

CANCER INFORMATION AND SUPPORT SERVICES LTD

England & Wales · Charity number 1142883

Details

Other names	CISS
Status	Registered
Legal form	Charitable company
Company number	07080573
Registered	2011-07-14
Register	View on the Charity Commission register

Contact

Address	2-2a Gwydr Crescent Uplands Swansea SA2 0AA
Phone	01792655025
Email	help@cancersupport.wales
Website	www.cancersupport.wales

Activities

Objects: THE RELIEF OF PERSONS SUFFERING FROM CANCER AND THE EDUCATION OF THE PUBLIC ON THE SUBJECT OF CANCER

Activities: Offers free information, emotional support and one to one counselling to those with cancer, their families, carers and friends across the Counties of Swansea, Neath Port Talbot and Bridgend.

Classification

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

Geography

- Bridgend
- City Of Swansea
- Neath Port Talbot

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£241,150	£267,388	-	-
2024-03-31	£281,875	£237,885	-	-
2023-03-31	£228,989	£224,613	-	-
2022-03-31	£299,912	£249,238	-	-
2021-03-31	£271,470	£246,608	-	-

Trustees

Name	Role	Appointed
CAROLYN KIRBY	Chair	2011-07-14
Dr EDWARD HE		2013-05-03
MICHAEL JOHN PIPER		2013-10-30
Peter Hawkins		2014-05-01
Professor Jean Jenkins		2025-05-20

CANCER INFORMATION AND SUPPORT SERVICES LTD

England & Wales - Charity number 1142883

Accounts

CANCER INFORMATION & SUPPORT SERVICES

(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

CHARITY NUMBER 1142883

COMPANY REGISTRATION NUMBER 07080573

CANCER INFORMATION & SUPPORT SERVICES
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

Status: Company limited by guarantee

Principal Address: 2-2a Gwydr Crescent
Uplands
Swansea
SA2 0AA

Trustees:	Mrs C. Kirby (Chair)	- served throughout the year
	Mrs A. Gravell	- resigned 4 th February 2025
	Mr M.J. Piper (Treasurer)	- served throughout the year
	Dr E. He	- served throughout the year
	Mr P. N. Hawkins	- served throughout the year
	Mrs S. Harries	- served throughout the year

The directors have pleasure in presenting their report and financial statements for the year ended 31 March 2025.

Principal Activities

The principal activity of the company throughout the year was to support individuals affected by cancer, whether they are a patient, family member, carer or friend.

Charitable Status

The company is a registered charity with the charity number 1142883 and is a company limited by guarantee.

Directors: Mrs C. Kirby
Mr M.J. Piper
Mrs A. Gravell (resigned 4th February 2025)
Mr P.N. Hawkins
Dr E. He
Mrs S. Harries

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

Objectives of the charity

- To provide information, emotional support and one to one counselling to anyone of any age affected by cancer.
- To initiate, develop and maintain new projects which meet the need of local communities, enhance participation, and improve the quality of people's lives.
- To identify and address the needs of local communities through its outreach counselling service.
- To provide effective volunteering opportunities.
- To offer support by way of one to one counselling and emotional support at its information and support centre in Swansea, at Swansea Bay University Health Board premises in Neath and Baglan and Y Bwthyn Newydd specialist palliative care centre at Princess of Wales hospital, Bridgend.
- To work in partnership with other third sector organisations with the aim of supporting individuals through their cancer journey.
- To develop and maintain links with local hospices, hospitals, GP surgeries, businesses, and industries.

Activities and review of the year

- 8912 contacts were made during the year, including 3573 telephone and online support calls.
- The organisation continues to make its support available across Swansea, and Neath Port Talbot, with limited support in Bridgend.
- Individuals now favour face to face support which is made available at the CISS centres and through our outreach home visit service in the community. Virtual support channels continue to be popular with some clients, allowing service users greater choice of how they access CISS support.
- The trustees would like to express their thanks to Swansea Bay University Health Board for its ongoing financial and operational assistance
- As part of the Swansea Bay University Health Board's third sector recommissioning programme, CISS was invited to tender for the renewal of its service agreement to provide counselling and information support for people affected by cancer. CISS was accepted on to the tendering programme after successfully completing the due diligence process in July 2022, and the application process was underway as at the end of this financial year.

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

- CISS continues to provide counselling support to individuals and their families under the care of Y Bwthyn Newydd specialist palliative care centre at Princess of Wales hospital, Bridgend. This includes telephone support and weekly attendance by one of the CISS outreach counsellors. This is funded by Cwm Taf Morgannwg University Health Board.
- The Trustees would also like to express their gratitude to all staff members and volunteers for their hard work and dedication during the year.
- CISS would like to thank all donors and shoppers for their support of our retail operation during the year.
- CISS continued to seek grants from differing charitable trusts across the UK. The Board would like to extend its thanks to those trusts that gave their financial support during the year.
- The organisation's reserves policy is reviewed on an annual basis, with retention of up to three months operating costs, together with premises decommissioning costs, in the event of the winding up of the organisation.
- Advertisements are made on an ongoing basis for new members to join the organisation's Board.

The board are pleased with the performance of the charity during the year and consider the organisation to be in a strong position for the foreseeable future.

Structure, Governance and Management

Cancer Information & Support Services is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18th November 2009.

The staff consist of 13 paid staff and two sessional workers. We are also lucky to see 28 volunteers across the charity responsible for various duties including volunteering their time on our Board of Trustees and working in our charity shops. Their donation of time ensures CISS is able continue to deliver its vital support to our service users at what can be a difficult time of their lives.

The Board meets every six weeks to ensure CISS progresses in line with their strategic direction. Staff meet quarterly (or more often if required) to discuss operational developments or issues that may arise.

Counselling staff receive monthly supervision in line with BACP (British Association of Counselling and Psychotherapy) requirements.

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

Management of the Charity

The day to day running of the organisation is performed by salaried staff.

Trustees and staff meet regularly where open and honest communication within the organisation is strongly encouraged.

Volunteers meet regularly to either receive training or communication on the charity's activities. Counselling supervision for staff and volunteer counsellors is undertaken within BACP guidelines.

Trustees

Trustees are appointed by the board.

Trustees/Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the company for that period. In preparing those financial statements, the directors are required to:-

select suitable accounting policies and apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business;

state whether the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

observe the methods and principles in the Charities SORP;

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Amounts are presented within items in the statement of financial activities and balance sheet, the directors have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2025

Small Company Rules

The report of the directors has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

Approved by the Trustees on 24th November 2025 and signed on their behalf by



Chair of Trustees

Mrs C. Kirby

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
CANCER INFORMATION & SUPPORT SERVICES**

I report on the accounts of the charity for the year ended 31 March 2025, which are set out on pages 7 to 14.

Respective Responsibilities of Committee Members and Examiner

The directors/trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of Independent Examiner's Report

My 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 the seeking of 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, 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.

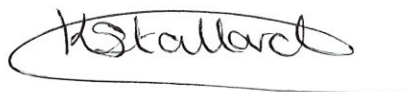
Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:-
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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).

Have not been met: or

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



**KATHRYN STALLARD, F.C.C.A.
WILLIS JONES
64 WALTER ROAD
SWANSEA
SA1 4PT**

DATE: 24th November 2025

CANCER INFORMATION & SUPPORT SERVICES

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Restricted funds	Unrestricted funds	Total funds 2025	Total funds 2024
		£	£	£	£
INCOMING RESOURCES					
Grants	3	-	123605	123605	118441
FUNDRAISING					
Charity Shops (including gift aid)			97561	97561	109209
Recycling			1927	1927	3908
Others			8577	8577	5485
Donations & legacies (including gift aid)			3977	3977	38714
Investment income			5503	5503	6118
			<u>241150</u>	<u>241150</u>	<u>281875</u>
RESOURCES EXPENDED					
Fundraising and publicity			(1278)	(1278)	(1126)
			<u>239872</u>	<u>239872</u>	<u>280749</u>
NET INCOMING RESOURCES AVAILABLE					
CHARITABLE EXPENDITURE					
Wages and Salaries inc pension costs	6	-	213364	213364	187481
Training and recruitment		-	160	160	226
Travelling expenses		-	4473	4473	4551
Lottery prizes		-	1225	1225	1175
Repairs, renewals and maintenance		-	3032	3032	826
Telephone, fax and email		-	2253	2253	2468
Printing, stationery and postage		-	1361	1361	1542
Refreshments		-	504	504	504
Services		-	3181	3181	4178
Insurances		-	3417	3417	3016
Rent and rates		-	18295	18295	18299
Bank charges including Ebay		-	4315	4315	2928
Accountancy		-	1800	1800	1800
Depreciation		667	1748	2415	2150
Sundries		-	955	955	596
Consultancy and professional fees		-	1432	1432	712
Cleaning and waste removal		-	3886	3886	3485
Subscriptions		-	2430	2430	1459
Computer expenses		-	27	27	30
		<u>667</u>	<u>267858</u>	<u>268525</u>	<u>237426</u>
TOTAL CHARITABLE EXPENDITURE		<u>667</u>	<u>267858</u>	<u>268525</u>	<u>237426</u>
TOTAL RESOURCES EXPENDED		<u>667</u>	<u>267858</u>	<u>268525</u>	<u>237426</u>
NET (EXPENDITURE)/ INCOME FOR THE YEAR		<u>(667)</u>	<u>(27986)</u>	<u>(28653)</u>	<u>43323</u>
B/FORWARD FUNDS		1382	253664	255046	211723
TRANSFERS		-	-	-	-
FUNDS AT 31 MARCH 2025		<u>715</u> =====	<u>225678</u> =====	<u>226393</u> =====	<u>255046</u> =====

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

CANCER INFORMATION & SUPPORT SERVICES

(COMPANY REGISTRATION NUMBER 07080573)

BALANCE SHEET AS AT 31 MARCH 2025


	Note	2025 £	2024 £
FIXED ASSETS			
Tangible assets	7	6002	5381
CURRENT ASSETS			
Debtors	8	4709	2738
Cash at bank and in hand	9	219817	249471
		<u>224526</u>	<u>252209</u>
CURRENT LIABILITIES			
Amounts falling due within one year	10	(4135)	(2544)
NET CURRENT ASSETS		<u>220391</u>	<u>249665</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>226393</u>	<u>255046</u>
NET ASSETS		<u>226393</u>	<u>255046</u>
		=====	=====
REPRESENTED BY:-			
Unrestricted funds	13, 14	225678	253664
Restricted funds	15	715	1382
		<u>226393</u>	<u>255046</u>
		=====	=====

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS 102 SORP.

