

Widnes and Runcorn Cancer Support Group

Charity number 1145810

A Company limited by guarantee number 7830948



The Centre

Widnes & Runcorn Cancer Support Group

Annual Report and Financial Statements

for the year ended 31 March 2021

Web Site: www.widnesandruncorncancersupport.org.uk

Registered Charity no.1145810

Company no. 07830948



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Greater Merseyside Community
Accountancy Service

Widnes and Runcorn Cancer Support Group

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by the Greater Merseyside Community Accountancy Service

Widnes and Runcorn Cancer Support Group

Trustees' report

Thanks and acknowledgements

The Board of Trustees would like to take this opportunity to thank the many individuals, groups and organisations who have supported Widnes & Runcorn Cancer Support Group throughout the year. More than ever our funds have been compromised and the generosity and consideration of many people has been overwhelming during such a challenging time.

Thank you once again to NHS Halton Clinical Commissioning Group (CCG) whose grant agreement has provided a further year of financial support. In recognition of the potential difficulties, these funds were administered quickly and efficiently with the best interest of our community and sector at heart.

Halton Borough Council (HBC) have again provided the Voluntary Sector Core Grant and a grant from the Public Health Team. These vital grants were dealt with swiftly to allow our services to adapt and continue to provide the support our community needed.

Children and Adolescent Mental Health Services (CAMHS) have once again provided a grant to support our Children and Young People's service.

The grants received this year have provided a considerable percentage of our staff and running costs. At a time when these grants could well have been impacted, the foresight and appreciation of those responsible for their provision has shown a clear understanding of our community needs, and faith in the services we deliver.

Alongside grants and funds, we are very fortunate to receive financial and other varying types of support from organisations, groups and individuals within our community. We would like to note a special thanks to:

Ormiston Chadwick Academy OCA for their creativity and colourful ways to raise funds and awareness. They donated a further £175.

Connor Hill, Rhiannon Craig and friends from Time2Smile worked tirelessly throughout the early days of the pandemic to make and sell creative face coverings. They donated an amazing £650.

The Andy Parker Football Tournament is an annual event which could not take place in its usual format this year. Not to be deterred, an alternative bike ride was arranged! Thank you so much for all the hard work and fundraising from RJ Parker, family & friends and the many businesses and individuals who plan and support this event. An amazing £3133 was raised.

A huge thanks to everyone who supported our virtual online events this year and for all those who got involved with '25 Things in May'. The ideas and efforts were amazing. We must also thank our very special little helpers for their wonderful work: Ben, Olivia, and Ruby, you are our stars!

Ben has fundraised throughout the year raising over £1200! Ben was awarded the Community Kindness Award 2020 which was presented to him by Mayor Margaret Horabin!

We would also like to thank individuals for their very generous donations:

S Warr, D Graal, S Carson, C Wright, A Inglethorpe, C Rowe, G Davis, Jacqui & Elliott, G Lancaster, P Rigbe, D Goulding, M Wynne, Barry & Jean, M Wilkinson, D Millington, J Noon, P Byrne, MA Mcveigh, S Spruce, T Hirsch, R Hardman, J Cain, G Davis, J Rooney, A Power, I Davis, J Woods, Madeleine, Jacob, Josh & John, D Allison, H Rice, P Davis, S Smith, S Hornby, G McNicholas, E Foulkes, A Hart, P McNicholas, K & B Flanagan, K Martindale, H Burkhill, S Ramsay, J Housley, Mrs Julie Housley, L Sephton, J Walls, K Dennett, M Hardman, E Stevens, P Rolfe, S Thompson, R Magson, C Barton, D Tarr, S Putterill, S Cathcart, E Leech, T Moran, M Green, C Whitehead, P Brand, M Blackhall, P Rice, C Bourque, J Bissenden, G Daulby, D McKay, J Stephens, H Whitfield, F Curran, Mark, Lynsey, Jack & Lydia, J Prince, J Curran, R Bourque, N Wright, D Lloyd, M Lloyd, A Lloyd, J Gwynne, M Isherwood, June & Dave, D Flannagan, J Hobby, S Ramsay, S Tobin, M Phelan, L Stevens, C Wright, L Farrow, S Bourque, B Wheat, J Carter, F Carter, J Hunt, J Wright, D Bennett, L Rylands, E Hill, J Hill, BM Carr, J Brady, L Bashford and I Hare.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

L Farrow is a long-term volunteer, supporter and fundraiser. She continues to run the in-house lottery. Lyn has raised over £10,000 since starting the lottery! Thank you, Lyn, for all your hard work and to all those who contribute. We know this is also supported greatly by volunteer K Farrow.

These fantastic individuals have raised funds in many ways such as collections, sales of handmade goods and raffles: J Brady, Dot Bennett, L Rylands, L Hawkins, J Beesley, S Parker, K & B Flannagan and L Farrow. We are very grateful for your hard work and dedication.

We are sometimes in receipt of donations following the passing of someone who has found support in our service. It is difficult to imagine the strength it takes to organise collections and donations in memoriam, and we are very grateful to the family and friends who have lost loved ones and choose to do this for our charity. Thank you G Whitfield and Widnes Royal Mail office, A Reid and Mr G Keating.

A heart-felt thank you also to the many volunteer counsellors who have provided a much-needed part of our service. Their willingness to adapt in providing telephone, video-call and socially distanced counselling has been a testament to their dedication and commitment to counselling those in need.

