

Charity registration number: 1155924

BURY CANCER SUPPORT CENTRE
A CHARITABLE INCORPORATED ORGANISATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
31 MARCH 2022

BURY CANCER SUPPORT CENTRE

CONTENTS

Reference and Administrative Details	1
Trustees' Report	2 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 18

BURY CANCER SUPPORT CENTRE

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Jeff Green - Chair
	Dennis Taylor MBE - Vice Chair
	Lynne Marland - Trustee
	Joanne Barlow - Trustee
	Keith Barker - Trustee
Charity Registration Number	1155924
Principal Office	406 Bolton Road
	Bury
	Lancashire
	BL8 2DA
Independent Examiner	Horsfield & Smith
	Tower House
	269 Walmersley Road
	Bury
	Lancashire
	BL9 6NX

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

The trustees the annual report together with the financial statements of the Charitable Incorporated Organisation (the "association") for the year ended 31 March 2022.

Objectives and activities

Objects and aims

The association is established to alleviate the physical and mental distress of persons with cancer, of the partners and immediate family of persons with cancer and of persons recently bereaved with cancer.

Public benefit

The centre supports patients and their loved ones by providing counselling, emotional support and therapy. The area of benefit is the Metropolitan Borough of Bury, all areas bordering on it and other such areas as the association may from time to time determine.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

Achievements and performance

In last years report we were hopeful of reopening the Centre as the covid pandemic receded. Unfortunately this did not happen as the ongoing situation meant we carried out the charities functions in a different way.

It is important to recognise that our Patients that are going through the journey of cancer are more at risk from the virus and its effects.

So whilst the country moved on we had to remain with strict covid protocols.

The staff led by manager Jan Katana has responded once again to the challenge. The staff volunteers and trustees have been a credit to the Centre in these difficult times.

On average the staff have responded with Support by appointment; phone and zoom over 300 times per month. No one who contacts the Centre is left unsupported.

To allow us to continue in this way the manager with the treasurers support has identified sources of income. This year in the treasurers report Jan Pearce-Langton has acknowledged the Centres positive financial position. The support we have received from individuals, groups and business has been outstanding. Fundraising events have continued and raised vital funds. We thank all who have supported the Centre.

This time I can look forward to a full re-opening of the Centre. Probably late summer with appointments running alongside a drop in attendance at the Centre.

The challenges have not gone away but as we head toward our 20th Year in 2023, I feel confident the Centre is in a good position for the future.

Jeff Green
Chair of Trustees.

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

Financial review

There is a lot to be proud of in acknowledging the Centre's positive financial position. The challenges coming out of Covid have been relentless and demanding. Strong, consistent leadership and chairship, alongside the continued involvement from supporters, have put the Centre, as an independent self funding charity, in an unrivalled financial position.

The team, tirelessly steered by the Centre's multi skilled, dedicated and versatile manager, Jan Katana, have remained focused, been willing to adapt and grasped new opportunities. It is testament to all involved that the Centre's fragility has been protected.

After the challenges of covid, a period of worldwide recovery and recalibration may be required. Any objectives, including financial, should therefore be tailored to the Centre and its needs.

I believe the key is to protect the financial position and keep hold of what is in reserve in order to build on it for the future. However, I feel it is prudent to be realistic and understand the present position is circumstantial because, although not by accident, the Centre has fared well through Covid. It is important to be mindful that any aims are manageable and not counter productive.

Fundraising will be challenging and its demands on the Centre and already covid fatigued individuals should not be under estimated. The sad loss of Theresa Buckley, who over the years raised £1000's for the Centre, will leave a huge hole both emotionally and financially. It should therefore be a considered decision that any financial projects are prioritised and the time, work and energy required is balanced against the resulting value and benefit to the Centre.

Outside support by individual/group fundraising should be encouraged. Ongoing corporate support and building up relationships, both current and new, should be developed. This in turn will also bring in new contacts.

The significant background income from systems already in place, which also raise awareness, include Online/Facebook Fundraisers, Easy Fundraising, Amazon Smile, Staff Lottery (to be rolled out to the public) and regular standing order donations should be actively promoted.