Approved by the Board of Directors on 24th November 2025. The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and confirmed that the members have not required the company to obtain an audit of its accounts for the year in accordance with section 476 of the Companies Act 2006. The trustees/directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the company and of its profit for the year then ended in accordance with the requirements of section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.



Mrs C. Kirby
Chairman



M. Piper
Treasurer

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Charities Statement of Recommended Practice (SORP), FRS 102, and the Charities Act 2011.

2. ACCOUNTING POLICIES

(a) *Basis of accounting*

The accounts have been prepared under the limited cost conventions with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with Accounting and Reporting by Charities: 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), and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland, and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

(b) *Going Concern*

There are no material uncertainties about the charity's ability to continue.

(c) *Voluntary income*

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings.

(d) *Grants*

Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.

(e) *Restricted funds*

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

(f) *Unrestricted funds*

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(g) *Depreciation*

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over their estimated useful economic lives on a straight line basis, as follows:-

Fixtures and fittings: 20% on cost

Office equipment: 20% on cost

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025 (CONT.)

3. GRANTS RECEIVABLE

	2025 £	2024 £
<i>Unrestricted Funds</i>		
Local Health Groups and Charitable Trusts	123605	118441
	=====	=====

4. TRUSTEES AND DIRECTORS REMUNERATION AND EXPENSES

None of the trustees were remunerated or paid expenses during the year. There were no related party transactions.

5. INDEPENDENT EXAMINER'S FEES

Fees paid to the independent examiner in the year were £1,800 (2024: £1,800).

6. EMPLOYEES

The average number of employees during the year was:-

	2025 Number	2024 Number
Manager	1	1
Retail	5	4
Lead counsellor	1	1
Out reach counsellor	5	4
	-----	-----
	12	10
	=====	=====

Their total remuneration was:-

	2025 £	2024 £
Wages and salaries	179449	153566
Employers pension costs	3057	3057
Social security costs	30858	30858
	-----	-----
	213364	187481
	=====	=====

No employee received employee benefits of more than £33,029 during the year (2024: £32,590).

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025 (CONT.)

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Office equipment	Total
	£	£	£
<i>Cost</i>			
At 1 April 2024	14430	9958	24388
Additions	179	2857	3036
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2025	14609	12815	27424
	<hr/>	<hr/>	<hr/>
<i>Depreciation</i>			
At 1 April 2024	10452	8555	19007
Charge for the year	1362	1053	2415
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2025	11814	9608	21422
	<hr/>	<hr/>	<hr/>
<i>Net Book Value</i>			
At 31 March 2025	2795	3207	6002
	=====	=====	=====
At 31 March 2024	3978	1403	5381
	=====	=====	=====

As at 31st March 2025, fixtures and fittings held in a restricted fund have a carrying value of £715 (2024: £1,382)

8. DEBTORS

	2025	2024
	£	£
General fund	3804	2165
HMRC	905	573
	<hr/>	<hr/>
	4709	2738
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025 (CONT.)

9. CASH IN HAND AND BANK ACCOUNTS

	2025 £	2024 £
General funds bank account	219713	249394
Cash in hand	104	77
	219817	249471
	=====	=====

10. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Other creditors	4135	2544
	4135	2544
	=====	=====

The amounts falling due within one year have the following split:-

	2025 £	2024 £
Unrestricted fund creditors	4135	2544
	4135	2544
	=====	=====

11. FUNDS

	Restricted £	Unrestricted £	Total £
As at 1 April 2024	1382	253664	255046
Movement in year	(667)	(27986)	(28653)
Transfer from unrestricted	-	-	-
As at 31 March 2025	715	225678	226393
	=====	=====	=====

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025 (CONT.)

13. UNRESTRICTED FUNDS

	2025 £	2024 £
INCOME		
Grants	123605	118441
OTHER INCOME		
Charity Shops (including gift aid)	97561	109209
Others	8577	5485
Donations & legacies (including gift aid)	3977	38714
Recycling	1927	3908
Bank Interest	5503	6118
	<u>241150</u>	<u>281875</u>
EXPENDITURE		
Fundraising and Publicity	1278	1126
Wages and Salaries	213364	187481
Training and recruitment	160	226
Travelling expenses	4473	4551
Lottery prizes	1225	1175
Repairs, Renewals and Maintenance	3032	826
Telephone, Fax and E-Mail	2253	2468
Printing, Stationery and Postage	1361	1542
Refreshments	504	504
Services	3181	4178
Insurances	3417	3016
Rent and Rates	18295	18299
Bank Charges (including Ebay)	4315	2928
Accountancy	1800	1800
Depreciation	1748	1483
Sundries	955	596
Consultancy and Professional Fees	1432	712
Cleaning and waste removal	3886	3485
Subscriptions	2430	1459
Computer expenses	27	30
	<u>269136</u>	<u>237885</u>
SURPLUS OF (EXPENDITURE) OVER INCOME	<u>(27986)</u>	<u>43990</u>
B/forward funds	249244	205254
Transfer to restricted funds	-	-
BALANCE C/FWD	<u>221258</u> =====	<u>249244</u> =====

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025 (CONT.)

14. WEST GLAMORGAN REGIONAL THIRD SECTOR FUNDING PROGRAMME - UNRESTRICTED

	2025 £	2024 £
Grant received	-	-
Excess of income over (expenditure) B/forward funds	<u>-</u> 4420	<u>-</u> 4420
BALANCE C/FWD	<u>4420</u> =====	<u>4420</u> =====

15. COMIC RELIEF VSEF GRANT - RESTRICTED

	2025 £	2024 £
Grant received	-	-
Transfer from unrestricted funds	-	-
Expenditure:-		
Depreciation	(667)	(667)
Excess of (expenditure) over income B/forward funds	<u>(667)</u> 1382	<u>(667)</u> 2049
BALANCE C/FWD	<u>715</u> =====	<u>1382</u> =====

CANCER INFORMATION AND SUPPORT SERVICES LTD

England & Wales - Charity number 1142883

Accounts

CANCER INFORMATION & SUPPORT SERVICES

(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

CHARITY NUMBER 1142883

COMPANY REGISTRATION NUMBER 07080573

CANCER INFORMATION & SUPPORT SERVICES
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

Status: Company limited by guarantee

Principal Address: 2-2a Gwydr Crescent
Uplands
Swansea
SA2 0AA

Trustees:	Mrs C. Kirby (Chair)	- served throughout the year
	Mrs A. Gravell	- served throughout the year
	Mr M.J. Piper (Treasurer)	- served throughout the year
	Dr E. He	- served throughout the year
	Mr P. N. Hawkins	- served throughout the year
	Mrs. O. Hodgson	- resigned 20 th June 2023
	Mrs S. Harries	- served throughout the year

The directors have pleasure in presenting their report and financial statements for the year ended 31 March 2024.

Principal Activities

The principal activity of the company throughout the year was to support individuals affected by cancer, whether they are a patient, family member, carer or friend.

Charitable Status

The company is a registered charity with the charity number 1142883 and is a company limited by guarantee.

Directors: Mrs C. Kirby
Mr M.J. Piper
Mrs A. Gravell
Mr P.N. Hawkins
Dr E. He
Mrs S. Harries (appointed 17th May 2023)

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

Objectives of the charity

- To provide information, emotional support and one to one counselling to anyone of any age affected by cancer.
- To initiate, develop and maintain new projects which meet the need of local communities, enhance participation, and improve the quality of people's lives.
- To identify and address the needs of local communities through its outreach counselling service.
- To provide effective volunteering opportunities.
- To offer support by way of one to one counselling and emotional support at its information and support centre in Swansea, at Swansea Bay University Health Board premises in Neath and Baglan and Y Bwthyn Newydd specialist palliative care centre at Princess of Wales hospital, Bridgend.
- To work in partnership with other third sector organisations with the aim of supporting individuals through their cancer journey.
- To develop and maintain links with local hospices, hospitals, GP surgeries, businesses, and industries.

Activities and review of the year

- 10248 contacts were made during the year, including 4621 telephone and online support calls.
- The organisation continues to make its support available across Swansea, Neath Port Talbot, and Bridgend.
- Virtual support channels, introduced as a way of supporting individuals safely during the pandemic, continue to be popular with clients, allowing service users greater choice of how they access CISS support.
- During the year, CISS received a donation of £35,500 from the Swansea and Gower Self-help group. These funds are being utilised to pay the salary and costs of a further outreach counsellor, recruited during the year to address the increasing demand on our outreach service.
- The Trustees would like to express their thanks to Swansea Bay University Health Board for its ongoing financial and operational assistance.
- They would also like to express their gratitude to all staff members and volunteers for their hard work and dedication during the year.

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

- CISS would like to thank all donors and shoppers for their support of our retail operation during the year.
- CISS continued to seek grants from differing charitable trusts across the UK. The Board would like to extend its thanks to those trusts that gave their financial support during the year.
- The Board reviews its reserves policy on an annual basis with the retention of up to three months operating costs, together with premises decommissioning costs, in the event of the winding up of the organisation.
- The trustees advertise on an ongoing basis for new members to join the organisation's board.

