

Charity registration number: 1154727

Exeter Leukaemia Fund CIO

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Exeter Leukaemia Fund CIO

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Exeter Leukaemia Fund CIO

Reference and Administrative Details

Chairman	V E S Salomonsen
Trustees	V E S Salomonsen I M Kenny C Parsely C Fox J M Hawkins S S Cann S R Cooper
Senior Management / Leadership Team	M Southwood, Chief Executive Officer S Peacock, Head of Operations and Finance
Charity Registration Number	1154727
Principal Office	The ELF Office Haematology Centre Royal Devon & Exeter Hospital Barrack Road Exeter EX2 5DW
Independent Examiner	Thompson Jenner LLP Independent Examiner 1 Colleton Crescent Exeter Devon EX2 4DG
Solicitors	Tozers Solicitors LLP Broadwalk House Southernhay West
Bankers	Barclays Bank PLC 3 Bedford Street Exeter Devon EX1 1LX Santander UK PLC 53 High Street Exeter Devon EX4 3HE

Exeter Leukaemia Fund CIO

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2023.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	V E S Salomonsen I M Kenny (appointed 18 May 2022) C Parsely (appointed 18 May 2022) C Fox J M Hawkins S S Cann S R Cooper
Chairman:	V E S Salomonsen
Senior Management / Leadership Team:	M Southwood, Chief Executive Officer S Peacock, Head of Operations and Finance

Chief Executive Officer's Statement

The Charity has continued to gain strength following the difficult years of the pandemic. Although some of our services still operated with restrictions in place because of the continuing effects of the pandemic, as the year passed these eased and we have been able to return to offer increased services to our patients, as well as providing support to the Haematology Centre and the Royal Devon University Trust.

In September, we were pleased to regain access to our office on Yarty Ward. We continued to transport patients and our careful and committed drivers took all precautions necessary to ensure the safety of passengers. We were delighted to re-open our counselling service, after a successful pilot programme was run through the spring.

In the autumn we established a process for managing Patient Support Grants, offering one-off grants to patients experiencing financial hardship. Patients are referred to us by the Clinical Nurse Specialist team and we have been pleased to support a range of patients this year who have, in addition to their diagnosis, been struggling with the increased cost of living.

Our fundraising team worked hard to deliver above the income target set at the start of the year. Donations were received from a range of supporters including local businesses, trusts and foundations, as well as individual donors. Volunteers ran and cycled for the charity, raised money by bucket collections at supermarkets, completed Sky Dives and organised a range of events from cream teas to quiz nights. Several groups, including our Crediton Fundraising Group, raised funds via a number of well-attended events across the year. We also received some significant donations from individuals remembering loved ones.

Our retail operation continued to deliver a surplus, with our shops in Exminster and Crediton working well together to manage stock.

Filling Time has modestly expanded its service, offering hot drinks and light refreshments to patients, families and staff on the ward.

Exeter Leukaemia Fund CIO

Trustees' Report (continued)

ELF remains smaller than it was before the pandemic, but careful management on the part of the Trustees and senior staff has ensured that its finances are secure and that its core services to those affected by blood disorders and their families continue to be provided.

I was appointed as Chief Executive Officer in September 2022 and have been working with staff and Trustees to review our provision and make plans for expanding our services. We look forward with confidence to the coming year.

Molly Southwood

Chief Executive Officer

Objectives and activities

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 and senior management 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)'.

Vision, Mission and Strategy

Vision

We want every patient in Devon diagnosed with blood cancer to have the best possible outcome.

Mission Statement

ELF's mission is to create an environment where patients and their families are supported through their leukaemia journey. We want to ensure all blood cancer patients and their families have access to excellent support services, from the point of diagnosis to recovery and beyond.

Strategy

Working with our partners in the NHS, we will design and deliver sector-leading services to offer direct support to patients and support the Haematology Centre at the Royal Devon & Exeter Hospital, which we helped to build.