As you can see, it has been a year filled with compassion, kindness, utilisation of skills and generosity. We can never thank you all enough for all you have done and the help and support this has provided for many people.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Chairman's report 2020 – 2021

The year April 2020 to March 2021 is certainly one that will be forever remembered. Early in 2020 when the signs of difficulties ahead were emerging we could not have imagined the reality of what was to come.

In a time when life in the world we had known was at serious risk of harm, we all had to dig deep and find ways to navigate a new path. It was difficult to comprehend the gravity of the situation and I could not be prouder of the way in which our organisation responded and rose to this challenge.

Early in the year the possibility of our staff team being furloughed was considered by the Board of Directors and I. Taking into account the need to close our Centre and the very nature of what we do, initially, it did not seem viable to continue to operate. With lots of thought and discussion and after seeking the opinions and ideas of our staff team we decided to adapt our way of working to provide some alternative, interim support, until we could resume a full service, little did we know how the year would unfold.

I am delighted to say that with the collaboration of our board and staff team, we continued to offer an alternative yet very effective support service throughout the whole year. We have carefully followed advice and guidance with regards to how to operate safely and know undoubtedly it would not have been the right thing for our service users if we had decided to close.

Closing our doors and moving our staff team to work from their homes was complex and came with a whole host of considerations. An empty building, varying levels of home-working facilities, I.T. complications, families & pets at home, our volunteer team, employment considerations to mention but a few. Our staff team set to work and carefully navigated and evolved a new way of working. Led by our Operations Manager Nicola, I know this was no easy task and the Board and I are thankful for the resilience and determination shown by our team, driven we know by their compassion and dedication to the people we serve.

A guiding light for our organisation has been Halton & St Helens Voluntary, Community Action (VCA), always a powerful force for the good of our sector and wider community. This year has highlighted their ability to respond, plan and pre-empt potential situations, pulling together resource, skill and community spirit to orchestrate a community-wide support network. Alongside the work of our Borough Council, local Public Health representatives and Halton Clinical Commissioning, they have continually supplied a sea of assistance and support with creative and relentless compassion. We cannot thank them enough.

We are as always indebted to our financial supporters who provide the vital grants required to run the core of our services. NHS Halton Clinical Commissioning Group, Halton Borough Council (HBC) Voluntary Sector Core Funding, HBC Public Health, and Children and Adolescent Mental Health Services have again provided funds and grants which enable us to support our community in dealing with the impact of cancer. Their fast response and flexible approach has been exemplary.

Additionally, this year we have been supported in our adapted working by The Steve Morgan Foundation (SMF) and Liverpool City region – LCR cares. These grants have allowed additional IT equipment, support and the installation of a number of COVID-safe measures within our Centre. SMF has also supported the protection of our reserve funds, insightfully recognising the longer-term financial implications.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Thanks and acknowledgements are shown further in the report yet I would like to recognise the continuous fundraising efforts of our team and the kindness and generosity of our supporters. The steady trickle of income which was generated by those dropping-in to the Centre of course ceased when our doors closed. The alternative online raffles, quizzes, games and donations have been supported by many and we are truly thankful for each and every contribution.

Many of our volunteers have been operational during this time, quietly and unassumingly supporting our cause. This has included the wonderful 'Centre Champion' calls detailed later in the report, various fundraising efforts and those who have regularly engaged in our online support mechanisms, encouraging others and creating a shared sense of responsibility for assisting one another's wellbeing. Much of this has simply been given without request and without expectation of anything in return. We also applaud our service users who have been adaptable and accepting during a difficult time. Our organisation is powered by such kindness of spirit and altruism.

Amongst the achievements and celebrations of the year there have of course for many been some very traumatic and devastating events. Our heartfelt thoughts go to those who have suffered loss and change during this period. We hope that our service and the many neighbouring services in our Borough can provide warmth and support for you and your loved ones.

I will end on a note of gratitude and respect for our staff team and my fellow Board of Directors. They have embraced the need for adaptation, thrown themselves into a world of video-meetings, carefully considered risks and territory unknown for the good of others. We know this challenge is not behind us and we will continue to steer our Centre ship through stormy waters doing as our mission stipulates – to provide emotional and psychological support for local people who have been touched by cancer.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Treasurers Report

We are indebted once again to Jane Williams for the independent submission of our 2020-21 annual accounts and for the preparation of a balance sheet for submission to Companies House.

This is the ninth full accounting year since our incorporation as a Company Limited by Guarantee.

We are fortunate and grateful also to have been in receipt of another yearly grant from NHS Halton CCG, Children & Young People's funding from Children and Adolescents Mental Health Services and to have been the recipients of further grant support from Halton Borough Council via the Public Health Department and Voluntary Sector Core Grants.

Additional funds in response to the pandemic have been received from Liverpool City region- LCR Cares and The Steve Morgan Foundation.

Forthcoming items of note for the accounts:

Reserves and designated funds policy

- We ended the year with £105,586
- Six months reserves is approximately £64,000 based on this year's expenditure.
- Our Designated Funds Policy for respite was £9,000.
- We have designated funds of £10,000 to cover redundancy and expenses in the event of closure.