The Centre has benefited through covid from Barclays Matched Funding but this covid Scheme is finishing soon and is income that cannot be relied upon. Gift Aid continues to be a vital income for the Centre and it is important to raise awareness to maximise its huge potential.

The future will be demanding and competitive. It is essential to be aware that the Centre's uniqueness means precarious decisions may have to be made and a healthy financial position can quickly change. Prudent spending and never allowing ourselves to relax from exploring new opportunities are key objectives.

I would like to personally thank Nancy for her dedication and valued work, including professionally producing the monthly accounts.

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

Next year the Centre will have been founded 20 years ago by Lynne Marland. This is a significant milestone and a credit to all involved as to how the Centre has evolved and what it has achieved from humble beginnings. It is an occasion to be proud of and recognise. Planning meetings on how to celebrate this wonderful occasion and thank everyone involved are being arranged. This is also a timely opportunity to raise both funds and the Centre's profile.

There are financial challenges ahead, including the annual running costs and already high energy prices are set to significantly rise, but I believe that by staying focused and working together as a dedicated team, alongside caution, the Centre will strive to reach its goals, performances and achievements.

JAN PEARCE-LANGTON TREASURER
BURY CANCER SUPPORT CENTRE

Plans for future periods

Aims and key objectives for future periods

First relating back to the Trustees report ending 31st March 2021. Updates are as follows:

- a) Maintain our continued support for patients and their families . Achieved
- b) Continue fundraising. Continue work on bids and grants. Achieved and ongoing
- c) Support staff and volunteers through ongoing pandemic. Achieved
- d) Maintain our current high standard of high qualified staff. 2 staff members left for new employment. We wish them well. Recruitment Started.
- e) Plan to reopen Centre to patients and families. Appointment based support achieved.
- f) Look at recruitment at trustee and staff level. In planning. Delayed by covid
- g) Continue work on income streams. Ongoing.

Aims for 2022/2023

- 1) Maintain our continued support for patients and families.
- 2) Support our staff and volunteers through the financial crisis.
- 3) Continue fundraising. Continue work on bids and grants.
- 4) Recruit further well qualified staff
- 5) Maintain our current highly qualified standard of staff
- 6) Plan to re-open Centre with appointments alongside drop-in Centre.
- 7) Recruit further trustees that has been on hold for some time.
- 8) Plan for 20th year of the Centre

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

Structure, governance and management

Nature of governing document

The charity's governing document is a Constitution adopted on 8th December 2003, as amended on 6th July 2004 and 24th February 2009. This was replaced by a Constitution of a Charitable Incorporated Organisation on 14th February 2014.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk.

The charity is reliant on continuing cash inflows from donations to ensure there are sufficient funds available for ongoing operations and future developments.

The charity's principal financial assets are bank balances and cash. The credit risk on these liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

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 applicable Charities (Accounts and Reports) Regulations, 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 annual report was approved by the trustees of the charity on ...8/8/2022... and signed on its behalf by:


.....
Jeff Green - Chair 8/8/2022

BURY CANCER SUPPORT CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BURY CANCER SUPPORT CENTRE

I report to the trustees on my examination of the accounts of Bury Cancer Support Centre for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of Bury Cancer Support Centre 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 Bury Cancer Support Centre'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

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 Bury Cancer Support Centre 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.



Jonathan Staples B.Sc FCA

Tower House
269 Walmersley Road
Bury
Lancashire
BL9 6NX

Date: 16/8/22

BURY CANCER SUPPORT CENTRE**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	2	198,031	1,936	199,967	235,027
Other trading activities	3	<u>6,310</u>	<u>-</u>	<u>6,310</u>	<u>-</u>
Total Income		<u>204,341</u>	<u>1,936</u>	<u>206,277</u>	<u>235,027</u>
Expenditure on:					
Charitable activities	4	<u>(151,131)</u>	<u>(550)</u>	<u>(151,681)</u>	<u>(167,784)</u>
Total Expenditure		<u>(151,131)</u>	<u>(550)</u>	<u>(151,681)</u>	<u>(167,784)</u>
Net income		<u>53,210</u>	<u>1,386</u>	<u>54,596</u>	<u>67,243</u>
Net movement in funds		53,210	1,386	54,596	67,243
Reconciliation of funds					
Total funds brought forward		<u>139,629</u>	<u>1,553</u>	<u>141,182</u>	<u>73,939</u>
Total funds carried forward	13	<u>192,839</u>	<u>2,939</u>	<u>195,778</u>	<u>141,182</u>

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

The funds breakdown for 2021 is shown in note 13.

