

OLDHAM CANCER SUPPORT CENTRE
A Charitable Incorporated Organisation (CIO)

TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS

For The Year Ended
31 March 2024

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	Norman Briggs David Heyes Paul Jean Jacques Carole Bradbury Elizabeth Jacques Julie Gallagher (appointed on 02/03/2024) Pamela Ann Williams (resigned 31/12/2023) Sandra Margaret Abbott (resigned 31/12/2023) Denis Ryder (resigned on 06/01/2024)
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 Charity

Trustee Report 1st April 2023 - 31st March 2024

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 at the Centre provide receptionist duties, welcoming people and undertaking administration duties to organise counselling and therapies and ensure the service runs smoothly. In addition, volunteers provide support for clients and those who care for them, offering a listening ear, and an understanding of their needs. Feedback from our clients often states how friendly and warm our staff are and how this has a positive impact on their well-being.

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. Oldham Cancer Support Charity Shop income keeps our services free of charge.

Main Achievements

The Charity provides holistic support for all those who access our services whether they are the person who is 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 Knit & Natter. We also offer a monthly 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. In 2023/24 we saw an increase of 14% more counselling sessions and a 19% increase in complementary therapy sessions showing that we are providing our services to a greater number of clients.

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. Counselling and complementary therapies are offered throughout the week and our complementary therapies include Reiki, massage, reflexology, aromatherapy among others. Counselling and therapy help clients to manage their illness and provides emotional support for them and their families. We also provide bereavement counselling. 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 throughout the year.

Carers' Group

The Carers monthly meeting continues to provide bespoke support for those families and individuals who provide the care and support for family and friends. The carers group meets regularly 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. It is facilitated by one of our counsellors who is available to chat privately if required.

Walking Group

The Walking Group is aimed at promoting physical and mental wellbeing. It is a social and supportive event that has resulted in good friendships being formed and allows participants to talk and find support in each other. In addition to the monthly walk the group had a Christmas day out which was enjoyed by all who went.

Knit & Natter

New to the charity this year is the introduction of the Knit & Natter group. A chance to chat and relax and make new friends. Held at the Centre it provides a safe and welcoming space for those who attend.

Meditation Class

This class aims to reduce stress, control anxiety, promote self-awareness, control pain, improve positivity and numerous other benefits that meditation can offer. It is facilitated by one of our Counsellors.

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 and is often the first contact for those who need support after being affected by cancer.

Fundraising

Fundraising throughout 2023/24 included inhouse fundraising such as quiz nights, raffles and the Christmas Fair. We also had some amazing fundraising events facilitated by charity supporters such as an ultra-marathon which raised over £1000, a choir raffle and a theatre show. These events not only provide Oldham Cancer Support Centre with funds but allows people to socialise and meet new friends.

Financial Statement

As of March 2023, total funds including investments were **£182,967**

Main income streams:

Oldham Cancer Support Charity shop continues to provide our main source of income providing a total of **£50,901** in 2023/24.

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

General donations - £7,455	In House fundraising	£1,794
Special donations - £10,500	External Fundraising(events)	£2,728
Total Donations: £17,955		

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

Counselling	753 sessions	£18,513
Therapy	902 sessions	£19,299
Shop rent	Annual cost is £5,400, two quarters carried over due to bank changes	£8,100
Therapy equipment	New therapy bed, towel warmer and a speaker in addition to general expenses	£2,813

Reserves

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.

Expenditure

We have endeavoured to raise our profile working with other cancer charities, community organisations and NHS services and in doing so we have seen an increase in the number of the referrals and subsequent expenditure. We have invested in better equipment and increased our pay level agreement for staff. This, along with the increasing cost of general expenditure means a reduction in annual income at the end of 2024.

Income

The Charity has been fortunate that the revenue from the shop has been averaging **£4,242** 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 CIO 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

Ellesmere Street

Failsworth

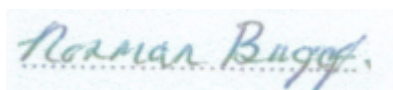
M35 9AD

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	Resigned 31.12.23
Sandra Abbott	Treasurer	5 th March 2013	Resigned 31.12.23
Norman Briggs	Chair	27 th June 2016	
David Heyes		11 th July 2016	
Denis Ryder		6 th December 2016	Resigned 06.01.24
Paul Jacques	(Secretary)	5 th December 2017	
Carole Bradbury		16 th September 2020	
Liz Jacques	(Treasurer)	11 th March 2022	
Julie Gallagher		02 nd March 2024	

The Trustees Annual Report was approved by the Board of Trustees on the 8th of May 2024 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 2024

I report on the accounts for the year ended 31 March 2024 as set out on pages 9 to 11.

