

**EXETER LEUKAEMIA FUND CIO**  
**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**EXETER LEUKAEMIA FUND CIO**

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## EXETER LEUKAEMIA FUND CIO

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2021

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**Trustees**

R Lee (resigned 4 December 2020)  
P Kerr (resigned 1 July 2020)  
S Cooper  
S Cann  
P Aldridge (resigned 4 December 2020)  
E Salomonsen, Chairperson  
D Passey (resigned 4 September 2020)  
M Joyner (resigned 4 December 2020)  
C Fox (appointed 5 December 2019)  
J Hawkins (appointed 5 December 2019)

**Charity registered number**

1154727

**Principal office**

The ELF Office, Haematology Centre  
Royal Devon & Exeter Hospital  
Barrack Road  
Exeter  
Devon  
EX2 5DW

**President**

J Dalton

**Patron and Vice Patrons**

S Rider (Patron)  
J Evans (Vice Patron)  
J Pavey (Vice Patron)  
D Fitzgerald (Vice Patron)

**Senior Management Team**

M Naylor, CEO (resigned 31 March 2021)  
S Peacock, Business Manager

**Independent examiner**

Griffin  
Chartered Accountants  
Silverdown Office Park  
Exeter Airport Business Park  
Exeter  
EX5 2UX

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EXETER LEUKAEMIA FUND CIO

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
(CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

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**Bankers**

Barclays Bank PLC  
3 Bedford Street  
Exeter  
Devon  
EX1 1LX

Santander UK PLC  
53 High Street  
Exeter  
Devon  
EX4 3HE

**Solicitors**

Tozers Solicitors LLP  
Broadwalk House  
Southernhay West  
Exeter  
EX1 1UA

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## EXETER LEUKAEMIA FUND CIO

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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The Trustees present their annual report together with the financial statements of the Charity for the 1 April 2020 to 31 March 2021.

#### Chairman's Statement

2020/2021 has been a year like no other for the charity. At the beginning of the year, we had five shops, significant staff numbers and plans for the year which involved community fund raising activities and working with our many committed volunteers to support those patients with blood disorders. The pandemic and the first lockdown meant that our income from our retail activity and community fund raising was severely curtailed and we had to take drastic steps to ensure the survival of the charity.

This involved a reorganisation which resulted in the closure of three shops and the loss by redundancy of a number of devoted staff, including the Chief Executive.

Our finances are now on a sounder footing, although as to the future much will depend on how soon life can begin to return to normal. We are refocusing our efforts to work more closely with the staff on Yarty ward so that we can respond to any requests to provide help or facilities for patients and hope to recruit a patient support officer to assist in this work.

It is clear that our close relationship with Yarty ward is very much appreciated by the ward staff who have worked tirelessly throughout this exceptional year as well, as by the patients and we fully intend to do all that we can in the coming year to continue our support.

#### Objectives and activities

##### a. Policies and objectives

The objectives of ELF, which are outlined in the Constitution of the CIO dated 1 January 2014 are:

- To promote and protect the physical and mental health of people suffering from leukaemia and related diseases in the South West of England (and particularly those living in Devon), and their relatives and loved ones, through the provision of financial assistance, support, specialist equipment, education and practical advice, whether to those people or to hospitals, clinics and hospices in Devon and neighbouring counties.
- To advance the education of the public in all areas relating to Leukaemia and related diseases.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

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## EXETER LEUKAEMIA FUND CIO

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### Objectives and activities (continued)

##### b. Strategies for achieving objectives

###### Vision

"ELF's vision is to be the leading patient led support organisation for families affected by blood cancers and blood disorders."

###### Mission Statement

"ELF's mission is to create an environment where patients and their families are supported through their leukaemia journey."

