

Charity registration number: 1154727

# Exeter Leukaemia Fund CIO

Annual Report and Financial Statements

for the Year Ended 31 March 2024

## **Exeter Leukaemia Fund CIO**

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## **Exeter Leukaemia Fund CIO**

### **Reference and Administrative Details**

<b>Chairman</b>	V E S Salomonsen
<b>Trustees</b>	V E S Salomonsen I M Kenny C Fox J M Hawkins S S Cann S R Cooper
<b>Senior Management / Leadership Team</b>	M Southwood, Chief Executive Officer
<b>Charity Registration Number</b>	1154727
<b>Principal Office</b>	The ELF Office Haematology Centre Royal Devon & Exeter Hospital Barrack Road Exeter EX2 5DW
<b>Independent Examiner</b>	Thompson Jenner LLP Independent Examiner 1 Colleton Crescent Exeter Devon EX2 4DG
<b>Solicitors</b>	Tozers Solicitors LLP Broadwalk House Southernhay West
<b>Bankers</b>	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 2024.

#### **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 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 (resigned 21 June 2024)

#### **Chief Executive Officer's Statement**

This year, ELF has focused on delivering high quality, relevant and impactful patient services, as well as continuing to provide support to the NHS Haematology Centre. Our core services include transport for patients to and from appointments, accommodation in Exeter for patients receiving treatment at the Royal Devon & Exeter Hospital, financial support and advice, counselling and wellbeing support, complementary therapies, and the provision of refreshments at the Filling Time kiosk on Yarty Ward.

Across the year we supported around 250 patients and families, representing around a quarter of adult patients affected by blood cancer in Devon. We have reviewed all of our services to ensure we are operating efficiently and safely and introduced methods for collecting patient feedback to inform the development of our services.

We also introduced the ELF Fellowship Programme, a scheme designed to support the recruitment and retention of excellent staff working in Haematology Services. The first Fellowship was awarded to a nurse working on Yarty Ward to undertake a master's degree in Advanced Practice Nursing.

Our fundraising team worked hard to deliver above the income target set at the start of the year. We received donations from a range of supporters, including trusts, local business, and individuals. Volunteers ran and cycled for ELF, raised money by bucket collections at supermarkets, completed Sky Dives and organised a range of events from cream teas to quiz nights. Independent groups raised funds via well-attended events across the year. We also received some significant donations from individuals remembering loved ones.

We did not receive as much income from legacy giving as we have done in past years. However, we began to encourage future planned giving through an information campaign and were pleased to receive 20 pledges from supporters who intend to remember ELF in their Wills.

We extended the opening hours of Filling Time, our kiosk offering hot drinks and light refreshments to patients, families and staff on the ward. We also recruited three volunteers to help deliver the service and provide cover during periods of staff illness or holiday.

## **Exeter Leukaemia Fund CIO**

### **Trustees' Report (continued)**

In November 2023, after an in-depth review, Trustees decided to close the ELF charity shops. Although the shops made a small profit, an increased amount of management time was required, pushing the retail function towards negative income. Sadly, this resulted in redundancies for four staff, and affected the charity's turnover, though ultimately allowed management more time to focus on increasing income generation through fundraising and expanding charitable services.

We continue to keep all services under review and seek new opportunities to improve our support for patients. We look forward to continuing to increase the number of patients we serve and expand the services we offer.

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.
2. 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.



## Exeter Leukaemia Fund CIO

### Trustees' Report (continued)

#### Strategic Objectives

##### ELF Strategic Objectives 2024/25

1. Service Development
  - a. Increase current service delivery
  - b. North Devon and sites other than RDE
  - c. Wellbeing Services
2. Preparing for future growth
  - a. Marketing and brand awareness
  - b. Income generation, in particular legacies and grants
3. New Home/Hub search and planning
4. Isolation Room Refurbishment

##### **Objective 1 - Service Development Building on success, auditing current reach and extending to new audiences**

Our current service portfolio is focused on patients in Exeter, with limited offers to places further afield. As service users are added to the CRM, we have the opportunity to audit where our current service users are, as well as some demographic information, and where the gaps might be.