Strategic Objectives

To help realise our vision, we have set five strategic objectives

Objective 1 – Strategic Vision

Exeter Leukaemia Fund CIO

Trustees' Report (continued)

The changes to the organisation over the past several years has meant we have been operating without a formal strategic plan. Working with Trustees, staff and colleagues from the Trust, we will develop a formal strategic vision, setting out our key priorities and objectives for 2023-2026/8.

Objective 2 – Patient Support

Our support services are well-regarded and appreciated by patients and Trust staff alike, however to effectively assess impact and ensure efficient delivery we will review the process, from referral to feedback. We will review how data is being gathered, particularly whether the CRM should be used more widely. We will also seek to extend our wellbeing support for patients via support groups.

Objective 3 – Haematology Centre Support

Collaboration with the Haematology Centre and other Trust staff is essential to improving our existing services, and growing our offer. Working with clinical and nursing staff we will improve our communications with Trust colleagues, and identify new opportunities. We will focus initially on the proposed fellowship programme and support for medical equipment.

Objective 4 – Income Generation

ELF is entirely funded by voluntary donations and retail income, both of which need to increase in order for us to improve our support for both patients and the Haematology Centre. We will focus on making our current income streams more sustainable, via improved Legacy fundraising and regular donations from individual donors.

Objective 5 – Volunteer Recruitment, Support and Retention

ELF relies on support from volunteers to deliver our services. We are also aware that our services might be improved or extended with better recruitment and management of volunteers. We will improve the way in which we run our volunteering programme, and also seek to grow our volunteer community. We will also aim to increase the number of volunteering opportunities available.

Current Service Portfolio

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
- Financial support through our Patient Support Grant scheme
- Funds to purchase equipment to improve patient treatment and support
- Accommodation near the hospital so families can be close to their loved ones
- Complementary therapies for patients staying on Yarty Ward
- Free refreshments to patients and relatives awaiting Day Case appointments
- Financial advice through our partnership with the CAB
- Legal services through our partnership with Dunn & Baker

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

Services that ELF provided for 2022/23

Exeter Leukaemia Fund (ELF) has continued to rebuild following the global pandemic of COVID-19. The charity has been reviewing the ways in which services are provided and made changes necessary to ensure economy, efficiency and effectiveness.

Exeter Leukaemia Fund CIO

Trustees' Report (continued)

Transport Service

The charity has three dedicated drivers taking patients to and from their home to attend medical appointments at the Haematology Centre. In 2022/23 the ELF transport team completed 1731 passenger journeys, with a total distance of 50,000 miles.

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

Counselling Service

At the end of the last financial year, we ran a pilot programme to determine the viability of re-launching our counselling service. The pilot was successful and ELF now has a bank of six private practice counsellors who support patients and family members referred by the Clinical Nurse Specialist team. 67 cases were taken on during the financial year. Thanks to a successful fundraising appeal in the autumn of 2022, ELF will also be able to recruit a counsellor to lead the service. This service continues to be cited frequently by our colleagues in the nursing teams as one of the most vital we offer to patients.

Accommodation

ELF offers financial support to patients requiring hotel stays in Exeter due to their treatment plans. We are grateful to our partners at Mercure Southgate who offer a discounted rate for ELF patients.

Filling Time

The ELF kiosk, in the Haematology Centre reception, offers snacks and refreshments to patients and their supporters. A limited number of items, including hot drinks, fruit, biscuits and crisps are offered free of charge, though may users elect to offer a donation. The café is run by a member of ELF staff, and supported by volunteers during periods of annual leave or illness.

Complementary Therapies

Aromatherapy massage treatment is provided for patients staying on Yarty Ward. During the year, the service offered 213 patient appointments.

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.

Legal Services

ELF offers a free will service to patients, patients families, volunteers and supporters through a partnership with local solicitors Dunn and Baker. The service includes the writing of a standard will and is completely free of charge. The switch from a previous national supplier offers a more localised personal service with a local office.

Achievements and performance

Fundraising objectives 2022-23

To create more sponsorship opportunities to improve corporate relationships and focus on targeted campaign to increase supporter engagement.

Fundraising outcomes

Through focused effort and an increase in the number of events the team were able to support, income was up on the previous year. A successful campaign was run in the autumn to support the creation of a new role to offer support directly to patients.