Ken Hill
Treasurer

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Operations Manager Report

My fifth year as Operations Manager has certainly been the most challenging and yet in many ways the most rewarding. I echo all that our Chairman has shared and feel that the additional time, effort and compassion that our Chairman and Board of Directors have given this year has been outstanding.

I feel very fortunate to have the backing of such a committed Board who strike a carefully considered balance between strategic involvement and recognising the need to adapt and engage differently. Alongside everything this year has demanded with all its twists and turns, came regular support, ad hoc calls and offers of help. Amongst the mandatory and necessary requirements came the "how are you doing, what can we do to help" calls. With all that needed to be addressed, never did our board fail to recognise the additional stress and pressure placed on our team and the wellbeing of all was at the forefront throughout.

Reflecting on this time has provided the opportunity to truly assess what has been achieved against the odds.

The date sign on the Centre reception desk said 16th March 2020. The staff and volunteers had been asked to be at home the previous week and this was the last day I worked at the Centre for some time. The sign stayed that way for a while. The emptiness and echoey sound when the Centre is empty is something I usually associate with quiet time to prepare reports, type up notes, plan ahead and generally keep up to date with everything. The sound and atmosphere at this time had shifted into something unrecognisable and unsettling.

Our service prides itself on the warm welcome, the open door, the place to turn up to when cancer has invaded lives, thoughts, and feelings. "How" I heard myself say out loud as I stood in an empty Centre; so used to interaction, warmth and life and yet now silent much like the world outside. How could we possibly do this... run this Centre, support all those people with no Centre? The feeling was overwhelming, alarming and weighed heavy.

The Centre is a beautiful space. We maintain its welcoming appearance with its homely yet professional feel. It is looked after and cared for. It is cleaned, heated, powered by electricity and gas. We must supervise it, maintain it and fix and mend things much like any work or community space. We have policies and procedures and a certain way of doing things which have to be kept in check, but that is not all. What we have is amazing people. Good, decent compassionate people who are the glue of our service. They are the magic which makes the policies, procedures, facts and figures turn into something spectacular, and they were all awaiting guidance on the 'How'.

With some contemplation and renewed vigour, we started to plan. I understood my role was to motivate, inspire and empower our team to face the situation and I was not alone. Buoyed by our Chairman and Board, we thrashed out ideas, quickly mastered various technologies which once felt unfathomable and saw the entire experience as an opportunity to overcome, learn and to drive our service forward.

During in April, May, and June, as well as providing our core listening service, we took some planned events online which was a leap of faith. This was a first for us and we were delighted to see that our afternoon tea and 25th Anniversary events were a great success. Many service users and followers held their own mini celebrations at home and sent pictures and interacted with us throughout the day. We had pre-recorded videos, stories from the past and present, and a real sense of coming together despite being apart. We also had a '25 things in May' theme where we asked people to fundraise under this theme to celebrate our anniversary. Some people did 25 minutes of walking per day, 25 new recipes in May, 25 handmade cards, 25 Joe Wicks exercise sessions! – the creativity was endless.

Throughout July, August and September, Things felt a little more settled. Regular support/wellbeing calls were being made and received, we had set up our Centre Champion volunteers, and we had regular counselling via telephone and video call. The previous years of increasing our social media presence paid off as we had the platforms to further grow these and created virtual support groups as well as weekly video-call peer support meetings.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

A ray of hope came at this time with the 'Rule of 6' being introduced as part of government guidance. As our premises are relatively small, we joined forces with 'The Studio' nearby and began small socially distanced support groups. These had lots of measures in place to keep everyone safe and made such a difference to those who could attend and be safely together.

Face to face counselling could also begin again. With some adaptations to our space to adhere to recommended guidance, we could welcome counselling back in small numbers. Many of our counselling team continued to provide the telephone and video-call sessions too.

In October, November, and December, we had a sense that the prolonged restrictions were beginning to take an even greater toll. Calls were providing reports of increased loneliness, feelings of despair and the anticipation of longer darker days was causing further distress. We knew our role was to keep on being creative, keep on going and to listen and respond to what we were hearing.

We provided photograph challenges, quizzes, personal letters to those harder to reach, welcome/wellbeing kits were sent to people new to our service, we ran competitions for young people, therapeutic ideas and suggestions for taking care at home. We tried a plethora of ideas, suggestions and activities to keep spirits up. The most helpful thing we found was for people to be listened to, to be valued, to be heard and to feel connected.

As 2021 began, we all looked to the promise of a better year. The current services were much more embedded, and things were running well. We had kept in regular contact with our volunteers and noticed a decline in contact across the board as people were able to go out a little more and restrictions were not as tight. The government roadmap began to take shape and plans for our Centre to have improved ventilation were beginning to develop.

We engaged regularly with other local support organisations and as mentioned in our Chairman's report, this was much to the credit of Halton & St Helens Voluntary Community Action. This has been imperative in keeping our service current and in touch with local policy and developments.

I feel it is important to recognise that our staff team throughout this have also experienced the difficulties, complications, and heartache that the pandemic has brought. We offered various methods of support such as mindful relaxation, regular meetings, and opportunities to talk and yet it is often those who see themselves as there to support others who find it difficult to make time for themselves. The board and I, and I am sure our many service users are very grateful and appreciative of their dedication above and beyond their roles and know that this is far more than a job role to them, it is their way of life to support others.

