

# ROMSEY CANCER SUPPORT CENTRE

England & Wales · Charity number 1159474

## Details

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Other names	JANE SCARTH HOUSE
Status	Registered
Legal form	CIO
Registered	2014-12-03
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Jane Scarth House 37a The Hundred Romsey Hampshire SO51 8GE
Phone	01794830374
Email	<a href="mailto:info@janescarthhouse.co.uk">info@janescarthhouse.co.uk</a>
Website	<a href="http://www.janescarthhouse.co.uk">http://www.janescarthhouse.co.uk</a>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO RELIEVE SICKNESS AND TO PROMOTE AND PROTECT THE GOOD HEALTH FOR THE PUBLIC BENEFIT OF PATIENTS, FAMILY AND FRIENDS WHO ARE EXPERIENCING OR HAVE EXPERIENCED CANCER BY PROVIDING A SUPPORT CENTRE IN ROMSEY TO PROVIDE FREE, CONFIDENTIAL, SUPPORT, COUNSELLING, MEDITATION, AROMATHERAPY, REFLEXOLOGY, MASSAGE AND AN INFORMATION LIBRARY AND BEFRIENDING SERVICE.

**Activities:** Running an independent cancer support centre based in Romsey which provides emotional support for adults, including patients, family members and carers. The centre is open 5 days a week and services are provided free of charge. Our services include counselling, complementary therapies, meditation, information, clinics for finance, welfare and legal advice, and special interest groups.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Other Charitable Purposes
- **Who:** Other Defined Groups

## Geography

- **Area of benefit:** IN ROMSEY
- Hampshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-01	£408,551	£268,978	-	-
2024-04-01	£297,940	£249,395	-	-
2023-04-01	£256,131	£220,252	-	-
2022-04-01	£215,813	£206,598	-	-
2021-04-01	£230,404	£178,610	-	-

## Trustees

Name	Role	Appointed
<b>Dr Nigel Dickson</b>	Chair	2015-10-15
Carol Ransome		2025-09-05
Cynthia Mary - Kim Fielder		2024-04-01
David Hartley		2024-11-01
Julian Gee		2024-01-01
MICHAEL STREET		2014-08-28
Philip Scarth		2014-08-28
SUSAN JONES		2014-08-28
Stephen Tindale		2025-09-05

**ROMSEY CANCER SUPPORT CENTRE**

England & Wales - Charity number 1159474

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# Accounts

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**Trustees' Annual Report for the period**

**From 1/4/24 Period start date To 31/3/25 Period end date**

**Charity name: Romsey Cancer Support Centre**

**Charity registration number: 1159474**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide an independent cancer support centre based in Romsey, but covering a much wider area of Hampshire and Wiltshire, which provides free emotional support for adults, including patients, family members and carers who have been affected by cancer.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Trustees and staff remain steadfast in their commitment to fulfilling the charity's mission. Ensuring that our objectives are delivered effectively and with unwavering focus continues to be our top priority.</p> <p>Our services include counselling, complementary therapies, meditation, information, clinics for finance, welfare and guidance to legal advice, and special interest groups. These services are available free of charge to all who can attend the Centre in person or receive services over the phone or via videocalls. This includes not only individuals diagnosed with cancer but also their loved ones, including family members and friends, who are affected by the illness. Although we are a locally based charity, our services are accessible to anyone who reaches out, as we have no geographical restrictions. Often, this extends to individuals within the catchment area of the hospital where they are receiving treatment.</p> <p>Our complementary services include Aromatherapy, Reflexology, Massage, Reiki, MLD (Manual Lymphatic Drainage Techniques) and EFT (Emotional Freedom Technique) Acupressure Tapping Therapy. Our special interest groups include Craft for Wellbeing, Man Chat, and Colour with</p>

		Confidence (reintroduced this year). Throughout the year, we facilitate the Macmillan HOPE course. This two-day self-management program is designed to support individuals who have finished their clinical treatment and want to focus on the future.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Our purpose is consistently revisited during regular Trustee meetings, where we explore opportunities to introduce new services and ensure their accessibility to all who may benefit. Delivering services free at the point of use remains a core founding principle to which we are unwaveringly committed. The Trustees are dedicated to upholding the principle of public benefit, keeping it central to all aspects of planning and service delivery.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>The Charity has consistently depended on the dedication of volunteers who contribute across a wide variety of roles. The Trustees would like to put on record their heartfelt gratitude and thanks to everyone who continues to work and support the charity in such meaningful ways.</p> <p><b>Cancer Support Centre</b></p> <p>We have been pleased to welcome new volunteers to our team to increase our numbers. All befrienders go through a thorough training programme, including sessions with the Centre Manager, training counsellor and a period of shadowing before they are admitted to the regular rota. We have 21 volunteers regularly working in the Centre.</p> <p><b>Charity Shop</b></p> <p>Volunteers are integral to the Shop's operations, providing vital support that significantly enhances its financial</p>

		<p>contribution to the delivery of our services. Without their dedication, the Shop's impact would be far less. We have a team of 17 regular weekly volunteers.</p> <p><b>Other Volunteers</b></p> <p>We are fortunate to have a dedicated team of volunteers who assist with various tasks, including fundraising events, administrative duties, maintaining the Centre's buildings and garden, and recording donations. Every contribution they make is immensely valued and deeply appreciated.</p>
Other		

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>In 2024/25, we provided services to 322 new clients, representing a 25% increase compared to 2023/24, during which 258 new clients were registered.</p> <p>Our November 2024 Client Satisfaction Survey achieved an impressive overall satisfaction score of 90%, maintaining our strong performance compared to similar surveys in the UK's healthcare sector. Key highlights include exceptional satisfaction ratings for our counsellors, therapists, centre staff, and volunteers, demonstrating their dedication to delivering high-quality support. However, areas for improvement were identified, particularly in the choice of counsellor or therapist and access to a befriender via telephone, which received lower scores than in previous years.</p> <p>Additionally, the score related to clients' opportunities to provide compliments or complaints about our services and quality of care saw a decline compared to previous years, marking another aspect for us to address.</p> <p>Overall, the survey results reflect overwhelmingly positive feedback, reinforcing our clients' appreciation of the quality and breadth of services we offer while guiding us towards further improvements.</p>

		<p>We have successfully secured several grants throughout the year from: Arnold Clark Foundation, B&amp;Q, Co-Op Local Community Fund, Rotary Club Romsey Test, Gallagher Community Fund and Romsey &amp; CF Roundtable. Ensuring reporting on the impact of these grants remains a key priority for us.</p> <p>We have been honoured as 'Charity of the Year' by Hockley Golf Club, Chilworth Golf Club, Champion X and RSM Accountants.</p> <p>Jane's, our charity shop located just around the corner from the Centre, remains a key income source. The profit from Jane's was over 50% of the running costs of the Centre in the year. In addition to providing funding, the shop also raises awareness of the charity and signposts visitors to the Centre as appropriate.</p> <p>During the year we had the opportunity to acquire the shop premises at a very fair price. We decided that, although some building work is required to bring the premises up to standard, the reduction in rent outgoings, along with the guarantee of this future income stream, made this a strategic acquisition for the charity. Following purchase, we were able to obtain a donation from the local Rotary club to fund the most urgent building need (replacement of rotten windows) and are continuing a programme of steady improvement to the fabric of the building, seeking grant funding where appropriate.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We uphold our commitment to financial stability, ensuring it remains a fundamental focus of our meeting agenda through regular updates and reporting. Our mission is to secure the longevity of Jane Scarth House, allowing it to continue offering vital cancer support services to the people of Romsey and the surrounding communities.</p> <p>Throughout the year, we adhered to our established model of income and expenditure, allowing us to track progress monthly and make informed decisions grounded in financial data. Trustees are provided with monthly reports for thorough review and oversight.</p> <p>We aim to maintain reserves equivalent to approximately one year's operating costs, calculated based on the previous year's expenditure with an added allowance for inflation. These reserves are reflected in our General Unrestricted Fund. Alongside this, we are continually exploring opportunities to enhance our services and secure the charity's medium-term sustainability. This included the acquisition of the premises occupied by Jane's, our charity shop. We are also actively building designated reserves to support the planned expansion of the Support Centre (Jane Scarth House), as shown in this report under the Designated – Building Expansion Fund.</p> <p>The collective financial support from numerous individuals and organisations, combined with strong financial controls and effective fund management, has established a solid foundation for our operations and future planning.</p>
Amount of reserves held	Para 1.22	£694,802
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the	Para 1.23	None

charity continuing as a going concern		
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>The charity's principal sources of funds (including any fundraising)</p>	<p>Para 1.47</p>	<p>Our Charity shop provided 44% of our income for 24/25.</p> <p>Grants provided 26% of income for 24/25.</p> <p>Corporate and community/events fundraising provided 10% of our income for 24/25.</p> <p>Personal Donations provided 10% of our income for 24/25.</p> <p>Banks/savings interest, In Memoriam donations, Collection Boxes and Legacies provided the remaining 10% of income for 24/25.</p>
<p>Investment policy and objectives including any social investment policy adopted</p>	<p>Para 1.46</p>	
<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The rising demand and poor provision for cancer support services in general, specifically counselling and specific complementary therapies, combined with the retreat of other providers including Macmillan's Cancer Information and Support Centre at Southampton General places increasing pressure on RCSC to innovate and expand its reach.</p> <p>In the last year we have attracted clients from as far away as Devon and we have a policy that doesn't limit the number of sessions per client; something our fellow Cancer Support Centres do not offer. We regularly review our client waiting lists and adjust Counselling sessions as needed to ensure shorter waiting times and more frequent services.</p> <p>At the same time, market fluctuations affecting funding availability could lead to financial strain, potentially impacting reserves in the coming year.</p>
<p>Other</p>		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed for a period of 2, 3 or 4 years. It is the Charity's intention to retain a Board of Trustees with a range of skills and interests reflecting the purpose of the Charity and the needs of its designated community.  We had 3 Trustees leave us in 24/25 and so a recruitment exercise was conducted to attract Trustees to join our team. We have recruited two Trustees in 24/25.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a 'briefing pack' for this.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Our approach to managing and developing the charity remains consistent with our long-standing principles. The specific details of this approach are outlined further in this section.  Over the years, the charity has greatly benefited from the unwavering stability and continuity of service provided by its Trustees, staff, and volunteers. We deeply value everyone who contributes to the charity's work in any capacity.
Relationship with any related parties	Para 1.51	The Trustees, staff, and volunteers remain steadfast in their commitment to preserving the charity's independence. Equally, they are dedicated to fostering strong collaborations across local networks—spanning statutory, voluntary, and commercial sectors—to maximize the benefits for our clients and the wider community.
Other		The core focus of the charity remains: <ul style="list-style-type: none"> <li>Ensuring our clients continue to receive services that provide meaningful benefits to them.</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintaining the trust and confidence of the local community, particularly among those who fundraise and advocate for our work.</li> <li>• Placing sufficient emphasis on raising and allocating funds to meet all outgoings and commitments effectively.</li> <li>• Employees, Volunteers and Self-Employed Contractors who all contribute to our mission:</li> </ul> <p>Our Employees have the responsibilities of maintaining the services and operations of the charity, ensuring financial sustainability and upholding governance standards.</p> <p>Our Volunteers offer their time and skills without financial compensation and represent the charities services and values at all times.</p> <p>The focus of our Self-Employed Contractors is on fulfilling contracted duties efficiently, bringing expertise and enhancing the charity's capabilities.</p>
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## Reference and Administrative details