The board are pleased with the performance of the charity during the year and consider the organisation to be in a strong position for the foreseeable future.

Structure, Governance and Management

Cancer Information & Support Services is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18th November 2009.

The staff consist of 11 paid staff and two sessional workers. We are also lucky to see 31 volunteers across the charity responsible for various duties including volunteering their time on our Board of Trustees and working in our charity shops. Their donation of time ensures CISS is able continue to deliver its vital support to our service users at what can be a difficult time of their lives.

The Board meets every six weeks to ensure CISS progresses in line with their strategic direction. Staff meet quarterly (or more often if required) to discuss operational developments or issues that may arise.

Counselling staff receive monthly supervision in line with BACP (British Association of Counselling and Psychotherapy) requirements.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

Management of the Charity

The day to day running of the organisation is performed by salaried staff.

Trustees and staff meet regularly where open and honest communication within the organisation is strongly encouraged.

Volunteers meet regularly to either receive training or communication on the charity's activities. Counselling supervision for staff and volunteer counsellors is undertaken within BACP guidelines.

Trustees

Trustees are appointed by the board.

Trustees/Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the company for that period. In preparing those financial statements, the directors are required to:-

select suitable accounting policies and apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business;

state whether the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

observe the methods and principles in the Charities SORP;

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Amounts are presented within items in the statement of financial activities and balance sheet, the directors have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

Small Company Rules

The report of the directors has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

Approved by the Trustees on 12th November 2024 and signed on their behalf by



Chair of Trustees

Mrs C. Kirby

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
CANCER INFORMATION & SUPPORT SERVICES**

I report on the accounts of the charity for the year ended 31 March 2024, which are set out on pages 7 to 14.

Respective Responsibilities of Committee Members and Examiner

The directors/trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of Independent Examiner's Report

My 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 the seeking of 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, 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.

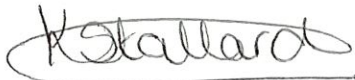
Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:-
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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).

Have not been met: or

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



**KATHRYN STALLARD, F.C.C.A.
WILLIS JONES
64 WALTER ROAD
SWANSEA
SA1 4PT**

DATE: 12th November 2024

CANCER INFORMATION & SUPPORT SERVICES

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Restricted funds	Unrestricted funds	Total funds 2024	Total funds 2023
		£	£	£	£
INCOMING RESOURCES					
Grants	3	-	118441	118441	113436
FUNDRAISING					
Charity Shops (including gift aid)		-	109209	109209	104618
Recycling		-	3908	3908	1652
Others		-	5485	5485	4365
Donations & legacies (including gift aid)		-	38714	38714	3308
Investment income		-	6118	6118	1610
		-----	281875	281875	228989
RESOURCES EXPENDED					
Fundraising and publicity		-	(1126)	(1126)	(1154)
NET INCOMING RESOURCES AVAILABLE		-----	280749	280749	227835
CHARITABLE EXPENDITURE					
Wages and Salaries inc pension costs	6	-	187481	187481	171630
Training and recruitment		-	226	226	240
Travelling expenses		-	4551	4551	2815
Lottery prizes		-	1175	1175	1225
Repairs, renewals and maintenance		-	826	826	1221
Telephone, fax and email		-	2468	2468	2361
Printing, stationery and postage		-	1542	1542	2131
Refreshments		-	504	504	1732
Services		-	4178	4178	3524
Insurances		-	3016	3016	3271
Rent and rates		-	18299	18299	21866
Bank charges including Ebay		-	2928	2928	2536
Accountancy		-	1800	1800	1800
Depreciation		667	1483	2150	2542
Sundries		-	596	596	145
Consultancy and professional fees		-	712	712	808
Cleaning and waste removal		-	3485	3485	3323
Subscriptions		-	1459	1459	1341
Computer expenses		-	30	30	102
TOTAL CHARITABLE EXPENDITURE		667	236759	237426	224613
TOTAL RESOURCES EXPENDED		667	236759	237426	224613
NET (EXPENDITURE)/ INCOME FOR THE YEAR		(667)	43990	43323	3222
B/FORWARD FUNDS		2049	209674	211723	208501
TRANSFERS		-	-	-	-
FUNDS AT 31 MARCH 2024		1382	253664	255046	211723
		=====	=====	=====	=====

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

CANCER INFORMATION & SUPPORT SERVICES

(COMPANY REGISTRATION NUMBER 07080573)

BALANCE SHEET AS AT 31 MARCH 2024


	Note	2024 £	2023 £
FIXED ASSETS			
Tangible assets	7	5381	6319
CURRENT ASSETS			
Debtors	8	2738	3749
Cash at bank and in hand	9	249471	204222
		<u>252209</u>	<u>207971</u>
CURRENT LIABILITIES			
Amounts falling due within one year	10	(2544)	(2567)
NET CURRENT ASSETS		<u>249665</u>	<u>205404</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>255046</u>	<u>211723</u>
NET ASSETS		<u>255046</u> =====	<u>211723</u> =====
REPRESENTED BY:-			
Unrestricted funds	13, 14	253664	209674
Restricted funds	15	1382	2049
		<u>255046</u> =====	<u>211723</u> =====

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS 102 SORP.

Approved by the Board of Directors on 12th November 2024. The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and confirmed that the members have not required the company to obtain an audit of its accounts for the year in accordance with section 476 of the Companies Act 2006. The trustees/directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the company and of its profit for the year then ended in accordance with the requirements of section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.



Mrs C. Kirby
Chairman



M. Piper
Treasurer

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Charities Statement of Recommended Practice (SORP), FRS 102, and the Charities Act 2011.

2. ACCOUNTING POLICIES

(a) *Basis of accounting*

The accounts have been prepared under the limited cost conventions with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with Accounting and Reporting by Charities: 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), and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland, and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

(b) *Going Concern*

There are no material uncertainties about the charity's ability to continue.

(c) *Voluntary income*

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings.

(d) *Grants*

Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.

(e) *Restricted funds*

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

(f) *Unrestricted funds*

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(g) *Depreciation*

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over their estimated useful economic lives on a straight line basis, as follows:-

Fixtures and fittings: 20% on cost

Office equipment: 20% on cost

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 (CONT.)

3. GRANTS RECEIVABLE

	2024 £	2023 £
<i>Unrestricted Funds</i>		
Local Health Groups and Charitable Trusts	118441	113436
	=====	=====

4. TRUSTEES AND DIRECTORS REMUNERATION AND EXPENSES

None of the trustees were remunerated or paid expenses during the year. There were no related party transactions.

5. INDEPENDENT EXAMINER'S FEES

Fees paid to the independent examiner in the year were £1,800 (2023: £1,800).

6. EMPLOYEES

The average number of employees during the year was:-

	2024 Number	2023 Number
Manager	1	1
Retail	4	4
Lead counsellor	1	1
Out reach counsellor	4	3
	<hr/> 10	<hr/> 9
	=====	=====

Their total remuneration was:-

	2024 £	2023 £
Wages and salaries	153566	142505
Employers pension costs	3057	2729
Social security costs	30858	26396
	<hr/> 187481	<hr/> 171630
	=====	=====

No employee received employee benefits of more than £32,590 during the year (2023: £32,590).

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 (CONT.)

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Office equipment	Total
	£	£	£
<i>Cost</i>			
At 1 April 2023	13527	9649	23176
Additions	903	309	1212
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2024	14430	9958	24388
	<hr/>	<hr/>	<hr/>
<i>Depreciation</i>			
At 1 April 2023	9590	7267	16857
Charge for the year	862	1288	2150
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2024	10452	8555	19007
	<hr/>	<hr/>	<hr/>
<i>Net Book Value</i>			
At 31 March 2024	3978	1403	5381
	=====	=====	=====
At 31 March 2023	3937	2382	6319
	=====	=====	=====

As at 31st March 2024, fixtures and fittings held in a restricted fund have a carrying value of £1,382 (2023: £2,049)

8. DEBTORS

	2024	2023
	£	£
General fund	2165	2952
HMRC	573	797
	<hr/>	<hr/>
	2738	3749
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 (CONT.)

9. CASH IN HAND AND BANK ACCOUNTS

	2024 £	2023 £
General funds bank account	249394	204196
Cash in hand	77	26
	249471	204222
	=====	=====

10. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other creditors	2544	2567
	2544	2567
	=====	=====

The amounts falling due within one year have the following split:-

	2024 £	2023 £
Unrestricted fund creditors	2544	2567
	2544	2567
	=====	=====

11. FUNDS

	Restricted £	Unrestricted £	Total £
As at 1 April 2023	2049	209674	211723
Movement in year	(667)	43990	43323
Transfer from unrestricted	-	-	-
As at 31 March 2024	1382	253664	255046
	=====	=====	=====

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 (CONT.)

13. UNRESTRICTED FUNDS

	2024 £	2023 £
INCOME		
Grants	118441	113436
OTHER INCOME		
Charity Shops (including gift aid)	109209	104618
Others	5485	4365
Donations & legacies (including gift aid)	38714	3308
Recycling	3908	1652
Bank Interest	6118	1610
	<u>281875</u>	<u>228989</u>
EXPENDITURE		
Fundraising and Publicity	1126	1154
Wages and Salaries	187481	171630
Training and recruitment	226	240
Travelling expenses	4551	2815
Lottery prizes	1175	1225
Repairs, Renewals and Maintenance	826	1221
Telephone, Fax and E-Mail	2468	2361
Printing, Stationery and Postage	1542	2131
Refreshments	504	1732
Services	4178	3524
Insurances	3016	3271
Rent and Rates	18299	21866
Bank Charges (including Ebay)	2928	2536
Accountancy	1800	1800
Depreciation	1483	1875
Sundries	596	145
Consultancy and Professional Fees	712	808
Cleaning and waste removal	3485	3323
Subscriptions	1459	1341
Computer expenses	30	102
	<u>237885</u>	<u>225100</u>
SURPLUS OF INCOME OVER EXPENDITURE	43990	3889
B/forward funds	205254	201365
Transfer to restricted funds	-	-
BALANCE C/FWD	<u>249244</u> =====	<u>205254</u> =====

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 (CONT.)