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.

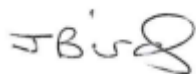
Independent Examiners Statement

I have completed my examination for the year ended 31 March 2024.

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.



9th May 2024

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 2024

		Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
	<i>Notes</i>				
RECEIPTS					
Grants	3	-	-	-	-
Donations	4	17,955	-	17,955	5,215
Shop Sales		50,901	-	50,901	46,805
Therapy Sales		-	-	-	3,863
Meditation		30	-	30	109
Inhouse Fundraising		1,794	-	1,794	2,671
Fundraising Events		2,674	-	2,674	1,891
Gift Aid		54	-	54	-
Bucket Collections		50	-	50	1,096
Books & Cards		185	-	185	274
Music Magpie (CD's & DVD's)		181	-	181	325
Weigh In (Clothes & Rags)		2,283	-	2,283	1,785
Investment Income		1,634	-	1,634	933
Bank Interest Received		1,049	-	1,049	305
Sundry Income		10	-	10	2
TOTAL RECEIPTS		78,800	-	78,800	65,274
PAYMENTS					
Carers		725	-	725	854
Clinical Support Counselling		18,513	-	18,513	14,217
Meditation Class		245	-	245	280
Patients Group Expenses		1,200	-	1,200	700
Therapists		19,299	-	19,299	13,644
Therapy Equipment		2,813	-	2,813	117
IT Equipment		199	-	199	-
Shop Costs		653	-	653	888
Centre Costs		642	-	642	246
Furniture & Fittings (Centre)		285	-	285	2,144
Walking Group		689	-	689	-
Knit & Natter Group		44	-	44	-
Premises Costs		11,294	-	11,294	5,379
Insurance		1,051	-	1,051	981
Internet & Website		607	-	607	126
Postage, Printing & Stationery		792	-	792	669
Office Expenses		13	-	13	22
Cleaning Materials		138	-	138	71
Volunteer Lunches & Refreshments		1,369	-	1,369	1,605
Travel Costs		190	-	190	22
DBS Checks		-	-	-	70
Training Courses		350	-	350	-
Professional Fees & Accounts Costs		935	-	935	1,040
Inhouse Fundraising Costs		41	-	41	-
Charges (Sum Up)		38	-	38	41
Bank Charges (including Shop Terminal)		681	-	681	602
Sundries		416	-	416	134
TOTAL PAYMENTS		63,222	-	63,222	43,852
Net of receipts/(payments)		15,578	-	15,578	21,422
Cash funds as at 31 March 2023	6	167,389	-	167,389	145,967
Cash funds as at 31 March 2024	6	182,967	-	182,967	167,389


**OLDHAM CANCER SUPPORT CENTRE CIO
STATEMENT OF ASSETS AND LIABILITIES**

FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted Funds As at 31/03/24 £	Restricted Funds As at 31/03/24 £	Total Funds As at 31/03/24 £
ASSETS - FUNDS			
Investments on Deposit	107,644	-	107,644
Bank Current	7,292	-	7,292
Bank Deposit	67,963	-	67,963
Petty Cash	<u>68</u>	<u>-</u>	<u>68</u>
	<u>182,967</u>	<u>-</u>	<u>182,967</u>

LIABILITIES – Independent Examination & Accounts Work £
620

The financial statements were approved by the Board of Trustees on the 8th of May 2024 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 2024

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 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
-	-	-	-
-	-	-	-

4. Donations Received

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
General Donations	7,455	-	7,455	4,189
Mayors Charity Appeal	10,000	-	10,000	-
Greenacres Church Friendship	500	-	500	-
Oldham Budgerigar Society	-	-	-	626
Coppice Primary Academy	-	-	-	400
	<u>17,955</u>	<u>-</u>	<u>17,955</u>	<u>5,215</u>

5. Trustees

During the financial year, one Trustee received a total of £798.00 for therapy services provided.

No other Trustee received any payment or remuneration during the year (2023: none).

6. Funds Analysis

	Balance as at 1 April 2023 £	Incoming Resources £	Resources Expended £	Balance as at 31 March 2024 £
Unrestricted Funds	167,389	78,800	(63,222)	182,967
Restricted Funds	-	-	-	-
Total Funds	<u>167,389</u>	<u>78,800</u>	<u>(63,222)</u>	<u>182,967</u>