Charity name	Romsey Cancer Support Centre
Other name the charity uses	Jane Scarth House
Registered charity number	1159474
Charity's principal address	Jane Scarth House 37a The Hundred Romsey SO51 8GE

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Jones			Trustees
2	Michael Street	Treasurer		Trustees
3	Philip Scarth			Trustees
4	Bridget Brook			Trustees
5	Nigel Dickson	Chair		Trustees
6	Adam Sherman			Trustees
7	Iain Coleman		Until 7/1/25	Trustees
8	Julian Gee			Trustees
9	Maxine Wright		Until 8/1/25	Trustees
10	Kim Fielder		From 1/4/24	Trustees
11	David Hartley		From 1/11/24	Trustees
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

Sarah Rowcliffe – Jane Scarth House Centre Manager  
 Charlotte Gregson – Jane's Charity Shop Manager  
 Clare Heath – Operations Manager

## Exemptions from disclosure

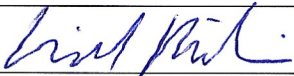
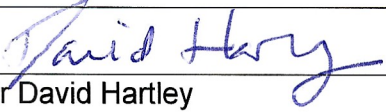
Reason for non-disclosure of key personnel details

## Other optional information

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Dr Nigel Dickson	Mr David Hartley
Position (eg Secretary, Chair, etc)	Chair	TRUSTEE

Date 19<sup>th</sup> November 2025



**ROMSEY CANCER SUPPORT CENTRE  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

## **Romsey Cancer Support Centre Contents**

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## **Romsey Cancer Support Centre Trustees' Report For The Year Ended 31 March 2025**

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The trustees present their report and the financial statements for the year ended 31 March 2025.

### **Objectives and Activities**

#### **Aims and Objectives**

To provide an independent cancer support centre based in Romsey but covering a much wider area of Hampshire and Wiltshire, which provides free emotional support for adults, including patients, family members and carers who have been affected by cancer.

#### **Significant Activities**

The Trustees and staff remain steadfast in their commitment to fulfilling the charity's mission. Ensuring that our objectives are delivered effectively and with unwavering focus continues to be our top priority.

Our services include counselling, complementary therapies, meditation, information, clinics for finance, welfare and guidance to legal advice, and special interest groups. These services are available free of charge to all who can attend the Centre in person or receive services over the phone or via videocalls. This includes not only individuals diagnosed with cancer but also their loved ones, including family members and friends, who are affected by the illness. Although we are a locally based charity, our services are accessible to anyone who reaches out, as we have no geographical restrictions. Often, this extends to individuals within the catchment area of the hospital where they are receiving treatment.

Our complementary services include Aromatherapy, Reflexology, Massage, Reiki, MLD (Manual Lymphatic Drainage Techniques) and EFT (Emotional Freedom Technique) Acupressure Tapping Therapy. Our special interest groups include Craft for Wellbeing, Man Chat, and Colour with Confidence (reintroduced this year). Throughout the year, we facilitate the Macmillan HOPE course. This two-day self-management program is designed to support individuals who have finished their clinical treatment and want to focus on the future.

#### **Public Benefit**

Our purpose is consistently revisited during regular Trustee meetings, where we explore opportunities to introduce new services and ensure their accessibility to all who may benefit. Delivering services free at the point of use remains a core founding principle to which we are unwaveringly committed. The Trustees are dedicated to upholding the principle of public benefit, keeping it central to all aspects of planning and service delivery.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

#### **Contribution made by volunteers**

The Charity has consistently depended on the dedication of volunteers who contribute across a wide variety of roles. The Trustees would like to put on record their heartfelt gratitude and thanks to everyone who continues to work and support the charity in such meaningful ways.

#### **Cancer Support Centre**

We have been pleased to welcome new volunteers to our team to increase our numbers. All befrienders go through a thorough training programme, including sessions with the Centre Manager, training counsellor and a period of shadowing before they are admitted to the regular rota. We have 21 volunteers regularly working in the Centre.

#### **Charity Shop**

Volunteers are integral to the Shop's operations, providing vital support that significantly enhances its financial contribution to the delivery of our services. Without their dedication, the Shop's impact would be far less. We have a team of 17 regular weekly volunteers.

#### **Other Volunteers**

We are fortunate to have a dedicated team of volunteers who assist with various tasks, including fundraising events, administrative duties, maintaining the Centre's buildings and garden, and recording donations. Every contribution they make is immensely valued and deeply appreciated.

## **Romsey Cancer Support Centre Trustees' Report (continued) For The Year Ended 31 March 2025**

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### **Achievements and Performance**

#### **Main Achievements**

In 2024/25, we provided services to 322 new clients, representing a 25% increase compared to 2023/24, during which 258 new clients were registered.

Our November 2024 Client Satisfaction Survey achieved an impressive overall satisfaction score of 90%, maintaining our strong performance compared to similar surveys in the UK's healthcare sector.

Key highlights include exceptional satisfaction ratings for our counsellors, therapists, centre staff, and volunteers, demonstrating their dedication to delivering high-quality support. However, areas for improvement were identified, particularly in the choice of counsellor or therapist and access to a befriender via telephone, which received lower scores than in previous years.

Additionally, the score related to clients' opportunities to provide compliments or complaints about our services and quality of care saw a decline compared to previous years, marking another aspect for us to address.

Overall, the survey results reflect overwhelmingly positive feedback, reinforcing our clients' appreciation of the quality and breadth of services we offer while guiding us towards further improvements.

We have successfully secured several grants throughout the year from:

Arnold Clark Foundation, B&Q, Co-Op Local Community Fund, Rotary Club Romsey Test, Gallagher Community Fund and Romsey & CF Roundtable.

Ensuring reporting on the impact of these grants remains a key priority for us.

We have been honoured as 'Charity of the Year' by Hockley Golf Club, Chilworth Golf Club, Champion X and RSM Accountants.

Jane's, our charity shop located just around the corner from the Centre, remains a key income source. The profit from Jane's was over 50% of the running costs of the Centre in the year. In addition to providing funding, the shop also raises awareness of the charity and signposts visitors to the Centre as appropriate.

During the year we had the opportunity to acquire the shop premises at a very fair price. We decided that, although some building work is required to bring the premises up to standard, the reduction in rent outgoings, along with the guarantee of this future income stream, made this a strategic acquisition for the charity. Following purchase, we were able to obtain a donation from the local Rotary club to fund the most urgent building need (replacement of rotten windows) and are continuing a programme of steady improvement to the fabric of the building, seeking grant funding where appropriate.

### **Financial Review**

#### **Reserves Policy**

We uphold our commitment to financial stability, ensuring it remains a fundamental focus of our meeting agenda through regular updates and reporting. Our mission is to secure the longevity of Jane Scarth House, allowing it to continue offering vital cancer support services to the people of Romsey and the surrounding communities.

Throughout the year, we adhered to our established model of income and expenditure, allowing us to track progress monthly and make informed decisions grounded in financial data. Trustees are provided with monthly reports for thorough review and oversight.

We aim to maintain reserves equivalent to approximately one years operating costs, calculated based on the previous years expenditure with an added allowance for inflation. These reserves are reflected in our General Unrestricted Fund. Alongside this, we are continually exploring opportunities to enhance our services and secure the charities medium-term sustainability. This included the acquisition of the premises occupied by Jane's, our charity shop. We are also actively building designated reserves to support the planned expansion of the Support Centre (Jane Scarth House), as shown in this report under the Designated - Building Expansion Fund.

The collective financial support from numerous individuals and organisations, combined with strong financial controls and effective fund management, has established a solid foundation for our operations and future planning.

#### **Principal sources of income**

The charity's income for 2024/25 was made up of the following:

Jane's Charity Shop - 44%

Grants received - 26%

Personal donations - 10%

Corporate and community/events fundraising - 10%

Investment income, In Memoriam donations, Collection boxes and Legacies - 10%

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## **Romsey Cancer Support Centre Trustees' Report (continued) For The Year Ended 31 March 2025**

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### **Principal sources of income - continued**

In the last year we have attracted clients from as far away as Devon and we have a policy that doesn't limit the number of sessions per client; something our fellow Cancer Support Centres do not offer.

We regularly review our client waiting lists and adjust Counselling sessions as needed to ensure shorter waiting times and more frequent services.

At the same time, market fluctuations affecting funding availability could lead to financial strain, potentially impacting reserves in the coming year.

### **Principal risks facing the charity**

The rising demand and poor provision for cancer support services in general, specifically counselling and specific complementary therapies, combined with the retreat of other providers including Macmillan's Cancer Information and Support Centre at Southampton General Hospital places increasing pressure on RCSC to innovate and expand its reach.

## **Structure, Governance and Management**

### **Governing Document**

The charity is a Charitable Incorporated Organisation (CIO) and is governed by its constitution.

### **Trustee Selection Methods**

Trustees are appointed for a period of 2, 3 or 4 years. It is the Charity's intention to retain a Board of Trustees with a range of skills and interests reflecting the purpose of the Charity and the needs of its designated community.

We had 3 Trustees leave us in 24/25 and so a recruitment exercise was conducted to attract Trustees to join our team. We have recruited two Trustees in 24/25.

### **Organisational structure**

The charity is run by the trustees whom also form the management committee.

Our approach to managing and developing the charity remains consistent with our long-standing principles. The specific details of this approach are outlined further in this section.

Over the years, the charity has greatly benefited from the unwavering stability and continuity of service provided by its Trustees, staff, and volunteers. We deeply value everyone who contributes to the charity's work in any capacity.

### **Relationships with related parties**

The Trustees, staff, and volunteers remain steadfast in their commitment to preserving the charity's independence. Equally, they are dedicated to fostering strong collaborations across local networks—spanning statutory, voluntary, and commercial sectors—to maximize the benefits for our clients and the wider community.

### **Other**

The core focus of the charity remains:

- Ensuring our clients continue to receive services that provide meaningful benefits to them.
- Maintaining the trust and confidence of the local community, particularly among those who fundraise and advocate for our work.
- Placing sufficient emphasis on raising and allocating funds to meet all outgoings and commitments effectively.
- Employees, Volunteers and Self-Employed Contractors who all contribute to our mission

Our employees have the responsibilities of maintaining the services and operations of the charity, ensuring financial sustainability and upholding governance standards.

Our volunteers offer their time and skills without financial compensation and represent the charities services and values at all times.

The focus of our Self-Employed Contractors is on fulfilling contracted duties efficiently, bringing expertise and enhancing the charity's capabilities.