Exeter Leukaemia Fund CIO

Trustees' Report (continued)

Fundraising was supported by 76 volunteers contributing 471 hours of support, covering a range of roles such as administration, bucket collections and coordinating collection boxes.

2023/24 Fundraising Objectives

- Improve donor retention by improving impact and stewardship communication
- Develop sustainable income streams, including legacy and regular giving
- Develop trusts and grants strategy to support specific projects
- Improve fundraising processes to ensure maximum efficiency

Retail

High staff turnover across both shops resulted in fewer opening hours, however the shops located in Crediton and Exminster both increased sales compared to the previous year. Retail was supported by 22 volunteers, contributing over 2,811 hours of support.

Retail Objectives

- Increase the surplus earned by the shops in support of the charity's wider objectives
- Develop an online retail presence

Review of activities

As pandemic restrictions eased, the charity was able to increase its service offering, as well as increase income generation activities. To help support the growing activity, the Trustees took the decision to recruit a new CEO who with the charity in September 2022.

The outlook for the future is very positive as we see a strong response from our supporters, and a renewed partnership with Yarty Ward. We look forward to working with staff, Trustees and partners to increase our service provision to ensure the best possible outcomes for haematology patients in Devon.

Financial review

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.

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. In the coming year we also intend to use a portion of our reserves to establish an investment portfolio with the aim of using interest realised to contribute towards charity running costs. We intend to use the reserves in the following manner:

- Financial sustainability of the charity
- Establishment of an investment portfolio
- Community and Hospital Service development

As at the year-end, ELF has total funds available of £713,277 (2022 - £711,841) and unrestricted funds of £687,658 (2022 - £707,650).

Exeter Leukaemia Fund CIO

Trustees' Report (continued)

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.

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.

Exeter Leukaemia Fund CIO

Trustees' Report (continued)

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.

As with all staff:

"The Trustees of ELF review salaries on an annual basis, normally December; however, there is no guarantee of an automatic increase in your pay as a result of any review". Employee Handbook.

Plans for future periods

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

The Trustees will also encourage charity staff to undertake a review of patient services to ensure they are being managed effectively and are fit for purpose and the changing needs of the patients.

Funds held as custodian

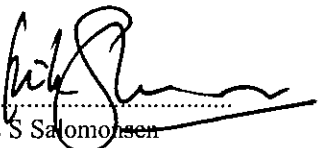
None

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.

The annual report was approved by the trustees of the charity on 14/08/23 and signed on its behalf by:


.....
V E S Salomonsen
Chairman and trustee

Exeter Leukaemia Fund CIO

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

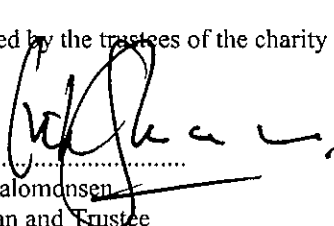
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 14/08/23 and signed on its behalf by:


.....
V E S Salomonsen
Chairman and Trustee

Exeter Leukaemia Fund CIO

Independent Examiner's Report to the trustees of Exeter Leukaemia Fund CIO

I report to the trustees on my examination of the accounts of Exeter Leukaemia Fund CIO for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of Exeter Leukaemia Fund CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

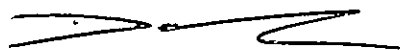
Independent examiner's statement

Since Exeter Leukaemia Fund CIO'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 The Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Exeter Leukaemia Fund CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.

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.



.....
Dave Tucker FCCA
Independent Examiner
The Association of Chartered Certified Accountants

1 Colleton Crescent
Exeter
Devon
EX2 4DG

Date: 28 August 2023

Exeter Leukaemia Fund CIO

Statement of Financial Activities for the Year Ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	294,139	24,951	319,090
Other trading activities	4	137,522	-	137,522
Investment income	5	3,909	-	3,909
Total income		<u>435,570</u>	<u>24,951</u>	<u>460,521</u>
Expenditure on:				
Raising funds		(209,785)	-	(209,785)
Charitable activities		<u>(245,777)</u>	<u>(3,523)</u>	<u>(249,300)</u>
Total expenditure	7	<u>(455,562)</u>	<u>(3,523)</u>	<u>(459,085)</u>
Net (expenditure)/income		<u>(19,992)</u>	<u>21,428</u>	<u>1,436</u>
Net movement in funds		(19,992)	21,428	1,436
Reconciliation of funds				
Total funds brought forward		<u>707,650</u>	<u>4,191</u>	<u>711,841</u>
Total funds carried forward	22	<u>687,658</u>	<u>25,619</u>	<u>713,277</u>

The notes on pages 14 to 26 form an integral part of these financial statements.

