

OLDHAM CANCER SUPPORT CENTRE
A Charitable Incorporated Organisation (CIO)

TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS

For The Year Ended
31 March 2025

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 Rory Cooke (appointed 29/04/2025) Tracy Gallier (appointed 09/06/2025)
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)

Trustee Report 1st April 2024 - 31st March 2025

Aim

Nearly 1 in 2 people will be diagnosed with cancer in the UK in their lifetime, 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 reception duties, welcoming people and undertaking administration tasks to ensure our service runs smoothly. They organise appointments for counselling and therapies and contact clients to ensure they can attend. In addition, volunteers provide support for our clients and those who care for them, offering a listening ear, and an understanding of their needs. Feedback from our service users 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 and Walking Group. We also offer a monthly Meditation and Relaxation class. New and existing clients are given information on the various groups and are encouraged to attend if it will benefit them with their health and well-being. Many of the referrals to our charity originate from the Macmillan Cancer Charity who recognise the bespoke offer of services and shorter waiting times for counselling and complimentary therapies, however we also have referrals from other sectors which are always 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 2024/25 we increased our number of complementary therapy sessions provided to almost 1000, an increase for the third year running.

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. 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. After great discussion it was decided to look for a part-time Service Coordinator to ensure that all our services are working to full capacity, funds are secure and our outreach work is effective. This job is a new initiative and will be monitored by Trustees to ensure that the impact of the role is measurable and effectively delivers the charities aims.

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 each weekday 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 while the charity maintains a regular income from the charity shop, 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. This will be reviewed if necessary.

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.

Relaxation and Mediation 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. Feedback from those who attend is that it makes a difference to their mental health and provides strategies such as breathing exercises and body awareness that helps manage stress and provides strategies to use in day-to-day life.

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. In 2024-2025 our charity shop has been financially impacted by the cost-of-living crisis and higher bills and outgoings; however, it still remains our main source of income. The shop 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 2024/25 included inhouse fundraising such as raffles both at the centre and the shop and the very successful Christmas Fair. We also had some amazing fundraising events facilitated by individual charity supporters and local community groups who kindly donate to our charity. 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 2025, total funds including investments were **£183,337** a small annual increase of **£370** which given the increase in costs, a 10% decrease in general donations and lower shop sales is a positive outcome for the charity.

Main income streams:

Oldham Cancer Support Charity shop continues to provide our main source of income providing a total of **£48,012** in sales during 2024/25.

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

General donations - **£7,108**

In House fundraising

£2,000

External Fundraising(events) **£1,843**

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

Counselling	709 sessions	£21,430
Therapy	955 sessions	£22,967
Shop rent	Annual cost this financial year was £5,400, but a rent review is due to be undertaken.	£5,400
Therapy equipment	Sink for therapy room and new chairs	£1,583

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 premises 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 including utility costs means an increase in expenditure in the running costs of the charity.

Income

The Charity has been fortunate that the revenue from the shop has been averaging **£4,001** 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. Under the constitution a maximum of 9 years can be served at any one time.

Members of the Oldham Cancer Support Centre CIO or individuals who have signed a declaration that they agree with the Charity's objectives 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:

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Dates acted from</i>
Norman Briggs	(Chair)	27 th June 2016
David Heyes		11 th July 2016
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
Rory Cooke		29 th April 2025
Tracy Gallier		9 th June 2025

The Trustees Annual Report was approved by the Board of Trustees on the 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 2025

I report on the accounts for the year ended 31 March 2025 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 2025.

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.

