

**Company Registration Number: 07961393**  
**Charity Registration Number: 1150581**

**OLDHAM CANCER SUPPORT CENTRE LIMITED**  
**(A Company Limited By Guarantee)**  
**TRUSTEES' ANNUAL REPORT AND**  
**FINANCIAL STATEMENTS**  
**For The Year Ended 31 March 2021**

# OLDHAM CANCER SUPPORT CENTRE LIMITED

## CONTENTS

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	Page
Members of the Board and professional advisers	2
Trustees Annual Report	Insert and page 3
Independent Examiners Report	4
Statement of Financial Activities (incorporating the income and expenditure account)	5
Balance Sheet	6
Notes to the financial statements	7-11

# OLDHAM CANCER SUPPORT CENTRE LIMITED

## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

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<b>Registered Charity Name</b>	Oldham Cancer Support Centre Limited
<b>Charity Number</b>	1150581
<b>Company Number</b>	07961393
<b>Registered Office</b>	Ena Hughes Centre 2 Ellesmere Street Failsworth Manchester M35 9AD
<b>Directors and Trustees</b>	Ms P Williams Ms S Abbott Mr N Briggs Mr D Heyes Mr D Ryder Mr P Jacques Ms C Bradbury (appointed on 16/09/2020)
<b>Independent Examiner</b>	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
<b>Bankers</b>	National Westminster 8 Rochdale Road Royton Oldham OL2 6WA

# **OLDHAM CANCER SUPPORT CENTRE LTD**

*Registered Charity Number: 1150581*

*Company Registered Number: 07961393*

## **Trustees Annual Report 2020-2021**

### **AIM**

OCSC offers support and information to anyone whose life is adversely affected by cancer i.e. cancer patients, their close family members/primary carers and those who have been bereaved by cancer. Located in the Ena Hughes Centre in Failsworth our services include counselling and complementary therapies as well as practical advice about accessing information regarding finance, benefits, travel insurance, nutrition, safe exercise, interest groups etc.

We also run a monthly Patients' Support Group Meeting and a monthly Carers' Drop-in Group. Our Centre provides a calm place in which clients can relax and also have a cup of tea and a chat if they choose.

### **OBJECTIVES**

These continue to reflect the ethos of the Charity and it is important that we maintain and improve the Charity's work.

By continuing to follow the public benefit guidance of the Charity Commission we aim to secure and maintain:

- sufficient funding to enable the Charity to be financially viable
- our professional services which support the needs of all our clients
- our ongoing training and support programme for our Volunteers
- an increase in the number of referrals via our professional networks
- an improvement in our profile to ensure that knowledge of our services is extended
- the provision of competent leadership by having effective governance and expertise

By providing our services the Charity supports all those whose lives are adversely affected by cancer and referrals can be made by any health professional in the area or clients can self-refer. OCSC needs an adequate number of referrals to maintain an effective programme of support, which in turn ensures a high quality continuity of service. We continue to have excellent relationships with other cancer agencies in the area, thus promoting the Charity's work.

### **IMPACT OF THE COVID-19 CORONAVIRUS PANDEMIC**

During this financial year and due to closures caused by Covid we have had to suspend most of our services. We have still been able to offer counselling support, with our counsellors working from home by telephone.

### **ANNUAL GENERAL MEETING (AGM)**

The charity commission gave Oldham Cancer Support Centre permission to hold an AGM online and this took place on the 25<sup>th</sup> of November 2020 (for the accounts 2018/19). The accounts for 2019/20 were also dealt with similarly and voting was completed in August 2021.



## **COUNSELLING AND THERAPIES**

Counselling – our highly qualified and experienced Counsellors provide invaluable support for those people who are going through extremely difficult times. Feedback demonstrates how beneficial this service is and how appreciative clients are.

Complementary Therapies – provided by well qualified and very experienced Therapists. Therapies available include reiki, reflexology, several different massages including aromatherapy, Indian head massage and Thai foot massage, hot stones treatment and holistic facials.