###### Operational Objectives

- Offer compassionate and competent care
- Provide a link between the patient and the medical team
- Provide patient led practical support
- Promote patients' and families' emotional wellbeing
- Raise awareness of available services

##### c. Activities undertaken to achieve objectives

###### Services

The services Exeter Leukaemia Fund currently offer in relation to the objectives are as follows:

- Transport of patients to and from hospital
- Counselling to help patients and families through the challenges of the illness
- Accommodation near the hospital so families can be close to their loved ones
- Befriending support for patients and families at home
- Additional specialist support staff at the RD&E
- Complementary therapies

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EXETER LEUKAEMIA FUND CIO

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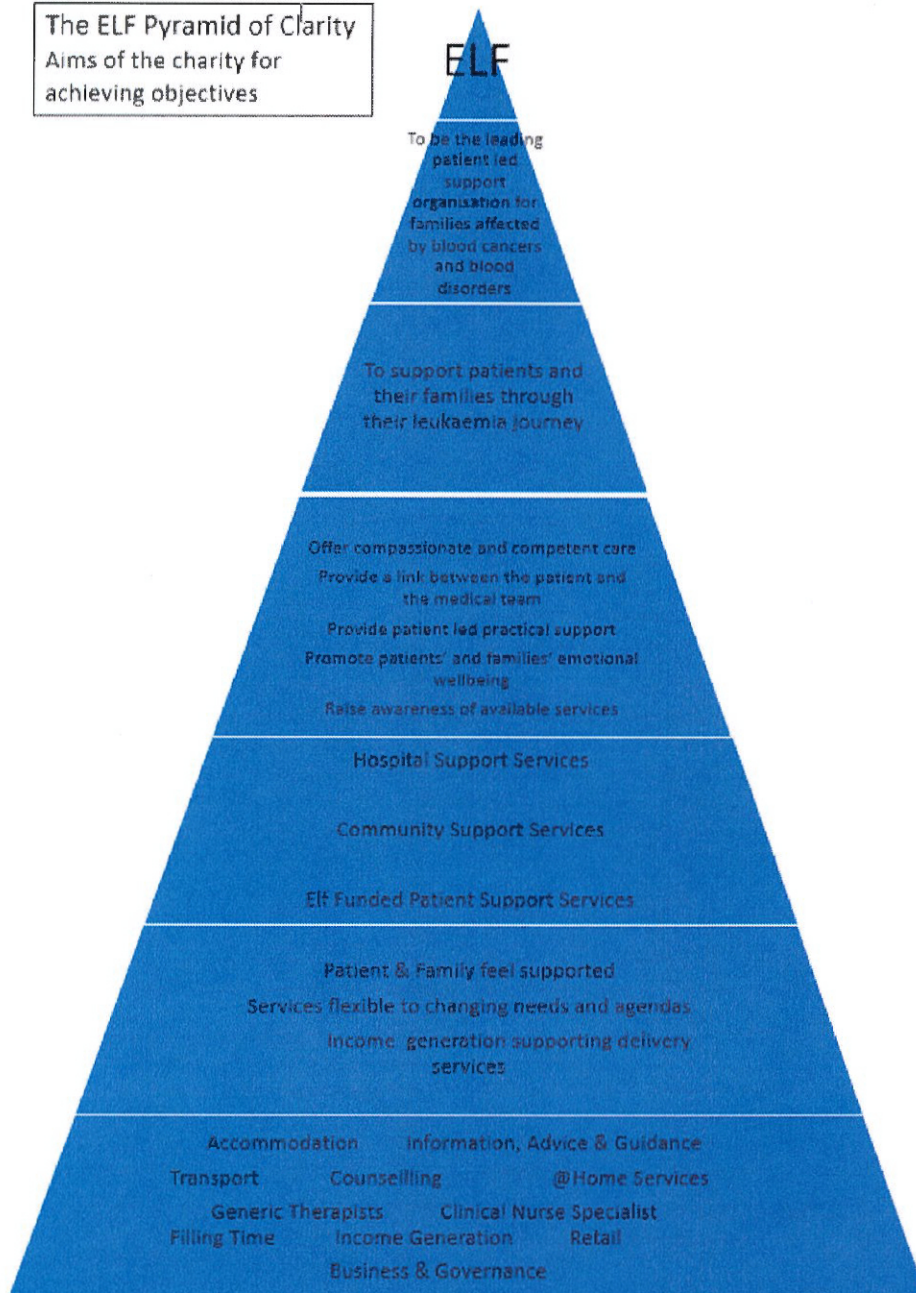
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

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Objectives and activities (continued)

d. Main activities undertaken to further the Charity's purposes for the public benefit

The ELF Pyramid of Clarity  
Aims of the charity for  
achieving objectives



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## EXETER LEUKAEMIA FUND CIO

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### Objectives and activities (continued)

##### Services that ELF provided for 2020/21

Exeter Leukaemia Fund (ELF) has had a difficult year due to the global pandemic of COVID-19. As a result, the services offered were diminished due to risk of infecting patients with already low immune systems.