14. WEST GLAMORGAN REGIONAL THIRD SECTOR FUNDING PROGRAMME - UNRESTRICTED

	2024 £	2023 £
Grant received	-	-
	<hr/>	<hr/>
Excess of income over (expenditure) B/forward funds	4420	4420
	<hr/>	<hr/>
BALANCE C/FWD	4420 =====	4420 =====

15. COMIC RELIEF VSEF GRANT - RESTRICTED

	2024 £	2023 £
Grant received	-	-
Transfer from unrestricted funds	-	-
Expenditure:-		
Depreciation	(667)	(667)
	<hr/>	<hr/>
Excess of (expenditure) over income B/forward funds	(667) 2049	(667) 2716
	<hr/>	<hr/>
BALANCE C/FWD	1382 =====	2049 =====

CANCER INFORMATION AND SUPPORT SERVICES LTD

England & Wales - Charity number 1142883

Accounts

**CANCER INFORMATION & SUPPORT SERVICES
(A COMPANY LIMITED BY GUARANTEE)
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

CHARITY NUMBER 1142883

COMPANY REGISTRATION NUMBER 07080573

**CANCER INFORMATION & SUPPORT SERVICES
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

Status: Company limited by guarantee

Principal Address: 2-2a Gwydr Crescent
Uplands
Swansea
SA2 0AA

Trustees:	Mrs C. Kirby (Chair)	- served throughout the year
	Mrs A. Gravell	- served throughout the year
	Mr M.J. Piper (Treasurer)	- served throughout the year
	Dr E. He	- served throughout the year
	Mr P. N. Hawkins	- served throughout the year
	Mrs. A. Dowd	- resigned 12 th December 2022
	Mrs. O. Hodgson	- served throughout the year
Mrs S. Harries	- appointed 11 th April 2022	

The directors have pleasure in presenting their report and financial statements for the year ended 31 March 2023.

Principal Activities

The principal activity of the company throughout the year was to support individuals affected by cancer, whether they are a patient, family member, carer or friend.

Charitable Status

The company is a registered charity with the charity number 1142883 and is a company limited by guarantee.

Directors: Mrs C. Kirby
Mr M.J. Piper
Mrs A. Gravell
Mr P.N. Hawkins
Dr E. He
Mrs A. Dowd (resigned 12th December 2022)

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

Objectives of the charity

- To provide information, emotional support and one to one counselling to anyone of any age affected by cancer.
- To initiate, develop and maintain new projects which meet the need of local communities, enhance participation, and improve the quality of people's lives.
- To identify and address the needs of local communities through its outreach counselling service.
- To provide effective volunteering opportunities.
- To offer support by way of one to one counselling and emotional support at its information and support centre in Swansea, at Swansea Bay University Health Board premises in Neath and Baglan and Y Bwthyn Newydd specialist palliative care centre at Princess of Wales hospital, Bridgend.
- To work in partnership with other third sector organisations with the aim of supporting individuals through their cancer journey.
- To develop and maintain links with local hospices, hospitals, GP surgeries, businesses, and industries.

Activities and review of the year

- 8086 contacts were made during the year, including 3757 telephone and online support calls.
- The organisation continues to make its support available across Swansea, Neath Port Talbot, and Bridgend.
- During the year, we saw a gradual recovery of our support to clients as normal services resumed following the covid-19 pandemic. Face-to-face counselling support at our centres, hospital wards and hospices restarted, together with the resumption of our unique home visit service.
- Virtual support channels introduced during the pandemic, with counsellors supporting clients remotely, continue to be popular with clients, allowing service users greater choices in how they access CISS support.
- The decision was made during the year to cease operation of our Neath shop. CISS has had a retail presence in Neath town centre since 2007, firstly with a unit in Alfred St adjacent to our information and counselling centre (which operated between 2004 and 2012), and latterly in 2014 when we took on the lease of a retail unit in Green St. Footfall in the town saw a slow decline prior to the pandemic, with an adverse effect on our trading profits. The lockdowns experienced during 2020 and 2021 resulted in a further demise in footfall and trading profits,

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

seeing the board make the difficult decision to close the unit in June 2022.

- The trustees would like to express their thanks to Swansea Bay University Health Board for its ongoing financial and operational assistance.
- They would also like to express their gratitude to all staff members and volunteers for their hard work and dedication during the year.
- CISS would like to thank all donors and shoppers for their support of our retail operation during the year.
- CISS continues to seek grants from differing charitable trusts across the UK. The board would like to extend its thanks to those trusts that gave their financial support during the year.
- The Board reviews its reserve policy on an annual basis with the retention of up to three months operating costs, together with premises decommissioning costs, in the event of the winding up of the organisation.
- The trustees advertise on an ongoing basis for new members to join the organisation's board.

The board are pleased with the performance of the charity during the year and consider the organisation to be in a strong position for the foreseeable future.

Structure, Governance and Management

Cancer Information & Support Services is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18th November 2009.

The staff consist of 9 paid staff and two sessional workers. We are also lucky to see volunteers across the charity responsible for various duties including volunteering their time on our Board of Trustees, providing counselling or working in our charity shops. Their donation of time ensures CISS is able continue to deliver its vital support to our service users at what can be a difficult time of their lives.

The Board meets every six weeks to ensure CISS progresses in line with their strategic direction. Staff meet quarterly (or more often if required) to discuss operational developments or issues that may arise.

Staff and volunteer counsellors receive monthly supervision in line with BACP (British Association of Counselling and Psychotherapy) requirements.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

Management of the Charity

The day to day running of the organisation is performed by salaried staff.

Trustees and staff meet regularly where open and honest communication within the organisation is strongly encouraged.

Volunteers meet regularly to either receive training or communication on the charity's activities. Counselling supervision for staff and volunteer counsellors is undertaken within BACP guidelines.

Trustees

Trustees are appointed by the board.

Trustees/Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the company for that period. In preparing those financial statements, the directors are required to:-

select suitable accounting policies and apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business;

state whether the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

observe the methods and principles in the Charities SORP;

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Amounts are presented within items in the statement of financial activities and balance sheet, the directors have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

Small Company Rules

The report of the directors has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

Approved by the Trustees on 24th October 2023 and signed on their behalf by



Chair of Trustees

Mrs C. Kirby

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
CANCER INFORMATION & SUPPORT SERVICES**

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 7 to 15.

Respective Responsibilities of Committee Members and Examiner

The directors/trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of Independent Examiner's Report

My 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 the seeking of 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, 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:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:-
 - to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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).

Have not been met: or

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



**KATHRYN STALLARD, F.C.C.A.
WILLIS JONES
64 WALTER ROAD
SWANSEA
SA1 4PT**

DATE: 24th October 2023

CANCER INFORMATION & SUPPORT SERVICES

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Restricted funds	Unrestricted funds	Total funds 2023	Total funds 2022
		£	£	£	£
INCOMING RESOURCES					
Grants	3	-	113436	113436	129724
CJRS HMRC Grants		-	-	-	10995
FUNDRAISING					
Charity Shops (including gift aid)		-	104618	104618	109446
Recycling		-	1652	1652	1292
Others		-	4365	4365	3950
Donations & legacies (including gift aid)		-	3308	3308	41082
Investment income		-	1610	1610	553
Insurance Claim		-	-	-	2870
		-	228989	228989	299912
RESOURCES EXPENDED					
Fundraising and publicity		-	(1154)	(1154)	(839)
NET INCOMING RESOURCES AVAILABLE		-	227835	227835	299073
CHARITABLE EXPENDITURE					
Wages and Salaries inc pension costs	6	-	171630	171630	183959
Supervision and Sessional fees		-	-	-	1200
Training and recruitment		-	240	240	352
Travelling expenses		-	2815	2815	1112
Lottery prizes		-	1225	1225	1200
Repairs, renewals and maintenance		-	1221	1221	4110
Telephone, fax and email		-	2361	2361	2379
Printing, stationery and postage		-	2131	2131	1606
Refreshments		-	1732	1732	427
Services		-	3524	3524	3068
Insurances		-	3271	3271	3544
Rent and rates		-	21866	21866	32713
Bank charges including Ebay		-	2536	2536	2185
Accountancy		-	1800	1800	1800
Depreciation		667	1875	2542	2735
Sundries		-	145	145	352
Consultancy and professional fees		-	808	808	1361
Cleaning and waste removal		-	3323	3323	3141
Subscriptions		-	1341	1341	1929
Computer expenses		-	102	102	33
Loss on asset disposal		-	-	-	32
TOTAL CHARITABLE EXPENDITURE		667	223946	224613	249238
TOTAL RESOURCES EXPENDED		667	223946	224613	249238
NET (EXPENDITURE)/ INCOME FOR THE YEAR		(667)	3889	3222	49835
B/FORWARD FUNDS		2716	205785	208501	158666
TRANSFERS		-	-	-	-
FUNDS AT 31 MARCH 2023		2049	209674	211723	208501
		=====	=====	=====	=====

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

CANCER INFORMATION & SUPPORT SERVICES
(COMPANY REGISTRATION NUMBER 07080573)
BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	7	6319	7880
CURRENT ASSETS			
Debtors	8	3749	4772
Cash at bank and in hand	9	204222	222166
		<u>207971</u>	<u>226938</u>
CURRENT LIABILITIES			
Amounts falling due within one year	10	(2567)	(26317)
NET CURRENT ASSETS		<u>205404</u>	<u>200621</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>211723</u>	<u>208501</u>
NET ASSETS		<u>211723</u>	<u>208501</u>
REPRESENTED BY:-		=====	=====
Unrestricted funds	13, 14	209674	205785
Restricted funds	15	2049	2716
		<u>211723</u>	<u>208501</u>
		=====	=====

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS 102 SORP.