All counselling and complementary therapy treatments are funded by the Charity. Due to the impact of Covid counselling took place only by telephone and due to office closure numbers are still not accessible.

No complimentary therapies took place during this period due to Covid restrictions. Demography, again numbers are not accessible due to the Covid lockdown.

Patients' Support Group – this group usually meets on the last Wednesday of each month from 11.00 a.m. – 2.00 p.m. This provides an opportunity for cancer patients, past and present, to meet together socially, have a coffee and then some lunch together.

The group is facilitated by one of the OCSC Counsellors who was also a palliative care nurse and is always available if anyone needs to speak to her on a one-to-one basis. She is assisted by another OCSC Volunteer.

The group would usually take part in various activities, but unfortunately the patient's group and carers drop in were affected by Covid and no meetings took place during the financial year 2020/21.

Carers' Drop-in Group – the group usually meets on the last Monday of each month from 10.00 a.m. – 2.00 p.m. Three of OCSC's Volunteers facilitate the group but group members decide what they would like to do in each session. These meetings are invaluable to those carers who attend as they are usually the only times that they are able to take a break from caring for a loved one. It is an opportunity to share their experiences and relax in a very informal and friendly setting.

Sadly this, as with other services, has been impacted by Covid this year.

Meditation and Relaxation Group – this is usually held once a month and open to all who wish to attend, and is facilitated by one of our highly qualified therapists and funded by the charity, being held in Failsworth Town Hall.

However, due to Covid, the meditation and relaxation classes were suspended during this period, as was also the fundraising activities.

## **VOLUNTEERS**

These are the most important resource and asset of our charity, their dedication is second to none and they give of their time and much more.

Covid has greatly impacted the work that they normally do for us in the charity shop, assisting in the patient's group, carer's group, meditation and relaxation class, and in providing transport for clients where needed, as well as attending and facilitating fund raising events.

The board of trustees are also volunteers and their dedication and hard work in guiding and overseeing the charity is invaluable.

**OCSC Ltd Finances:**

**Reserves Brought Forward as at 1 April 2020      £113,402**

**Income**

Donations	£10,480
Grants	£ 880
Therapies	£ 34
Investment & Bank Interest	£ 1,080
<b>Total Income</b>	<b>£12,474</b>

**Expenditure**

Grants	£ 8,171
Premises Costs	£ 556
Office & Running Costs	£ 211
Covid-19 Costs	£ 15
Equipment	£ 155
Governance Costs	£ 813
<b>Total Expenditure</b>	<b>£ 9,921</b>

**Net Income/(Expenditure)      £ 2,553**

**Reserves Carried Forward as at 31 March 2021      £115,955**

**Charity Details:**

Oldham Cancer Support Centre Ltd

Registered Charity Number: 1150581

Company Registered Number: 07961393

Oldham Cancer Support Centre

Ena Hughes Centre

Ellesmere Street

Failsworth

M35 9AD

Tel: 0161 770 8751

**Trustees who manage the Charity:**

Cllr Norman Briggs	Chairman
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Sandra Abbott	Treasurer
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Pamela Williams	Secretary
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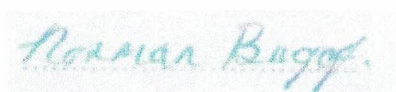
David Heyes

Denis Ryder

Paul Jacques

Carole Bradbury

Report approved by the Board of Trustees and signed on the 11<sup>th</sup> of October 2021 on their behalf by:



Norman Briggs

Chair of the Trustees



# OLDHAM CANCER SUPPORT CENTRE LIMITED

## TRUSTEES ANNUAL REPORT

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The trustees and directors for the purposes of company law, present their annual report and the unaudited financial statements of the charity for the year ended 31 March 2021.

The Board have adopted the provision of the Charities SORP (FRS 102) – Accounting and Reporting by Charities: Statement of Recommended practice applicable in the UK and Republic of Ireland (effective 1 January 2015, and including update bulletins on 2 February 2016 and 5 October 2018) in preparing the annual report and financial statements of the charity. The accounts have been prepared in accordance with the Companies Act 2006.