##### Accommodation

The accommodation was under-utilised in the year due to the risk of infection to patients. During the year, the flat was marketed for sale and contracts have been exchanged in May 2021. The charity will continue to offer accommodation via alternative solutions.

##### Transport Service

The charity has three dedicated drivers taking patients to and from their home to attend medical appointments at the Haematology Centre. In 2020/21 the ELF transport team completed 628 passenger journeys, with a total distance of 20,186 miles.

This service is seen by external agencies and partners as ELF's Unique Selling Point (USP) service.

The service at present does not need to increase in fleet size; however, the diversifying of roles to assist other areas of the charity are proving to be successful.

##### Counselling Service

During the year, the provision of counselling services has been difficult to provide. The charity has tried to provide these services via electronic means. However, staffing has once again proved a challenge. The charity will continue to offer these services via outsourced counsellors for the foreseeable future.

##### Filing Time

The ELF kiosk, in the Haematology Centre reception, offering snacks and refreshments. Due to the pandemic, Filing Time, has remained closed throughout the period.

##### ELF@Home

Trains local volunteers to support patients and their families in their own homes, ideally in their local community. The volunteers offer advice, friendship, and practical help, improving the wellbeing and connecting patients with a whole range of local services. This service was impacted by the risk of infection and has operated in a much smaller capacity.

##### Citizens Advice Bureau Service

During the year, ELF has continued to provide links to the CAB service for patients requiring their specific help. The CAB service provides assistance in a range of matters including employment, housing, debt, benefits advice.



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## EXETER LEUKAEMIA FUND CIO

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### Achievements and performance

##### a. Main achievements of the Charity

General donations decreased by 40%, legacy donations increased 6% on last year, trust and grant applications excluding covid related grants increased by 11%. Covid related grants totalled £150,940 in the year, compared to £40,000 in 2020.

##### Fundraising objectives 2021-22

Alternative digital processes in supporting funders and community fundraising need to be developed. The move to engage further with social media and celebrated giving.

##### Retail

As at the year-end, ELF has two shops, these are situated in Crediton, and Exminster. During the year, the shops in the RD & E, Tiverton and Axminster were closed due to the expected downturn in the retail environment. The global pandemic has created unique challenges for the entire retail sector, with this in mind the Trustees decided to close these shops in order to avoid future deficits.

##### Retail Objectives

- To raise funds via the sales of donated goods throughout the two retail shops.
- To work alongside the fundraising department to grow additional charity brand awareness and income.

Income decreases are due to:

The global pandemic

##### b. Review of activities

In 2020/21 ELF reviewed all operational activity. The intensity of implementing the review changes have been increased and modified due to the Covid-19 Pandemic.

##### c. Factors relevant to achieve objectives

- Covid -19 Pandemic - the financial implications and need to diversify funding streams
- Covid -19 Pandemic - the operational implications and need to adapt service delivery to adhere to social distancing etc.
- Reviewing the charity's reserves policy
- The new NHS inhouse fundraising team for the RD & E Hospital
- Brexit
- New way of working for income generation, finance and governance of remotely and blended.

#### Financial review

##### a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies..

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## EXETER LEUKAEMIA FUND CIO

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### b. Reserves policy

The trustees' long-term strategy is to seek reserves excluding property to provide financial stability and the means for the development of our principal activities. We intend to maintain our reserves at a level which would allow an orderly wind down of the charity should that ever need to be considered. We intend to use the reserves in the following manner:

- Financial sustainability of the charity
- Community and Hospital Service development

As at the year-end, ELF has total funds available of £602,401 (2020 - £777,336) and unrestricted funds of £596,320 (2020 - £763,925).