The biggest lesson for us all I feel has been a very basic bottom line –people need people. We all need connection, purpose and meaning in our lives. Our focus is to provide support for those touched by Cancer, yet it is important to remember that Cancer does not define a person. A person is a unique, complex individual and is a person first, before a cancer patient. The needs we have met this year have in some ways been different, yet the intent is the same. We are here to support people, connect them to others and ultimately help them to find ways to manage and help themselves in coping with all that life can bring. Cancer has a way of bringing lots of things to the surface and I know in my heart that this year, we have evolved to meet the needs presented while staying true to our purpose.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Our services

Core Support

Listening and information services – What can be referred to as the 'bread and butter' of our services has remained strong and consistent throughout.

Incoming and outgoing support/listening calls have been very well utilised and have been a real lifeline for many. Each call has been very different. Some short and sweet who were happy to be kept included and valued. Some calls were lengthy and emotional, especially from those who live alone as the days and nights were long and lonely in lockdown. Others that were having treatment, surgery and appointments cancelled were thankful of some contact and support. The calls gave many the opportunity to vent and express concerns, worries and emotions and our staff team supported one-another in dealing with this. We introduced a traffic light system which meant after each call with careful listening and gentle questions, we could determine the potential level of need for each individual. This acted as a guide and helped us to utilise our resources to support our service users in the best way we could.

Halton Borough Council and a number of neighbouring services were offering support with prescriptions, shopping, and various other essentials, particularly for those being asked to shield. We were able to identify when people needed this and refer them for this practical help.

In response to the increasing requests and needs, we provided a weekly support group via video call. This of course came with lots of technical challenges for which we provided information and support. Many were surprised at their ability to master the art of video calling! These meetings brought some welcome cheer, contact and company.

There were a number of people who registered with our service at a time when we could not offer our usual level of support. We created thoughtful 'Welcome Boxes' for them, with a heartfelt letter offering our current services. We have then kept in touch throughout. The boxes contained mini-items including an individual tea bag and biscuit, a notepad and pen with our logo and contact number, some small selfcare items and some little treats.

When we were able to offer some limited face-to-face services, we provided one-to-one meetings for both newly registered and long-term service users. This was a very difficult time for people so within those hourly slots they could be listened to, supported, and could freely discuss their thoughts, feeling and concerns in confidence.

Centre Champions – When providing our telephone services, we quickly identified the need for more frequent calls to some of our more vulnerable service users who were feeling very isolated. We set up an additional offer with the help and support of our trusted volunteers. Four volunteers already known to us were brought together as a virtual support team and the name 'Centre Champions' was born. They were provided with refresher training on listening support and safeguarding advice and guidance. With the support of our staff team, they have provided weekly or fortnightly calls to the individuals we had identified. This has been a huge success and is something we will consider for the future.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Psychological Support

Counselling – Counselling has continued throughout the pandemic mostly via telephone call and some video calls. This change could be undertaken as Sam, our Counselling Co-ordinator completed an online counselling course put together by the BACP (British Association for Counselling and Psychotherapy) for Open University. This was to prepare counselling services for change as a result of the pandemic. Following on from this we were able to put some new policies and procedures in place to help us to offer alternatives to face to face counselling.

This has been of great benefit to our service users during such difficult times. It was a big ask for our counsellors as this is a new way of working for them. We have maintained good communication with the colleges during this time to ensure we are doing the best for our counsellors. This has meant offering the counsellors more support and extra guidance. We have also been able to offer some Covid safe face-to-face counselling sessions for those service users who felt telephone counselling wasn't right for them. This again was another learning curve for us and our counsellors have adapted to the changes with great positivity and professionalism. Working this way has provided the opportunity to see the benefits of being able to provide remote support, particularly for those who may be too unwell or find it too difficult to meet face-to-face. This would likely never have happened had we not been challenged to work in different ways.

Children and Young people's support - With the closure of schools during lockdown periods and most schools not allowing visitors it has been quite difficult to engage with children and young people as we once did. We made phone calls and wrote letters to parents keeping them up to date with the service and checking in with how the family were coping. We also set up an online chat facility linked to our website that children, young people and their families could access if they wanted to talk or seek support. We had the idea of sending out some wellbeing activities to the children and young people who had used our service and so made 18 wellbeing packs which included mindful colouring, a craft activity, a notebook, playdoh, bubbles, breathing activities and general wellbeing activities.

We also held an art competition where we asked children and young people to produce a piece of artwork about something that inspires them. We had some great entries, and our winners were Finlay whose inspiration was his love of marine biology, David Attenborough and a love of sharks and Erika whose inspiration was her grandad. Erika's painting shows a memory of sitting with her grandad watching TV.

Peer Support

Bosom Buddies – The usual annual event which takes place during Breast Cancer Awareness month took on a different form. Two of our team members provided a 'live' event from our Centre via video call. This is always a very lively celebration, and this year was no different. Various games, activities, raffles and fun were had, and the Mersey Gateway bridge was lit in bright pink to mark the evening.

GOG'S – Our Gentlemen Only Group members have kept in regular contact with each other. When we were able we arranged some socially distanced group meetings at The Studio. Several of the gents came to meet up and were happy to adhere to all Covid-safe guidance. A number of gents have also continued to meet socially outside of our services which is a real testament to their support for one another.