The trustees (who are also directors of Oldham Cancer Support Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and with the provision for small companies.

Company law requires the trustees to prepare financial statements for each financial 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.

In preparing the financial statements, the directors are required to:

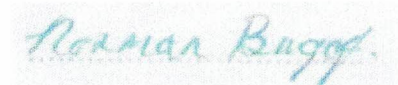
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The report of the members of the board were approved by the Board on the 11<sup>th</sup> of October 2021 and signed on their behalf by;



Norman Briggs

**Chair of the Trustees**



# **OLDHAM CANCER SUPPORT CENTRE LIMITED**

## **REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF OLDHAM CANCER SUPPORT CENTRE LIMITED**

**YEAR ENDED 31 MARCH 2021**

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I report on the accounts for the year ended 31 March 2021 set out on pages 5 to 11.

### **Respective Responsibilities of 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 in accordance with the requirements of the Companies Act 2006 (the 2006 Act). The trustees consider that an audit is not required for this year under s144 (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 s145 of the 2011 Act
- Follow the procedure laid down in the General Directions given by the Charity Commissioners (under s145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

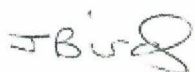
### **Basis of Independent Examiners Opinion**

My examination was carried out in accordance with 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 of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion 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 Examiners 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 s386 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.



12<sup>th</sup> October 2021

**Miss Jacqueline Bird F.M.A.A.T.**  
Community Accounting Lancashire C.I.C.  
Foxfields  
9 Norley Close  
Chadderton  
Oldham  
OL1 2RA

**OLDHAM CANCER SUPPORT CENTRE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2021**

		Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
	<i>Notes</i>				
<b>Income from:</b>					
Donations	2	10,480	-	10,480	11,273
Charitable activities	3	34	880	914	13,807
Other trading activities	4	-	-	-	3,491
Investments	5	1,080	-	1,080	930
Other income		-	-	-	-
<b>Total</b>		<u>11,594</u>	<u>880</u>	<u>12,474</u>	<u>29,501</u>
<b>Expenditure on:</b>					
Raising funds (fundraising expenses)		-	-	-	-
Charitable activities	6	1,750	8,171	9,921	15,604
Other expenditure		-	-	-	-
<b>Total</b>		<u>1,750</u>	<u>8,171</u>	<u>9,921</u>	<u>15,604</u>
Net gains/(losses) on investments		-	-	-	-
<b>Net income/(expenditure)</b>		<u>9,844</u>	<u>(7,291)</u>	<u>2,553</u>	<u>13,897</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>105,231</u>	<u>8,171</u>	<u>113,402</u>	<u>99,505</u>
<b>Total funds carried forward</b>		<b><u>115,075</u></b>	<b><u>880</u></b>	<b><u>115,955</u></b>	<b><u>113,402</u></b>

The statement of financial activities contains all gains and losses for the year and all activities relate to continuing operations. The profit for the purposes of the Companies Act 2006 is the net incoming resources before unrealised losses/gains.

The notes on pages 7 to 11 form part of these financial statements.

Note 14 shows comparative information for the year ended 31 March 2020.

# OLDHAM CANCER SUPPORT CENTRE LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Current Assets</b>					
Investments	8	54,877		53,822	
Cash at Bank and in Hand		<u>62,246</u>		<u>60,483</u>	
<b>Total Current Assets</b>		<b>117,123</b>		<b>114,305</b>	
<b>Liabilities</b>					
Creditors:					
Amounts falling due within one year	9	(1,168)		(903)	
<b>Net current assets or liabilities</b>			<b><u>115,955</u></b>		<b><u>113,402</u></b>
<b>Total net assets or liabilities</b>			<b><u>115,955</u></b>		<b><u>113,402</u></b>
<b>The funds of the charity</b>	10				
Unrestricted Funds			115,075		105,231
Restricted Funds			<u>880</u>		<u>8,171</u>
<b>Total funds</b>			<b><u>115,955</u></b>		<b><u>113,402</u></b>