#### Structure, governance and management

##### a. Constitution

Exeter Leukaemia Fund is a registered charity, number 1154727, and is constituted under a Charity Commission Scheme.

The charity is governed by its CJO Deed, dated 1 January 2014 which was amended 19 January 2021 and under this deed is constituted as a Charitable Incorporated Organisation (CIO). The trustees meet quarterly. The CIO deed stipulates that the trustees shall comprise not more than ten, nor less than three persons.

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

##### Membership of the CIO

- The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

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## EXETER LEUKAEMIA FUND CIO

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### **Structure, governance and management (continued)**

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Charity Commission Scheme. The trustees are eligible, in committee, to appoint additional trustees under the terms of the CIO constitution.

Apart from the first charity trustees, every trustee may be appointed for a maximum term of three, three-year terms by a resolution passed at properly convened meetings of the CIO trustees. In selecting individuals for appointment as trustees, the existing trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

##### **c. Policies adopted for the induction and training of Trustees**

New trustees are selected based on the skills that they must complement the existing board of trustees. They meet with existing trustees and key members of staff to ensure that they feel comfortable with the organisation and happy to become part of the team.

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- a) a copy of the current version of this constitution; and
- b) a copy of the CIO's Latest Trustees' Annual Report and statement of accounts.

##### **d. Financial risk management**

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

#### **Plans for future periods**

The global pandemic has forced the charity, like many others, to review what services it provides to the public due to financial and physical constraints.

The Trustees will focus on the relationship with the RD & E, specifically the Yarty Ward and the exceptional staff that work there in order to provide help and support to the patients of Yarty Ward in the most meaningful way. This relationship is seen as paramount so that the Yarty Ward staff are supported by the charity and therefore can provide the best care for their patients and so that ELF can then provide support in addition to this care.

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## EXETER LEUKAEMIA FUND CIO

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### Statement of Trustees' responsibilities

The Trustees 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).

The law applicable to charities in England & Wales 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 Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity Commission Scheme. 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,

#### Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by order of the members of the board of Trustees on and signed on their behalf by:

  
**E Salomonsen**  
Chair of Trustees

13/04/2021

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## EXETER LEUKAEMIA FUND CIO

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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#### Independent examiner's report to the Trustees of Exeter Leukaemia Fund CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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EXETER LEUKAEMIA FUND CIO

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INDEPENDENT EXAMINER'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

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

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 16/07/21

Misty Nickells FCA

**Griffin**

Chartered Accountants  
Silverdown Office Park  
Exeter Airport Business Park  
Exeter  
EX5 2UX

EXETER LEUKAEMIA FUND CIO

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	423,439	8,844	432,283	432,156
Charitable activities	4	-	-	-	46,961
Other trading activities	5	58,448	-	58,448	280,242
Investments	6	1,643	-	1,643	2,089
Other income	7	4,398	-	4,398	-
<b>Total income</b>		<b>487,928</b>	<b>8,844</b>	<b>496,772</b>	<b>761,448</b>
<b>Expenditure on:</b>					
Raising funds		364,002	1,600	365,602	371,927
Charitable activities		291,531	14,574	306,105	378,143
<b>Total expenditure</b>		<b>655,533</b>	<b>16,174</b>	<b>671,707</b>	<b>750,070</b>
<b>Net movement in funds</b>		<b>(167,605)</b>	<b>(7,330)</b>	<b>(174,935)</b>	<b>11,378</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		763,925	13,411	777,336	765,958
Net movement in funds		(167,605)	(7,330)	(174,935)	11,378
<b>Total funds carried forward</b>		<b>596,320</b>	<b>6,081</b>	<b>602,401</b>	<b>777,336</b>

The Statement of financial activities includes all gains and losses recognised in the year.


The notes on pages 16 to 35 form part of these financial statements.