- a. Increase in service delivery, targets based on uplift from 23/24 performance.
  - i. Transport: 160 different patients driven across the year.
  - ii. Counselling: 88 referrals, based on 6 sessions per person. Many people don't use the full six sessions so we would expect to support around 110 people.
  - iii. Support groups: 20 patients across two groups.
  - iv. Fellowships: We've awarded 3 this year and would expect a similar number, based on 1 larger award and 2 smaller.
  - v. Patient Grants: Support for 24 patients/families.
  - vi. Complementary Therapy: 280 sessions, though many patients have multiple sessions, so we expect to support around 150 people with this service. We are in the process of working with the therapist, who does not use IT, to capture patient data in a secure way.
  - vii. Accommodation: Between 10 and 20 patients/families.
  - viii. Filling Time: 40-50 customers per day.
- b. North Devon and other sites
  - i. Work with Trust team to understand various sites and what happens at each.
  - ii. Arrange visits to sites to meet with staff and patients.
  - iii. Promote services accordingly and identify areas where further resource will be needed.
- c. Wellbeing Services
  - i. Audit counselling reach and consider audiences who aren't supported by current service provision.
  - ii. Build new services in line with evidenced need.

##### Deliverables

- Improved data reporting on services.
- Actionable understanding of impact on patients and families. (Q2)
- Clear, written strategy for delivering existing services across Devon and Trust sites other than RD&E. (Deadline: Q2)
- Development plan for any growth or new services, including resourcing. (Deadline: Q4)

## **Exeter Leukaemia Fund CIO**

### **Trustees' Report (continued)**

#### **Objective 2 - Prepare for future growth Diversifying and sustaining income streams**

The charity has relied on large legacies to fund operational activity. Generally, these have been realised. However, there has not been a dedicated legacy fundraiser in the team since 2019, and the lack of a large legacy in 2023/24 indicates the need to focus on this area. Additionally, there is no dedicated marketing function to raise brand awareness. This year, we will focus on improving our recognition locally and across Devon, and also cultivate legacy giving. We will additionally develop a grant strategy based on clear cases for support.

##### **a. Marketing and brand awareness**

- i. Invest staff time into awareness-raising locally (Exeter) and across Devon
- ii. Reinforce messaging about how the charity is funded, especially legacy giving
- iii. Develop marketing strategy in line with emerging growth plans
- iv. Develop content based on impact of services on patients

##### **b. Income generation, in particular legacies and grants**

- i. CEO to lead on individual philanthropy, legacy cultivation and stewardship
- ii. CEO and Development Manager (Partnerships) to develop early grant application strategy, including cases for support and targets
- iii. Focus on building more lucrative income streams, including third party and corporate (Development Manager, Community and Volunteering)
- iv. Seek to appoint a third fundraiser in Q3, to build on high-performing income streams, and/or focus on North Devon, with a view to delivering a budget surplus in 2025/26.

#### **Deliverables**

- Written marketing strategy with identified targets and objectives (Deadline: Q3)
- Impact-based content created (Deadline: Q2)
- Trust and Grant application plan (Deadline: Q1)
- 20 new legacy pledges (Deadline: Q4)
- 20% increase on fundraising income from 2023/24 budget (Deadline: End Q4)

#### **Objective 3 - New Home/Hub Planning and search for a suitable space to deliver services and run the charity**

The charity's activities and management are currently delivered from several sites, primarily the RD&E hospital and the Marsh Barton office. Several of the services we provide, particularly wellbeing services, cannot be delivered on our premises. Across the coming year we will articulate the space we need to provide our services, with room for growth, and begin to seek appropriate premises.