**Romsey Cancer Support Centre  
Trustees' Report (continued)  
For The Year Ended 31 March 2025**

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**Reference and Administrative Details**

**Trustees**

Mrs S Jones  
Mr M Street - Treasurer  
Mr P Scarth  
Mrs B Brook (resigned 30/06/2025)  
Dr N Dickson - Chair  
Mr A Sherman (resigned 30/06/2025)  
Mr I Coleman (resigned 07/01/2025)  
Mr J N Gee  
Mrs M Wright (resigned 08/01/2025)  
Mrs C M Fielder (appointed 01/04/2024)  
Mr D G Hartley (appointed 01/11/2024)  
Mrs C Ransome (appointed 05/09/2025)  
Mr S Tindale (appointed 05/09/2025)

**Charity Number**

1159474

**Principal Address**

Jane Scarth House  
37a The Hundred  
Romsey  
Hampshire  
SO51 8GE

**Independent Examiner**

Adam Buse FCA

Fiander ETL  
Stag Gates House  
63/64 The Avenue  
Southampton  
SO17 1XS

**Romsey Cancer Support Centre  
Trustees' Report (continued)  
For The Year Ended 31 March 2025**

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**Statement of Trustees' Responsibilities**

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

The law applicable to charities in England and Wales 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 the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; 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 adequate accounting records which disclose with reasonable accuracy at anytime the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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 charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' report was approved by the board of trustees and signed on its behalf by:

*Mike Street*

Mr M Street

Trustee

15/11/2025 | 17:41 GMT

**Romsey Cancer Support Centre**  
**Independent Examiner's Report to the Trustees of Romsey Cancer Support Centre**  
**For The Year Ended 31 March 2025**

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I report to the trustees on my examination of the accounts of Romsey Cancer Support Centre (the Trust) for the year ended 31 March 2025.

**Responsibilities and Basis of Report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

Since the Trust'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 Institute of Chartered Accountants in England and Wales, 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 the Trust 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 applicable requirements concerning the form and contents 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.

*Adam Buse*

Adam Buse FCA  
Fiander ETL  
Stag Gates House  
63/64 The Avenue  
Southampton  
SO17 1XS

17/11/2025 | 07:39 GMT

**Romsey Cancer Support Centre  
Statement of Financial Activities  
For The Year Ended 31 March 2025**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2025 Total funds</b>	<b>2024 Total funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and legacies	<b>3</b>	98,363	-	98,363	94,314
Charitable activities	<b>4</b>	25,109	106,800	131,909	35,230
Other trading activities	<b>5</b>				
- Shop income		158,456	-	158,456	155,017
- Romsey Show		1,639	-	1,639	1,085
Investments	<b>6</b>	18,184	-	18,184	12,296
		<u>301,751</u>	<u>106,800</u>	<u>408,551</u>	<u>297,942</u>
<b>EXPENDITURE ON:</b>					
Raising funds	<b>7</b>	(61,764)	(3,800)	(65,564)	(166,277)
Charitable activities	<b>7</b>	(200,414)	(3,000)	(203,414)	(83,120)
		<u>(262,178)</u>	<u>(6,800)</u>	<u>(268,978)</u>	<u>(249,397)</u>
<b>NET INCOME</b>		39,573	100,000	139,573	48,545
Transfers between funds	<b>16</b>	100,000	(100,000)	-	-
<b>NET MOVEMENT IN FUNDS</b>		139,573	-	139,573	48,545
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		555,229	1,800	557,029	508,484
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>16</b>	<u>694,802</u>	<u>1,800</u>	<u>696,602</u>	<u>557,029</u>

The notes on pages 10 to 15 form part of these financial statements.

**Romsey Cancer Support Centre**  
**Comparative Statement of Financial Activities**  
**For The Year Ended 31 March 2025**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2024 Total funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS FROM:</b>				
Donations and legacies	<b>3</b>	93,360	954	94,314
Charitable activities	<b>4</b>	14,764	20,466	35,230
Other trading activities	<b>5</b>			
- Shop income		155,017	-	155,017
- Romsey Show		1,085	-	1,085
Investments	<b>6</b>	12,296	-	12,296
		276,522	21,420	297,942
<b>EXPENDITURE ON:</b>				
Raising funds	<b>7</b>	(165,323)	(954)	(166,277)
Charitable activities	<b>7</b>	(64,454)	(18,666)	(83,120)
		(229,777)	(19,620)	(249,397)
<b>NET INCOME</b>		46,745	1,800	48,545
Transfers between funds	<b>16</b>	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		46,745	1,800	48,545
<b>RECONCILIATION OF FUNDS:</b>				
Total funds brought forward		508,484	-	508,484
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>16</b>	555,229	1,800	557,029

The notes on pages 10 to 15 form part of these financial statements.

**Romsey Cancer Support Centre  
Statement of Financial Position  
As At 31 March 2025**

		Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	11	325,000	-	325,000	-
		325,000	-	325,000	-
<b>CURRENT ASSETS</b>					
Debtors	12	1,765	-	1,765	29,292
Cash at bank and in hand		373,069	1,800	374,869	538,480
		374,834	1,800	376,634	567,772
<b>Creditors: Amounts Falling Due Within One Year</b>	13	(5,032)	-	(5,032)	(10,743)
<b>NET CURRENT ASSETS (LIABILITIES)</b>		369,802	1,800	371,602	557,029
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		694,802	1,800	696,602	557,029
<b>NET ASSETS</b>		694,802	1,800	696,602	557,029
<b>FUNDS OF THE CHARITY</b>					
Restricted Funds				1,800	1,800
Unrestricted Funds				694,802	555,229
<b>TOTAL FUNDS</b>	16			696,602	557,029

On behalf of the board

*Mike Street*

Mr M Street

Trustee

15/11/2025 | 17:41 GMT

The notes on pages 10 to 15 form part of these financial statements.

## **Romsey Cancer Support Centre Notes to the Financial Statements For The Year Ended 31 March 2025**

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### **1. General Information**

Romsey Cancer Support Centre is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1159474. The principal address is Jane Scarth House, 37a The Hundred, Romsey, Hampshire, SO51 8GE.

### **2. Accounting Policies**

#### **2.1. Basis of Preparation of Financial Statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "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 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

#### **2.2. Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the trustees for a specific purpose.

Restricted funds are to be used for specific purposes as laid down by the donor.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **2.3. Incoming Resources**

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of income can be measured with sufficient reliability.

#### **2.4. Donated Goods and Services**

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

#### **2.5. Resources Expended**

Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

#### **2.6. Tangible Fixed Assets and Depreciation**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold

Not provided

Freehold property is not depreciated on the basis that it is not feasible to separate the value of the buildings from the land, and the residual value of the land is the same or greater than the historic cost.

#### **2.7. Investment Properties**

All investment properties are carried at fair value determined annually and derived from the current market rents and investment property yields for comparable real estate, adjusted if necessary for any difference in the nature, location or condition of the specific asset. No depreciation is provided for. Changes in fair value are recognised in the statement of financial activities.

#### **2.8. Cash and Cash Equivalents**

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

#### **2.9. Taxation**

The charity is exempt from tax as all its income is charitable and applied for charitable purposes.

#### **2.10. Pensions**

The charity operates a defined pension contribution scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

**Romsey Cancer Support Centre  
Notes to the Financial Statements (continued)  
For The Year Ended 31 March 2025**

**3. Income from Donations and Legacies**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2025 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Donations and gifts	62,600	-	62,600
Gift aid	14,576	-	14,576
Legacies	3,750	-	3,750
Other	17,437	-	17,437
	98,363	-	98,363
			<b>2024</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Donations and gifts	44,683	954	45,637
Gift aid	19,944	-	19,944
Legacies	600	-	600
Other	28,133	-	28,133
	93,360	954	94,314

**4. Income from Charitable Activities**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2025 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Community Grants	400	106,800	107,200
Recycling	4,902	-	4,902
Community Fundraising	19,807	-	19,807
	25,109	106,800	131,909
			<b>2024</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Community Grants	987	20,466	21,453
Recycling	6,301	-	6,301
Community Fundraising	7,476	-	7,476
	14,764	20,466	35,230

**5. Income from Other Trading Activities**

	<b>2025 Unrestricted funds</b>	<b>2024 Unrestricted funds</b>
	<b>£</b>	<b>£</b>
Shop income	158,456	155,017
Romsey Show	1,639	1,085
	160,095	156,102

**Romsey Cancer Support Centre  
Notes to the Financial Statements (continued)  
For The Year Ended 31 March 2025**

**6. Investment Income**

	<b>2025</b>	<b>2024</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>£</b>	<b>£</b>
Bank interest receivable	18,184	12,296

**7. Analysis of Expenditure**

	<b>Activities undertaken directly</b>	<b>Support costs (see note 8)</b>	<b>2025</b>
	<b>£</b>	<b>£</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Raising funds	65,564	-	65,564
Care Giving	88,893	114,521	203,414
	154,457	114,521	268,978

	<b>Activities undertaken directly</b>	<b>Support costs (see note 8)</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Raising funds	74,431	-	74,431
Care Giving	83,120	91,846	174,966
	157,551	91,846	249,397

**8. Support Costs**

	<b>2025</b>
	<b>Care Giving</b>
	<b>£</b>
Employee costs	76,232
Premises expenses	26,375
General administration	6,279
Governance costs	5,635
	114,521

	<b>2024</b>
	<b>Care Giving</b>
	<b>£</b>
Employee costs	57,119
Premises expenses	25,577
General administration	4,473
Governance costs	4,677
	91,846

**Romsey Cancer Support Centre  
Notes to the Financial Statements (continued)  
For The Year Ended 31 March 2025**

**9. Staff Costs**

Staff costs were as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and salaries	118,545	98,747
Other pension costs	3,101	2,631
	121,646	101,378
	121,646	101,378

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

**10. Average Number of Employees**

Average number of employees during the year was: 5 (2024: 8)

**11. Tangible Assets**

	<b>Land &amp; Property Freehold £</b>
<b>Cost</b>	
As at 1 April 2024	-
Additions	325,000
As at 31 March 2025	325,000
	325,000
<b>Net Book Value</b>	
As at 31 March 2025	325,000
As at 1 April 2024	-
	-

**12. Debtors**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	1,765	1,792
Other debtors	-	27,500
	1,765	29,292
	1,765	29,292

**13. Creditors: Amounts Falling Due Within One Year**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Trade creditors	1,075	6,173
Taxation and social security	1,859	4,570
Accruals and deferred income	2,098	-
	5,032	10,743
	5,032	10,743

**Romsey Cancer Support Centre  
Notes to the Financial Statements (continued)  
For The Year Ended 31 March 2025**

**14. Other Commitments**

The total of future minimum lease payments under non-cancellable operating leases are as following:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Not later than one year	18,465	19,965
Later than one year and not later than five years	73,860	73,860
	92,325	93,825

**15. Pension Commitments**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

During the year the charge to the statement of financial activities in respect of defined contribution schemes was £3,024 (2024: £2,631).

At the statement of financial position date contributions of £NIL were due to the fund and are included in creditors.