**EXETER LEUKAEMIA FUND CIO**

**BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	12	211,532	219,316
		<u>211,532</u>	<u>219,316</u>
<b>Current assets</b>			
Stocks	13	2,679	4,738
Debtors	14	26,285	109,077
Cash at bank and in hand		378,710	464,441
		<u>407,674</u>	<u>578,256</u>
Creditors: amounts falling due within one year	15	(16,805)	(20,236)
<b>Net current assets</b>		<u>390,869</u>	<u>558,020</u>
<b>Total assets less current liabilities</b>		<u>602,401</u>	<u>777,336</u>
<b>Net assets excluding pension asset</b>		<u>602,401</u>	<u>777,336</u>
<b>Total net assets</b>		<u><u>602,401</u></u>	<u><u>777,336</u></u>
<b>Charity funds</b>			
Restricted funds	16	6,081	13,411
Unrestricted funds	16	596,320	763,925
<b>Total funds</b>		<u><u>602,401</u></u>	<u><u>777,336</u></u>

The financial statements were approved and authorised for issue by the Trustees on 13/07/2021 and signed on their behalf by:

  
E Salomonsen  
Chair of Trustees

The notes on pages 16 to 35 form part of these financial statements.



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EXETER LEUKAEMIA FUND CIO

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STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2021

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	2021 £	2020 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	(82,912)	28,692
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	1,643	2,089
Purchase of tangible fixed assets	(4,612)	(2,641)
Proceeds from sale of investments	150	-
<b>Net cash used in investing activities</b>	<b>(2,819)</b>	<b>(552)</b>
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	<b>-</b>	<b>-</b>
<b>Change in cash and cash equivalents in the year</b>	<b>(85,731)</b>	<b>28,140</b>
Cash and cash equivalents at the beginning of the year	464,441	436,301
<b>Cash and cash equivalents at the end of the year</b>	<b>378,710</b>	<b>464,441</b>

The notes on pages 16 to 35 form part of these financial statements

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## EXETER LEUKAEMIA FUND CIO

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 1. General information

Exeter Leukaemia Fund is a Charitable Incorporated Organisation domiciled in England and Wales, registration number 1154727. The registered office is The ELF Office, Haematology Centre, Royal Devon & Exeter Hospital, Barrack Road, Exeter, Devon, EX2 5DW.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Exeter Leukaemia Fund CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 2.2 Going concern

2020/2021 has been a year like no other for the charity. At the beginning of the year, there were five shops, significant staff numbers and plans for the year which involved community fund raising activities and working with our many committed volunteers to support those patients with blood disorders. The pandemic and the first lockdown meant that income from retail activity and community fund raising was severely curtailed. The Trustees responded to this by taking the decision to undertake a complete reorganisation, which resulted in the closure of three shops and the loss by redundancy of a number of staff, including the Chief Executive.

Given the action taken to restructure the charity in response to the pandemic, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

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## EXETER LEUKAEMIA FUND CIO

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 2. Accounting policies (continued)

##### 2.3 Income

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.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### 2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

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## EXETER LEUKAEMIA FUND CIO

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 2. Accounting policies (continued)

##### 2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

##### 2.6 Interest receivable

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 institution with whom the funds are deposited.

##### 2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £100 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Freehold property	- 2% straight line
Motor vehicles	- 20% straight line
Fixtures and fittings	- 15% straight line
Office equipment	- 20% straight line

##### 2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

##### 2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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## EXETER LEUKAEMIA FUND CIO

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 2. Accounting policies (continued)

##### 2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

##### 2.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 2.13 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

##### 2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**3. Income from donations and legacies**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	145,185	-	145,185
Legacies	123,914	-	123,914
Grants	3,400	8,844	12,244
Government grants	150,940	-	150,940
	<u>423,439</u>	<u>8,844</u>	<u>432,283</u>

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Donations	244,010	170	244,180
Legacies	116,626	-	116,626
Grants	3,050	28,300	31,350
Government grants	40,000	-	40,000
	<u>403,686</u>	<u>28,470</u>	<u>432,156</u>

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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**4. Income from charitable activities**

	<b>Total funds 2021 £</b>
Filling time	-

The Filling Time kiosk at the RD&E hospital was closed for the duration of the accounting period and all staff have been furloughed. Included within government grants is £11,944 of Coronavirus Job Retention Scheme income relating to furloughed Filling Time staff.