Approved by the Board of Directors on 24th October 2023. The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and confirmed that the members have not required the company to obtain an audit of its accounts for the year in accordance with section 476 of the Companies Act 2006. The trustees/directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the company and of its profit for the year then ended in accordance with the requirements of section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.



Mrs C. Kirby
Chairman



M. Piper
Treasurer

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Charities Statement of Recommended Practice (SORP), FRS 102, and the Charities Act 2011.

2. ACCOUNTING POLICIES

(a) *Basis of accounting*

The accounts have been prepared under the limited cost conventions with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with Accounting and Reporting by Charities: 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), and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland, and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

(b) *Going Concern*

There are no material uncertainties about the charity's ability to continue.

(c) *Voluntary income*

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings.

(d) *Grants*

Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.

(e) *Restricted funds*

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

(f) *Unrestricted funds*

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(g) *Depreciation*

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over their estimated useful economic lives on a straight line basis, as follows:-

Fixtures and fittings: 20% on cost

Office equipment: 20% on cost

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONT.)

3. GRANTS RECEIVABLE

	2023 £	2022 £
<i>Unrestricted Funds</i>		
Local Health Groups and Charitable Trusts	113436	125304
West Glamorgan Regional Third Sector Fund	-	4420
	=====	=====

4. TRUSTEES AND DIRECTORS REMUNERATION AND EXPENSES

None of the trustees were remunerated or paid expenses during the year. There were no related party transactions.

5. INDEPENDENT EXAMINER'S FEES

Fees paid to the independent examiner in the year were £1800 (2022: £1800).

6. EMPLOYEES

The average number of employees during the year was:-

	2023 Number	2022 Number
Manager	1	1
Retail	4	5
Lead counsellor	1	1
Out reach counsellor	3	3
	-----	-----
	9	10
	=====	=====

Their total remuneration was:-

	2023 £	2022 £
Wages and salaries	142505	163619
Employers pension costs	2729	2706
Social security costs	26396	17634
	-----	-----
	171630	183959
	=====	=====

No employee received employee benefits of more than £32,590 during the year (2022: £31,818).

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONT.)

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Office equipment	Total
	£	£	£
<i>Cost</i>			
At 1 April 2022	13044	9653	22697
Additions	483	498	981
Disposals	-	(502)	(502)
At 31 March 2023	<u>13527</u>	<u>9649</u>	<u>23176</u>
<i>Depreciation</i>			
At 1 April 2022	7923	6894	14817
Charge for the year	1667	875	2542
Disposals	-	(502)	(502)
At 31 March 2023	<u>9590</u>	<u>7267</u>	<u>16857</u>
<i>Net Book Value</i>			
At 31 March 2023	<u>3937</u>	<u>2382</u>	<u>6319</u>
At 31 March 2022	<u>5121</u>	<u>2759</u>	<u>7880</u>

As at 31st March 2023, fixtures and fittings held in a restricted fund have a carrying value of £2,049 (2022: £2,716)

8. DEBTORS

	2023 £	2022 £
General fund	2952	3533
HMRC	797	1239
	<u>3749</u>	<u>4772</u>
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONT.)

9. CASH IN HAND AND BANK ACCOUNTS

	2023 £	2022 £
General funds bank account	204196	222145
Cash in hand	26	21
	<u>204222</u>	<u>222166</u>
	=====	=====

10. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other creditors	2567	2244
Deferred income	-	24073
	<u>2567</u>	<u>26317</u>
	=====	=====

The amounts falling due within one year have the following split:-

	2023 £	2022 £
Unrestricted fund creditors	2567	26317
	<u>2567</u>	<u>26317</u>
	=====	=====

11. FUNDS

	Restricted £	Unrestricted £	Total £
As at 1 April 2022	2716	205785	208501
Movement in year	(667)	3889	3222
Transfer from unrestricted	-	-	-
As at 31 March 2023	<u>2049</u>	<u>209674</u>	<u>211723</u>
	=====	=====	=====

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONT.)

13. UNRESTRICTED FUNDS

	2023	2022
	£	£
INCOME		
Grants	113436	125304
CJRS HMRC Grants	-	10995
OTHER INCOME		
Charity Shops (including gift aid)	104618	109446
Others	4365	3950
Donations & legacies (including gift aid)	3308	41082
Recycling	1652	1292
Bank Interest	1610	553
Insurance claims	-	2870
	<u>228989</u>	<u>295492</u>
EXPENDITURE		
Fundraising and Publicity	1154	839
Wages and Salaries	171630	183959
Supervisory and Sessional fees	-	1200
Training and recruitment	240	352
Travelling expenses	2815	1112
Lottery prizes	1225	1200
Repairs, Renewals and Maintenance	1221	4110
Telephone, Fax and E-Mail	2361	2379
Printing, Stationery and Postage	2131	1606
Refreshments	1732	427
Services	3524	3068
Insurances	3271	3544
Rent and Rates	21866	32713
Bank Charges (including Ebay)	2536	2185
Accountancy	1800	1800
Depreciation	1875	2153
Sundries	145	352
Consultancy and Professional Fees	808	1361
Cleaning and waste removal	3323	3141
Subscriptions	1341	1929
Computer expenses	102	33
Loss of asset disposal	-	32
	<u>225100</u>	<u>249495</u>
SURPLUS OF INCOME OVER EXPENDITURE	<u>3889</u>	<u>45997</u>
B/forward funds	201365	156487
Transfer to restricted funds	-	(1119)
BALANCE C/FWD	<u>205254</u>	<u>201365</u>
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONT.)

14. WEST GLAMORGAN REGIONAL THIRD SECTOR FUNDING PROGRAMME - UNRESTRICTED

	2023 £	2022 £
Grant received	-	4420
Excess of income over (expenditure) B/forward funds	<u>-</u> 4420	<u>4420</u> -
BALANCE C/FWD	<u>4420</u> =====	<u>4420</u> =====

15. COMIC RELIEF VSEF GRANT - RESTRICTED

	2023 £	2022 £
Grant received	-	-
Transfer from unrestricted funds	-	1119
Expenditure:-		
Depreciation	(667)	(582)
Excess of (expenditure) over income B/forward funds	<u>(667)</u> 2716	<u>537</u> 2179
BALANCE C/FWD	<u>2049</u> =====	<u>2716</u> =====

CANCER INFORMATION AND SUPPORT SERVICES LTD

England & Wales - Charity number 1142883

Accounts

**CANCER INFORMATION & SUPPORT SERVICES
(A COMPANY LIMITED BY GUARANTEE)
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

CHARITY NUMBER 1142883

COMPANY REGISTRATION NUMBER 07080573

CANCER INFORMATION & SUPPORT SERVICES
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

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CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2022

Status: Company limited by guarantee

Principal Address: 2-2a Gwydr Crescent
Uplands
Swansea
SA2 0AA

Trustees:	Mrs C. Kirby (Chair)	- served throughout the year
	Mrs A. Gravell	- served throughout the year
	Mr M.J. Piper (Treasurer)	- served throughout the year
	Dr E. He	- served throughout the year
	Mr P. Hawkins	- served throughout the year
	Mrs. A. Dowd	- served throughout the year
	Mrs. O. Hodgson	- served throughout the year

The directors have pleasure in presenting their report and financial statements for the year ended 31 March 2022.

Principal Activities

The principal activity of the company throughout the year was to support individuals affected by cancer, whether they are a patient, family member, carer or friend.

Charitable Status

The company is a registered charity with the charity number 1142883 and is a company limited by guarantee.

Directors: Mrs C. Kirby
Mr M.J. Piper
Mrs A. Gravell
Mr P.N. Hawkins
Dr E. He
Mrs A. Dowd

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2022

Objectives of the charity

- To provide information, emotional support and one to one counselling to anyone of any age affected by cancer.
- To initiate, develop and maintain new projects which meet the need of local communities, enhance participation, and improve the quality of people's lives.
- To identify and address the needs of local communities through its outreach counselling service.
- To provide effective volunteering opportunities.
- To offer support by way of one to one counselling and emotional support at its information and support centre in Swansea and at Swansea Bay Local Health Board premises in Neath and Baglan.
- To work in partnership with other third sector organisations with the aim of supporting individuals through their cancer journey.
- To develop and maintain links with local hospices, hospitals, GP surgeries, businesses, and industries.

Activities and review of the year

- 8310 contacts were made during the year, including 3999 telephone and online support calls.
- The organisation continues to make its support available across Swansea, Neath Port Talbot, and Bridgend.
- During the year, our service was again impacted by the Covid-19 pandemic, however the total number of contacts increased by 7% compared to the previous year, indicating a slow recovery as normal services resume post covid. Face-to-face counselling support at our centres, hospital wards and hospices slowly restarted as Government Covid safe working guidelines were relaxed. However, our home visits were not able to resume.
- New working arrangements initiated during 2020, with counsellors supporting clients remotely, has proven popular with clients, allowing service users to access support more flexibly; for this reason, this has now been made a permanent feature as a further means of providing support, as we move forward into the new post covid world.
- The various lockdowns during 2020 resulted in our retail income dropping by 68% during that year compared to the previous; up until the end of March 2021 we still saw our shops closed due to lockdowns. We availed ourselves of the various Government covid financial support during this time (such as local authority business rate relief support grants and the furlough scheme) which again made up for the financial shortfall during the year.