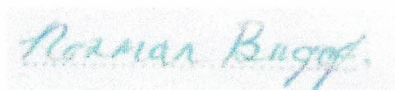
For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts are prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The accounts were approved by the Board of Directors on the 11<sup>th</sup> of October 2021 and signed on its behalf by:



Norman Briggs

**Chair of the Trustees**



# **OLDHAM CANCER SUPPORT CENTRE LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**for the year ended 31 March 2021**

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### **1. ACCOUNTING POLICIES**

#### **Basis of accounting**

The financial statements have been prepared in accordance with 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 (FRS102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016 and also Update Bulletin 2 published on 5 October 2018) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Incoming resources**

All income is recognised once the charity has entitlement to the income. It is probable that the income will be received, and the amount of income receivable can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Restricted funds are to be used for specified purposes as laid down by the donor.

Expenditure which meets these criteria's is identified to the fund, together with a fair allocation of overheads and support costs.

Unrestricted funds are donations and other incoming resources received or generated for charitable purposes.

#### **Resources expended**

All expenditure is accounted for on an accruals basis.

All expenses including support costs and governance costs are allocated or apportioned to applicable expenditure headings.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount for the obligation can be measured reliably.

#### **Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

#### **Fixed assets**

All fixed assets are initially recorded at cost and depreciated by 33% on a reducing balance basis.



# **OLDHAM CANCER SUPPORT CENTRE LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**for the year ended 31 March 2021**

### **2. Donations**

	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
General donations	10,480	-	10,480	10,077
Friends donations	-	-	-	461
Oldham Cancer Support Centre	-	-	-	735
	<u>10,480</u>	<u>-</u>	<u>10,480</u>	<u>11,273</u>

### **3. Charitable activities**

	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
Shop Sales	-	-	-	6,836
Grants:				
Patients Group – Auto Traders Grant	-	-	-	-
NHS Back To The Future	-	-	-	-
Oldham Council (Carers)	-	-	-	1,500
Action Together	-	880	880	500
Action Together	-	-	-	500
Therapists	34	-	34	4,471
	<u>34</u>	<u>880</u>	<u>914</u>	<u>13,807</u>

### **4. Other trading activities**

	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
Fundraising	-	-	-	2,956
Giving.Com Ltd	-	-	-	-
Weigh In (Clothes)	-	-	-	535
	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,491</u>

### **5. Investments**

	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
Investment Income (from Deposit Fund)	1,056	-	1,056	822
Bank Interest	24	-	24	108
	<u>1,080</u>	<u>-</u>	<u>1,080</u>	<u>930</u>

# OLDHAM CANCER SUPPORT CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

### 6. Charitable activities

	Support Costs	Other Direct Costs	Governance Costs	2021 Total Funds	2020 Total Funds
	£	£	£	£	£
Shop Expenses	-	-	-	-	118
Clinical Sup. Counselling	-	-	-	-	1,548
Meditation Class	-	-	-	-	35
Patients Group – Auto Traders Grant	-	-	-	-	89
NHS Back To The Future	-	8,171	-	8,171	6,397
First Choice Homes ROCA	-	-	-	-	341
Macmillan	-	-	-	-	45
Event Expenses	-	-	-	-	363
Patients Group Expenses	-	-	-	-	126
Office Computer & Website	126	-	-	126	21
Grant Carers	-	-	-	-	915
Premises Costs	556	-	-	556	1,024
Printing, Printing & Stationary	39	-	-	39	22
Running Costs	-	-	-	-	123
Covid-19 Costs	-	15	-	15	-
Sundries	-	46	-	46	-
Volunteer Lunches & Refreshments	-	-	-	-	542
Volunteer Training	-	-	-	-	458
Travel Costs	-	-	-	-	-
Therapy Equipment	-	-	-	-	410
Therapists	-	-	-	-	1,548
Other Equipment	-	155	-	155	931
Companies House Fee	-	-	13	13	13
Professional Fees & Accounts Costs	-	-	800	800	535
	<u>721</u>	<u>8,387</u>	<u>813</u>	<u>9,921</u>	<u>15,604</u>

Total resources expended are stated after charging:

	2021	2020
	£	£
Accounts Preparation & Independent Examination Fees	420	445
Other Work (tax computations & tax return as requested by HMRC)	200	-

No Trustees were paid any remuneration or expenses during the course of the year.