	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Filling time	46,961	46,961

**5. Income from other trading activities**

**Income from fundraising events**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Charity shops	54,722	54,722
Other fundraising	3,726	3,726
	<u>58,448</u>	<u>58,448</u>

The charity's shops were closed for the majority of the accounting period due to government restrictions resulting from the Covid-19 pandemic. Included within government grants is £98,574 relating to the charity shops and fundraising.

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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**5. Income from other trading activities (continued)**

**Income from fundraising events (continued)**

	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Charity shops	270,395	270,395
Other fundraising	9,847	9,847
	<u>280,242</u>	<u>280,242</u>

**6. Investment income**

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Listed investments	182	182
Interest received	1,461	1,461
	<u>1,643</u>	<u>1,643</u>

	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Listed investments	204	204
Interest received	1,885	1,885
	<u>2,089</u>	<u>2,089</u>



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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**7. Other incoming resources**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Insurance income	4,398	4,398	-
	<u>4,398</u>	<u>4,398</u>	<u>-</u>

**8. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2021 £</b>	<b>Support costs 2021 £</b>	<b>Total funds 2021 £</b>
Community Support	136,702	141,221	277,923
Hospital Support	4,044	-	4,044
Filling time	24,138	-	24,138
	<u>164,884</u>	<u>141,221</u>	<u>306,105</u>

	<i>Activities undertaken directly 2020 £</i>	<i>Support costs 2020 £</i>	<i>Total funds 2020 £</i>
Community Support	194,727	115,014	309,741
Hospital Support	23,121	-	23,121
Filling time	45,281	-	45,281
	<u>263,129</u>	<u>115,014</u>	<u>378,143</u>

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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**8. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	Community Support 2021 £	Hospital Support 2021 £	Filling time 2021 £	Total funds 2021 £
Staff costs	95,716	-	22,040	117,756
Depreciation	4,516	-	625	5,141
NHS staff recharges	-	3,555	-	3,555
Purchases	1,630	-	30	1,660
Office costs	5,664	-	206	5,870
Travel and subsistence	896	-	-	896
IT and communications	2,538	-	619	3,157
Repairs and maintenance	108	-	-	108
Transport	19,285	-	-	19,285
Professional fees	1,006	-	108	1,114
Other	5,343	489	510	6,342
	<u>136,702</u>	<u>4,044</u>	<u>24,138</u>	<u>164,884</u>

	Community Support 2020 £	Hospital Support 2020 £	Filling time 2020 £	Total funds 2020 £
Staff costs	139,890	-	23,896	163,786
Depreciation	5,013	-	694	5,707
NHS staff recharges	-	18,729	-	18,729
Purchases	1,693	-	18,159	19,852
Office costs	7,221	127	943	8,291
Travel and subsistence	3,471	-	9	3,480
IT and communications	2,719	-	726	3,445
Repairs and maintenance	311	-	-	311
Transport	24,526	-	-	24,526
Professional fees	1,818	-	122	1,940
Other	8,065	4,265	732	13,062
	<u>194,727</u>	<u>23,121</u>	<u>45,281</u>	<u>263,129</u>

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EXETER LEUKAEMIA FUND CIO

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Community Support 2021 £	Total funds 2021 £
Staff costs	82,915	82,915
Depreciation	1,764	1,764
Purchases	546	546
Office costs	3,866	3,866
Travel and subsistence	138	138
IT and communications	9,800	9,800
Repairs and maintenance	899	899
Transport	7,537	7,537
Professional fees	8,938	8,938
Other	3,194	3,194
(Profit)/loss on disposal of fixed assets	2,325	2,325
Governance costs	19,299	19,299
	<u>141,221</u>	<u>141,221</u>

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EXETER LEUKAEMIA FUND CIO

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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8. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	<i>Community Support 2020 £</i>	<i>Total funds 2020 £</i>
Staff costs	54,180	54,180
Depreciation	1,956	1,956
Purchases	2,747	2,747
Office costs	3,545	3,545
Travel and subsistence	992	992
IT and communications	3,799	3,799
Repairs and maintenance	161	161
Transport	2,329	2,329
Professional fees	7,150	7,150
Other	7,257	7,257
Governance costs	30,898	30,898
	<u>115,014</u>	<u>115,014</u>

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EXETER LEUKAEMIA FUND CIO

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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**9. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £750 (2020 - £4,000 audit fee), and a fee for the preparation of the statutory accounts of £1,000 (2020 - £1,500).