#### **Deliverables**

- Clearly articulated plan for space requirements, with room for growth (Deadline: Q2)
- Market research into resource required, corresponding budget prepared (Deadline: Q3)
- Search begun for suitable premises (Deadline: Q4)

#### **Objective 4 - Isolation Room Refurbishment**

Working with the Yarty team, we have identified the need to repaint and redecorate the side rooms, or isolation rooms, on the ward. Working with the Trust, we will fundraise to complete the works for each room, to the agreed standard. This objective is reliant on the Trust, and therefore deadlines will be in line with the timescales they can work towards.

## **Exeter Leukaemia Fund CIO**

### **Trustees' Report (continued)**

Deliverables (deadlines to be confirmed with RDUT team)

- Work plan in place for each room
- Fundraising target agreed
- Funds secured.

#### **Current Service Portfolio**

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

1. Transport of patients to and from hospital
2. Counselling to help patients and families through the challenges of the illness
3. Financial support through our Patient Support Grant scheme
4. Funds to purchase equipment to improve patient treatment and support
5. Accommodation near the hospital so families can be close to their loved ones
6. Complementary therapies for patients staying on Yarty Ward
7. Free refreshments to patients and relatives awaiting Day Case appointments
8. Financial advice through our partnership with the CAB
9. 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 2023/24**

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.

##### **Transport Service**

The charity has three dedicated drivers taking patients to and from their home to attend medical appointments at the Haematology Centre. In 2023/4 the ELF transport team completed 1801 passenger journeys, with a total distance of 46,400 miles.

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

##### **Counselling Service**

We appointed a Counselling Services Lead to run the counselling service, which continues to grow. In 2023/24 104 patients were referred to the service and a total of 456 sessions were delivered. We also offered support to group work led by the NHS.

##### **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.

##### **Filing 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 many 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.



## **Exeter Leukaemia Fund CIO**

### **Trustees' Report (continued)**

#### Complementary Therapies

Aromatherapy massage treatment is provided for patients staying on Yarty Ward. During the year, the service offered 231 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. In 2023/24 we were pleased to receive updates from the CAB detailing the support they were able to provide. Thanks to their guidance, haematology patients at the RD&E received a range of benefits and grants totalling nearly half a million pounds.

#### 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**

#### 2023/24 Fundraising Objectives

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

#### 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. The fundraising team had success in a number of areas, particularly Third Party giving and events, and corporate giving.

Fundraising was supported by 94 volunteers contributing 510.5 hours of support, covering a range of roles such as administration, bucket collections and coordinating collection boxes.

Due to increased activity in other areas, Trusts and Grants income was down on previous years, though we did receive some generous donations in this area. In order to improve outcomes in the coming year, the team devoted time to developing clear cases for support and researching grant-making bodies.

#### Retail

Following a challenging year with high staff turnover and issues with the shop premises, the Trustees decided in November 2023 to wind down the charity's retail function. The decision was taken after a comprehensive review of income, possible alternatives to closure, and the broader national picture for retail. The shop closures resulted in four redundancies, which were managed in consultation with the charity's HR consultants. The Exminster shop closed in March 2024, and the Crediton shop is scheduled for closure in June 2024.

#### Review of activities

The charity's staff and trustees invested a significant amount of time across the year to reviewing process and governance. This necessary and comprehensive piece of work ensures that the charity is in the strongest possible position to grow in the future.

## **Exeter Leukaemia Fund CIO**

### **Trustees' Report (continued)**

The outlook 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:

1. Financial sustainability of the charity
2. Establishment of an investment portfolio
3. Community and Hospital Service development

As at the year-end, ELF has total funds available of £659,303 (2023 - £713,227) and unrestricted funds of £628,168 (2023 - £687,658).

#### **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 CIO 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;

## **Exeter Leukaemia Fund CIO**

### **Trustees' Report (continued)**

- 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.

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**



## Exeter Leukaemia Fund CIO

### Trustees' Report (continued)

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

The annual report was approved by the trustees of the charity on 2/10/24 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.