Exeter Leukaemia Fund CIO

Statement of Financial Activities for the Year Ended 31 March 2023 (continued)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	258,134	5,960	264,094
Other trading activities	4	111,592	-	111,592
Investment income	5	1,453	-	1,453
Other income	6	623	-	623
Total income		<u>371,802</u>	<u>5,960</u>	<u>377,762</u>
Expenditure on:				
Raising funds		(157,296)	-	(157,296)
Charitable activities		<u>(186,766)</u>	<u>(7,850)</u>	<u>(194,616)</u>
Total expenditure	7	<u>(344,062)</u>	<u>(7,850)</u>	<u>(351,912)</u>
Net income/(expenditure)		27,740	(1,890)	25,850
Other recognised gains and losses				
Other gains/losses		<u>83,590</u>	<u>-</u>	<u>83,590</u>
Net movement in funds		111,330	(1,890)	109,440
Reconciliation of funds				
Total funds brought forward		<u>596,320</u>	<u>6,081</u>	<u>602,401</u>
Total funds carried forward	22	<u>707,650</u>	<u>4,191</u>	<u>711,841</u>

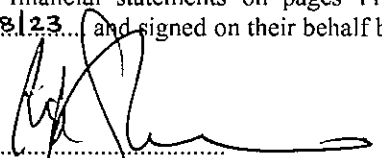
All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 22.

Exeter Leukaemia Fund CIO
(Registration number: 1154727)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	15	16,974	16,323
Current assets			
Stocks	16	3,759	2,260
Debtors	17	17,755	17,114
Cash at bank and in hand	18	681,840	683,405
		<u>703,354</u>	<u>702,779</u>
Creditors: Amounts falling due within one year	19	<u>(7,051)</u>	<u>(7,261)</u>
Net current assets		<u>696,303</u>	<u>695,518</u>
Net assets		<u>713,277</u>	<u>711,841</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	22	25,619	4,191
Unrestricted income funds			
Unrestricted funds		<u>687,658</u>	<u>707,650</u>
Total funds	22	<u>713,277</u>	<u>711,841</u>

The financial statements on pages 11 to 26 were approved by the trustees, and authorised for issue on 14.8.23 and signed on their behalf by:



 V E S Salomonsen
 Chairman and trustee

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Charity status

The charity is a Charitable Incorporated Organisation registered in England and Wales.

The address of its registered office is:

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

2 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Exeter Leukaemia Fund CIO meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Gifts in kind

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.

Gift aid

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

Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Motor vehicles	20% straight line
Fixtures and fittings	15% straight line
Office equipment	20% and 33.33% straight line

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

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 price 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.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and legacies;				
Donations from companies, trusts and similar proceeds	185,733	22,251	207,984	154,496
Legacies	92,061	-	92,061	64,929
Grants, including capital grants;				
Government grants	-	-	-	19,619
Grants from companies	16,345	2,700	19,045	25,050
	<u>294,139</u>	<u>24,951</u>	<u>319,090</u>	<u>264,094</u>

Of the total income from donations and legacies £24,951 (2022 - £5,960) is restricted and £294,139 (2022 - £258,134) is unrestricted.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

4 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2022 £
Trading income;			
Charity shops	114,805	114,805	109,139
Other fundraising	22,717	22,717	2,453
	<u>137,522</u>	<u>137,522</u>	<u>111,592</u>

Of the above income the entire amount is unrestricted for both 2022 and 2023.