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

- The trustees would like to express their thanks to Swansea Bay Health Board for its continuing financial and operational assistance.
- They would also like to express their gratitude to all staff members and volunteers for their hard work and dedication during the year.
- CISS would also like to express its thanks to all donors and shoppers for their support during the year.
- CISS continued to receive grants from differing charitable trusts across the UK. The board would like to extend its thanks to these trusts for their continuing financial support.
- The Board reviews its reserve policy on an annual basis with the retention of up to three months operating costs, together with premises decommissioning costs and staff redundancy payments, in the event of the winding up of the organisation.
- The trustees advertise on an ongoing basis for new members to join the organisation's board.
- The board are pleased with the performance of the charity during the year and consider its affairs to be in good order for the foreseeable future

Structure, Governance and Management

- Cancer Information & Support Services is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18th November 2009.
- The staff consist of 10 paid staff and two sessional workers. We are also lucky to see volunteers across the charity responsible for various duties including volunteering their time on our Board of Trustees, providing counselling or working in our charity shops. Their donation of time ensures CISS is able continue to deliver its vital support to our service users at what can be a difficult time of their lives.
- Counselling trainees continue to be recruited from local colleges with whom CISS maintains excellent links; it is encouraging to see many carrying on volunteering with CISS after their training has been completed.
- The Board meets every six weeks to ensure CISS progresses in line with their strategic direction. Staff meet bi-monthly to discuss operational developments or issues that may arise.
- Staff and volunteer counsellors receive monthly supervision in line with BACP (British Association of Counselling and Psychotherapy) requirements.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2022

Management of the Charity

The day to day running of the organisation is performed by salaried staff.

Trustees and staff meet regularly where open and honest communication within the organisation is strongly encouraged.

Volunteers meet regularly to either receive training or communication on the charity's activities. Counselling supervision for staff and volunteer counsellors is undertaken within BACP guidelines.

Trustees

Trustees are appointed by the board.

Trustees/Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the company for that period. In preparing those financial statements, the directors are required to:-

select suitable accounting policies and apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business;

state whether the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

observe the methods and principles in the Charities SORP;

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Amounts are presented within items in the statement of financial activities and balance sheet, the directors have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2022

Small Company Rules

The report of the directors has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

Approved by the Trustees on 31st August 2022 and signed on their behalf by



Chair of Trustees

Mrs C. Kirby

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
CANCER INFORMATION & SUPPORT SERVICES**

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 7 to 15.

Respective Responsibilities of Committee Members and Examiner

The directors/trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of Independent Examiner's Report

My 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 the seeking of 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, 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.

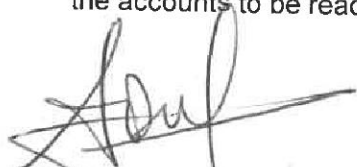
Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:-
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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).

Have not been met: or

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



**ANDREW JONES ACA, FCCA
WILLIS JONES
64 WALTER ROAD
SWANSEA
SA1 4PT**

DATE: 31st August 2022

CANCER INFORMATION & SUPPORT SERVICES

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Restricted funds	Unrestricted funds	Total funds 2022	Total funds 2021
		£	£	£	£
INCOMING RESOURCES					
Grants	3	-	129724	129724	109601
CJRS HMRC Grants		-	10995	10995	27557
Covid Grants		-	-	-	80079
<u>Fundraising</u>					
Charity Shops (including gift aid)		-	109446	109446	42069
Recycling		-	1292	1292	725
Others		-	3950	3950	3404
Donations & legacies (including gift aid)		-	41082	41082	3966
Investment income		-	553	553	1499
Insurance Claim		-	2870	2870	2570
		-	299912	299912	271470
RESOURCES EXPENDED					
Fundraising and publicity		-	(839)	(839)	(739)
NET INCOMING RESOURCES AVAILABLE		-	299073	299073	270731
CHARITABLE EXPENDITURE					
Wages and Salaries inc pension costs	6	-	183959	183959	183251
Supervision and Sessional fees		-	1200	1200	2300
Training and recruitment		-	352	352	105
Travelling expenses		-	1112	1112	121
Lottery prizes		-	1200	1200	1214
Repairs, renewals and maintenance		-	4110	4110	6612
Telephone, fax and email		-	2379	2379	2650
Printing, stationery and postage		-	1606	1606	1097
Refreshments		-	427	427	354
Services		-	3068	3068	2049
Insurances		-	3544	3544	2951
Rent and rates		-	32713	32713	30205
Bank charges including Ebay		-	2185	2185	1438
Accountancy		-	1800	1800	1200
Depreciation		582	2153	2735	2203
Sundries		-	352	352	651
Consultancy and professional fees		-	1361	1361	4164
Cleaning and waste removal		-	3141	3141	2501
Subscriptions		-	1929	1929	1489
Computer expenses		-	33	33	53
Loss on asset disposal		-	32	32	-
TOTAL CHARITABLE EXPENDITURE		582	248656	249238	246608
TOTAL RESOURCES EXPENDED		582	248656	249238	246608
NET (EXPENDITURE)/ INCOME FOR THE YEAR		(582)	50417	49835	24123
B/FORWARD FUNDS		2179	156487	158666	134543
TRANSFERS		1119	(1119)	-	-
FUNDS AT 31 MARCH 2022		2716	205785	208501	158666
		=====	=====	=====	=====

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

CANCER INFORMATION & SUPPORT SERVICES

(COMPANY REGISTRATION NUMBER 07080573)

BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	7	7880	6466
CURRENT ASSETS			
Debtors	8	4772	1532
Cash at bank and in hand	9	222166	176109
		<u>226938</u>	<u>177641</u>
CURRENT LIABILITIES			
Amounts falling due within one year	10	(26317)	(25441)
NET CURRENT ASSETS			
		<u>200621</u>	<u>152200</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>208501</u>	<u>158666</u>
NET ASSETS			
		<u>208501</u>	<u>158666</u>
REPRESENTED BY:-			
Unrestricted funds	13, 14	205785	156487
Restricted funds	15, 16, 17	2716	2179
		<u>208501</u>	<u>158666</u>
		=====	=====

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS 102 SORP.

Approved by the Board of Directors on 31st August 2022. The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and confirmed that the members have not required the company to obtain an audit of its accounts for the year in accordance with section 476 of the Companies Act 2006. The trustees/directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the company and of its profit for the year then ended in accordance with the requirements of section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.



Mrs C. Kirby
Chairman



M. Piper
Treasurer

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Charities Statement of Recommended Practice (SORP), FRS 102, and the Charities Act 2011.

2. ACCOUNTING POLICIES

(a) *Basis of accounting*

The accounts have been prepared under the limited cost conventions with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with Accounting and Reporting by Charities: 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), and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland, and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

(b) *Going Concern*

There are no material uncertainties about the charity's ability to continue.

(c) *Voluntary income*

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings.

(d) *Grants*

Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.

(e) *Restricted funds*

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

(f) *Unrestricted funds*

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(g) *Depreciation*

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over their estimated useful economic lives on a straight line basis, as follows:-

Fixtures and fittings: 20% on cost

Office equipment: 20% on cost

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022 (CONT.)

3. GRANTS RECEIVABLE

	2022 £	2021 £
<i>Unrestricted Funds</i>		
Local Health Groups and Charitable Trusts	125304	106407
West Glamorgan Regional Third Sector Fund	4420	-
	=====	=====
<i>Restricted Funds</i>		
Comic Relief VSEF	-	2000
NPTCVS	-	4602
Children and young peoples programme	-	3194
	=====	=====

4. TRUSTEES AND DIRECTORS REMUNERATION AND EXPENSES

None of the trustees were remunerated or paid expenses during the year. There were no related party transactions.

5. INDEPENDENT EXAMINER'S FEES

Fees paid to the independent examiner in the year were £1800 (2021: £1200).

6. EMPLOYEES

The average number of employees during the year was:-

	2022 Number	2021 Number
Manager	1	1
Co-ordinator	-	2
Out reach Worker	-	5
Retail	5	5
Lead counsellor	1	-
Out reach counsellor	3	-
	-----	-----
	10	13
	=====	=====

Their total remuneration was:-

	2022 £	2021 £
Wages and salaries	163619	166437
Employers pension costs	2706	2823
Social security costs	17634	13991
	-----	-----
	183959	183251

No employee received employee benefits of more than £31,818 during the year (2021: £31,826).

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022 (CONT.)

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Office equipment	Total
	£	£	£
<i>Cost</i>			
At 1 April 2021	11054	14495	25549
Additions	2913	1269	4182
Disposals	(923)	(6111)	(7034)
	<hr/>	<hr/>	<hr/>
At 31 March 2022	13044	9653	22697
	<hr/>	<hr/>	<hr/>
<i>Depreciation</i>			
At 1 April 2021	7465	11618	19083
Charge for the year	1381	1354	2735
Disposals	(923)	(6078)	(7001)
	<hr/>	<hr/>	<hr/>
At 31 March 2022	7923	6894	14817
	<hr/>	<hr/>	<hr/>
<i>Net Book Value</i>			
At 31 March 2022	5121	2759	7880
	=====	=====	=====
At 31 March 2021	3589	2877	6466
	=====	=====	=====

As at 31st March 2022, fixtures and fittings held in a restricted fund have a carrying value of £2716 (2021: £2179)

8. DEBTORS

	2022 £	2021 £
General fund	3533	1532
HMRC	1239	-
	<hr/>	<hr/>
	4772	1532
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022 (CONT.)

9. CASH IN HAND AND BANK ACCOUNTS

	2022 £	2021 £
General funds bank account	222145	176088
Cash in hand	21	21
	222166	176109
	222166	176109

10. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	2244	1368
Deferred income	24073	24073
	26317	25441
	26317	25441

The amounts falling due within one year have the following split:-

	2022 £	2021 £
Unrestricted fund creditors	26317	25441
	26317	25441
	26317	25441

11. FUNDS

	Restricted £	Unrestricted £	Total £
As at 1 April 2021	2179	156487	158666
Movement in year	(582)	50417	49835
Transfer from unrestricted	1119	(1119)	-
As at 31 March 2022	2716	205785	208501
	2716	205785	208501

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022 (CONT.)