### 7. Analysis of support and governance costs

	Basis of Allocation	Therapists	Counselling	Carers	Patients Groups	2021 Total Funds	2020 Total Funds
	£	£	£	£	£	£	£
Office	Activities	81	64	10	10	165	43
Premises	Activities	273	217	33	33	556	1,024
Governance	Activities	398	317	49	49	813	548
		<u>752</u>	<u>598</u>	<u>92</u>	<u>92</u>	<u>1,534</u>	<u>1,615</u>

# OLDHAM CANCER SUPPORT CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

### 8. Investments - Current Assets

	2021 £	2020 £
Deposit Fund:		
United Trust Bank	54,877	53,822
Cambridge & Counties	-	-
	<u>54,877</u>	<u>53,822</u>

### 9. Creditors: Amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	<u>1,168</u>	<u>903</u>
	<u>1,168</u>	<u>903</u>

### 10. Funds

	Balance as at 1 April 2020	Incoming Resources £	Resources Expended £	Balance as at 31 March 2021 £
Unrestricted Funds	105,231	11,594	(1,750)	115,075
Restricted Funds:				
NHS Back To The Future	8,171	-	(8,171)	-
Action Together	-	880	-	880
	<u>8,171</u>	<u>880</u>	<u>(8,171)</u>	<u>880</u>
<b>Total Funds</b>	<u><b>113,402</b></u>	<u><b>12,474</b></u>	<u><b>(9,921)</b></u>	<u><b>115,955</b></u>

### 11. Corporation Tax

The charity is exempt from tax on income and gains falling within chapter 3 of part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

HMRC requested that a tax return be completed and submitted for the financial year from the 1<sup>st</sup> of April 2020 to the 31<sup>st</sup> of March 2021. No tax charges have arisen in the charity for this period as the exemptions apply.

### 12. Company Status

The charity is limited by guarantee and has no share capital. There are 7 members and the liability of each member in the event of winding up is limited to £1.

### 13. Related Parties

Mrs S Abbott, Mrs P Williams and Mr N Briggs are also Trustees at "Oldham Cancer Support Centre (Charity Registered Number 1117993)", who are registered at the same premises as Oldham Cancer Support Centre Limited.

**OLDHAM CANCER SUPPORT CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**for the year ended 31 March 2021**

**14. Comparative Information**

		<b>Unrestricted Funds 2020 (previous year)</b>	<b>Restricted Funds 2020 (previous year)</b>	<b>Total Funds 2020 (previous year)</b>
	<i>Notes</i>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>				
Donations	<i>2</i>	11,273	-	11,273
Charitable activities	<i>3</i>	12,807	1,000	13,807
Other trading activities	<i>4</i>	3,491	-	3,491
Investments	<i>5</i>	930	-	930
Other income		<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>		<u>28,501</u>	<u>1,000</u>	<u>29,501</u>
<b>Expenditure on:</b>				
Raising funds		-	-	-
Charitable activities	<i>6</i>	7,732	7,872	15,604
Other expenditure		<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>		<u>7,732</u>	<u>7,872</u>	<u>15,604</u>
Net gains/(losses) on investments		-	-	-
<b>Net income/(expenditure)</b>		<u>20,769</u>	<u>(6,872)</u>	<u>13,897</u>
 <b>Reconciliation of funds:</b>				
Total funds brought forward		<u>84,462</u>	<u>15,043</u>	<u>99,505</u>
<b>Total funds carried forward</b>		<u>105,231</u>	<u>8,171</u>	<u>113,402</u>