

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.

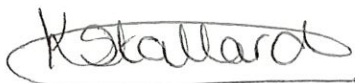
Independent Examiner's Statement

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
		<u>-</u>	<u>281875</u>	<u>281875</u>	<u>228989</u>
RESOURCES EXPENDED					
Fundraising and publicity		-	(1126)	(1126)	(1154)
NET INCOMING RESOURCES AVAILABLE		<u>-</u>	<u>280749</u>	<u>280749</u>	<u>227835</u>
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		<u>667</u>	<u>236759</u>	<u>237426</u>	<u>224613</u>
TOTAL RESOURCES EXPENDED		<u>667</u>	<u>236759</u>	<u>237426</u>	<u>224613</u>
NET (EXPENDITURE)/ INCOME FOR THE YEAR		<u>(667)</u>	<u>43990</u>	<u>43323</u>	<u>3222</u>
B/FORWARD FUNDS		2049	209674	211723	208501
TRANSFERS		-	-	-	-
FUNDS AT 31 MARCH 2024		<u>1382</u> =====	<u>253664</u> =====	<u>255046</u> =====	<u>211723</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 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
	<u>10</u> =====	<u>9</u> =====

Their total remuneration was:-

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

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
	<u>249471</u>	<u>204222</u>
	=====	=====

10. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other creditors	2544	2567
	<u>2544</u>	<u>2567</u>
	=====	=====

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

	2024 £	2023 £
Unrestricted fund creditors	2544	2567
	<u>2544</u>	<u>2567</u>
	=====	=====

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	<u>1382</u>	<u>253664</u>	<u>255046</u>
	=====	=====	=====

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	<u>43990</u>	<u>3889</u>
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	-	-
Excess of income over (expenditure)	-	-
B/forward funds	4420	4420
BALANCE C/FWD	4420	4420
	=====	=====

15. COMIC RELIEF VSEF GRANT - RESTRICTED

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