5 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Dividends receivable from other listed investments	237	237	162
Interest receivable on bank deposits	3,672	3,672	1,291
	<u>3,909</u>	<u>3,909</u>	<u>1,453</u>

Of the above income the entire amount is unrestricted for both 2022 and 2023.

6 Other income

	Total 2023 £	Total 2022 £
Miscellaneous income	<u>-</u>	<u>623</u>

Of the above income the entire amount is unrestricted for both 2022 and 2023.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

7 Expenditure on charitable activities

	Cost of raising funds	Filling Time	Hospital Support	Patient Support	Counselling	Transport	Support costs	2023 Total	2022 Total
	£	£	£	£	£	£	£	£	£
Staff costs	116,848	9,041	-	-	-	62,824	37,420	226,133	196,573
Depreciation	1,113	174	-	50	-	2,745	1,290	5,372	4,888
Hospital equipment	-	-	20,447	-	-	-	-	20,447	-
Purchases	10,517	1,107	-	-	-	-	-	11,624	5,317
Rent and rates	27,165	-	-	-	-	-	5,263	32,428	32,080
Office costs	10,785	34	-	30	-	78	2,196	13,123	10,231
Travel and subsistence	1,048	5	-	-	-	338	387	1,778	3,030
IT and communications	7,057	286	-	84	-	1,764	3,693	12,884	12,917
Repairs and maintenance	1,281	25	13	36	-	203	450	2,008	1,082
Transport	-	-	-	-	-	36,272	-	36,272	25,359
Professional fees	1,996	28	-	-	896	2,791	14,218	19,929	25,402
Other	15,396	55	746	2,591	15,100	572	10,068	44,528	16,298
Support grants	-	-	-	8,000	-	-	-	8,000	-
(Profit)/Loss on disposal	-	-	-	-	-	73	-	73	(5,451)
Governance costs	-	-	-	-	-	-	24,486	24,486	24,186
Support costs	193,206	10,755	21,206	10,791	15,996	107,660	99,471	459,085	351,912
Total expenditure 2023	16,579	16,578	16,579	16,578	16,578	16,579	(99,471)	-	-
Total expenditure 2022	209,785	27,333	37,785	27,369	32,574	124,239	-	459,085	351,912
	157,296	721	2,837	-	-	191,058	-	351,912	

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

Of total expenditure £3,523 (2022 - £7,850) is restricted and £455,562 (2022 - £344,062) is unrestricted.

8 Exceptional gains/(losses)

During the prior year, freehold property was sold producing a profit on disposal in 2022 of £83,590.

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Staff costs			
Wages and salaries	19,122	19,122	19,008
Social security costs	2,061	2,061	2,003
Pension costs	468	468	475
Independent examiner fees			
Examination of the financial statements	945	945	900
Other fees paid to examiners	1,890	1,890	1,800
	<u>24,486</u>	<u>24,486</u>	<u>24,186</u>

10 Net incoming/outgoing resources

Net incoming resources for the year include:

	2023 £	2022 £
Profit/(Loss) on disposal of fixed assets	(73)	89,041
Depreciation of fixed assets	<u>(4,082)</u>	<u>(4,887)</u>

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

12 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	229,719	202,019
Social security costs	13,528	11,882
Pension costs	4,536	4,158
	<u>247,783</u>	<u>218,059</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Average number of employees	<u>12</u>	<u>9</u>

The average headcount expressed as full-time equivalents was:

	2022 No	2022 No
Fundraising team	2	2
Retail activities	3	2
Management and administration	2	1
Community support	3	3
	<u>10</u>	<u>8</u>

The total employee benefits of the key management personnel of the charity were £65,061 (2022 - £40,326).

