

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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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)
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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, 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,

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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.

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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.

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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:-		<u>=====</u>	<u>=====</u>
Unrestricted funds	13, 14	209674	205785
Restricted funds	15	2049	2716
		<u>211723</u>	<u>208501</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 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).

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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	13527	9649	23176
<i>Depreciation</i>			
At 1 April 2022	7923	6894	14817
Charge for the year	1667	875	2542
Disposals	-	(502)	(502)
At 31 March 2023	9590	7267	16857
<i>Net Book Value</i>			
At 31 March 2023	3937	2382	6319
	=====	=====	=====
At 31 March 2022	5121	2759	7880
	=====	=====	=====

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
	3749	4772
	=====	=====

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	3889	45997
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)	-	4420
B/forward funds	4420	-
BALANCE C/FWD	4420	4420
	=====	=====

15. COMIC RELIEF VSEF GRANT - RESTRICTED

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