Hugs Peer Support Group – Many of the people who attend this group have been accessing peer support for a number of years. They have continued to keep in regular contact with each other and we have provided telephone support as and when requested and required.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Wellbeing

Holistic Therapies – As these could not be provided, we began a weekly therapy item within our Facebook support groups named 'Therapeutic Thursdays' which included a range of activities such as mindful activities, relaxation techniques and hints and tips on taking care of our wellbeing. Our holistic therapists joined in and provided articles and ideas.

Art Therapy Workshops – Our weekly and monthly arts & crafts activities have not been available, yet we have had an alternative online virtual group, via Facebook. There have been activities; quizzes, photo challenges, word puzzles and craft ideas every day, including weekends!

Respite

For much of the year, the site where we have our respite caravan has been closed. When we were able, we visited and introduced some COVID-safe measures and a small number of guests were able to attend under careful guidance. Sadly, this was utilised for only a short time, and we will be working hard in the year ahead to offer the missed breaks for those who would have enjoyed respite.

Outreach & Engagement

Networking has always been an important part of the Outreach & Engagement role. As well as ensuring that the services we offer are continually promoted to the residents of Halton, it provides valuable opportunities to raise our profile, whilst keeping up to date with the wide variety of services available from other organisations throughout the borough.

We have maintained contact with the following groups by taking part in regular online meetings. This has enabled us to keep in contact with other organisations and to continually promote the services we have offered throughout a very difficult period:

- Halton Healthwatch Advisory board (board member)
- Patient Engagement Group (Whiston Hospital)
- Halton PPG Plus (Patient Participation Group)
- Halton CCG (Clinical Commissioning Group) E&I group (Engagement & Involvement)
- CO-OP Network (for local organisations)
- Age Concern expert panel
- Child Bereavement Network group (Cheshire & Merseyside)
- Cheshire & Merseyside Cancer Alliance TYA CQG (Teenage & Young Adults)
- Cancer Academy user group

Social media and connectivity

We have worked hard to develop our social media offer and the last year has shown this to be more important than ever. The foundation and building blocks we had built, put us in good stead to move our services to a virtual offer. We have grown and developed significantly throughout this year.

Website - Over the previous 12 months we have had 3250 visits to the website, which is a 16.7% increase from 2019/20. Of those, 2777 were first time visits and 473 were returning visits. The monthly statistics continue to show a correlation between spikes in visit numbers and social media posts directing people to the website, particularly the news section where the latest information about what is going on at The Centre is displayed.

Widnes and Runcorn Cancer Support Group

Trustees' report continued

Service Utilisation

| Service utilisation | | |
|------------------------|---|-------|
| Telephone support | Total number of support/wellbeing calls | 3440 |
| Counselling | Telephone counselling sessions | 341 |
| | Face to face counselling | 12 |
| Face to face services | Support group attendances | 103 |
| | Face to face listening sessions | 8 |
| On-line support groups | No. of peer support posts on private Facebook group | 1895 |
| | No. of comments | 5211 |
| | Number of reactions | 15260 |
| | No. of support activity posts on private Facebook group | 2004 |
| | No. of comments | 14329 |
| | Number of reactions | 23883 |
| | Video conference peer support meeting attendances | 342 |
| | Webchats/online messaging | 96 |
| | New service users | 41 |

Widnes and Runcorn Cancer Support Group

Trustees' report continued



Widnes and Runcorn Cancer Support Group

Trustees' report continued

Public Benefit:

In identifying and reviewing these priorities, aims and objectives, plus the supporting actions and activities for the year, we have been fully mindful of the guidance contained in the Charity Commission's general guidance on public benefit. We have aimed to ensure that all these planned actions and activities, agreed or noted by the Trustees/Directors at our regular Committee Meetings, are for public benefit and in-line with the charities purpose.

Financial Review

The deficit of the charity for the year amounted to (£12,052) (£50,863 ~ 2020)

Reserves Policy

Details of the charity's reserves are shown in note 7a and show a figure of £105,586. This level of reserves is equivalent to 4 months of the centre's running costs. This is above the centre's aim of holding £64,000 the equivalent of 6 months running costs and this figure includes the costs of closure. However, the charity also have a designated funds policy which separates funds for the purpose of working with children and young people and also a fund for respite purposes. This amounts to £75,000. These funds are not part of the charities reserve funds.

Risk Management

The trustees actively review the major strategic, business and operational risks that the charity faces on a regular basis and acknowledge that the key risks relate to reduction in core funding and utilisation of the service.

Statement of Directors' responsibilities

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

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP

- make judgements and estimates that are reasonable and prudent;

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

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board on 9th September 2021 and signed on behalf of the directors by:

Gordon Ellis
Chairperson

Reference and Administrative Details
Widnes and Runcorn Cancer Support Group
Charity number 1145810
A Company limited by guarantee number 7830948

PATRONS OF WIDNES AND RUNCORN CANCER SUPPORT GROUP

Jackie Ashley

Jim Mills

Derek Twigg MP

MEMBERS OF THE BOARD OF TRUSTEES 2020 - 2021

Honourable President

Dr Mary Gibbons, Retired G.P.