BURY CANCER SUPPORT CENTRE

BALANCE SHEET

31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	9	204	209
Current assets			
Debtors	10	17,571	16,755
Cash at bank and in hand	11	178,003	125,009
		195,574	141,764
Creditors: Amounts falling due within one year	12	-	(791)
Net current assets		195,574	140,973
Net assets		195,778	141,182
Funds of the charity:			
Restricted income funds			
Restricted funds		2,939	1,553
Unrestricted income funds			
Unrestricted funds		192,839	139,629
Total funds	13	195,778	141,182

The financial statements on pages 9 to 18 were approved by the trustees, and authorised for issue on 8/6/2022 and signed on their behalf by:

.....
Jeff Green - Chair

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Cancer Support Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

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 and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

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.

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

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's meetings and reimbursed expenses.

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 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
Leasehold and Freehold Property	2% Straight Line
Office equipment, fixtures and fittings	10 - 25% Straight Line

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.

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's 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.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	1,936	1,936
Donations from individuals	186,243	-	186,243
Gift aid reclaimed	11,788	-	11,788
Total for 2022	198,031	1,936	199,967
Total for 2021	225,152	9,875	235,027

3 Income from other trading activities

	Unrestricted funds General £	Total funds £
Other income from other trading activities	6,310	6,310
Total for 2022	6,310	6,310

4 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Allocated support costs		146,381	550	146,931
Governance costs		4,750	-	4,750
Total for 2022		151,131	550	151,681
Total for 2021		158,183	9,601	167,784

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

5 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	750	750
Other governance costs	<u>4,000</u>	<u>4,000</u>
Total for 2022	<u><u>4,750</u></u>	<u><u>4,750</u></u>
Total for 2021	<u><u>5,327</u></u>	<u><u>5,327</u></u>

6 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	<u><u>-</u></u>	<u><u>5</u></u>

7 Independent examiner's remuneration

	2022 £	2021 £
Examination of the financial statements	<u><u>750</u></u>	<u><u>720</u></u>

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

8 Taxation

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

9 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 April 2021	295	2,987	3,282
At 31 March 2022	295	2,987	3,282
Depreciation			
At 1 April 2021	86	2,987	3,073
Charge for the year	5	-	5
At 31 March 2022	91	2,987	3,078
Net book value			
At 31 March 2022	204	-	204
At 31 March 2021	209	-	209

10 Debtors

	2022 £	2021 £
Prepayments	17,571	16,755

11 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	154	54
Cash at bank	177,849	124,955
	178,003	125,009

12 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals	-	791

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

13 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
Unrestricted fund	139,629	198,031	(144,816)	192,844
Restricted funds				
Restricted fund	<u>1,553</u>	<u>1,936</u>	<u>(550)</u>	<u>2,939</u>
Total funds	<u>141,182</u>	<u>199,967</u>	<u>(145,366)</u>	<u>195,783</u>
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
<i>General</i>				
Unrestricted fund	72,660	225,152	(158,183)	139,629
Restricted				
Restricted fund	<u>1,279</u>	<u>9,875</u>	<u>(9,601)</u>	<u>1,553</u>
Total funds	<u>73,939</u>	<u>235,027</u>	<u>(167,784)</u>	<u>141,182</u>

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

The restricted funds in the year consisted of a National Lottery Grant for family support services.

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

14 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2022 £
Tangible fixed assets	204	204
Current assets	<u>195,574</u>	<u>195,574</u>
Total net assets	<u>195,778</u>	<u>195,778</u>
	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	209	209
Current assets	141,764	141,764
Current liabilities	<u>(791)</u>	<u>(791)</u>
Total net assets	<u>141,182</u>	<u>141,182</u>