

Charity registration number: 1155924

BURY CANCER SUPPORT CENTRE
A CHARITABLE INCORPORATED ORGANISATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
31 MARCH 2023

BURY CANCER SUPPORT CENTRE

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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 (Resigned 02/03/2023)
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 2023

The trustees the annual report together with the financial statements of the Charitable Incorporated Organisation (the "association") for the year ended 31 March 2023.

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 2023

Achievements and performance

As in last years report we had anticipated moving back to a drop in Centre for Cancer Support.

Due to on-going infection rates and the fact our Patients have a low immunity to infection we remained with our Covid Protocols in place; testing both staff and patients. We were able to carry out our vital work on an appointment based system.

The Staff and Volunteers have done a magnificent job to keep the service running led by Jan Katana our Manager.

The Trustees have continued with their good work although Keith Barker resigned in February 2023. We wish him well for the future.

As in all Organisations the search for new staff and new trustees is on-going but is proving difficult.

In March 2023 there was glimmer of hope that we would move back to opening fully as a drop in centre. This will hopefully be the case later in 2023.

As our Treasurer states in her report we are in a positive Financial Position and look forward to next year with continued support from Staff ,Volunteers ,Trustees ,Fundraisers and Businesses.

Jeff Green
Chair of Trustees.

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

Financial review

Bury Cancer Support Centre's positive financial position has been sustained, throughout the year, despite the many challenges an independent charity, with no mainstream funding, is up against. This is because of strong Chairmanship/Leadership and the consistent support of all involved. The Centre is managed by Jan Katana, whose tireless dedication and versatility has professionally led the team.

As a Team, there is plenty to feel proud about, but the Centre's fragility should be protected. Financial aims should be realistic and prioritised to ensure they are manageable, in terms of time spent, the work involved and the resulting value for the Centre.

The 20th Anniversary year is proving to be momentous on many levels, including raising the Centre's profile. Opportunities have been embraced and four months into the year, fundraising is already treble the £20k target.

Focusing on fundraising from independent supporters is essential income and promoting systems which are already in place, such as Standing Orders, Online Fundraisers (including Just Giving/Facebook), Matched Funding programmes and Easy Fundraising bringing in vital funding.

Gift Aid continues to be a significant source of income for the Centre. I am however mindful that raising awareness of eligibility, to ensure the Centre receives what it is entitled to, is needed to maximise its huge potential.

Rolling out the staff lottery to the public, the new minimum donation initiative and the recent opening of two new interest-bearing Bank Accounts will hopefully prove to be a sustainable boost for the Centre's finances.

I would like to sincerely thank Nancy for her dedication and for professionally producing the Centre's monthly financial accounts.

Moving forward into the Centre's 21st year may present challenges. The 20th celebrations have captured imagination bringing an interest and support which could be difficult to maintain. The Centre's survival is dependent on involvement from new trustees, staff, volunteers, businesses and supporters. This, in turn, will bring new contacts and fresh ideas.

I believe the key is to protect the Centre's financial reserves, ensure prudent spending is always observed and explore new opportunities. The future as a self-funding charity will be demanding and competitive, especially with the rising cost of living, but by working together as a focused team, I am confident that Bury Cancer Support Centre will strive and achieve its goals.

JAN PEARCE-LANGTON
TREASURER
BURY CANCER SUPPORT CENTRE

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

Plans for future periods

Aims and key objectives for future periods

First relating back to the Trustees report ending 31st March 2022. Updates are as follows:

- 1) Maintain our continued support for Patients and their Families. Achieved
- 2) Support Staff and Volunteers through financial crisis due to covid. Achieved
- 3) Continue Fundraising and continue work on bids. Ongoing
- 4) Recruit further well Qualified Staff. Ongoing
- 5) Maintain our Current High Standard of High Qualified Staff. Achieved
- 6) Plan to reopen Centre to Patients and Families. Not yet achieved. See Chairs Report.
- 7) Look at Recruitment at Trustee and Staff level. Ongoing
- 8) Planning for 20th Year. Ongoing and Events in Calendar

Aims for 2023/2024

- 1) Maintain Support for Patients and Families
- 2) Maintain Support for Staff and Volunteers
- 3) Continue Effective Fundraising
- 4) Recruit Further Well Qualified Staff
- 5) Maintain and Support our Existing Highly Qualified Staff
- 6) Plan to reopen Centre as A Drop in Centre
- 7) Recruit New Trustees

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

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 2023

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 9/10/23 and signed on its behalf by:


.....
Jeff Green - Chair

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 2023.