OFFICERS OF THE BOARD OF TRUSTEES:

| | |
|------------------|--------------|
| Chairperson | Gordon Ellis |
| Vice Chairperson | Clair Picton |
| Treasurer | Ken Hill |

TRUSTEES/DIRECTORS

| | |
|------------------|--|
| Mr Gordon Ellis | Retired local Business Director |
| Mrs Clair Picton | Halton Resident (Voluntary Sector representative) |
| Dr Mary Gibbons | Retired G.P. |
| Sheila Warr | Retired Macmillan Breast Care Specialist Nurse |
| Mr Kenneth Hill | Retired local authority worker |
| Mrs Susan Pybus | Ex-bank worker (of the Widnes Cancer Support Fund Association) |
| Allison Roberts | Reflexology Therapist |

Company Secretary

Nicola Donaghue

Principal Staff

| | |
|------------------|--|
| Nicola Donoghue | Operations Manager |
| Karen Millington | Centre Co-Ordinator P/T |
| Corrinne Stevens | Centre Co-Ordinator P/T |
| Nicola Brady | Administrative Support Worker |
| Val Melling | Bookkeeper / Administrator |
| Sam Bourque | Children & Young People's Co-ordinator / Counselling Co-ordinator |

Method of appointment

The Trustees are elected at the Annual General Meeting. The Members of the Board are the Directors for the purposes of company law and the Trustees for the purposes of charity law.

Registered address

21-23 Alforde Street
Widnes
Cheshire
WA8 7TR

Bankers

Lloyds Bank plc
Albert Square
23-24 Albert Road
Widnes, WA8 6JW

Independent Examiner's report to the trustees of Widnes and Runcorn Cancer Support Group

I report on the accounts of the charity for the year ended 31st March 2021 set out on pages 17 to 26.

Respective responsibilities of the Trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. 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
- ☐ state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Jane Williams
MAAT
Greater Merseyside Community Accountancy Service
St Maries
Lugsdale Road
Widnes
WA8 6DB

9th September 2021

Widnes and Runcorn Cancer Support Group
Statement of Financial Activities
(Including Income & Expenditure Account)
for the year ended 31 March 2021

| | Notes | 2021 Unrestricted funds £ | 2021 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|--|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Income from donations | (4) | 21,466 | 89,511 | 110,977 | 74,976 |
| Income from charitable activities | (5) | 8,270 | - | 8,270 | 10,219 |
| Other incoming resources | (6) | 3,013 | - | 3,013 | 13,340 |
| Bank interest | | 6 | - | 6 | - |
| Total incoming resources | | 32,755 | 89,511 | 122,266 | 98,535 |
| Resources expended | | | | | |
| Charitable activities | (7) | 36,927 | 97,391 | 134,318 | 149,398 |
| Net incoming / (outgoing) resources | | (4,172) | (7,880) | (12,052) | (50,863) |
| Transfers between funds | | - | - | - | - |
| Net movement in funds | | (4,172) | (7,880) | (12,052) | (50,863) |
| Reconciliation of funds | | | | | |
| Total funds as at 01 April 2020 | | 65,458 | 52,180 | 117,638 | 168,501 |
| Total funds as at 31 March 2021 | (9) | 61,286 | 44,300 | 105,586 | 117,638 |

The above statement includes all gains and losses recognised during the year.
All activities are regarded as continuing.
Comparative figures for the previous year by fund type are shown in Note 13.
The Notes on pages 19 to 26 form an integral part of these accounts.

Widnes and Runcorn Cancer Support Group

Charity number 1145810

A Company limited by guarantee number 7830948

Balance sheet

as at 31 March 2021

| | 2021 | 2021 | 2021 | 2020 |
|--|--------------|------------|---------|---------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Fixed Assets | | | | |
| Tangible Assets | (8) - | 25,195 | 25,195 | 28,795 |
| Total current assets | - | 25,195 | 25,195 | 28,795 |
| Current Assets | | | | |
| Debtors and prepayments | (11) - | - | - | - |
| Cash at bank and in hand | (12) 63,038 | 19,105 | 82,143 | 90,131 |
| Total current assets | 63,038 | 19,105 | 82,143 | 90,131 |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors (due within one year) | (13) 1,752 | - | 1,752 | 1,288 |
| Total current liabilities | 1,752 | - | 1,752 | 1,288 |
| Net Assets | 61,286 | 44,300 | 105,586 | 117,638 |
| Funds of the charity | | | | |
| Restricted Funds | - | 44,300 | 44,300 | 52,180 |
| Unrestricted funds | 61,286 | - | 61,286 | 65,458 |
| Total Funds | 61,286 | 44,300 | 105,586 | 117,638 |

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2021

the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and

the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The notes on pages 19 to 26 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 9th September 2021 and signed on their behalf by:

Ken Hill
Director / Trustee

Widnes and Runcorn Cancer Support Group
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 March 2021

| | | 2021 | 2020 |
|--|-----|----------------|-----------------|
| | | Total | Total |
| | | £ | £ |
| Cash flows from operating activities: | | | |
| Net income/(expenditure) per SOFA | | (12,052) | (50,863) |
| Capital purchase | | - | - |
| Depreciation | | 3,600 | 3,600 |
| Investment income | | 6 | - |
| (Increase)/decrease in debtors | (5) | - | 4,013 |
| Increase/(decrease) in creditors | | 464 | (16) |
| | | <u>(7,982)</u> | <u>(43,266)</u> |
| Cash flows from investing activities | | | |
| Investment income | (6) | <u>(6)</u> | <u>-</u> |
| Net increase/(decrease) in cash: | | (7,988) | (43,266) |
| Total cash as at 01 April 2020 | | <u>90,131</u> | <u>133,397</u> |
| Total cash as at 31 March 2021 | | <u>82,143</u> | <u>90,131</u> |

The notes on pages 19 to 26 form an integral part of these accounts.