**16. Movement in Funds**

	<b>As at 1 April 2024</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>As at 31 March 2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>					
General:					
General unrestricted fund	281,877	301,751	(262,178)	(46,563)	274,887
Designated:					
Janes Building Work	20,000	-	-	-	20,000
JSH Refurbishment	20,000	-	-	-	20,000
Building Expansion Fund	233,352	-	-	146,563	379,915
	273,352	-	-	146,563	284,813
<b>Total unrestricted funds</b>	555,229	301,751	(262,178)	100,000	694,802
<b>Restricted funds</b>					
Counselling (JSH)	1,800	-	-	-	1,800
Building Fund	-	106,800	(6,800)	(100,000)	-
<b>Total restricted funds</b>	1,800	106,800	(6,800)	(100,000)	1,800
<b>Total funds</b>	557,029	408,551	(268,978)	-	696,602

	<b>As at 1 April 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>As at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>					
General:					
General unrestricted fund	508,484	276,522	(229,777)	(273,352)	281,877
Designated:					
Janes Building Work	-	-	-	20,000	20,000

...CONTINUED

**Romsey Cancer Support Centre**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

JSH Refurbishment	-	-	-	20,000	20,000
Building Expansion Fund	-	-	-	233,352	233,352
	-	-	-	273,352	273,352
<b>Total unrestricted funds</b>	508,484	276,522	(229,777)	-	555,229
<b>Restricted funds</b>					
Counselling (JSH)	-	20,466	(18,666)	-	1,800
Jane's Charity Shop	-	954	(954)	-	-
<b>Total restricted funds</b>	-	21,420	(19,620)	-	1,800
<b>Total funds</b>	508,484	297,942	(249,397)	-	557,029

## Certificate Of Completion

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Adam Buse

AdamBuse@fianderetl.co.uk

Fiander ETL

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Fiander Tovell:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: paulmeacher@fiandertovell.co.uk

To contact us by paper mail, please send correspondence to:

Fiander ETL

FAO Paul Meacher, Fiander Tovell Limited

Stag Gates House, 63-63 The Avenue

Southampton, UNITED KINGDOM, SO17 1XS

### **To advise Fiander Tovell of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at paulmeacher@fiandertovell.co.uk and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to paulmeacher@fiandertovell.co.uk and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify Fiander Tovell as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Fiander Tovell during the course of your relationship with Fiander Tovell.

**ROMSEY CANCER SUPPORT CENTRE**

England & Wales - Charity number 1159474

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	April	2023		31	March	2024

## Section A Reference and administration details

**Charity name** Romsey Cancer Support Centre

**Other names charity is known by** Jane Scarth House

**Registered charity number (if any)** 1159474

**Charity's principal address** Jane Scarth House

37a The Hundred

Romsey

**Postcode**

SO518GE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Jones			Trustees
2	Jill Livingstone		Until 17.09.23	Trustees
3	Michael Street	Treasurer		Trustees
4	Philip Scarth			Trustees
5	Bridget Brook	Chair		Trustees
6	Wendy Morrish		Until 31.03.24	Trustees
7	Nigel Dickson			Trustees
8	Alison Small		Until 19.06.23	Trustees
9	Adam Sherman			Trustees
10	Iain Coleman		From 01.01.24	Trustees
11	Julian Gee		From 01.01.24	Trustees
12	Maxine Wright		From 19.03.24	Trustees
13				
14				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

Rachel Tucker – Jane Scarth House Centre Manager  
Charlotte Gregson – Jane’s Charity Shop Manager

## Section B Structure, governance and management

### Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	<p>Trustees are appointed for a period of 2, 3 or 4 years. It is the Charity’s intention to retain a Board of Trustees with a range of skills and interests reflecting the purpose of the Charity and the needs of its designated community.</p> <p>Several Trustees reached completion of three terms of office in the coming year and a recruitment exercise was conducted to attract Trustees to join our team.</p>

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

Our overall approach to the running and development of the charity remains as it always has been, and the details of that are continued below within this section.

Over many years the charity has derived great benefits from the stability and continuity of service by everyone across the charity: Trustees, staff and volunteers. We value everyone who contributes in any way to the Charity’s work.

The Trustees, staff and volunteers remain committed to maintaining the independence of the charity and are equally focused on working closely across local networks (statutory, voluntary and commercial) to ensure the maximum benefits for our clients and our local community.

The focus of the charity remains:

- to ensure our clients continue to receive services which are of benefit to them;
- that confidence in the Charity is maintained across the local community for those who fundraise and promote our work;
- that sufficient emphasis has been placed on raising and apportioning funds sufficient to meet outgoings and commitments.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To provide a Support Centre in Romsey staffed by trained counsellors, therapists and volunteers to relieve, aid and support patients, family and friends who are experiencing or have experienced cancer.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees and staff have concentrated on delivering the objectives for which the charity has been established. This is, at all times, our primary focus.

We provide free, confidential support to all those whose lives are affected by cancer, whether they are the person with cancer, family, carers or friends. These services are available to all who can attend the Centre in person or receive services over the phone or via videocalls.

The charity offers services including befriending, counselling, MLD (manual lymphatic drainage), aromatherapy, reflexology, massage and an information library. We look to widen the number of services we provide to ensure we continue to provide topics of interest and support to our clients. Over the last year we have brought in Crafting for Wellbeing, EFT (Emotional Freedom Technique) Tapping and Qigong (origins of Tai Chi). We hold regular Welfare/Finance and Legal clinics.

All services are provided free to anyone who may benefit from them, this includes those who are cancer patients but also those around them who are affected by the illness, including family members and friends. Whilst we are a locally-based charity our services are available to anyone who makes contact from across a wide geographical area. This often links to the catchment area of the hospital where clients are being treated.

The purpose of our work is regularly visited at Trustee meetings when we consider the provision of new services and how these may be accessed by everyone who can benefit from them. The provision of services free at the point of delivery is one of our founding principles and is one to which we adhere totally. The Trustees consider that our charity keeps the principle of public benefit at the forefront of all planning and delivery.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Charity has always relied heavily on the involvement of volunteers across a range of roles. The Trustees wish to put on record their thanks to all who continue to work to support the charity in so many ways.

We have been pleased to welcome new volunteers to our team to increase our numbers. All befrienders go through a thorough training programme, including sessions with the Centre Manager, training counsellor and a period of shadowing before they are admitted to the regular rota.

Volunteers are also a mainstay of the Shop's operations, and without them the shop's financial contribution to the delivery of our services would be far less.

There are many other ways in which our volunteers contribute to the charity – we have volunteers who sit on the Fundraising Committee, keep the Centre garden tidy, enter gift aid details, record donations etc. Every single contribution is hugely valued.

## Section D

## Achievements and performance

### **Summary of the main achievements of the charity during the year**

During the Autumn of 2023 we repeated the client survey. This was administered by one of our Trustees along with the Centre staff and volunteers. The November 2023 Client survey produced another excellent result across the range of question scores, our overall satisfaction score - already a very good 94% in 2022 – increased marginally to 95% this year. As a charity we feel we can be proud of how well our services are appreciated by our clients who complete these questionnaires.

Jane's, our shop around the corner from the Centre, is well-known locally as a location where many a bargain can be found. Our shop team are fully committed to supporting the work of the Centre, and that includes signposting to our services.

We have been successful in applying for a number of grants and to being chosen as 'charity of the year' by a number of organisations. Reporting on the impact of these grants is very important to us. During the 2023/24 year we were nominated as one of the Romsey Town Mayor's charity, for which a number of fund-raising events were held.

## Section E

## Financial review

### **Brief statement of the charity's policy on reserves**

We maintain our approach to financial stability and ensure this remains a key pillar of our meeting agenda with regular reporting. We want to ensure Jane Scarth House can provide cancer support services for the people of Romsey and the surrounding area into the future.

Whilst our aim has always been to maintain sufficient reserves to operate the charity for a 3-year period (on a continuing basis) – effectively future-proofing our delivery of services for those who will need us in the future. During the latter part of the year Trustees have discussed whether these funds could be more effectively deployed rather than sitting in low interest-rate accounts. To this end discussions have started about how to protect our main revenue stream, which is the profit from Jane's, our charity shop.

During the year we continued with our clear model of income and expenditure which enables us to chart progress on a monthly basis and to make decisions based on financial facts. Trustees receive monthly reports for review.

The combination of financial support from many individuals and organisations, along with effective financial controls and management of funds has provided us with a stable basis from which to operate and plan for the future.

### **Details of any funds materially in deficit**

None

### **Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

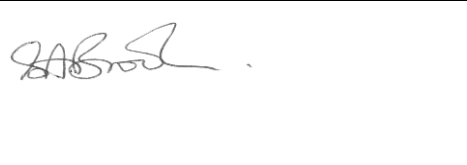

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Bridget Brook	Susan Jones
<b>Position (eg Secretary, Chair, etc)</b>	Trustee / Chair 2023/24	Trustee
<b>Date</b>	15.01.25	

**Romsey Cancer Support Centre**

**Charity No. 1159474**

**Trustees' Report and Unaudited Accounts**

**31 March 2024**

**Romsey Cancer Support Centre**

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## **Romsey Cancer Support Centre**

### **Trustees Annual Report**

Jane Scarth House and Jane's Charity Shop

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

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Charity No. 1159474**

##### **Principal Office**

37a The Hundred  
Romsey  
Hampshire  
SO51 8GE

##### **Trustees**

The following trustees served during the year and up to the date of the financial statements:

B. Brook – Left since the year end  
I. Coleman – Left since the year end  
N. Dickson  
J. Gee  
S. Jones  
P. Scarth  
A. Sherman  
M. Street  
M. Wright – Left since the year end

##### **Accountants**

Fiander Tovell  
  
Stag Gates House,  
63/64 The Avenue  
Southampton  
SO17 1XS

#### **OBJECTIVES AND ACTIVITIES**

The main objective of the charity is to relieve sickness and to promote and protect good health for the public benefit of patients, family members and friends who are experiencing or have experienced cancer.

By providing a Support Centre in Romsey to provide free mediation, aromatherapy, reflexology, massage, an information library and befriending service.

#### **ACHIEVEMENTS AND PERFORMANCE**

The trustees consider this year's achievements to be satisfactory. It has been a year of consolidation and preparation for ensuring the long-term financial stability of the charity.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is governed by its constitution and run by the trustees who also form the management committee.

##### **Statement of trustees' responsibilities in relation to the financial statements**

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

**Romsey Cancer Support Centre**

**Trustees Annual Report**

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 Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

Signature: Mike Street

Michael Street

Trustee

Date Signed: 30/1/2025 | 20:52 GMT

Signature: A. Sherman

Adam Sherman

Trustee

Date Signed: 30/1/2025 | 21:00 GMT

**Romsey Cancer Support Centre**

**Independent Examiner's Report to the trustees of Romsey Cancer Support Centre**

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre (the Charity) for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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**

As the charity'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 by being a qualified member of FCA.

I have completed my examination. I can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act: or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 to this report in order to enable a proper understanding of the financial statements to be reached.

