. This served as a major lifeline for the charity.

Thankfully the Charity does have little ongoing overheads other than the salaries of its two employees. At the end of 2021 we had unfettered cash reserves of £32,275 compared to £13,808 last year.

Appreciation is given to the Jon Gripton our CEO and our fundraiser Vicky Jinks for their efforts and perseverance through another difficult period. With the potential of an exciting new venture for the charity in opening its first charity shop and other potentially high profile events planned we could see a major positive result for the charity in 2022 and we should be optimistic.

Bowel Cancer West
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Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2021

Plans for future periods

Following a very difficult 2020 for BCW, we entered 2021 with a low level of reserves, which we desperately needed to rebuild after the pandemic had essentially taken away our income streams.

Unfortunately, we were unable to run our obstacle race in 2021 however the events and sponsorship of those who did take part in events did yield some significant funds for the charity. We are very much hoping that the worst of the coronavirus disruption is behind us, and we will not return to the restrictive times and there will be ample opportunities to attend and take part in fundraising events.

We did benefit from being an official charity for the elected Mayor of Plymouth, Councillor Terri Beer who was able to promote the charity and raise funds through a number of events in the year.

We are planning to host our own "Backyard Ultra" trail running event in September 2022 and if we manage to create a successful occasion, we are hopeful that we can make this a regular fixture in our fundraising calendar and potentially substantial opportunity to raise funds and awareness for the charity. We continue to look for solid corporate sponsors for the event with the hope of it becoming well known and established in Devon and Cornwall.

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 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 2021

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 read 'John Best', with a long horizontal flourish extending to the right. Below the signature is a dotted 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 2021 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
Licence NO:4513

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

For the period ended 31 December 2021

		Unrestricted	2021	2020
		funds	Total	Total
	Notes	£	£	£
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	43,187	42,679	31,829
Investment income	3	-	-	5
Grants received	4	5,285	5,285	-
		<hr/>	<hr/>	<hr/>
Total incoming resources		48,472	48,472	31,834
		<hr/>	<hr/>	<hr/>
Resources expended				
Charitable activities		27,120	27,120	53,565
Governance costs	5	2,885	2,885	3,764
		<hr/>	<hr/>	<hr/>
Total resources expended		30,005	30,005	57,329
		<hr/>	<hr/>	<hr/>
Net incoming/(outgoing) resources for the year /				
Net income/(expenditure) for the year		18,467	18,467	(25,495)
Total funds brought forward		13,808	13,808	39,303
		<hr/>	<hr/>	<hr/>
Total funds carried forward		32,275	32,275	13,808
		<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 2021

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11		478		638
Current assets					
Debtors	12	297		683	
Cash at bank and in hand		36,702		17,308	
		<u>36,999</u>		<u>17,991</u>	
Creditors: amounts falling due within one year	13	(5,202)		(4,820)	
Net current assets			31,797		13,171
Net assets			<u>32,275</u>		<u>13,808</u>
Funds	15				
Unrestricted general funds			32,275		13,808
Total funds			<u>32,275</u>		<u>13,808</u>

The Balance Sheet continues on the following page.

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

Bowel Cancer West
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Balance sheet (continued)

Directors statements required by the Companies Act 2006
for the year ended 31 December 2021

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 2021.

(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


.....

Mr M Coleman

Director

Bowel Cancer West
(A company limited by guarantee)

Notes to the financial statements
for the period ended 31 December 2021

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 2021

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

	2021	2020
	Total	Total
	£	£
Online Just Giving	16,200	8,054
Donations	10,860	7,897
Fundraising	7,463	11,863
Collection tins	28	8
Events	7,714	4,007
Goods sold	396	-
Sponsors and sundry income	526	-
	<hr/>	<hr/>
	43,187	31,829
	<hr/>	<hr/>

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Notes to the financial statements
for the period ended 31 December 2021

3. Investment income

	2021	2020
	Total	Total
	£	£
Bank interest receivable	-	5
	<hr/>	<hr/>
	-	5
	<hr/>	<hr/>

4. Grants

	2021	2020
	Total	Total
	£	£
Grants received	5,285	-
	<hr/>	<hr/>
	5,285	-
	<hr/>	<hr/>

5. Governance costs

	2021	2020
	Total	Total
	£	£
Accountancy and payroll fees	1,554	1,266
Professional fees	-	394
BCW Administration	642	1,238
Public liability insurance	325	444
Pension charges	180	180
Bank and Paypal charges	25	(37)
Depreciation	159	289
	<hr/>	<hr/>
	2,885	3,764
	<hr/>	<hr/>

Bowel Cancer West
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Notes to the financial statements
for the period ended 31 December 2021

6. Net outgoing resources for the year

	2021	2020
	£	£
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	159	289
	<hr/>	<hr/>

7. Employees

Employment costs	2021	2020
	£	£
Wages and salaries	21,334	41,455
Pension costs	1,072	909
	<hr/>	<hr/>
	22,406	42,364
	<hr/>	<hr/>

No employee received emoluments of more than £60,000 (2020 : None).