**10. Staff costs**

	2021 £	2020 £
Wages and salaries	405,715	449,138
Social security costs	25,070	30,290
Other pension costs	7,163	8,599
	<u>437,948</u>	<u>488,027</u>

Included within staff costs are redundancy payments totalling £27,634 (2020 - £Nil). The payments were all contractual and fully paid at 31 March 2021.

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Average number of employees	<u>17</u>	<u>26</u>

The average headcount expressed as full-time equivalents was:

	2021 No.	2020 No.
Fundraising team	2	2
Retail activities	5	7
Management and administration	2	2
Community support	5	5
	<u>14</u>	<u>16</u>

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EXETER LEUKAEMIA FUND CIO

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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10. Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.	2020 No.
In the band £60,001 - £70,000	1	-

The key management personnel of the charity comprise the Chief Executive Officer and the Business Manager. The total benefits of the key management personnel (including employer pension contributions and termination payments) for their services to the charity was £98,594 (2020 £88,168).

**EXETER LEUKAEMIA FUND CIO**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**11. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

**12. Tangible fixed assets**

	Freehold property £	Equipment £	Motor vehicles £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>					
At 1 April 2020	230,184	25,079	8,000	7,388	270,651
Additions	-	4,612	-	-	4,612
Disposals	-	(11,052)	-	(1,288)	(12,340)
At 31 March 2021	<u>230,184</u>	<u>18,639</u>	<u>8,000</u>	<u>6,100</u>	<u>262,923</u>
<b>Depreciation</b>					
At 1 April 2020	24,170	17,086	4,800	5,279	51,335
Charge for the year	4,603	3,269	1,600	448	9,920
On disposals	-	(8,808)	-	(1,056)	(9,864)
At 31 March 2021	<u>28,773</u>	<u>11,547</u>	<u>6,400</u>	<u>4,671</u>	<u>51,391</u>
<b>Net book value</b>					
At 31 March 2021	<u>201,411</u>	<u>7,092</u>	<u>1,600</u>	<u>1,429</u>	<u>211,532</u>
At 31 March 2020	<u>206,014</u>	<u>7,993</u>	<u>3,200</u>	<u>2,109</u>	<u>219,316</u>

**13. Stocks**

	2021 £	2020 £
Finished goods and goods for resale	<u>2,679</u>	<u>4,738</u>

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EXETER LEUKAEMIA FUND CIO

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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14. Debtors

	2021 £	2020 £
Trade debtors	276	1,549
Other debtors	8,147	44,819
Prepayments and accrued income	15,766	62,709
Grants receivable	2,096	-
	<u>26,285</u>	<u>109,077</u>

15. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	10,463	8,714
Other creditors	2,572	2,465
Accruals and deferred income	3,770	9,057
	<u>16,805</u>	<u>20,236</u>



EXETER LEUKAEMIA FUND CIO

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
General Funds	763,925	487,928	(655,533)	596,320
<b>Restricted funds</b>				
Chevithorne Family Suite	1,153	-	-	1,153
ELF@Home	-	8,074	(8,074)	-
Retail van	3,200	-	(1,600)	1,600
Counsellor	5,000	-	(2,500)	2,500
Transport	-	220	-	220
Patient equipment	58	550	-	608
Accommodation	4,000	-	(4,000)	-
	13,411	8,844	(16,174)	6,081
<b>Total of funds</b>	<b>777,336</b>	<b>496,772</b>	<b>(671,707)</b>	<b>602,401</b>

**Chevithorne Family Suite:** The restricted funds represent amounts received for the Chevithorne project. The project is complete and the balance carried forward is to pay for the upkeep of the suite. There has not been any spend on this project in the year.