*Adam Buse*

Adam Buse FCA

Fiander Tovell

Stag Gates House,  
63/64 The Avenue  
Southampton  
SO17 1XS

31/1/2025 | 09:02 GMT

Date Signed: \_\_\_\_\_

**Romsey Cancer Support Centre**  
**Statement of Financial Activities**

**For the year ended 31 March 2024**

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income and endowments from:</b>					
Donations and legacies	3	93,358	954	94,312	79,544
Charitable activities	4	14,764	20,466	35,230	24,394
Other trading activities	5	156,102	-	156,102	150,216
Investments	6	12,296	-	12,296	1,976
<b>Total</b>		<b>276,520</b>	<b>21,420</b>	<b>297,940</b>	<b>256,130</b>
<b>Expenditure on:</b>					
Raising funds	7	73,477	954	74,431	61,421
Charitable activities	8	156,298	18,666	174,964	158,830
<b>Total</b>		<b>229,775</b>	<b>19,620</b>	<b>249,395</b>	<b>220,251</b>
Net gains on investments		-	-	-	-
<b>Net income</b>		<b>46,745</b>	<b>1,800</b>	<b>48,545</b>	<b>35,879</b>
Transfers between funds		-	-	-	-
<b>Net income before other gains/(losses)</b>		<b>46,745</b>	<b>1,800</b>	<b>48,545</b>	<b>35,879</b>
<b>Other gains and losses</b>					
<b>Net movement in funds</b>		<b>46,745</b>	<b>1,800</b>	<b>48,545</b>	<b>35,879</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		508,484	-	508,484	472,604
<b>Total funds carried forward</b>		<b>555,229</b>	<b>1,800</b>	<b>557,029</b>	<b>508,483</b>

**Romsey Cancer Support Centre**

**Balance Sheet**

**As at 31 March 2024**

<b>Charity No. 1159474</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Current assets</b>		
Debtors	11    29,292	756
Short-term investments	254,788	
Cash at bank and in hand	283,452	507,728
	<u>567,772</u>	<u>508,484</u>
<b>Creditors: Amount falling due within one year</b>	12    (10,743)	-
<b>Net current assets</b>	557,029	508,484
<b>Total assets less current liabilities</b>	557,029	508,484
<b>Net assets excluding pension asset or liability</b>	557,029	508,484
<b>Total net assets</b>	<u><u>557,029</u></u>	<u><u>508,484</u></u>
 <b>The funds of the charity</b>		
<b>Restricted funds</b>	13	
Restricted income funds	1,800	-
	<u>1,800</u>	<u>-</u>
<b>Unrestricted funds</b>	13	
General funds	555,229	508,484
	<u>555,229</u>	<u>508,484</u>
<b>Reserves</b>	13	
<b>Total funds</b>	<u><u>557,029</u></u>	<u><u>508,484</u></u>

Approved by the trustees on 31 January 2025

And signed on their behalf by:

Signature:                     Mike Street                    

Michael Street

Trustee

Date Signed:                     30/1/2025 | 20:52 GMT                    

Signature:                     A. Sherman                    

Adam Sherman

Trustee

Date Signed:                     30/1/2025 | 21:00 GMT

**Romsey Cancer Support Centre**

**Notes to the Accounts**

**for the year ended 31 March 2024**

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are prepared in Sterling, which is the functional currency of the Charity monetary amounts in these financial statements and are rounded to the nearest pound (£).

The Charity has taken advantage of the provisions in the SORP for charities applying FRS102 update bulletin 1 not to prepare a statement of cash flows.

The financial statements have been prepared under the historical cost convention. The principal accounting policies are set out below.

**Change in basis of accounting or to previous accounts**

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts in previous years.

**Fund accounting**

- Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
- Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.
- Restricted funds These are available for use subject to restrictions imposed by the donor or through the terms of an appeal.

**Income**

- Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
- Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
- Donations and legacies Voluntary income received by way of grants, donations, gifts and legacies are included in the SoFA when receivable and only when the Charity has unconditional entitlement to the income. This is normally on receipt.
- Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
- Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
- Volunteer help The value of any volunteer help received is not included in the accounts, as it is not possible to value
- Investment income This is included in the accounts when receivable.

## **Romsey Cancer Support Centre**

### **Notes to the Accounts**

#### **Expenditure**

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants, a share of support costs and governance costs.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

#### **Taxation**

The charity is exempt from tax on its charitable activities.

#### **Trade and other debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash at the bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities.

#### **Trade and other creditors**

Short-term creditors are measured at the transaction price. Other creditors and provisions are recognised as where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## **Romsey Cancer Support Centre**

### **Notes to the Accounts**

#### **Leased assets**

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

#### **Pension costs**

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

#### **Going Concern policy**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees continue to adopt the going concern basis of accounting in preparation of the financial statements.

**Romsey Cancer Support Centre**

**Notes to the Accounts**

**2 Statement of Financial Activities - prior year**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
<b>Income and endowments from:</b>		
Donations and legacies	79,544	79,544
Charitable activities	24,394	24,394
Other trading activities	150,471	150,471
Investments	1,721	1,721
<b>Total</b>	<b>256,130</b>	<b>256,130</b>
<b>Expenditure on:</b>		
Raising funds	73,919	73,919
Charitable Activities	146,332	146,332
<b>Total</b>	<b>220,251</b>	<b>220,251</b>
<b>Net income</b>	<b>35,879</b>	<b>35,879</b>
<b>Net income before other gains/(losses)</b>	<b>35,879</b>	<b>35,879</b>
<b>Other gains and losses:</b>		
<b>Net movement in funds</b>	<b>35,879</b>	<b>35,879</b>
<b>Reconciliation of funds:</b>		
Total funds brought forward	472,604	472,604
<b>Total funds carried forward</b>	<b>508,483</b>	<b>508,483</b>

**3 Income from donations and legacies**

	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Donations	44,681	954	45,635	45,708
Gift Aid	19,944	-	19,944	11,349
Corporate Fundraising & Events	28,133	-	28,133	22,487
Legacies	600	-	600	-
	<b>93,358</b>	<b>954</b>	<b>94,312</b>	<b>79,544</b>

**4 Income from charitable activities**

	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Community Grants	987	20,466	21,453	24,394
Community Fundraising	7,476	-	7,476	-
	<b>8,463</b>	<b>20,466</b>	<b>28,929</b>	<b>24,649</b>

**Romsey Cancer Support Centre****Notes to the Accounts****5 Income from other trading activities**

	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
		<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Charity Shop	155,017	155,017	150,216
Recycling	6,301	6,301	255
Romsey Show	1,085	1,085	-
	<u>162,403</u>	<u>162,403</u>	<u>150,461</u>

**6 Income from investments**

	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
		<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Interest received	12,296	12,296	1,721
	<u>12,296</u>	<u>12,296</u>	<u>1,721</u>

**7 Expenditure on raising funds**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
			<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Fundraising trading costs</i>				
Charity Shop	73,477	954	74,431	61,421
	<u>73,477</u>	<u>954</u>	<u>74,431</u>	<u>61,421</u>

**8 Expenditure on charitable activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
			<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Expenditure on charitable activities</i>				
Care Giving	64,454	18,666	83,120	73,835
Support costs (note 9)	91,844	-	91,844	84,995
	<u>156,298</u>	<u>18,666</u>	<u>174,964</u>	<u>158,830</u>

**9 Support costs allocated to activities**

	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
		<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Employee costs	57,105	57,105	45,014
Motor and travel costs	14	14	166
Accountancy	4,677	4,677	4,888
Premises costs	25,577	25,577	26,247
General administrative costs	4,458	4,458	8,654
Legal and professional costs	13	13	26
	<u>91,844</u>	<u>91,844</u>	<u>84,995</u>

**Romsey Cancer Support Centre****Notes to the Accounts****10 Staff costs**

	<b>2024</b>	<b>2023</b>
Salaries and wages	98,747	76,593
Pension costs	6,940	5,908
	<u>105,687</u>	<u>82,501</u>

No employee received emoluments in excess of £60,000.

Staff costs include one trustee whose earnings from working in the shop totaled £5,046

The average monthly number of full-time equivalent employees during the year was as follows:

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
Jane Scarth House	2	2
Jane's Charity Shop	4	4
	<u>6</u>	<u>6</u>

**11 Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	1,792	756
Short term investments	254,788	-
Other debtors	27,500	-
	<u>284,080</u>	<u>756</u>

**12 Creditors:**

amounts falling due within one year

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	6,173	-
Other taxes and social security	4,570	-
	<u>10,743</u>	<u>-</u>

**Romsey Cancer Support Centre**

**Notes to the Accounts**

**13 Movement in funds**

	At 1 April 2023	Incoming resources (including other gains/losses ) £	Resources expended £	At 31 March 2024 £
<b>Restricted funds:</b>				
<b>Restricted income funds:</b>				
Jane Scarth House	-	21,420	(19,620)	1,800
<i>Total</i>	<u>-</u>	<u>21,420</u>	<u>(19,620)</u>	<u>1,800</u>
<b>Unrestricted funds:</b>				
<b>General funds</b>	508,484	276,520	(229,775)	555,229
<b>Total funds</b>	<u>508,484</u>	<u>297,940</u>	<u>(249,395)</u>	<u>557,029</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Jane Scarth House – The restricted funds cover the upkeep and refurbishment of Jane Scarth House, along with contributions towards support costs.

**14 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total £
Net current assets	555,229	1,800	557,029
	<u>555,229</u>	<u>1,800</u>	<u>557,029</u>

**Romsey Cancer Support Centre**

**Notes to the Accounts**

**15 Commitments**

***Operating lease commitments***

Annual commitments under non-cancellable operating leases are as follows:

	<b>2024</b>	<b>2024</b>	<b>2023</b>	<b>2023</b>
	<b>Land and buildings</b>	<b>Other</b>	<b>Land and buildings</b>	<b>Other</b>
Operating leases with expiry date:				
<i>Within one year</i>	31,643	-	31,643	-
<i>In the second to fifth years inclusive</i>	8,715	-	31,643	-
<i>Over five years</i>	8,715	-	8,715	-

**Romsey Cancer Support Centre****Detailed Statement of Financial Activities****for the year ended 31 March 2024**

	Unrestricte d funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income and endowments from:</b>				
Donations and legacies				
Donations	44,681	954	45,635	45,708
Gift Aid	19,944	-	19,944	11,349
Corporate Fundraising & Events	28,133	-	28,133	22,487
Legacies	600	-	600	-
	<u>93,358</u>	<u>954</u>	<u>94,312</u>	<u>79,544</u>
Charitable activities				
Community Grants	987	20,466	21,453	24,394
Community Fundraising	7,476	-	7,476	-
	<u>14,764</u>	<u>20,466</u>	<u>35,230</u>	<u>24,649</u>
Other trading activities				
Charity Shop	155,017	-	155,017	150,216
Recycling	6,301	-	6,301	255
Romsey Show	1,085	-	1,085	-
	<u>162,403</u>	<u>-</u>	<u>162,403</u>	<u>150,461</u>
Investments				
Interest received	12,296	-	12,296	1,721
	<u>12,296</u>	<u>-</u>	<u>12,296</u>	<u>1,721</u>
<b>Total income and endowments</b>	<b>276,520</b>	<b>21,420</b>	<b>297,940</b>	<b>256,130</b>
<b>Expenditure on:</b>				
Costs of other trading activities				
Charity Shop	73,477	954	74,431	61,421
	<u>73,477</u>	<u>954</u>	<u>74,431</u>	<u>61,421</u>
<b>Total of expenditure on raising funds</b>	<b>73,477</b>	<b>954</b>	<b>74,431</b>	<b>61,421</b>
Charitable activities				
Care Giving	64,454	18,666	83,120	73,835
	<u>64,454</u>	<u>18,666</u>	<u>83,120</u>	<u>73,835</u>
Governance costs				
Accountancy	4,677	-	4,677	4,888
	<u>4,677</u>	<u>-</u>	<u>4,677</u>	<u>4,888</u>
<b>Total of expenditure on charitable activities</b>	<b>69,131</b>	<b>18,666</b>	<b>87,797</b>	<b>73,057</b>
Employee costs				
Salaries/wages	54,161	-	54,161	42,524
Pension costs	2,631	-	2,631	2,490
Staff entertainment	-	-	-	-