No employee received emoluments of more than £60,000 during the year

13 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	<u>945</u>	<u>900</u>
Other fees to examiners		
All other services	<u>1,890</u>	<u>1,800</u>

14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

15 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Computer equipment £	Total £
Cost				
At 1 April 2022	4,483	11,973	14,170	30,626
Additions	-	-	6,096	6,096
Disposals	-	-	(1,685)	(1,685)
At 31 March 2023	<u>4,483</u>	<u>11,973</u>	<u>18,581</u>	<u>35,037</u>
Depreciation				
At 1 April 2022	3,583	1,596	9,124	14,303
Charge for the year	231	2,395	2,746	5,372
Eliminated on disposals	-	-	(1,612)	(1,612)
At 31 March 2023	<u>3,814</u>	<u>3,991</u>	<u>10,258</u>	<u>18,063</u>
Net book value				
At 31 March 2023	<u>669</u>	<u>7,982</u>	<u>8,323</u>	<u>16,974</u>
At 31 March 2022	<u>900</u>	<u>10,377</u>	<u>5,046</u>	<u>16,323</u>

16 Stock

	2023 £	2022 £
Stocks	<u>3,759</u>	<u>2,260</u>

17 Debtors

	2023 £	2022 £
Trade debtors	2,597	2,002
Prepayments	10,025	9,201
VAT recoverable	1,891	2,628
Other debtors	3,242	3,283
	<u>17,755</u>	<u>17,114</u>

18 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	342	356
Cash at bank	<u>681,498</u>	<u>683,049</u>
	<u>681,840</u>	<u>683,405</u>

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

19 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	149	2,329
Other taxation and social security	950	-
Other creditors	1,682	1,267
Accruals	4,270	3,554
Deferred income	-	111
	<u>7,051</u>	<u>7,261</u>

20 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Other		
Within one year	46,955	30,791
Between one and five years	<u>53,350</u>	<u>33,800</u>
	<u>100,305</u>	<u>64,591</u>

21 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £4,536 (2022 - £4,158).

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

22 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
<i>General</i>				
General funds	707,650	435,570	(455,562)	687,658
Restricted funds				
Chevithorne Family Suite	873	-	(205)	668
Counsellor	2,270	-	(2,270)	-
Transport	48	-	(48)	-
Patient Support (Hardship Fund)	1,000	-	(1,000)	-
Hospital fund	-	1,830	-	1,830
Patient support (coordinator)	-	23,121	-	23,121
Total restricted funds	<u>4,191</u>	<u>24,951</u>	<u>(3,523)</u>	<u>25,619</u>
Total funds	<u>711,841</u>	<u>460,521</u>	<u>(459,085)</u>	<u>713,277</u>

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 March 2022 £
Unrestricted funds					
<i>General</i>					
General funds	596,320	371,802	(344,062)	83,590	707,650
Restricted					
Chevithorne Family Suite	1,153	-	(280)	-	873
ELF@Home	-	4,500	(4,500)	-	-
Retail van	1,600	-	(1,600)	-	-
Counsellor	2,500	460	(690)	-	2,270
Transport	220	-	(172)	-	48
Patient equipment	608	-	(608)	-	-
Patient Support (Hardship Fund)	-	1,000	-	-	1,000
Total restricted funds	<u>6,081</u>	<u>5,960</u>	<u>(7,850)</u>	<u>-</u>	<u>4,191</u>
Total funds	<u>602,401</u>	<u>377,762</u>	<u>(351,912)</u>	<u>83,590</u>	<u>711,841</u>

Exeter Leukaemia Fund CIO

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

The specific purposes for which the funds are to be applied are as follows:

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 fund 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.

Transport – Income has been received in the period to help support the transport service.

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

Patient Support (Hardship Fund) – Donations of £1,000 received in the prior year to help fund patient support which was spent in the year.

Hospital fund - This fund represents any income received which is restricted to expenditure on Hospital support.

Patient Support Coordinator - This fund represents amounts raise from a campaign that was run in order to fund the coordinator position.

23 Analysis of net assets between funds

	Unrestricted funds Designated £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	16,974	-	16,974
Current assets	677,735	25,619	703,354
Creditors over 1 year	(7,051)	-	(7,051)
Total net assets	<u>687,658</u>	<u>25,619</u>	<u>713,277</u>
	Unrestricted funds Designated £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	16,323	-	16,323
Current assets	698,588	4,191	702,779
Current liabilities	(7,261)	-	(7,261)
Total net assets	<u>707,650</u>	<u>4,191</u>	<u>711,841</u>

24 Related party transactions

There were no related party transactions in the year.