

OLDHAM CANCER SUPPORT CENTRE
A Charitable Incorporated Organisation (CIO)

TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS

For The Year Ended
31 March 2023

OLDHAM CANCER SUPPORT CENTRE CIO

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OLDHAM CANCER SUPPORT CENTRE CIO

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

Registered Charity Name	Oldham Cancer Support Centre CIO
Charity Number	1150581
Registered Office	Ena Hughes Centre 2 Ellesmere Street Failsworth Manchester M35 9AD
Trustees	Pamela Ann Williams Sandra Margaret Abbott Norman Briggs David Heyes Denis Ryder Paul Jean Jacques Carole Bradbury Elizabeth Jacques
Independent Examiner	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
Bankers	National Westminster Bank 8 Rochdale Road Royton Oldham OL2 6WA

Oldham Cancer Support Centre CIO

Trustees Annual Report

1st April 2022 - 31st March 2023

Aim

Every year, over 300,000 people are diagnosed with cancer in the UK, facing tough questions, exhausting treatment and difficult emotions. These challenges affect not only those with cancer, but their family and friends, and those bereaved by cancer.

Oldham Cancer Support is there for all people adversely affected by cancer, offering a distinct programme of support that aims to promote physical and emotional wellbeing.

Located at the Ena Hughes Centre in Failsworth we offer and provide the support people need: emotional and therapeutic support from qualified experts; support groups for patients and carers; a friendly place to meet other people; a calming space simply to relax and sit quietly with a cup of tea.

Objectives

Our objectives are set to reflect our charitable aims and ethos of the charity. It is important that we maintain and enhance the impact of the charities work.

In setting our objectives and planning our activities our Trustees have given careful consideration of the Charity Commission's public benefit guidance

To secure and maintain:

- Sufficient funding to enable the charity to be financially stable.
- Professional services to support the needs of the individual and immediate family members.
- Ongoing training and support for our volunteer workforce.
- An Increased number of referrals through our professional networks.
- An improved profile that allows greater knowledge of our work.
- Effective leadership, governance and expertise.

Contribution made by Volunteers

It goes without saying that our volunteers are our greatest asset, without their contribution the charity would not be able to operate in an effective manner.

Volunteers provide receptionist duties, welcoming people to the centre and undertaking administration duties to organise treatments and therapies. In addition, volunteers provide support for carers, patients and clients offering a listening ear and removing isolation from many carers who often feel on their own and their needs not being able to be met.

The Charity Shop relies on volunteers to staff the shop and secure a positive environment for all those engaged with the day-to-day operation. They receive and sort stock, staff the shop and carryout administrative tasks related to the retail outlet. Often being the first point of contact for people enquiring about our services at the Centre.

Main Achievements

The Charity provides holistic support for all those who come through their doors affected by cancer whether they are diagnosed with cancer or their immediate family members. Support can be accessed through individual counselling or therapy, or by participation in one of our group activities which include a Carer's Group, Patients Group, Walking Group and a Meditation and Relaxation class. Many of the referrals originate from the Macmillan Cancer Charity who recognise the bespoke offer of services and shorter waiting times, however referrals from other sectors are welcome including self-referrals. The Trustees monitor levels of client numbers and their demography and have engaged with the NHS and related networks to explain and promote the charities work.

The charity requires an adequate number of referrals to maintain an effective programme of support, as contracted staff need to have sufficient patients to ensure continuity of service. As Trustees we have recognised the need to improve our ability to engage and promote our services through the use of an improved social media presence. This has resulted in updating the charity's profile, signage and new website outlining and focussing on the services and support we provide to our clients/patients. By raising the profile of the charity and its work will hopefully see an increase in referrals from a wide range of practices and self-referrals.

The trustees are determined to improve the sustainability of the service by looking at succession planning, recruiting new volunteers, trustees and increasing the number of professionals to improve capacity and shorten waiting times.

Counselling and Therapies

This is the main aspect of the work of the charity providing support for individuals and others who have been affected by cancer. The treatments are offered throughout the week and are seen as being complementary as they provide ongoing counselling and complementary therapies that enable people to manage and recover from their illness. Professionals, who have oncology training, provide the expertise and treatment programmes that are funded by the charity. Considering our more secure financial footing Trustees have taken a view that for a trial period all our services should be free at the point of delivery for all those requiring therapy which initially had 8 sessions free then a nominal charge thereafter.

We are pleased that the number of treatments has increased/maintained throughout the year.

Carers' Programme

The Carers programme continues to provide bespoke support for those families and individuals who provide the care and support for family and friends. The carers group meets on a monthly basis and provide activities that are related to providing support for those who care for others. It is important that Carers can have the opportunity to meet others and share their experiences, challenges and successes and have an occasion to focus on their needs and a time to relax and reflect.