**Romsey Cancer Support Centre****Detailed Statement of Financial Activities**

Staff training	60	-	60	-
Staff welfare	253	-	253	-
	<u>57,105</u>	<u>-</u>	<u>57,105</u>	<u>45,014</u>
Motor and travel costs				
Travel and subsistence	14	-	14	166
	<u>14</u>	<u>-</u>	<u>14</u>	<u>166</u>
Premises costs				
Rent	17,260	-	17,260	18,465
Rates	335	-	335	269
Light, heat and power	3,467	-	3,467	1,655
Premises cleaning	1,981	-	1,981	1,260
Premises insurances	1,510	-	1,510	1,419
Premises repairs and maintenance	1,024	-	1,024	3,179
	<u>25,577</u>	<u>-</u>	<u>25,577</u>	<u>26,247</u>
General administrative costs, including depreciation and amortisation				
Bank charges	280	-	280	1,346
General insurances	1,052	-	1,052	952
Postage and couriers	130	-	130	105
Software, IT support and related costs	-	-	-	1,931
Stationery and printing	361	-	361	541
Subscriptions	358	-	358	260
Sundry expenses	467	-	467	2,028
Telephone, fax and broadband	1,810	-	1,810	1,491
	<u>4,458</u>	<u>-</u>	<u>4,458</u>	<u>8,654</u>
Legal and professional costs				
Other legal and professional costs	13	-	13	26
	<u>13</u>	<u>-</u>	<u>13</u>	<u>26</u>
<b>Total of expenditure of other costs</b>	<u>87,167</u>	<u>-</u>	<u>87,167</u>	<u>80,107</u>
<b>Total expenditure</b>	229,775	19,620	249,395	220,251
Net gains on investments	-	-	-	-
	<u>46,745</u>	<u>1,800</u>	<u>48,545</u>	<u>35,879</u>
<b>Net income</b>				
<b>Net income before other gains/(losses)</b>	46,745	1,800	48,545	35,879
Other Gains	-	-	-	-
<b>Net movement in funds</b>	<u>46,745</u>	<u>1,800</u>	<u>48,545</u>	<u>35,879</u>
<b>Reconciliation of funds:</b>				

**Romsey Cancer Support Centre**

**Detailed Statement of Financial Activities**

Total funds brought forward	508,484	-	508,484	472,604
<b>Total funds carried forward</b>	<u>555,229</u>	<u>1,800</u>	<u>557,029</u>	<u>508,483</u>

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Mike Street  
m.street@classic4x4hire.com  
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AdamBuse@fiandertovell.co.uk  
Buse  
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(None)

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- ii. send us an e-mail to and in the body of such request you must state your e-mail, full name, postal Address, and telephone number. . .

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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Stag Gates House, 63-63 The Avenue  
Southampton, UNITED KINGDOM, SO17 1XS

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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
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Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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**ROMSEY CANCER SUPPORT CENTRE**

England & Wales - Charity number 1159474

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	April	2022		31	March	2023

## Section A Reference and administration details

**Charity name** Romsey Cancer Support Centre

**Other names charity is known by** Jane Scarth House

**Registered charity number (if any)** 1159474

**Charity's principal address** Jane Scarth House

37a The Hundred

Romsey

**Postcode**

SO518GE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Jones			Trustees
2	Jill Livingstone			Trustees
3	Michael Street	Treasurer		Trustees
4	Philip Scarth			Trustees
5	Bridget Brook	Chair		Trustees
6	Wendy Morrish			Trustees
7	Nigel Dickson			Trustees
8	Alison Small			Trustees
9	Adam Sherman			Trustees
10				
11				
12				
13				
14				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Rachel Tucker – Jane Scarth House Centre Manager  
 Charlotte Gregson – Jane’s Charity Shop Manager

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document  
 (eg. trust deed, constitution)

Constitution

How the charity is constituted  
 (eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods  
 (eg. appointed by, elected by)

Trustees are appointed for a period of 2, 3 or 4 years. It is the Charity’s intention to retain a Board of Trustees with a range of skills and interests reflecting the purpose of the Charity and the needs of its designated community.

No terms of office were renewed during this financial year. It was noted that several Trustees would be approaching completion of three terms of office in the coming year and that action would be needed to recruit new Trustees.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

Our overall approach to the running and development of the charity remains as it always has been, and the details of that are continued below within this section.

Over many years the charity has derived great benefits from the stability and continuity of service by everyone across the charity: Trustees, staff and volunteers. We value everyone who contributes in any way to the Charity’s work.

During the year we have reviewed a number of policies and conditions of employment.

The Trustees, staff and volunteers remain committed to maintaining the independence of the charity and are equally focused on working closely across local networks (statutory, voluntary and commercial) to ensure the maximum benefits for our clients and our local community.

The focus of the charity remains:

- to ensure our clients continue to receive services which are of benefit to them
- that confidence in the Charity is maintained across the local community for those who fundraise and promote our work;
- that sufficient emphasis has been placed on raising and apportioning funds sufficient to meet outgoings and commitments.

**Summary of the objects of the charity set out in its governing document**

To provide a Support Centre in Romsey staffed by trained counsellors, therapists and volunteers to relieve, aid and support patients, family and friends who are experiencing or have experienced cancer.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees and staff have concentrated on delivering the objectives for which the charity has been established. This is, at all times, our primary focus.

We provide free, confidential support to all those whose lives are affected by cancer, whether they are the person with cancer, family, carers or friends. These services are available to all who can attend the Centre in person or receive services over the phone or via videocalls.

The charity offers services including befriending, counselling, MLD (manual lymphatic drainage), aromatherapy, reflexology, massage and an information library. We look to widen the number of services we provide to ensure we continue to provide topics of interest and support to our clients. Over the last year we have brought in Crafting for Wellbeing, EFT (Emotional Freedom Technique) Tapping and Qigong (origins of Tai Chi). We hold regular Welfare/Finance and Legal clinics.

All services are provided free to anyone who may benefit from them, this includes those who are cancer patients but also those around them who are affected by the illness, including family members and friends. Whilst we are a locally-based charity our services are available to anyone who makes contact from across a wide geographical area. This often links to the catchment area of the hospital where clients are being treated.

The purpose of our work is regularly visited at Trustee meetings when we consider the provision of new services and how these may be accessed by everyone who can benefit from them. The provision of services free at the point of delivery is one of our founding principles and is one to which we adhere totally. The Trustees consider that our charity keeps the principle of public benefit at the forefront of all planning and delivery.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Charity has always relied heavily on the involvement of volunteers across a range of roles. The Trustees wish to put on record their thanks to all who continue to work to support the charity in so many ways.

During the 2022/23 year there was a return to 'normality' but this was not without its challenges. Within the Centre we provide a 'safe and healthy' environment for our clients, many of whom are immuno-compromised. At all times we followed the guidance and best practice that was received from health advisors. Initially this meant that we limited the number of people in the Centre, this included the number of befrienders we were able to have on duty at any one time.

We have been pleased to welcome new volunteers to our team to increase our numbers. All befrienders go through a through training programme, including sessions with the Centre Manager, training counsellor and a period of shadowing before they are admitted to the regular rota.

Volunteers are also a mainstay of the Shop's operations, and without them the shop's financial contribution to the delivery of our services would be far less.

There are many other ways in which our volunteers contribute to the charity – we have volunteers who sit on the Fundraising Committee, keep the Centre garden tidy, enter gift aid details, record donations etc. Every single contribution is hugely valued.

## Section D

## Achievements and performance

### ***Summary of the main achievements of the charity during the year***

During the Autumn of 2022 we ran our first client survey. This was administered by one of our Trustees along with the Centre staff and volunteers. We received back 76 completed questionnaires, the headline results of which were shared with everyone associated with the charity. It has been so helpful to receive specific results on demographic and locality factors and these will be used to plan our services for the future. There was also a section where respondents could add their own comments – these were overwhelmingly positive and we are grateful that our clients feel we provide what they need. But we are not complacent and will ensure we continue to develop our services. A further survey will be run in 2023/24 the results of which will act as a comparator with the current results.

Jane's, our shop around the corner from the Centre, is well-known locally as a location where many a bargain can be found. Our shop team are fully committed to supporting the work of the Centre, and that includes signposting to our services.

We have been successful in applying for a number of grants and to being chosen as 'charity of the year' by a number of organisations. Reporting on the impact of these grants is very important to us.

## Section E

## Financial review

### **Brief statement of the charity's policy on reserves**

We maintain our approach to financial stability and ensure this remains a key pillar of our meeting agenda with regular reporting. We want to ensure Jane Scarth House can provide cancer support services for the people of Romsey and the surrounding area into the future.

Our aim remains to maintain sufficient reserves to operate the charity for a 3 year period (on a continuing basis). To do this we annually review our running costs, multiplying by 3 (and adjusting for price rises). We then assess our stability against this measure. During this financial year we have seen a rise in costs and overheads.

During the year we continued with our clear model of income and expenditure which enables us to chart progress on a monthly basis and to make decisions based on financial facts. Trustees receive monthly reports for review.

The combination of financial support from many individuals and organisations, along with effective financial controls and management of funds has provided us with a stable basis from which to operate and plan for the future.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F**



**Other optional information**

**Section G**

**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Bridget Brook	Susan Jones
<b>Position (eg Secretary, Chair, etc)</b>	Trustee / Chair	Trustee
<b>Date</b>	28.01.24	



**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2023**

The trustees present the unaudited financial statements of the charity for the year ended 31st March 2023

**Reference and Administrative details**

**Registered charity name** Romsey Cancer Support Centre

**Charity registration number** 1159474

**Contact Address** 37a The Hundred  
Romsey  
Hampshire  
Southampton  
SO51 8GE

**The trustees** Dr Nigel Dickson  
Bridget Brook  
Jill Livingstone  
Michael Street  
Philip Scarth  
Susan Jones  
Wendy Anne Morrish  
Alison Small

**Accounts Produced By** Taylor Made Bookkeepers  
Mrs C Bull  
315 Salisbury Road  
Totton,  
Southampton  
SO40 3LZ

**Structure, governance and management**

The charity is run by the Trustees who also form the management committee.

**Objectives and activities**

To relieve sickness and to promote and protect the good health for the public benefit of patients, family and friends who are experiencing or have experienced cancer by providing a support centre in Romsey to provide free meditation, aromatherapy, reflexology, massage and an information library and befriending service.

The Trustees consider this year's achievements to be satisfactory.

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Independent Examiners Report to the trustees of Romsey Cancer Support Centre**

**Year Ended 31st March 2023**

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre ('the charity') for the year ended 31st March 2023

**Responsibilities and basis of the report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with requirements of the Charities Act.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity's Commission under section 145 (5) (b) of the 2011 Act.

**Independent examiners statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of any independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statements of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in respect in order to enable a proper understanding of the accounts to be reached.

