

BURY CANCER SUPPORT CENTRE
A CHARITABLE INCORPORATED ORGANISATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
31 MARCH 2024

BURY CANCER SUPPORT CENTRE

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BURY CANCER SUPPORT CENTRE

REFERENCE AND ADMINISTRATIVE DETAILS

Chairman	Mr Jeff Green - Chair
Trustees	Dennis Taylor MBE - Vice Chair Lynne Marland - Trustee Joanne Barlow - 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 2024

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2024.

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 (CONTINUED)

YEAR ENDED 31 MARCH 2024

Achievements and performance

This year has been a special year for the Centre.

A charity that achieves 20 years, demonstrates how committed staff, volunteers, supporters and trustees have been. Well done and a big thank you to them all.

The years have not been without their trials, but through everything the Bury Cancer Support Team have made it work.

The 20th Year captured the public imagination and all the events were well supported raising money to support the excellent work carried out by the centre.

The centre is back to full operation and that has been achieved by the excellent leading of the team by Jan Katana (Manager).

The Centre has had a marked increase of patients since covid .The team are working extremely hard to ensure all patients are seen and supported.

As our Treasurer, Jan Pearce-Langton has noted the challenge of raising funds never goes away and we will be very sad to lose our Treasurer as she retires in November 2024.

Although there are still pressures on the Centre; the team will ensure our 21st year is as successful as our 20th year.

Jeff Green
Chair of Trustees

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT (CONTINUED)

YEAR ENDED 31 MARCH 2024

Financial review

Bury Cancer Support Centre has now moved into its 21st year and as such it is a time to reflect proudly on the Centre's achievements. The 20th anniversary year gathered financial momentum, the imagination of supporters was embraced and the Centre's profile was raised.

Under the tireless dedication and versatility of Centre Manager, Jan Katana, the team have consistently worked together alongside strong Chairmanship/Leadership.

Challenges may need to be faced in the coming year as the Centre is in a period of adjustment with both new financial systems being put in place and a change of Leadership structure, Staff & Volunteers. This includes my resignation from the role of Treasurer.

As a Team, we can be proud that the Centre's fragility has been protected. Moving forward financial aims should be realistic. It is important that all financial decisions are prioritised and are manageable. Time spent, the work involved and the resulting value to the Centre should all be considered.

Acknowledgement and thanks are extended to Nancy who professionally produced the first six months Accounts for the year. The monthly Accounts are now being input on Xero and it is hoped that this will prove to work as an efficient generic system.

I have always maintained the vital importance of regular income from background systems that are already in place. Two of which are Gift Aid and BCSC Lottery.

Gift Aid is significant income for the Centre. Raising awareness and understanding the huge potential of the financial benefit to the Centre should not be underestimated.

The Lottery is in the process of being rolled out to the public. I believe this is another source of regular funding and should be actively promoted.

The Centre is dependent on the dedication of all involved and new contacts will in turn bring fresh ideas and enable new opportunities to be explored. The key is to maintain financial reserves. This is a consequential ongoing challenge in the present economic climate.

It is important to be prepared that the financial future for the Centre could be demanding and competitive. Brave decisions may have to be made and it is imperative that finances are closely monitored. Prudent spending should always be observed, and new opportunities be grasped.

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT (CONTINUED)

YEAR ENDED 31 MARCH 2024

Independent fundraising, including individual Just Giving pages, should be encouraged and corporate systems, including Matched Funding initiatives, are a valuable income for the Centre. Applying for funding by a bid process and fundraising events organised by the Centre (which also raises profile) should be concentrated on but measured as to the Centre's manpower resources.

The unrivalled ethos model of the Centre, the strong work ethic of the team and the involvement of both existing/new supporters will help ensure Bury Cancer Support Centre strives to reach its goals and that the Centre's future is secured.

JAN PEARCE-LANGTON
TREASURER

Plans for future periods

Aims and key objectives for future periods

First relating back to the trustees report ending 31st March 2023:

- 1) Maintain our continued support for patients and families. Achieved.
- 2) Support staff and volunteers through financial crisis. Achieved.
- 3) Continue fundraising. Continue work on bids and grants. Ongoing.
- 4) Recruit further well qualified staff. Open recruitment day: 19/4/2024.
- 5) Maintain our current highly qualified staff .Although retirements have taken place the centre is actively recruiting.
- 6) Plan to re-open centre with appointments alongside drop in centre. Achieved.
- 7) Recruit further trustees. Ongoing.
- 8) Plan for 20th year. Achieved.

Aims 2023/2024

- a) Maintain our continued support for patients and families.
- b) Support staff and volunteers.
- c) To continue with fundraising/bids and grants.
- d) Continue with recruitment of qualified staff.
- e) Recruit volunteers
- f) Recruit new trustees
- g) Plan 21st year activities

BURY CANCER SUPPORT CENTRE

TRUSTEES' REPORT (CONTINUED)

YEAR ENDED 31 MARCH 2024

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 (CONTINUED) YEAR ENDED 31 MARCH 2024

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.