13. UNRESTRICTED FUNDS

	2022	2021
	£	£
INCOME		
Grants		
CJRS HMRC Grants	125304	106407
Covid Grants	10995	27557
	-	73477
OTHER INCOME		
Charity Shops (including gift aid)	109446	42069
Others	3950	3404
Donations & legacies (including gift aid)	41082	3966
Recycling	1292	725
Bank Interest	553	1499
Insurance claims	2870	2570
	<u>295492</u>	<u>261674</u>
EXPENDITURE		
Fundraising and Publicity	839	739
Wages and Salaries	183959	174603
Supervisory and Sessional fees	1200	1175
Training and recruitment	352	105
Travelling expenses	1112	-
Lottery prizes	1200	1214
Repairs, Renewals and Maintenance	4110	6612
Telephone, Fax and E-Mail	2379	2356
Printing, Stationery and Postage	1606	1097
Refreshments	427	354
Services	3068	2049
Insurances	3544	2951
Rent and Rates	32713	30205
Bank Charges (including Ebay)	2185	1438
Accountancy	1800	1200
Depreciation	2153	2167
Sundries	352	651
Consultancy and Professional Fees	1361	4164
Cleaning and waste removal	3141	2501
Subscriptions	1929	1489
Computer expenses	33	53
Loss of asset disposal	32	-
	<u>249495</u>	<u>237123</u>
SURPLUS OF INCOME OVER EXPENDITURE		
B/forward funds	45997	24551
Transfer to restricted funds	156487	134543
	(1119)	(2607)
BALANCE C/FWD	<u>201365</u>	<u>156487</u>
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022 (CONT.)

14. WEST GLAMORGAN REGIONAL THIRD SECTOR FUNDING PROGRAMME - UNRESTRICTED

	2022	2021
	£	£
Grant received	4420	-
Excess of income over (expenditure)	<u>4420</u>	<u>-</u>
	=====	=====

15. COMIC RELIEF VSEF GRANT - RESTRICTED

	2022	2021
	£	£
Grant received	-	2000
Transfer from unrestricted funds	1119	215
Expenditure:-		
Depreciation	(582)	(36)
Excess of income over (expenditure)	<u>(537)</u>	<u>2179</u>
B/forward funds	2179	-
BALANCE C/FWD	<u>2716</u>	<u>2179</u>
	=====	=====

16. NPTCVS GRANT - RESTRICTED

	2022	2021
	£	£
Grant received	-	4602
Transfer from unrestricted funds	-	781
Expenditure:-		
Salaries	-	(4690)
Supervision fees	-	(450)
Telephone	-	(243)
Excess of income over (expenditure)	<u>-</u>	<u>-</u>
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022 (CONT.)

17. CHILDREN AND YOUNG PEOPLES PROGRAMME - RESTRICTED

	2022	2021
	£	£
Grant received	-	3194
Transfer from unrestricted funds	-	1611
Expenditure:-		
Salaries	-	(3958)
Telephone	-	(51)
Travelling	-	(121)
Supervision fees	-	(675)
Excess of income over (expenditure)	-	-
	=====	=====

CANCER INFORMATION AND SUPPORT SERVICES LTD

England & Wales - Charity number 1142883

Accounts

CANCER INFORMATION & SUPPORT SERVICES
(A COMPANY LIMITED BY GUARANTEE)
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

CHARITY NUMBER 1142883

COMPANY REGISTRATION NUMBER 07080573

CANCER INFORMATION & SUPPORT SERVICES
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

<u>CONTENTS</u>	<u>PAGE</u>
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Balance Sheet	8
Notes to the Financial Statements	9

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Status: Company limited by guarantee

Principal Address: 2-2a Gwydr Crescent
Uplands
Swansea
SA2 0AA

Trustees:	Mrs C. Kirby (Chair)	- served throughout the year
	Mrs A. Gravell	- served throughout the year
	Mr M.J. Piper (Treasurer)	- served throughout the year
	Dr E. He	- served throughout the year
	Mr P. Hawkins	- served throughout the year
	Mrs. A. Dowd	- served throughout the year
	Mrs. O. Hodgson	- served throughout the year

The directors have pleasure in presenting their report and financial statements for the year ended 31 March 2021.

Principal Activities

The principal activity of the company throughout the year was to support individuals affected by cancer, whether they are a patient, family member, carer or friend.

Charitable Status

The company is a registered charity with the charity number 1142883 and is a company limited by guarantee.

Directors: Mrs C. Kirby
Mr M.J. Piper
Mrs A. Gravell
Mr P.N. Hawkins
Dr E. He
Mrs A. Dowd

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Objectives of the charity

- To offer information, emotional support and one to one counselling to anyone of any age affected by cancer.
- To initiate, develop and maintain new projects which meet the need of local communities, enhance participation and improve the quality of people's lives.
- To identify and address the needs of local communities through its outreach service.
- To provide effective volunteering opportunities.
- To offer support by way of one to one counselling and emotional support at its information and support centre in Swansea and at Swansea Bay Local Health Board premises at Neath and Baglan.
- To work in partnership with other third sector organisations with the aim of supporting individuals through their cancer journey.
- To develop and maintain links with local hospices, hospitals, GP surgeries, businesses and industries.

Activities and Review of the year

- 7747 contacts were made during the year, including 4759 telephone and online support calls.
- The organisation continues to make its support available across Swansea, Neath Port Talbot and Bridgend.
- During the year CISS service was severely impacted by the Covid-19 pandemic, the total number of contacts for this year decreased by 43% compared to last year. Face-to-face counselling support at our centres, hospital wards, hospices and home visits halted in late March 2020 under the Government's Covid safe working guidelines. Our staff quickly adapted to working from home with counsellors supporting clients in line with BACP guidelines; this safe way of working has proven popular with both counsellors and clients alike and will be an another means of providing support post pandemic.
- Shortly before the start of the financial year, CISS was forced to close its shops in line with Government guidelines for non-essential retail; staff were immediately placed on furlough until they were allowed to reopen in July. During the year we have also endured local lockdowns with another main lockdown between mid-December and the end of the financial year.

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

- The various lockdowns resulted in our retail income dropping by 68% during the year; luckily the various Government covid financial support (such as local authority business rate relief support grants and furlough scheme) made up for this shortfall during the year.
- The trustees would like to express their thanks to Swansea Bay Health Board for its continuing financial and operational assistance.
- They would also like to express their gratitude to all staff members and volunteers for their hard work and dedication during the unprecedented year.
- CISS would also like to express its thanks to all donors and shoppers for their support during this difficult year.
- CISS continued to receive grants from differing charitable trusts across the UK. The board would like to extend its thanks to these trusts for their continuing financial support.
- The Board reviews its reserve policy on an annual basis with the aim of retaining up to three months operating costs, together with premises decommissioning costs and staff redundancy payments, in the event of the winding up of the organisation.
- The trustees advertise on an ongoing basis for new members to join the organisation's board.

The board are pleased with the performance of the charity during the year and consider its affairs to be in good order for the foreseeable future.

Structure, Governance and Management

Cancer Information & Support Services is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18th November 2009.

The staff consist of 12 paid staff and three sessional workers. Volunteers number 57 across the charity and are responsible for various duties including volunteering their time on our Board of Trustees, providing counselling or working in our charity shops. Their donation of time ensures CISS is able continue to deliver its vital support to our service users at what can be a difficult time of their lives.

Counselling trainees continue to be recruited from local colleges with whom CISS maintains excellent links; it is encouraging to see many carrying on volunteering with CISS after their training has been completed.

The Board meets every six weeks to ensure CISS progresses in line with their strategic direction. Staff meet bi-monthly to discuss operational developments or issues that may arise.

Staff and volunteer counsellors receive monthly supervision in line with BACP requirements.

CANCER INFORMATION & SUPPORT SERVICES
TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Management of the Charity

The day to day running of the organisation is performed by salaried staff.

Trustees and staff meet regularly where open and honest communication within the organisation is strongly encouraged.

Volunteers meet regularly to either receive training or communication on the charity's activities. Counselling supervision for staff and volunteer counsellors is undertaken within BACP guidelines.

Trustees

Trustees are appointed by the board.

Trustees/Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the company for that period. In preparing those financial statements, the directors are required to:-

- select suitable accounting policies and apply them consistently;

- make judgements and estimates that are reasonable and prudent;

- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business;

- state whether the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

- observe the methods and principles in the Charities SORP;

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Amounts are presented within items in the statement of financial activities and balance sheet, the directors have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

CANCER INFORMATION & SUPPORT SERVICES

TRUSTEES' REPORT (INCORPORATING DIRECTORS' ANNUAL REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Small Company Rules

The report of the directors has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

Approved by the Trustees on

15th November 2021 and signed on their behalf by



Chair of Trustees

Mrs C. Kirby

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
CANCER INFORMATION & SUPPORT SERVICES**

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 7 to 15.

Respective Responsibilities of Committee Members and Examiner

The directors/trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of Independent Examiner's Report

My 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 the seeking of 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, 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:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:-
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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).