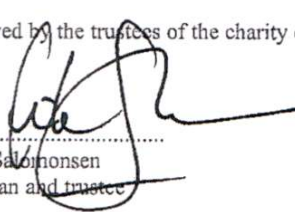
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial 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 2/10/24 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 2024.

#### 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

Thompson Jenner LLP  
Chartered Accountants  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

Date: 21 November 2024

## Exeter Leukaemia Fund CIO

### Statement of Financial Activities for the Year Ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	247,133	32,104	279,237
Other trading activities	4	162,555	-	162,555
Investment income	5	9,421	-	9,421
Total income		<u>419,109</u>	<u>32,104</u>	<u>451,213</u>
<b>Expenditure on:</b>				
Raising funds		(250,527)	-	(250,527)
Charitable activities		<u>(241,717)</u>	<u>(26,588)</u>	<u>(268,305)</u>
Total expenditure	6	<u>(492,244)</u>	<u>(26,588)</u>	<u>(518,832)</u>
Net (expenditure)/income		<u>(73,135)</u>	<u>5,516</u>	<u>(67,619)</u>
Net movement in funds		(73,135)	5,516	(67,619)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>687,658</u>	<u>25,619</u>	<u>713,277</u>
Total funds carried forward	20	<u><u>614,523</u></u>	<u><u>31,135</u></u>	<u><u>645,658</u></u>

The notes on pages 16 to 27 form an integral part of these financial statements.

## Exeter Leukaemia Fund CIO

### Statement of Financial Activities for the Year Ended 31 March 2024 (continued)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>Income and Endowments from:</b>				
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>
<b>Expenditure on:</b>				
Raising funds		(209,785)	-	(209,785)
Charitable activities		<u>(245,777)</u>	<u>(3,523)</u>	<u>(249,300)</u>
Total expenditure	6	<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
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>707,650</u>	<u>4,191</u>	<u>711,841</u>
Total funds carried forward	20	<u><u>687,658</u></u>	<u><u>25,619</u></u>	<u><u>713,277</u></u>

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

The funds breakdown for 2023 is shown in note 20.

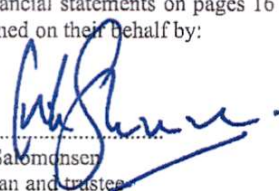


# Exeter Leukaemia Fund CIO

(Registration number: 1154727)  
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	13	17,924	16,974
<b>Current assets</b>			
Stocks	14	2,627	3,759
Debtors	15	42,475	17,755
Cash at bank and in hand	16	<u>625,772</u>	<u>681,840</u>
		670,874	703,354
<b>Creditors: Amounts falling due within one year</b>	17	<u>(43,140)</u>	<u>(7,051)</u>
<b>Net current assets</b>		<u>627,734</u>	<u>696,303</u>
<b>Net assets</b>		<u>645,658</u>	<u>713,277</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	20	31,135	25,619
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>614,523</u>	<u>687,658</u>
<b>Total funds</b>	20	<u>645,658</u>	<u>713,277</u>

The financial statements on pages 16 to 30 were approved by the trustees, and authorised for issue on 2/10/24 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 2024**

#### **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 2024 (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.

#### ***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.

#### ***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.



## Exeter Leukaemia Fund CIO

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 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.

#### 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.



## **Exeter Leukaemia Fund CIO**

### **Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)**

#### **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 2024 (continued)

#### 3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies;				
Donations from companies, trusts and similar proceeds	213,964	20,854	234,818	207,984
Legacies	25,519	-	25,519	92,061
Grants, including capital grants;				
Grants from companies	7,650	11,250	18,900	19,045
	<u>247,133</u>	<u>32,104</u>	<u>279,237</u>	<u>319,090</u>

#### 4 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2023 £
Trading income;			
Charity shops	129,320	129,320	114,805
Other fundraising	33,235	33,235	22,717
	<u>162,555</u>	<u>162,555</u>	<u>137,522</u>