The annual report was approved by the trustees of the charity on 15/8/2024 and signed on its behalf by:


.....
Mr Jeff Green - Chair
Chairman

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 2024.

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.



.....
Peter Nicol BSc FCA

Tower House
269 Walmersley Road
Bury
Lancashire
BL9 6NX

Date: 19 August 2023

BURY CANCER SUPPORT CENTRE**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	2	162,346	2,100	164,446	123,605
Other trading activities	3	2,785	-	2,785	2,720
Investment income	4	1,400	-	1,400	2
Total Income		<u>166,531</u>	<u>2,100</u>	<u>168,631</u>	<u>126,327</u>
Expenditure on:					
Charitable activities	5	<u>(185,871)</u>	<u>(550)</u>	<u>(186,421)</u>	<u>(166,296)</u>
Total Expenditure		<u>(185,871)</u>	<u>(550)</u>	<u>(186,421)</u>	<u>(166,296)</u>
Net (expenditure)/income		<u>(19,340)</u>	<u>1,550</u>	<u>(17,790)</u>	<u>(39,969)</u>
Net movement in funds		(19,340)	1,550	(17,790)	(39,969)
Reconciliation of funds					
Total funds brought forward		<u>151,456</u>	<u>4,353</u>	<u>155,809</u>	<u>195,778</u>
Total funds carried forward	14	<u><u>132,116</u></u>	<u><u>5,903</u></u>	<u><u>138,019</u></u>	<u><u>155,809</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 14.


BURY CANCER SUPPORT CENTRE

BALANCE SHEET

31 MARCH 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	10	195	199
Current assets			
Debtors	11	1,315	8,978
Cash at bank and in hand	12	<u>136,617</u>	<u>146,632</u>
		137,932	155,610
Creditors: Amounts falling due within one year	13	<u>(108)</u>	<u>-</u>
Net current assets		<u>137,824</u>	<u>155,610</u>
Net assets		<u>138,019</u>	<u>155,809</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		5,903	4,353
Unrestricted income funds			
Unrestricted funds		<u>132,116</u>	<u>151,456</u>
Total funds	14	<u>138,019</u>	<u>155,809</u>

The financial statements on pages 9 to 19 were approved by the trustees, and authorised for issue on 15/9/2024 and signed on their behalf by:


.....
Mr Jeff Green - Chair
Chairman

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

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.

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.

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.

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024 (CONTINUED)

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.

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.

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.

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

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS 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.

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 2024 (CONTINUED)

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	2,100	2,100
Donations from individuals	151,308	-	151,308
Gift aid reclaimed	11,038	-	11,038
Total for 2024	162,346	2,100	164,446
Total for 2023	121,541	2,064	123,605

3 Income from other trading activities

	Unrestricted funds General £	Total funds £
Other income from other trading activities	2,785	2,785
Total for 2024	2,785	2,785
Total for 2023	2,720	2,720

4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	1,400	1,400
Total for 2024	1,400	1,400
Total for 2023	2	2

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024 (CONTINUED)

5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Allocated support costs		181,076	550	181,626
Governance costs		<u>4,795</u>	<u>-</u>	<u>4,795</u>
Total for 2024		<u>185,871</u>	<u>550</u>	<u>186,421</u>
Total for 2023		<u>165,646</u>	<u>650</u>	<u>166,296</u>

BURY CANCER SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024 (CONTINUED)

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	780	780
Legal fees	15	15
Other governance costs	4,000	4,000
Total for 2024	<u>4,795</u>	<u>4,795</u>
Total for 2023	<u>5,199</u>	<u>5,199</u>

7 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	<u>5</u>	<u>5</u>

8 Independent examiner's remuneration

	2024 £	2023 £
Examination of the financial statements	<u>780</u>	<u>750</u>

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024 (CONTINUED)

9 Taxation

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

10 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 April 2023	295	2,987	3,282
At 31 March 2024	295	2,987	3,282
Depreciation			
At 1 April 2023	95	2,987	3,082
Charge for the year	5	-	5
At 31 March 2024	100	2,987	3,087
Net book value			
At 31 March 2024	195	-	195
At 31 March 2023	200	-	200

11 Debtors

	2024 £	2023 £
Prepayments	1,315	8,978

12 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	1,056	1,014
Cash at bank	135,561	145,618
	136,617	146,632

13 Creditors: amounts falling due within one year

	2024 £
Trade creditors	108

BURY CANCER SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024 (CONTINUED)

14 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
Unrestricted fund	151,456	166,531	(185,871)	132,116
Restricted funds				
Restricted fund	<u>4,353</u>	<u>2,100</u>	<u>(550)</u>	<u>5,903</u>
Total funds	<u>155,809</u>	<u>168,631</u>	<u>(186,421)</u>	<u>138,019</u>
	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				
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>

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 2024 (CONTINUED)

15 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2024 £
Tangible fixed assets	195	195
Current assets	137,932	137,932
Current liabilities	(108)	(108)
Total net assets	<u>138,019</u>	<u>138,019</u>
	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>