R A Green F C A  
Yew Tree Cottage  
South Lane  
Nomansland  
Salisbury  
SP5 2BZ

Signed



Date 29.10.2023

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2023**

**Taylor Made Bookkeepers**  
315 Salisbury Road  
Totton  
Southampton  
SO40 3LZ

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Income and Expenditure account for the year ended 31st March 2023**

	Mar-23	Mar-22
	£	£
<b><u>Income</u></b>		
<b><u>Jane Scarth House</u></b>		
Donations	64,195	55,206
Fundraising events	6,352	4,109
Gift Aid	0	1,336
Local Government Grants	1,831	2,763
Government Furlough Scheme	0	117
Community Grants	18,063	19,845
	<b>90,441</b>	<b>83,376</b>
<b><u>Janes Charity Shop</u></b>		
Sales	152,365	121,439
Gift Aid	11,349	4,468
Recycling	255	2,017
Local Government Grants	0	2,667
Government Furlough Scheme	0	727
	<b>163,969</b>	<b>131,318</b>
	<b>254,410</b>	<b>214,694</b>
<b><u>Building Fund</u></b>		
Interest	1,721	1,118
	<b>256,131</b>	<b>215,813</b>
<b><u>Expenditure</u></b>		
<b><u>Jane Scarth House</u></b>		
Ambassador/Staff Costs	54,919	52,194
Employed Staff	45,014	40,765
37a Property Costs	13,586	22,902
37a Operating Costs	24,538	13,949
39a Property Costs	7,773	10,160
39a Operating Costs	406	342
Fundraising Costs	222	0
	<b>146,458</b>	<b>140,311</b>
<b><u>Janes Charity Shop</u></b>		
Staff Costs	50,713	44,450
Property Costs	17,356	16,456
Running Costs	5,716	5,381
Fundraising Costs	9	0
	<b>73,794</b>	<b>66,286</b>
	<b>220,252</b>	<b>206,598</b>
<b><u>Excess of Income over Expenditure</u></b>		
	<b>35,879</b>	<b>9,215</b>

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Balance sheet of Financial position as at**

**31st March 2023**

	<b>Mar-23</b>	<b>Mar-22</b>
	<b>£</b>	<b>£</b>
<b><u>Current Assets</u></b>		
<b>Jane Scarth House</b>		
Current Account	37,057	13,644
Petty Cash	43	39
<b>Janes Charity Shop</b>		
Cash in Transit	756	783
Current Account	45,882	23,182
Credit Card Account	706	184,238
<b>Future Building Fund</b>		
Savings Account 1	85,000	73,234
Savings Account 2	84,788	69,045
Savings Account 3	84,787	82,246
Savings Account 4	84,774	26,194
Savings Account 5	84,690	0
<b>Net Current Assets and Total Assets</b>	<u><u>508,483</u></u>	<u><u>472,604</u></u>
<b>Financed by Capital Account</b>		
<b>Balance as at 1st April 2022</b>	472,604	463,389
<b>Surplus for the year</b>	<u>35,879</u>	<u>9,215</u>
<b>Balance as at close 31st March 2023</b>	<u><u>508,483</u></u>	<u><u>472,604</u></u>

For the year ending 31st March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:


\* The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

\* The trustees acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and the preparation of financial statements.


These financial statements have been prepared in a accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustee's and authorised for issue and are signed on behalf of the board by:

Trustee  
Date

  
24.10.23

Trustee  
Date

  
29.10.23

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2023**

The trustees present the unaudited financial statements of the charity for the year ended 31st March 2023

**Reference and Administrative details**

**Registered charity name** Romsey Cancer Support Centre

**Charity registration number** 1159474

**Contact Address** 37a The Hundred  
Romsey  
Hampshire  
Southampton  
SO51 8GE

**The trustees** Dr Nigel Dickson  
Bridget Brook  
Jill Livingstone  
Michael Street  
Philip Scarth  
Susan Jones  
Wendy Anne Morrish  
Alison Small

**Accounts Produced By** Taylor Made Bookkeepers  
Mrs C Bull  
315 Salisbury Road  
Totton,  
Southampton  
SO40 3LZ

**Structure, governance and management**

The charity is run by the Trustees who also form the management committee.

**Objectives and activities**

To relieve sickness and to promote and protect the good health for the public benefit of patients, family and friends who are experiencing or have experienced cancer by providing a support centre in Romsey to provide free meditation, aromatherapy, reflexology, massage and an information library and befriending service.

The Trustees consider this year's achievements to be satisfactory.

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Independent Examiners Report to the trustees of Romsey Cancer Support Centre**

**Year Ended 31st March 2023**

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre ('the charity') for the year ended 31st March 2023

**Responsibilities and basis of the report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with requirements of the Charities Act.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity's Commission under section 145 (5) (b) of the 2011 Act.

**Independent examiners statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of any independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statements of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in respect in order to enable a proper understanding of the accounts to be reached.

R A Green F C A  
Yew Tree Cottage  
South Lane  
Nomansland  
Salisbury  
SP5 2BZ

Signed



Date 29.10.2023

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2023**

**Taylor Made Bookkeepers**  
315 Salisbury Road  
Totton  
Southampton  
SO40 3LZ

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Income and Expenditure account for the year ended 31st March 2023**

	Mar-23	Mar-22
	£	£
<b><u>Income</u></b>		
<b><u>Jane Scarth House</u></b>		
Donations	64,195	55,206
Fundraising events	6,352	4,109
Gift Aid	0	1,336
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Fundraising Costs	9	0
	<b>73,794</b>	<b>66,286</b>
	<b>220,252</b>	<b>206,598</b>
<b><u>Excess of Income over Expenditure</u></b>		
	<b>35,879</b>	<b>9,215</b>

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Balance sheet of Financial position as at**

**31st March 2023**

	<b>Mar-23</b>	<b>Mar-22</b>
	<b>£</b>	<b>£</b>
<b><u>Current Assets</u></b>		
<b>Jane Scarth House</b>		
Current Account	37,057	13,644
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<b>Janes Charity Shop</b>		
Cash in Transit	756	783
Current Account	45,882	23,182
Credit Card Account	706	184,238
<b>Future Building Fund</b>		
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Savings Account 2	84,788	69,045
Savings Account 3	84,787	82,246
Savings Account 4	84,774	26,194
Savings Account 5	84,690	0
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<b>Financed by Capital Account</b>		
<b>Balance as at 1st April 2022</b>	472,604	463,389
<b>Surplus for the year</b>	<u>35,879</u>	<u>9,215</u>
<b>Balance as at close 31st March 2023</b>	<u><u>508,483</u></u>	<u><u>472,604</u></u>

For the year ending 31st March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:


\* The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

\* The trustees acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and the preparation of financial statements.


These financial statements have been prepared in a accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustee's and authorised for issue and are signed on behalf of the board by:

Trustee  
Date

  
24.10.23

Trustee  
Date

  
29.10.23

**ROMSEY CANCER SUPPORT CENTRE**

England & Wales - Charity number 1159474

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	April	2021		31	March	2022

## Section A Reference and administration details

**Charity name** Romsey Cancer Support Centre

**Other names charity is known by** Jane Scarth House

**Registered charity number (if any)** 1159474

**Charity's principal address** Jane Scarth House

37a The Hundred

Romsey

**Postcode**

SO518GE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Jones			Trustees
2	Elaine Grainger		01.04.21 – 03.03.22	Trustees
3	Jill Livingstone			Trustees
4	Michael Street	Treasurer		Trustees
5	Philip Scarth			Trustees
6	Bridget Brook	Chair		Trustees
7	Wendy Morrish			Trustees
8	Nigel Dickson			Trustees
9	Alison Small			Trustees
10	Adam Sherman		28.07.21-31.03.22	Trustees
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

Rachel Tucker – Jane Scarth Centre Manager  
Charlotte Gregson – Jane’s Charity Shop Manager

## Section B Structure, governance and management

### Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	<p>Trustees are appointed for a period of 2, 3 or 4 years. It is the Charity’s intention to retain a Board of Trustees with a range of skills and interests reflecting the purpose of the Charity and the needs of its designated community.</p> <p>During this financial year the terms of office of 6 Trustees were due for renewal. 5 have been confirmed in role for a new term of 3 years whilst one decided to stand down. Renewed terms of office are ratified and recorded at formal Trustee meetings. It was decided not to actively pursue the search for new Trustees during this year but to be open to any expressions of interest, with a view to potential changes in the next year. Trustees are positive about attracting Trustees from diverse backgrounds with transferable skillsets and plan to run a skills and needs analysis during the next year.</p>

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Our overall approach to the running and development of the charity remains as it always has been, and the details of that are continued below within this section.</p> <p>Over many years the charity has derived great benefits from the stability and continuity of service by everyone across the charity: Trustees, staff and volunteers. We value everyone who contributes in any way to the Charity’s work.</p> <p>During the year we have reviewed a number of policies and conditions of employment.</p> <p>The Trustees, staff and volunteers remain committed to maintaining the independence of the charity and are equally focused on working closely across local networks (statutory, voluntary and commercial) to ensure the maximum benefits for our clients and our local community.</p> <p>The focus of the charity remains:</p>
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- to ensure our clients continue to receive services which are of benefit to them
- that confidence in the Charity is maintained across the local community for those who fundraise and promote our work;
- that sufficient emphasis has been placed on raising and apportioning funds sufficient to meet outgoings and commitments.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To provide a Support Centre in Romsey staffed by trained counsellors, therapists and volunteers to relieve, aid and support patients, family and friends who are experiencing or have experienced cancer.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees and staff have concentrated on delivering the objectives for which the charity has been established. This is, at all times, our primary focus.

We provide free, confidential support to all those whose lives are affected by cancer, whether they are the person with cancer, family, carers or friends. These services are available to all who can attend the Centre.

The charity offers a befriending service, counselling, aromatherapy, reflexology, massage and an information library. Other therapies or experiences such as mindfulness and meditation are also delivered. We look to widen the number of services we provide to ensure we continue to provide topics of interest and support to our clients. Over the last year we have offered an Art for Wellbeing course over Zoom and Crafting with activities being sent out to interested clients on a regular basis to complete at home.

All services are provided free to anyone who may benefit from them, this includes those who are cancer patients but also those around them who are affected by the illness, including family members and friends. Whilst we are a locally-based charity our services are available to anyone who makes contact from across a wide geographical area.

The purpose of our work is regularly visited at Trustee meetings when we consider the provision of new services and how these may be accessed by everyone who can benefit from them. The provision of services free at the point of delivery is one of our founding principles and is one to which we adhere totally. The Trustees consider that our charity keeps the principle of public benefit at the forefront of all planning and delivery.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Charity has always relied heavily on the involvement of volunteers across a range of roles. The Trustees wish to put on record their thanks to all who continue to work to support the charity in so many ways.

Following Covid and the various lockdowns the return to previous voluntary activities was varied with some volunteers returning immediately but others wanting to take a bit more time to feel comfortable with returning. And some volunteers decided not to return at all and we thank them for their support over many years. This transition period was

also one where services and restrictions on spacing meant changes in how we could deliver our services. We adapted to this with flexibility and are grateful to those who have been able to support our journey back to 'normality'.