Have not been met: or

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



**ANDREW JONES ACA, FCCA
WILLIS JONES
64 WALTER ROAD
SWANSEA
SA1 4PT**

DATE: 15th November 2021

CANCER INFORMATION & SUPPORT SERVICES

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Restricted funds £	Unrestricted funds £	Total funds 2021 £	Total funds 2020 £
INCOMING RESOURCES					
Grants	3	3194	106407	109601	110829
CJRS HMRC Grants		-	27557	27557	745
Covid Grants		6602	73477	80079	-
<u>Fundraising</u>					
Charity Shops (including gift aid)		-	42069	42069	131396
Recycling		-	725	725	3151
Others		-	3404	3404	4687
Donations & legacies (including gift aid)		-	3966	3966	9662
Investment income		-	1499	1499	1539
Insurance Claim		-	2570	2570	-
		<u>9796</u>	<u>261674</u>	<u>271470</u>	<u>262009</u>
RESOURCES EXPENDED					
Fundraising and publicity		-	(739)	(739)	(1529)
		<u>9796</u>	<u>260935</u>	<u>270731</u>	<u>260480</u>
NET INCOMING RESOURCES AVAILABLE					
CHARITABLE EXPENDITURE					
Wages and Salaries inc pension costs	6	8648	174603	183251	192795
Supervision and Sessional fees		1125	1175	2300	2403
Training and recruitment		-	105	105	921
Travelling expenses		121	-	121	10094
Lottery prizes		-	1214	1214	1225
Repairs, renewals and maintenance		-	6612	6612	1307
Telephone, fax and email		294	2356	2650	3223
Printing, stationery and postage		-	1097	1097	1985
Refreshments		-	354	354	1872
Services		-	2049	2049	3896
Insurances		-	2951	2951	2646
Rent and rates		-	30205	30205	34585
Bank charges including Ebay		-	1438	1438	1851
Accountancy		-	1200	1200	1200
Depreciation		36	2167	2203	2012
Sundries		-	651	651	240
Consultancy and professional fees		-	4164	4164	2863
Cleaning and waste removal		-	2501	2501	3087
Subscriptions		-	1489	1489	1855
Computer expenses		-	53	53	51
		<u>10224</u>	<u>236384</u>	<u>246608</u>	<u>270111</u>
TOTAL CHARITABLE EXPENDITURE					
TOTAL RESOURCES EXPENDED					
		<u>10224</u>	<u>236384</u>	<u>246608</u>	<u>270111</u>
NET (EXPENDITURE)/ INCOME FOR THE YEAR					
		(428)	24551	24123	(9631)
B/FORWARD FUNDS					
TRANSFERS					
		2607	(2607)	-	-
FUNDS AT 31 MARCH 2021					
		<u>2179</u>	<u>156487</u>	<u>158666</u>	<u>134543</u>
		=====	=====	=====	=====

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

CANCER INFORMATION & SUPPORT SERVICES

(COMPANY REGISTRATION NUMBER 07080573)

BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	7	6466	4028
CURRENT ASSETS			
Debtors	8	1532	4896
Cash at bank and in hand	9	176109	157483
		<u>177641</u>	<u>162379</u>
CURRENT LIABILITIES			
Amounts falling due within one year	10	(25441)	(31864)
NET CURRENT ASSETS		<u>152200</u>	<u>130515</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>158666</u>	<u>134543</u>
NET ASSETS		<u>158666</u>	<u>134543</u>
		=====	=====
REPRESENTED BY:-			
Unrestricted funds	13	156487	134543
Restricted funds	14, 15, 16	2179	-
		<u>158666</u>	<u>134543</u>
		=====	=====

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS 102 SORP. Approved by the Board of Directors on 15th November 2021. The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and confirmed that the members have not required the company to obtain an audit of its accounts for the year in accordance with section 476 of the Companies Act 2006. The trustees/directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the company and of its profit for the year then ended in accordance with the requirements of section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.



Mrs C. Kirby
Chairman



M. Piper
Treasurer

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Charities Statement of Recommended Practice (SORP), FRS 102, and the Charities Act 2011.

2. ACCOUNTING POLICIES

(a) *Basis of accounting*

The accounts have been prepared under the limited cost conventions with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with Accounting and Reporting by Charities: 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), and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland, and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

(b) *Going Concern*

There are no material uncertainties about the charity's ability to continue.

(c)

Voluntary income

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings.

(d) *Grants*

Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.

(e) *Restricted funds*

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

(f) *Unrestricted funds*

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 (CONT.)

(g) *Depreciation*

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over their estimated useful economic lives on a straight line basis, as follows:-

Fixtures and fittings: 20% on cost

Office equipment: 20% on cost

3. GRANTS RECEIVABLE

	2021 £	2020 £
<i>Unrestricted Funds</i>		
Local Health Groups and Charitable Trusts	106407	110829
	=====	=====
<i>Restricted Funds</i>		
Comic Relief VSEF	2000	-
NPTCVS	4602	-
Children and young peoples programme	3194	-
	=====	=====

4. TRUSTEES AND DIRECTORS REMUNERATION AND EXPENSES

None of the trustees were remunerated or paid expenses during the year. There were no related party transactions.

5. INDEPENDENT EXAMINER'S FEES

Fees paid to the independent examiner in the year were £1200 (2020: £1200).

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 (CONT.)

6. EMPLOYEES

The average number of employees during the year was:-

	2021 Number	2020 Number
Manager	1	1
Co-ordinator	2	2
Out Reach Worker	5	5
Retail	5	4
Cleaner	-	1
	<hr/>	<hr/>
	13	13
	=====	=====

Their total remuneration was:-

	2021 £	2020 £
Wages and salaries	166437	170286
Employers pension costs	2823	4402
Social security costs	13991	18107
	<hr/>	<hr/>
	183251	192795
	=====	=====

No employee received employee benefits of more than £31,826 during the year (2020: 31,847).

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Office equipment	Total
	£	£	£
<i>Cost</i>			
At 1 April 2020	8661	12247	20908
Additions	2393	2248	4641
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2021	11054	14495	25549
<i>Depreciation</i>			
At 1 April 2020	6710	10170	16880
Charge for the year	755	1448	2203
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2021	7465	11618	19083
<i>Net Book Value</i>			
At 31 March 2021	3589	2877	6466
	=====	=====	=====
At 31 March 2020	1951	2077	4028
	=====	=====	=====

As at 31st March 2021, fixtures and fittings held in a restricted fund have a carrying value of £2179 (2020: £Nil)

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 (CONT.)

8. DEBTORS

	2021 £	2020 £
General fund	1532	1300
HMRC	-	3596
	<u>1532</u>	<u>4896</u>
	=====	=====

9. CASH IN HAND AND BANK ACCOUNTS

	2021 £	2020 £
General funds bank account	176088	157461
Cash in hand	21	22
	<u>176109</u>	<u>157483</u>
	=====	=====

10. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	-	62
Other creditors	1368	4906
PAYE and NIC	-	2823
Deferred income	24073	24073
	<u>25441</u>	<u>31864</u>
	=====	=====

The amounts falling due within one year have the following split:-

	2021 £	2020 £
Unrestricted fund creditors	25441	28670
Restricted fund creditors	-	3194
	<u>25441</u>	<u>31864</u>
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 (CONT.)

11. FUNDS

	Restricted	Unrestricted	Total
	<u>£</u>	<u>£</u>	<u>£</u>
As at 1 April 2020	-	134543	134543
Movement in year	(428)	24551	24123
Transfer from unrestricted	2607	(2607)	-
As at 31 March 2021	<u>2179</u> =====	<u>156487</u> =====	<u>158666</u> =====

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 (CONT.)

13. UNRESTRICTED FUNDS

	2021	2020
	£	£
INCOME		
Grants	106407	110829
CJRS HMRC Grants	27557	745
Covid Grants	73477	-
OTHER INCOME		
Charity Shops (including gift aid)	42069	131396
Others	3404	4687
Donations & legacies (including gift aid)	3966	9662
Recycling	725	3151
Bank Interest	1499	1539
Insurance claims	2570	-
	<u>261674</u>	<u>262009</u>
EXPENDITURE		
Fundraising and Publicity	739	1529
Wages and Salaries	174603	192795
Supervisory and Sessional fees	1175	2403
Training and recruitment	105	921
Travelling expenses	-	10094
Lottery prizes	1214	1225
Repairs, Renewals and Maintenance	6612	1307
Telephone, Fax and E-Mail	2356	3223
Printing, Stationery and Postage	1097	1985
Refreshments	354	1872
Services	2049	3896
Insurances	2951	2646
Rent and Rates	30205	34585
Bank Charges (including Ebay)	1438	1851
Accountancy	1200	1200
Depreciation	2167	2012
Sundries	651	240
Consultancy and Professional Fees	4164	2863
Cleaning and waste removal	2501	3087
Subscriptions	1489	1855
Computer expenses	53	51
	<u>237123</u>	<u>271640</u>
SURPLUS/(EXCESS) OF EXPENDITURE OVER INCOME	<u>24551</u>	<u>(9631)</u>
B/forward funds	134543	144174
Transfer to restricted funds	(2607)	-
BALANCE C/FWD	<u>156487</u>	<u>134543</u>
	=====	=====

CANCER INFORMATION & SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 (CONT.)

14. COMIC RELIEF VSEF GRANT - RESTRICTED

	2021	2020
	£	£
Grant received	2000	-
Transfer from unrestricted funds	215	-
Expenditure:-		
Depreciation	(36)	-
Excess of income over (expenditure)	<u>2179</u>	<u>-</u>
	=====	=====

15. NPTCVS GRANT - RESTRICTED

	2021	2020
	£	£
Grant received	4602	-
Transfer from unrestricted funds	781	-
Expenditure:-		
Salaries	(4690)	-
Supervision fees	(450)	-
Telephone	(243)	-
Excess of income over (expenditure)	<u>-</u>	<u>-</u>
	=====	=====

16. CHILDREN AND YOUNG PEOPLES PROGRAMME - RESTRICTED

	2021	2020
	£	£
Grant received	3194	-
Transfer from unrestricted funds	1611	-
Expenditure:-		
Salaries	(3958)	-
Telephone	(51)	-
Travelling	(121)	-
Supervision fees	(675)	-
Excess of income over (expenditure)	<u>-</u>	<u>-</u>
	=====	=====