Widnes and Runcorn Cancer Support Group

Notes to the financial statements

for the year ended 31 March 2021

1 Basis of preparation

These accounts (financial statements) have been prepared under the historical cost convention,

- 1.1 with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:
 - (a) The Charities Act 2011
 - (b) The Companies Act 2006
 - (c) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS 102
 - (d) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)
- 1.3 The charity meets the definition of a public benefit entity as defined by FRS 102
- 1.4 The trustees consider that there are not material uncertainties about the charity's ability to continue as a going concern.

2 Accounting Policies

2.1 Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 7a.

2.2 Income

- (a) Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure (e.g. caravan), the income and related expenditure are reported gross in the SOFA.
- (c) Bank interest is recognised when credited to the account.
- (d) Gift Aid, where appropriate, is recognised in the same accounting period as the donation to which it relates.
- (e) Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.

2.3 Expenditure and liabilities

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Widnes and Runcorn Cancer Support Group

Notes to the financial statements

for the year ended 31 March 2021

2.4 Tangible Fixed Assets

(a) Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.

Rates of depreciation

Caravan: 20% straight line basis to nil

Fixtures and fittings: 15% straight line basis to nil

Equipment: 20% straight line basis to nil

2.5 Debtors

(a) Debtors are recognised at the settlement amount due.

(b) Prepayments are valued at the amount prepaid.

2.6 Cash

(a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Creditors

(a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

3 Transactions with trustees and related parties

No trustees received any expenses or remuneration during the period.

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisation), it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures. No transactions were identified which should be disclosed under FRS 102.

Widnes and Runcorn Cancer Support Group

Notes to the financial statements

for the year ended 31 March 2021

| | | | | |
|--|---------------|---------------|----------------|---------------|
| 4 Income from donations | 2021 | 2021 | 2021 | 2020 |
| | Unrestricted | Restricted | Total | Total |
| | funds | funds | funds | funds |
| | £ | £ | £ | £ |
| Halton Borough Council: Vol Sec Funding | - | 11,000 | 11,000 | 11,000 |
| Halton Borough Council: Public Health | - | 6,500 | 6,500 | 3,250 |
| NHS Halton CCG | - | 55,750 | 55,750 | 23,948 |
| NHS Halton CAMHS | - | - | - | 14,165 |
| The Steve Morgan Foundation | | 16,261 | 16,261 | |
| LCR Cares | 3,000 | - | 3,000 | - |
| Donations | 18,466 | - | 18,466 | 22,613 |
| | <u>21,466</u> | <u>89,511</u> | <u>110,977</u> | <u>74,976</u> |
| 5 Income from charitable activities | 2021 | 2021 | 2021 | 2020 |
| | Unrestricted | Restricted | Total | Total |
| | funds | funds | funds | funds |
| | £ | £ | £ | £ |
| Fundraising | 8,270 | - | 8,270 | 10,219 |
| | <u>8,270</u> | <u>-</u> | <u>8,270</u> | <u>10,219</u> |
| 6 Other Incoming resources from charitable activities | Unrestricted | Restricted | Total | Total |
| | funds | funds | funds | funds |
| | £ | £ | £ | £ |
| Contributions | 436 | - | 436 | 8,031 |
| Centre Outings | - | - | - | 3,169 |
| Centre Events | - | - | - | 733 |
| Other Incoming Resources | 2,577 | - | 2,577 | 1,407 |
| | <u>3,013</u> | <u>-</u> | <u>3,013</u> | <u>13,340</u> |

Widnes and Runcorn Cancer Support Group
Notes to the financial statements
for the year ended 31 March 2021

7 Expenditure of charitable activities

| | 2021 Unrestricted funds | 2021 Restricted funds | 2021 Total funds | 2020 Total funds |
|---------------------------------|-------------------------------|-----------------------------|------------------------|------------------------|
| | £ | £ | £ | £ |
| Direct Costs | | | | |
| Salaries and NICs | 7a 20,071 | 85,860 | 105,931 | 101,546 |
| Payroll costs | - | 1,109 | 1,109 | 1,069 |
| Printing & Stationery | 491 | - | 491 | 1,307 |
| Telephone & Postage | 2,993 | - | 2,993 | 2,242 |
| Equipment | - | 1,385 | 1,385 | 1,192 |
| Other Expenses | - | 346 | 346 | 706 |
| Fees & licenses | 45 | - | 45 | 375 |
| Premises | | | | |
| Rent | 8,761 | - | 8,761 | 9,145 |
| Utilities | 1,957 | - | 1,957 | 2,540 |
| Insurance | 951 | - | 951 | 1,117 |
| Cleaning | 985 | - | 985 | 1,927 |
| Repairs & Maintenance | 267 | - | 267 | 361 |
| Other | | | | |
| Bank Charges | 152 | - | 152 | 362 |
| Training | 48 | - | 48 | 753 |
| Travel | 136 | - | 136 | 973 |
| Event | - | - | - | 930 |
| Group Activities | - | 811 | 811 | 8,400 |
| Caravan Expenses | - | 4,280 | 4,280 | 5,690 |
| Counselling & Supervision | - | - | - | 609 |
| Marketing & Fundraising | 57 | - | 57 | 993 |
| Depreciation | - | 3,600 | 3,600 | 3,600 |
| Governance costs | (10) 13 | - | 13 | 3,561 |
| Total resources expended | 36,927 | 97,391 | 134,318 | 149,398 |