Patients Group

The Patients Group meets monthly and has a varied programme of activities/trips to allow those affected by cancer to have a relaxed, safe space to talk and share their experiences with others.

Charity Shop

The Charity shop has been a huge success in providing a regular financial income and the ability to operate on a sound financial basis and provide opportunities to expand our services and appropriate remuneration for our contracted staff. It is also a place where people come and seek further information about the charity.

Fundraising

Despite having a regular income, we recognise the need to continue this aspect of our work as it provides varied opportunities, such as sponsored bike rides, quiz nights, concerts, theatre productions where members of the public to engage and promote the work we do. We have a group of volunteers who are instrumental in organising and supporting fundraising activities, all of which are well supported and create opportunities to bring volunteers, clients and supporters together in enjoyable activities.

Financial Statement

As at 31st March 2023, total funds including investments were **£167,388.99**

Main income streams:

Charity shop continues to provide our main source of income providing a yearly total of **£46,804.81**

Donations and events raise a significant amount of money due to the generosity and hard work of our supporters and volunteers.

General donations - **£4,189.14** In House fundraising **£2,671.30**

Special donations - **£1,026.00** External Fundraising(events) **£1,891.02**

Total Donations: **£5,215.14**

Main Expenditure which is line with the Charity's objectives are:

Counselling	677 sessions	£14,217.00
Therapy	758 sessions	£13,644.00
Shop rent	Annual cost is £5,400, two quarters paid to date.	£2700.00
Office refurbishment	Furniture & Fittings, to make a more relaxed and positive environment for clients.	£2144.00

Reserves

Our reserves policy is to hold 3 months of free reserve funds. Although the reserves held by the charity seem to be large when compared to the stated annual expenditure, one has to understand that the Charity Centre, where our services are provided, operates out of a facility which is cost-neutral, and the long-term tenure cannot be fully guaranteed. The political situation, whereby the council provide the premises free of charge could change depending on the goodwill and change of administration. We have endeavoured to raise our profile working with other community organisations and NHS services and in doing so we have seen an increase in the number of the referrals and subsequent expenditure.

The Charity has been fortunate that the revenue from the shop has been averaging £3,900 per month which has been a real benefit to the income stream. However, since we can be fairly sure of income coming from the charity shop at the present time, we are able to review our current engagement and we would look to see how we can increase our current offer.

Governance

The Charity's constitution determines how the charity operates and governs its activities.

How is the Charity constituted

The management committee shall consist of at least 3 trustees and not more than 12 people. The Committee members (trustees) will be elected at the Annual General Meeting **and shall hold office from the conclusion of that meeting.** The term of office shall be 3 years except in the first year following the acceptance of this constitution, when in order to establish rotation, half the committee shall stand down but will be eligible for re-election.

Members of the Oldham Cancer Support Centre CIO or individuals who have signed a declaration that they agree with the Charity's objects and want to further the interests of the Oldham Cancer Support Centre CIO are eligible for election onto the Management Committee.

Charity Name Oldham Cancer Support Centre CIO

Registered Charity Number 1150581

Oldham Cancer Support Centre

The Ena Hughes Centre

Oldham Road

Failsworth

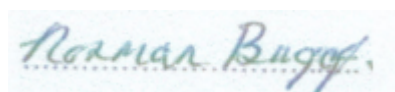
M35 9AD

Tel: 0161 770 8751

Name of the charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted from
Pamela Williams	Secretary	6 th December 2012
Sandra Abbott	Treasurer	5 th March 2013
Norman Briggs	Chair	27 th June 2016
David Heyes		11 th July 2016
Denis Ryder		6 th December 2016
Paul Jacques		5 th December 2017
Carole Bradbury		16 th September 2020
Liz Jacques	(Trainee Treasurer)	11 th March 2022

The Trustees Annual Report was approved by the Board of Trustees on the 14th of August 2023 and signed on their behalf by:



Norman Briggs

Chair of the Trustees

OLDHAM CANCER SUPPORT CENTRE CIO

REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF OLDHAM CANCER SUPPORT CENTRE CIO

YEAR ENDED 31 MARCH 2023

I report on the accounts for the year ended 31 March 2023 as set out on pages 6 to 9.

Respective Responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- ~ to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the 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 audit opinion on the accounts.

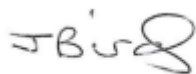
Independent Examiners Statement

I have completed my examination for the year ended 31 March 2023.