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Notes to the financial statements
for the period ended 31 December 2021

8. 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:

	2021	2020
	Number	Number
	9	12
	<u> </u>	<u> </u>

9. 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 £1,072 (2020 - £909).

	2021	2020
	£	£
Pension charge	1,072	909
	<u> </u>	<u> </u>

10. 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.

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Notes to the financial statements
for the period ended 31 December 2021

11. Tangible fixed assets	Fixtures, fittings and equipment	Total
	£	£
Cost		
At 1 January 2020 and		
At 31 December 2020	4,938	4,938
	<hr/>	<hr/>
Depreciation		
At 1 January 2021	4,301	4,301
Charge for the year	159	159
	<hr/>	<hr/>
At 31 December 2021	4,460	4,460
	<hr/>	<hr/>
Net book values		
At 31 December 2021	478	478
	<hr/>	<hr/>
At 31 December 2020	637	637
	<hr/>	<hr/>
12. Debtors	2021	2020
	£	£
Other debtors	166	477
Prepayments	131	206
	<hr/>	<hr/>
	297	683
	<hr/>	<hr/>

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Notes to the financial statements
for the period ended 31 December 2021

13. Creditors: amounts falling due

within one year

	2021	202
	£	£
Trade creditors	321	430
Other taxes and social security	3,530	3,432
Pension creditors	235	238
Gocardless	396	-
Accruals and deferred income	720	720
	<u>5,202</u>	<u>4,820</u>

14. Analysis of net assets between funds

	Unrestricted	Total
	funds	funds
	£	£
Fund balances at 31 December 2020 as represented by:		
Tangible fixed assets	478	478
Current assets	36,999	36,999
Current liabilities	(5,202)	(5,202)
	<u>32,275</u>	<u>32,275</u>

15. Unrestricted funds

	At		At
	1 January	Incoming	31 December
	2021	resources	resources
	£	£	£
General Funds	13,808	48,472	30,005
	<u>13,808</u>	<u>48,472</u>	<u>30,005</u>

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Notes to the financial statements
for the period ended 31 December 2021

16. 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.

Bowel Cancer West
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	2021	2020
	£	£
Incoming resources		
<i>Voluntary income</i>		
Online Just Giving	16,200	8,054
Donations	10,860	7,897
Fundraising	7,463	11,863
Collection tins	28	8
Events	7,714	4,007
Goods Sold	396	-
Other trading income	526	-
	<hr/>	<hr/>
	43,187	31,829
	<hr/>	<hr/>
Other Incoming resources		
	2021	2020
	£	£
Grants received	5,285	-
	<hr/>	<hr/>
	5,285	-
	<hr/>	<hr/>
	2021	2020
	£	£
<i>Investment income</i>		
Bank interest receivable	-	5
	<hr/>	<hr/>
	-	5
	<hr/>	<hr/>
Total incoming resources	<hr/>	<hr/>
	48,472	31,834
	<hr/>	<hr/>

Bowel Cancer West
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Charitable activities

Activity 1

Activities undertaken directly

Research projects	-	9,139	
Wages and salaries	21,334	41,455	
Pension costs	1,072	909	
Accommodation and subsistence	-	-	
Online Just Giving fees	216	398	
Promotional and marketing	470	220	
Website	162	354	
Event costs	3,866	1,090	
		<u>27,120</u>	<u>53,565</u>
Total charitable activity expenditure		<u>27,120</u>	<u>53,565</u>

Governance costs

Activities undertaken directly

Accountancy and payroll fees	1,554	1,266	
Professional fees	-	384	
BCW Administration	642	1,238	
Public liability insurance	325	444	
Pension charges	180	180	
Bank and Paypal charges	25	(37)	
Depreciation	159	289	
		<u>2,885</u>	<u>3,764</u>
Total governance costs		<u>2,885</u>	<u>3,764</u>

Net (outgoing)/incoming resources for the year	<u>18,467</u>	<u>(25,495)</u>
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