#### 5 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Dividends receivable from other listed investments	133	133	237
Interest receivable on bank deposits	9,288	9,288	3,672
	<u>9,421</u>	<u>9,421</u>	<u>3,909</u>

## Exeter Leukaemia Fund CIO

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 6 Expenditure on charitable activities

	Cost of raising funds	Filling Time	Hospital Support	Patient Support	Counselling	Transport	Support costs	2024 Total	2023 Total
	£	£	£	£	£	£	£	£	£
Staff costs	129,987	14,870	-	-	8,149	64,942	35,825	253,773	226,133
Depreciation	919	1,391	-	150	119	2,892	1,527	6,998	5,372
Hospital equipment	-	-	183	-	-	-	-	183	20,447
Purchases	16,832	2,740	-	-	-	-	-	19,572	11,624
Rent and rates	27,636	-	-	-	-	-	6,388	34,024	32,428
Office costs	15,234	33	118	156	4	77	2,951	18,573	13,123
Travel and subsistence	1,757	-	-	2,144	5	394	579	4,879	1,778
IT and communications	7,603	423	-	264	531	1,810	5,170	15,801	12,884
Repairs and maintenance	18,407	1,065	-	-	8	75	53	19,608	2,008
Transport	-	-	-	-	-	25,003	-	25,003	36,272
Professional fees	2,709	20	-	202	384	3,391	7,952	14,658	19,929
Other	11,229	19	2,766	5,165	22,830	488	3,208	45,705	44,528
Support grants	-	-	-	15,049	-	-	-	15,049	8,000
(Profit)/Loss on disposal	124	-	-	-	-	-	23	147	73
Governance costs	-	-	-	-	-	-	44,859	44,859	24,486
	232,437	20,561	3,067	23,130	32,030	99,072	108,535	518,832	459,085
Support costs	18,090	18,089	18,089	18,089	18,089	18,089	(108,535)	-	-
Total expenditure 2024	250,527	38,650	21,156	41,219	50,119	117,161	-	518,832	459,085
Total expenditure 2023	209,785	27,333	37,785	27,369	32,574	124,239	-	459,085	

## Exeter Leukaemia Fund CIO

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

Of total expenditure £26,588 (2023 - £3,523) is restricted and £492,244 (2023 - £455,562) is unrestricted.

#### 7 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Staff costs			
Wages and salaries	37,159	37,159	19,122
Social security costs	3,787	3,787	2,061
Pension costs	913	913	468
Independent examiner fees			
Examination of the financial statements	1,000	1,000	945
Other fees paid to examiners	2,000	2,000	1,890
	44,859	44,859	24,486

#### 8 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2024 £	2023 £
(Profit)/loss on disposal of fixed assets	147	73
Depreciation of fixed assets	6,998	5,372

#### 9 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 2024 (continued)

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
<b>Staff costs during the year were:</b>		
Wages and salaries	274,464	229,719
Social security costs	16,072	13,528
Pension costs	5,096	4,536
	<u>295,632</u>	<u>247,783</u>

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

	2024 No	2023 No
Average number of employees	<u>14</u>	<u>12</u>

Contributions to the employee pension schemes for the year totalled £5,096 (2023 - £4,536).

The total employee benefits of the key management personnel of the charity were £83,718 (2023 - £65,061).

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

#### 11 Independent examiner's remuneration

	2024 £	2023 £
Examination of the financial statements	<u>1,000</u>	<u>945</u>
<b>Other fees to examiners</b>		
All other services	<u>2,000</u>	<u>1,890</u>