7a Staff costs and numbers

| | £ | £ |
|--------------------|----------------|----------------|
| Gross salaries | 102,122 | 97,507 |
| Employer's NI | 1,752 | 2,612 |
| Employer's Pension | 2,057 | 1,427 |
| | 105,931 | 101,546 |

No employee earned £60,000 per annum or more in the current accounting period
The average number of employees during the year was 3.4 (2020:3.4)

Widnes and Runcorn Cancer Support Group
Notes to the financial statements
for the year ended 31 March 2021

8 Tangible assets

| | Caravan £ | Total £ |
|------------------------------|---------------|---------------|
| <u>Cost</u> | | |
| At 1 April 2020 | 35,995 | 35,995 |
| Additions | - | - |
| At 31 March 2021 | <u>35,995</u> | <u>35,995</u> |
| <u>Depreciation</u> | | |
| At 1 April 2020 | 7,200 | 7,200 |
| Charge for year | <u>3,600</u> | <u>3,600</u> |
| At 31 March 2021 | <u>10,800</u> | <u>10,800</u> |
| <u>Net book value</u> | | |
| At 31 March 2021 | <u>25,195</u> | <u>25,195</u> |
| At 31 March 2020 | <u>28,795</u> | <u>28,795</u> |

Widnes and Runcorn Cancer Support Group

Notes to the financial statements

for the year ended 31 March 2021

9 Movements in funds

| | As at 01/04/2019 | Incoming Resources | Outgoing Resources | Transfers | As at 31/03/2020 |
|-----------------------------|---------------------|-----------------------|-----------------------|-----------|---------------------|
| | £ | £ | £ | £ | £ |
| Unrestricted funds | | | | | |
| General funds | 65,458 | 32,755 | 36,927 | - | 61,286 |
| Restricted funds | | | | | |
| Caravan | 52,180 | - | 7,880 | - | 44,300 |
| HBC: Vol Sec Funding | - | 11,000 | 11,000 | - | - |
| HBC: Public Health | - | 6,500 | 6,500 | - | - |
| NHS Halton CCG | - | 55,750 | 55,750 | - | - |
| The Steve Morgan Foundation | - | 16,261 | 16,261 | - | - |
| | 52,180 | 89,511 | 97,391 | - | 44,300 |
| Total funds | 117,638 | 122,266 | 134,318 | - | 105,586 |

Purpose of restricted funds

We are grateful to all our funders who provided support to our centre running costs and salaries. The Steve Morgan Foundation provided funding from the #SMF EmergencyFund. LCR Cares provided funding towards the Support of vulnerable people in the community.

10 Governance Costs

| | 2021 | 2020 |
|----------------------------|------|-------|
| | £ | £ |
| Independent Examiners' fee | - | 300 |
| Accountancy | - | 95 |
| Professional fees | - | 3,090 |
| DBS Checks | - | 63 |
| Administration | 13 | 13 |
| | 13 | 3,561 |

11 Debtors and prepayments

| | £ | £ |
|-------------|---|---|
| Debtors | - | - |
| Prepayments | - | - |
| | - | - |

12 Cash at bank and in hand

| | £ | £ |
|---------------------|--------|--------|
| Current Accounts | 58,440 | 65,709 |
| Deposit Accounts | 20,272 | 23,983 |
| Fundraising Account | 3,021 | - |
| Cash in hand | 410 | 440 |
| | 82,143 | 90,131 |

13 Creditors and accruals

| | £ | £ |
|-----------------|-------|-------|
| Creditors | 1,752 | 1,288 |
| Deferred Income | - | - |
| | 1,752 | 1,288 |

Widnes and Runcorn Cancer Support Group
Notes to the financial statements
for the year ended 31 March 2021

13 Comparative income and expenditure by fund type

| | Unrestricted Funds | | Restricted Funds | |
|--|--------------------|-----------------|------------------|---------------|
| | 2021 | 2020 | 2021 | 2020 |
| | £ | £ | £ | £ |
| Income from: | | | | |
| Income from donations | 21,466 | 22,613 | 89,511 | 52,363 |
| Income from charitable activities | 8,270 | 10,219 | - | - |
| Other incoming resources | 3,013 | 10,320 | - | 3,020 |
| Bank interest | 6 | - | - | - |
| Total incoming resources | 32,755 | 43,152 | 89,511 | 55,383 |
| Expenditure on: | | | | |
| Charitable activities | 36,927 | 96,018 | 97,391 | 53,380 |
| Net incoming / (outgoing) resources | (4,172) | (52,866) | (7,880) | 2,003 |
| Transfers between funds | - | - | - | - |
| Net movement in funds | (4,172) | (52,866) | (7,880) | 2,003 |
| Reconciliation of funds | | | | |
| Total funds as at 01 April 2020 | 65,458 | 118,324 | 52,180 | 50,177 |
| Total funds as at 31 March 2021 | (9) 61,286 | 65,458 | 44,300 | 52,180 |