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: 9/10/2023

BURY CANCER SUPPORT CENTRE**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	2	121,541	2,064	123,605	199,967
Other trading activities	3	2,720	-	2,720	6,310
Investment income		2	-	2	-
Total Income		<u>124,263</u>	<u>2,064</u>	<u>126,327</u>	<u>206,277</u>
Expenditure on:					
Charitable activities	4	<u>(165,646)</u>	<u>(650)</u>	<u>(166,296)</u>	<u>(151,681)</u>
Total Expenditure		<u>(165,646)</u>	<u>(650)</u>	<u>(166,296)</u>	<u>(151,681)</u>
Net (expenditure)/income		<u>(41,383)</u>	<u>1,414</u>	<u>(39,969)</u>	<u>54,596</u>
Net movement in funds		(41,383)	1,414	(39,969)	54,596
Reconciliation of funds					
Total funds brought forward		<u>192,839</u>	<u>2,939</u>	<u>195,778</u>	<u>141,182</u>
Total funds carried forward	12	<u>151,456</u>	<u>4,353</u>	<u>155,809</u>	<u>195,778</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 12.


BURY CANCER SUPPORT CENTRE

BALANCE SHEET

31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	9	199	204
Current assets			
Debtors	10	8,978	17,571
Cash at bank and in hand	11	<u>146,632</u>	<u>178,003</u>
		<u>155,610</u>	<u>195,574</u>
Net assets		<u>155,809</u>	<u>195,778</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		4,353	2,939
Unrestricted income funds			
Unrestricted funds		<u>151,456</u>	<u>192,839</u>
Total funds	12	<u>155,809</u>	<u>195,778</u>

The financial statements on pages 9 to 18 were approved by the trustees, and authorised for issue on 9/10/23 and signed on their behalf by:


.....
Jeff Green - Chair

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

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 2023

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 2023

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 2023

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	2,064	2,064
Donations from individuals	112,837	-	112,837
Gift aid reclaimed	8,704	-	8,704
Total for 2023	121,541	2,064	123,605
Total for 2022	198,031	1,936	199,967

3 Income from other trading activities

	Unrestricted funds General £	Total funds £
Other income from other trading activities	2,720	2,720
Total for 2023	2,720	2,720
Total for 2022	6,310	6,310

4 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Allocated support costs		160,447	650	161,097
Governance costs		5,199	-	5,199
Total for 2023		165,646	650	166,296
Total for 2022		151,131	550	151,681

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

5 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	750	750
Legal fees	449	449
Other governance costs	4,000	4,000
Total for 2023	5,199	5,199
Total for 2022	4,750	4,750

6 Net incoming/outgoing resources

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

**2023
£**

7 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	750	750

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

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 2022	295	2,987	3,282
At 31 March 2023	295	2,987	3,282
Depreciation			
At 1 April 2022	91	2,987	3,078
Charge for the year	5	-	5
At 31 March 2023	96	2,987	3,083
Net book value			
At 31 March 2023	199	-	199
At 31 March 2022	204	-	204

10 Debtors

	2023 £	2022 £
Prepayments	8,978	17,571

11 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	1,014	154
Cash at bank	145,618	177,849
	146,632	178,003

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

12 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
<i>General</i>				
Unrestricted fund	192,839	124,263	(165,646)	151,456
Restricted funds				
Restricted fund	<u>2,939</u>	<u>2,064</u>	<u>(650)</u>	<u>4,353</u>
Total funds	<u>195,778</u>	<u>126,327</u>	<u>(166,296)</u>	<u>155,809</u>
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
Unrestricted fund	136,624	198,031	(144,816)	189,839
Restricted				
Restricted fund	<u>1,553</u>	<u>1,936</u>	<u>(550)</u>	<u>2,939</u>
Total funds	<u>138,177</u>	<u>199,967</u>	<u>(145,366)</u>	<u>192,778</u>

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

The restricted funds in the year consisted of the lottery run by Bury Cancer Support Centre.

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

13 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2023 £
Tangible fixed assets	199	199
Current assets	<u>155,610</u>	<u>155,610</u>
Total net assets	<u>155,809</u>	<u>155,809</u>
	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>