#### 12 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 2024 (continued)

#### 13 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Computer equipment £	Total £
<b>Cost</b>				
At 1 April 2023	4,483	11,973	18,581	35,037
Additions	-	-	8,095	8,095
Disposals	-	-	(3,511)	(3,511)
At 31 March 2024	<u>4,483</u>	<u>11,973</u>	<u>23,165</u>	<u>39,621</u>
<b>Depreciation</b>				
At 1 April 2023	3,814	3,991	10,258	18,063
Charge for the year	219	2,395	4,384	6,998
Eliminated on disposals	-	-	(3,364)	(3,364)
At 31 March 2024	<u>4,033</u>	<u>6,386</u>	<u>11,278</u>	<u>21,697</u>
<b>Net book value</b>				
At 31 March 2024	<u>450</u>	<u>5,587</u>	<u>11,887</u>	<u>17,924</u>
At 31 March 2023	<u>669</u>	<u>7,982</u>	<u>8,323</u>	<u>16,974</u>

#### 14 Stock

	2024 £	2023 £
Stocks	<u>2,627</u>	<u>3,759</u>

#### 15 Debtors

	2024 £	2023 £
Trade debtors	4,093	2,597
Prepayments	8,465	10,025
VAT recoverable	2,565	1,891
Other debtors	<u>27,352</u>	<u>3,242</u>
	<u>42,475</u>	<u>17,755</u>

#### 16 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	273	342
Cash at bank	<u>625,499</u>	<u>681,498</u>
	<u>625,772</u>	<u>681,840</u>

## Exeter Leukaemia Fund CIO

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 17 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	9,565	149
Other taxation and social security	-	950
Other creditors	1,377	1,682
Accruals	32,198	4,270
	<u>43,140</u>	<u>7,051</u>

#### 18 Contingent assets

##### Legacy Income

As at 31 March 2024, the charity had been notified of one residuary legacy the value of which is uncertain as the executor is awaiting confirmation of other claims on the estate, but it is unlikely to exceed £34,275. As at the date of approval no further information had been received and so this legacy has not been accrued.

#### 19 Obligations under leases and hire purchase contracts

##### Operating lease commitments

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

	2024 £	2023 £
<b>Other</b>		
Within one year	38,601	46,955
Between one and five years	19,961	53,350
	<u>58,562</u>	<u>100,305</u>

# Exeter Leukaemia Fund CIO

## Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

### 20 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>				
<i>General</i>				
General funds	687,658	419,109	(492,244)	614,523
<b>Restricted funds</b>				
Chevithorne Family Suite	668	-	-	668
Counsellor	-	10,250	(3,000)	7,250
Transport	-	1,000	(1,000)	-
Hospital fund	1,830	16,729	(5,917)	12,642
Patient support (coordinator)	23,121	1,000	(15,584)	8,537
Fellowship	-	3,125	(1,087)	2,038
<b>Total restricted funds</b>	<u>25,619</u>	<u>32,104</u>	<u>(26,588)</u>	<u>31,135</u>
<b>Total funds</b>	<u>713,277</u>	<u>451,213</u>	<u>(518,832)</u>	<u>645,658</u>
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>				
<i>General</i>				
General funds	707,650	435,570	(455,562)	687,658
<b>Restricted</b>				
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
<b>Total restricted funds</b>	<u>4,191</u>	<u>24,951</u>	<u>(3,523)</u>	<u>25,619</u>
<b>Total funds</b>	<u>711,841</u>	<u>460,521</u>	<u>(459,085)</u>	<u>713,277</u>



## Exeter Leukaemia Fund CIO

### Notes to the Financial Statements for the Year Ended 31 March 2024 (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.

Counselling – Grants received to cover counselling staffing costs.

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

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

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

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

Fellowship - This fund represents any income received which is restricted to the fellowship programme.

#### 21 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	17,924	-	17,924
Current assets	639,739	31,135	670,874
Current liabilities	(43,140)	-	(43,140)
Total net assets	<u>614,523</u>	<u>31,135</u>	<u>645,658</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	16,974	-	16,974
Current assets	677,735	25,619	703,354
Current liabilities	(7,051)	-	(7,051)
Total net assets	<u>687,658</u>	<u>25,619</u>	<u>713,277</u>

#### 22 Related party transactions

There were no related party transactions in the year.