I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- ~ accounting records were not kept in accordance with section 130 of the 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



14th August 2023

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 CIO

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
	Notes				
RECEIPTS					
Grants	3	-	-	-	-
Donations	4	5,215	-	5,215	6,212
Shop Sales		46,805	-	46,805	16,409
Therapy Sales		3,863	-	3,863	2,577
Meditation		109	-	109	120
Inhouse Fundraising		2,671	-	2,671	1,302
Fundraising Events		1,891	-	1,891	2,637
Bucket Collections		1,096	-	1,096	270
Books & Cards		274	-	274	17
Music Magpie (CD's & DVD's)		325	-	325	131
Weigh In (Clothes & Rags)		1,785	-	1,785	711
Investment Income		933	-	933	933
Bank Interest Received		305	-	305	6
Sundry Income		2	-	2	-
TOTAL RECEIPTS		65,274	-	65,274	31,325
PAYMENTS					
Carers		854	-	854	118
Clinical Support Counselling		14,217	-	14,217	-
Meditation Class		280	-	280	-
Patients Group Expenses		700	-	700	-
Therapists		13,644	-	13,644	-
Therapy Equipment		117	-	117	-
Other Equipment		-	-	-	467
Shop Costs		888	-	888	-
Centre Costs		246	-	246	-
Furniture & Fittings (Centre)		2,144	-	2,144	-
Premises Costs		5,379	-	5,379	-
Insurance		981	-	981	555
IT & Website		126	-	126	-
Postage, Printing & Stationery		669	-	669	6
Office Expenses		22	-	22	40
Cleaning Materials		71	-	71	23
Volunteer Lunches & Refreshments		1,605	-	1,605	47
Travel Costs		22	-	22	-
DBS Checks		70	-	70	-
Professional Fees & Accounts Costs		1,040	-	1,040	-
Charges (Sum Up)		41	-	41	21
Bank Charges (including Shop Terminal)		602	-	602	-
Sundries		134	-	134	36
TOTAL PAYMENTS		43,852	-	43,852	1,313
Net of receipts/(payments)		21,422	-	21,422	30,012
Cash funds as at 31 March 2022	6	145,967	-	145,967	115,955
Cash funds as at 31 March 2023	6	167,389	-	167,389	145,967

OLDHAM CANCER SUPPORT CENTRE CIO

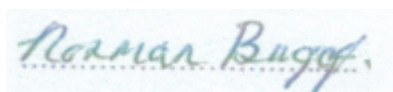
STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds As at 31/03/23 £	Restricted Funds As at 31/03/23 £	Total Funds As at 31/03/23 £
ASSETS - FUNDS			
Investments on Deposit	76,010	-	76,010
Bank Current	7,032	-	7,032
Bank Deposit	84,310	-	84,310
Petty Cash	<u>37</u>	<u>-</u>	<u>37</u>
	<u>167,389</u>	<u>-</u>	<u>167,389</u>

LIABILITIES – Independent Examination & Accounts Work	£ <u>735</u>
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The financial statements were approved by the Board of Trustees on the 14th of August 2023 and signed on their behalf by:



Norman Briggs
Chair of the Trustees

OLDHAM CANCER SUPPORT CENTRE CIO

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1. Receipts and Payments Accounts

Receipts and Payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2. Grants

Grants are credited to revenue on a receivable basis, and all income is allocated to appropriate funds based on the income, and the amount of income receivable can be measured reliably.

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.

3. Grants Received

Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
_____	_____	_____	_____
=====	=====	=====	=====

4. Donations Received

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
General Donations	4,189	-	4,189	3,481
Oldham Budgerigar Society	626	-	626	-
Coppice Primary Academy	400	-	400	-
Oldham Cancer Support Centre*	-	-	-	2,731
	<u>5,215</u>	<u>-</u>	<u>5,215</u>	<u>6,212</u>

* In the previous year 'Donations' included an amount of £2,730.67 from Oldham Cancer Support Centre. [This was the final cash balance upon their closure on the 31st of March 2022 and was paid to “Oldham Cancer Support Centre CIO” (registered charity number 1150581) by way of a donation, as stated in the charity constitution of “Oldham Cancer Support Centre” (registered charity number 1117993)]

5. Trustees

During the financial year there were no remunerations paid to Trustees (2022: Nil).

OLDHAM CANCER SUPPORT CENTRE CIO

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

6. Funds Analysis

	Balance as at 1 April 2022	Incoming Resources	Resources Expended	Balance as at 31 March 2023
	£	£	£	£
Unrestricted Funds	145,967	65,274	(43,852)	167,389
Restricted Funds	-	-	-	-
	-	-	-	-
Total Funds	<u>145,967</u>	<u>65,274</u>	<u>(43,852)</u>	<u>167,389</u>