**ELF@Home:** The restricted funds represent amounts received for the ELF@Home project. This has been offset against the total expenditure in the year with no balance to carry forward.

**Retail van:** Income has been received to fund the purchase and related costs of the retail van. The balance is to be offset against depreciation each year.

**Counselling:** Grants received to cover counselling staffing costs. £2,500 was spent in year, with another £2,500 carried forward to be spent in the next financial year.

**Transport:** Income has been received in the period to help support the transport service. The service has been running on reduced capacity in the year and therefore, funds have been carried forwards.

**Patient equipment:** A donation was made to be spent on patient equipment.

**Accommodation:** Donations of £4,000 received in the prior year to help fund the accommodation, which was spent in this year.

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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**16. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2020 £</i>
<b>Unrestricted funds</b>				
General Funds	755,331	732,978	(724,384)	763,925
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Restricted funds</b>				
Chevithorne Family Suite	1,166	-	(13)	1,153
ELF@Home	4,512	14,000	(18,512)	-
Retail van	4,800	-	(1,600)	3,200
Counsellor	-	7,300	(2,300)	5,000
Transport	-	3,000	(3,000)	-
Patient equipment	149	60	(151)	58
Accommodation	-	4,110	(110)	4,000
	<hr/>	<hr/>	<hr/>	<hr/>
	10,627	28,470	(25,686)	13,411
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total of funds</b>	765,958	761,448	(750,070)	777,336
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**17. Summary of funds**

**Summary of funds - current year**

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
General funds	763,925	487,928	(655,533)	596,320
Restricted funds	13,411	8,844	(16,174)	6,081
	<hr/>	<hr/>	<hr/>	<hr/>
	777,336	496,772	(671,707)	602,401
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**17. Summary of funds (continued)**

**Summary of funds - prior year**

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2020 £</i>
General funds	755,331	732,978	(724,384)	763,925
Restricted funds	10,627	28,470	(25,686)	13,411
	<u>765,958</u>	<u>761,448</u>	<u>(750,070)</u>	<u>777,336</u>

**18. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	209,932	1,600	211,532
Current assets	403,193	4,481	407,674
Creditors due within one year	(16,805)	-	(16,805)
<b>Total</b>	<u>596,320</u>	<u>6,081</u>	<u>602,401</u>

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	216,116	3,200	219,316
Current assets	568,045	10,211	578,256
Creditors due within one year	(20,236)	-	(20,236)
<b>Total</b>	<u>763,925</u>	<u>13,411</u>	<u>777,336</u>

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**EXETER LEUKAEMIA FUND CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**19. Reconciliation of net movement in funds to net cash flow from operating activities**

	2021 £	2020 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(174,935)	11,378
<b>Adjustments for:</b>		
Depreciation charges	9,920	11,012
Dividends, interests and rents from investments	(1,643)	(2,089)
Profit on the sale of fixed assets	2,326	-
Decrease in stocks	2,059	1,575
Decrease in debtors	82,792	9,478
Decrease in creditors	(3,431)	(2,662)
<b>Net cash provided by/(used in) operating activities</b>	<b>(82,912)</b>	<b>28,692</b>

**20. Analysis of cash and cash equivalents**

	2021 £	2020 £
Cash in hand	378,710	464,441
<b>Total cash and cash equivalents</b>	<b>378,710</b>	<b>464,441</b>

**21. Analysis of changes in net debt**

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	464,441	(85,731)	378,710
	<b>464,441</b>	<b>(85,731)</b>	<b>378,710</b>

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## EXETER LEUKAEMIA FUND CIO

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 22. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £7,163 (2020 - £8,599). Contributions totaling £2,370 (2020 - £1,971) were payable to the fund at the balance sheet date and are included in creditors.

#### 23. Operating lease commitments

At 31 March 2021 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	63,661	71,067
Later than 1 year and not later than 5 years	112,028	140,959
Later than 5 years	27,329	44,233
	<u>203,018</u>	<u>256,259</u>

#### 24. Related party transactions

No related party transactions took place in the period of account.