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 2025

		Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
	<i>Notes</i>				
RECEIPTS					
Grants	3	-	-	-	-
Donations	4	7,108	-	7,108	17,955
Shop Sales		48,012	-	48,012	50,901
Therapy Sales		-	-	-	-
Meditation		-	-	-	30
Inhouse Fundraising		2,000	-	2,000	1,794
Fundraising Events		1,843	-	1,843	2,674
Gift Aid		85	-	85	54
Bucket Collections		68	-	68	50
Books & Cards		165	-	165	185
Music Magpie (CD's & DVD's)		185	-	185	181
Weigh In (Clothes & Rags)		1,086	-	1,086	2,283
Investment Income		2,935	-	2,935	1,634
Bank Interest Received		2,139	-	2,139	1,049
Sundry Income	5	9,541	-	9,541	10
TOTAL RECEIPTS		75,167	-	75,167	78,800
PAYMENTS					
Carers		446	-	446	725
Clinical Support Counselling		21,430	-	21,430	18,513
Meditation Class		405	-	405	245
Patients Group Expenses		600	-	600	1,200
Therapists		22,967	-	22,967	19,299
Therapy Equipment		1,583	-	1,583	2,813
IT Equipment		419	-	419	199
Shop Costs		1,251	-	1,251	653
Centre Costs		295	-	295	642
Furniture & Fittings (Centre)		89	-	89	285
Walking Group		948	-	948	689
Knit & Natter Group		72	-	72	44
Premises Costs		18,678	-	18,678	11,294
Insurance		1,105	-	1,105	1,051
IT, Internet & Website		521	-	521	607
Postage, Printing & Stationery		513	-	513	792
Office Expenses		290	-	290	13
Cleaning Materials		44	-	44	138
Volunteer Lunches & Refreshments		1,216	-	1,216	1,369
Travel Costs		96	-	96	190
DBS Checks		36	-	36	-
Training Courses		-	-	-	350
Professional Fees & Accounts Costs		620	-	620	935
Inhouse Fundraising Costs		-	-	-	41
Charges (Sum Up)		43	-	43	38
Bank Charges (including Shop Terminal)		655	-	655	681
Sundries		475	-	475	416
TOTAL PAYMENTS		74,797	-	74,797	63,222
Net of receipts/(payments)		370	-	370	15,578
Cash funds as at 31 March 2024	7	182,967	-	182,967	167,389
Cash funds as at 31 March 2025	7	<u>183,337</u>	<u>-</u>	<u>183,337</u>	<u>182,967</u>

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

FOR THE YEAR ENDED 31 MARCH 2025

	Unrestricted Funds As at 31/03/25 £	Restricted Funds As at 31/03/25 £	Total Funds As at 31/03/25 £
ASSETS - FUNDS			
Investments on Deposit	110,579	-	110,579
Bank Current	4,865	-	4,865
Bank Deposit	67,802	-	67,802
Petty Cash	91	-	91
	<u>183,337</u>	<u>-</u>	<u>183,337</u>

LIABILITIES – Independent Examination & Accounts Work	£ <u>675</u>
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The financial statements were approved by the Board of Trustees on the 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 2025

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 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

4. Donations Received

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
General Donations	6,953	-	6,953	7,455
Mayors Charity Appeal	-	-	-	10,000
Greenacres Church Friendship	-	-	-	500
Saddleworth Sports and Youth Association	<u>155</u>	<u>-</u>	<u>155</u>	<u>-</u>
	<u><u>7,108</u></u>	<u><u>-</u></u>	<u><u>7,108</u></u>	<u><u>17,955</u></u>

5. Sundry Income

Sundry Income of £9,541 was received from Spinners Hall as a re-imbursement payment for the works carried out on the heating/air conditioning system in the shop (Premises Costs include the works carried out for this).

6. Trustees

During the financial year, one Trustee received a total of £6,245 (2024: £798) for therapy services provided. No other Trustee received any payment or remuneration during the year (2024: none).

7. Funds Analysis

	Balance as at 1 April 2024 £	Incoming Resources £	Resources Expended £	Balance as at 31 March 2025 £
Unrestricted Funds	182,967	75,167	(74,797)	183,337
Restricted Funds	-	-	-	-
Total Funds	<u><u>182,967</u></u>	<u><u>75,167</u></u>	<u><u>(74,797)</u></u>	<u><u>183,337</u></u>