

**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

<b>Trustees:</b>	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)**  
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**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 18<sup>th</sup> 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.

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**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 31<sup>st</sup> August 2022 and signed on their behalf by



Chair of Trustees

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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.

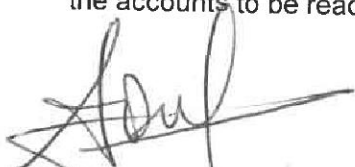
**Independent Examiner's Statement**

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: 31<sup>st</sup> 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
		£	£	£	£
<b>INCOMING RESOURCES</b>					
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
<b>RESOURCES EXPENDED</b>					
Fundraising and publicity		-	(839)	(839)	(739)
<b>NET INCOMING RESOURCES AVAILABLE</b>		-	299073	299073	270731
<b>CHARITABLE EXPENDITURE</b>					
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	-
<b>TOTAL CHARITABLE EXPENDITURE</b>		582	248656	249238	246608
<b>TOTAL RESOURCES EXPENDED</b>		582	248656	249238	246608
<b>NET (EXPENDITURE)/ INCOME FOR THE YEAR</b>		(582)	50417	49835	24123
<b>B/FORWARD FUNDS</b>		2179	156487	158666	134543
<b>TRANSFERS</b>		1119	(1119)	-	-
<b>FUNDS AT 31 MARCH 2022</b>		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 £
<b>FIXED ASSETS</b>			
Tangible assets	7	7880	6466
<b>CURRENT ASSETS</b>			
Debtors	8	4772	1532
Cash at bank and in hand	9	222166	176109
		<u>226938</u>	<u>177641</u>
<b>CURRENT LIABILITIES</b>			
Amounts falling due within one year	10	(26317)	(25441)
<b>NET CURRENT ASSETS</b>		<u>200621</u>	<u>152200</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>208501</u>	<u>158666</u>
<b>NET ASSETS</b>		<u>208501</u>	<u>158666</u>
<b>REPRESENTED BY:-</b>		<u>=====</u>	<u>=====</u>
Unrestricted funds	13, 14	205785	156487
Restricted funds	15, 16, 17	2716	2179
		<u>208501</u>	<u>158666</u>
		<u>=====</u>	<u>=====</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 31<sup>st</sup> 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 31<sup>st</sup> 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**  
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**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
	<u>222166</u>	<u>176109</u>
	=====	=====

**10. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Other creditors	2244	1368
Deferred income	24073	24073
	<u>26317</u>	<u>25441</u>
	=====	=====

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

	2022 £	2021 £
Unrestricted fund creditors	26317	25441
	<u>26317</u>	<u>25441</u>
	=====	=====

**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	<u>2716</u>	<u>205785</u>	<u>208501</u>
	=====	=====	=====

**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 £
<b>INCOME</b>		
Grants		
CJRS HMRC Grants	125304	106407
Covid Grants	10995	27557
	-	73477
<b>OTHER INCOME</b>		
Charity Shops (including gift aid)		
Others	109446	42069
Donations & legacies (including gift aid)	3950	3404
Recycling	41082	3966
Bank Interest	1292	725
Insurance claims	553	1499
	2870	2570
	<u>295492</u>	<u>261674</u>
<b>EXPENDITURE</b>		
Fundraising and Publicity		
Wages and Salaries	839	739
Supervisory and Sessional fees	183959	174603
Training and recruitment	1200	1175
Travelling expenses	352	105
Lottery prizes	1112	-
Repairs, Renewals and Maintenance	1200	1214
Telephone, Fax and E-Mail	4110	6612
Printing, Stationery and Postage	2379	2356
Refreshments	1606	1097
Services	427	354
Insurances	3068	2049
Rent and Rates	3544	2951
Bank Charges (including Ebay)	32713	30205
Accountancy	2185	1438
Depreciation	1800	1200
Sundries	2153	2167
Consultancy and Professional Fees	352	651
Cleaning and waste removal	1361	4164
Subscriptions	3141	2501
Computer expenses	1929	1489
Loss of asset disposal	33	53
	32	-
	<u>249495</u>	<u>237123</u>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		
B/forward funds	45997	24551
Transfer to restricted funds	156487	134543
	(1119)	(2607)
<b>BALANCE C/FWD</b>	<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
	£	£
<b>Grant received</b>	4420	-
<b>Excess of income over (expenditure)</b>	<u>4420</u>	<u>-</u>
	=====	=====

**15. COMIC RELIEF VSEF GRANT - RESTRICTED**

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

**16. NPTCVS GRANT - RESTRICTED**

	2022	2021
	£	£
<b>Grant received</b>	-	4602
Transfer from unrestricted funds	-	781
<b>Expenditure:-</b>		
Salaries	-	(4690)
Supervision fees	-	(450)
Telephone	-	(243)
<b>Excess of income over (expenditure)</b>	<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
	£	£
<b>Grant received</b>	-	3194
Transfer from unrestricted funds	-	1611
<b>Expenditure:-</b>		
Salaries	-	(3958)
Telephone	-	(51)
Travelling	-	(121)
Supervision fees	-	(675)
<b>Excess of income over (expenditure)</b>	<hr/> -	<hr/> -
	=====	=====