## Section D

## Achievements and performance

### *Summary of the main achievements of the charity during the year*

This year continued to be dominated by Covid. Although restrictions eased it was a period of transition both for clients, staff and volunteers and for the provision of services. Opening the Centre again came with its own set of challenges whether related to distancing, sanitising, airflow, face masks etc. The team were excellent in taking current best practice guidance and ensuring that we complied fully so that we could provide reassurance to all who came to the Centre. Our new Centre Manager joined in May and Trustees reorganised reporting lines so that the Centre Manager could report to and have support from a Management Committee of three, designed to ensure support was readily available as she settled into her new role.

Many counselling sessions were maintained via Zoom and phone which was very much valued by our vulnerable clients. Counsellors responded to requests for in person counselling by working from The Loft which gave more space. We started to recruit new befrienders, preparing for when would be able to return to having two befrienders on duty for each session – although due to spacing restrictions we were limited to one with a staff member for several months. Bookings for therapies increased with clients grateful to have these much-valued services

As restrictions were lifted we welcomed visitors to the Centre – representatives from our local community eg our local MP, and Mayors but also many visitors from health settings. Welcoming visitors and being able to show our facilities has great value especially in the word of mouth recommendations it leads to. When someone from a clinical setting visits and sees all that we provide, their confidence in recommending us to clients is much greater.

Regular annual events in our calendar started to return with support from the community and the Fundraising Committee. We were successful in a number of grant applications and to ensure recording and impact is accurately managed, a new register was created.

At Jane's, our charity shop, all retail Covid guidance was followed as we re-opened to customers. The team worked hard to make the shop as appealing as possible, enticing customers in and welcoming donations throughout the week. Takings were closely monitored against the same period from previous years and recovered well throughout the year.

## Section E

## Financial review

### **Brief statement of the charity's policy on reserves**

We maintain our approach to financial stability and ensure this remains a key pillar of our meeting agenda with regular reporting. We want to ensure Jane Scarth House can provide cancer support services for the people of Romsey and the surrounding area into the future.

Our aim is to have built up and then to maintain sufficient reserves to operate the charity for a 3 year period (on a continuing basis). To do this we annually review our running costs, multiplying by 3 (and adjusting for

<p>price rises). We then assess our stability against this measure.</p> <p>During the year we continued with our clear model of income and expenditure which enables us to chart progress on a monthly basis and to make decisions based on financial facts. Trustees receive monthly reports for review.</p> <p>We have reviewed and formalised the responsibilities of our Ambassador to enable her to have more time to spend applying for grants and funds. Her expertise in this area brings success from a range of grant makers.</p> <p>The combination of financial support from many individuals and organisations, along with effective financial controls and management of funds has provided us with a stable basis from which to operate and plan for the future.</p>
<p><b>Details of any funds materially in deficit</b></p> <p>None</p>

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:


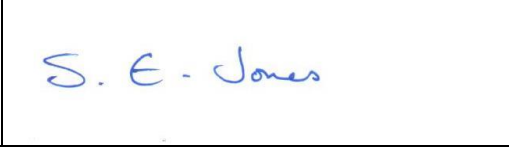
- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Bridget Brook	Susan Jones
<b>Position (eg Secretary, Chair, etc)</b>	Trustee / Chair	Trustee
<b>Date</b>	25.01.23	

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2022**

The trustees present the unaudited financial statements the charity for the year ended 31st March 2022

**Reference and Administrative details**

**Registered charity name** Romsey Cancer Support Centre

**Charity registration number** 1159474

**Contact Address** 37a The Hundred  
Romsey  
Hampshire  
Southampton  
SO51 8GE

**The trustees**

Elaine Grainger  
Bridget Brook  
Jill Livingstone  
Michael Street  
Philip Scarth  
Susan Jones  
Wendy Anne Morrish  
Alison Small  
Dr Nigel Dickson

**Accounts Produced By** Fielders Accounting Payroll & VAT Services  
Mrs KF Fielder MAAT  
7 Tilbrook Road  
Southampton  
SO15 4HP

**Structure, governance and management**

The charity is run by the Trustees who also form the management committee.

**Objectives and activities**

To relieve sickness and to promote and protect the good health for the public benefit of patients, family and friends who are experiencing or have experienced cancer by providing a support centre in Romsey to provide free confidential support, counselling, meditation, aromatherapy, reflexology, massage and an information library and befriending service.

The Trustees consider this year's achievements to be satisfactory.

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Independent Examiners Report to the trustees of Romsey Cancer Support Centre**

**Year Ended 31st March 2022**

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre ('the charity') for the year ended 31st March 2022

**Responsibilities and basis of the report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with requirements of the Charities Act.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity's Commission under section 145 (5) (b) of the 2011 Act.

**Independent examiners statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of any independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statements of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in respect in order to enable a proper understanding of the accounts to be reached.

R A Green  
Yew Tree Cottage  
South Lane  
Nomansland  
Salisbury  
SP5 2BZ

Signed



Date 15-07-22

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2022**

**Fielders Accounting Payroll & VAT Services**

7 Tilbrook Road  
Southampton  
SO15 4HP

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Income and Expenditure account for the year ended 31st March 2022**

	<b>Mar-22</b>	<b>Mar-21</b>
	£	£
<b><u>Income</u></b>		
<b><u>Jane Scarth House</u></b>		
Donations	55,206	50,386
Fundraising events	4,109	8,374
Gift Aid	1,336	4,052
Local Government Grants	2,763	45,215
Government Furlough Scheme	117	6,411
Community Grants	19,845	9,374
	<b>83,376</b>	<b>123,811</b>
<b><u>Janes Charity Shop</u></b>		
Sales	121,439	46,380
Gift Aid	4,468	14,616
Recycling	2,017	2,056
Local Government Grants	2,667	19,907
Government Furlough Scheme	727	21,246
	<b>131,318</b>	<b>104,206</b>
<b><u>Total Income</u></b>	<b>214,694</b>	<b>228,017</b>
<b><u>Building Fund</u></b>		
Interest	1,118	2,387
<b><u>Revised Total Income</u></b>	<b>215,813</b>	<b>230,404</b>
<b><u>Expenditure</u></b>		
<b><u>Jane Scarth House</u></b>		
Ambassador/Staff Costs	52,194	47,153
Employed Staff	40,765	49,494
37a Property Costs	22,902	9,673
37a Operating Costs	13,949	4,350
39a Property Costs	10,160	10,439
39a Operating Costs	342	56
Fundraising Costs		99
	<b>140,311</b>	<b>121,264</b>
<b><u>Janes Charity Shop</u></b>		
Staff Costs	44,450	38,500
Property Costs	16,456	13,731
Running Costs	5,381	5,114
Fundraising Costs		
	<b>66,286</b>	<b>57,346</b>
<b><u>Total Expenditure</u></b>	<b>206,598</b>	<b>178,610</b>
<b><u>Excess of Income over Expenditure</u></b>	<b>9,215</b>	<b>51,794</b>

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

Balance sheet of Financial position as at

31st March 2022

	Mar-21	Mar-20
	£	£
<b><u>Current Assets</u></b>		
<b>Jane Scarth House</b>		
Current Account	13,644	70,852
Petty Cash	39	36
<b>Janes Charity Shop</b>		
Cash in Transit	783	0
Current Account	23,182	38,076
Credit Card Account	184,238	104,824
<b>Future Building Fund</b>		
Savings Account 1	73,234	73,179
Savings Account 2	69,045	68,640
Savings Account 3	82,246	81,837
Savings Account 4	26,194	25,945
<b><u>Current Liabilities</u></b>		
Creditors: (amounts falling due within one year)	0	0
<b>Net Current Assets and Total Assets</b>	472,604	463,389
<b>Financed by Capital Account</b>		
<b>Balance as at start 01.04.2021</b>	463,389	411,595
<b>Surplus for the year</b>	9,215	51,794
<b>Balance as at close 31.03.2022</b>	472,604	463,389

For the year ending 31st March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


Trustees' responsibilities:


\* The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

\* The trustees acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustee's and authorised for issue and are signed on behalf of the board by:

  
 Trustee **B. A. BROOK**  
 Date **12.07.22**

  
 Trustee **M. G. STREET**  
 Date **12/7/22**

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2022**

The trustees present the unaudited financial statements the charity for the year ended 31st March 2022

**Reference and Administrative details**

**Registered charity name** Romsey Cancer Support Centre

**Charity registration number** 1159474

**Contact Address** 37a The Hundred  
Romsey  
Hampshire  
Southampton  
SO51 8GE

**The trustees**

Elaine Grainger  
Bridget Brook  
Jill Livingstone  
Michael Street  
Philip Scarth  
Susan Jones  
Wendy Anne Morrish  
Alison Small  
Dr Nigel Dickson

**Accounts Produced By** Fielders Accounting Payroll & VAT Services  
Mrs KF Fielder MAAT  
7 Tilbrook Road  
Southampton  
SO15 4HP

**Structure, governance and management**

The charity is run by the Trustees who also form the management committee.

**Objectives and activities**

To relieve sickness and to promote and protect the good health for the public benefit of patients, family and friends who are experiencing or have experienced cancer by providing a support centre in Romsey to provide free confidential support, counselling, meditation, aromatherapy, reflexology, massage and an information library and befriending service.

The Trustees consider this year's achievements to be satisfactory.

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Independent Examiners Report to the trustees of Romsey Cancer Support Centre**

**Year Ended 31st March 2022**

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre ('the charity') for the year ended 31st March 2022

**Responsibilities and basis of the report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with requirements of the Charities Act.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity's Commission under section 145 (5) (b) of the 2011 Act.

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- 2 the financial statements do not accord with those records; or
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R A Green  
Yew Tree Cottage  
South Lane  
Nomansland  
Salisbury  
SP5 2BZ

Signed



Date 15-07-22

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2022**

**Fielders Accounting Payroll & VAT Services**

7 Tilbrook Road  
Southampton  
SO15 4HP

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Income and Expenditure account for the year ended 31st March 2022**

	Mar-22	Mar-21
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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

Balance sheet of Financial position as at

31st March 2022

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Trustees' responsibilities:


\* The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

\* The trustees acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustee's and authorised for issue and are signed on behalf of the board by:

  
 Trustee **B. A. BROOK**  
 Date **12.07.22**

  
 Trustee **M. G. STREET**  
 Date **12/7/22**

**ROMSEY CANCER SUPPORT CENTRE**

England & Wales - Charity number 1159474

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	April	2020		31	March	2021

## Section A Reference and administration details

**Charity name** Romsey Cancer Support Centre

**Other names charity is known by** Jane Scarth House

**Registered charity number (if any)** 1159474

**Charity's principal address** Jane Scarth House

37a The Hundred

Romsey

**Postcode**

SO518GE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Jones			Trustees
2	Elaine Grainger			Trustees
3	Jill Livingstone			Trustees
4	Michael Street	Treasurer		Trustees
5	Philip Scarth			Trustees
6	Bridget Brook	Chair		Trustees
7	Wendy Morrish			Trustees
8	Nigel Dickson			Trustees
9	Alison Small			Trustees
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

Jackie Newman – Jane Scarth Centre Manager  
Charlotte Gregson – Jane’s Charity Shop Manager

## Section B Structure, governance and management

### Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed for a period of 2, 3 or 4 years. It is the Charity’s intention to retain a Board of Trustees with a range of skills and interests reflecting the purpose of the Charity and the needs of its designated community. Current Trustees ratify renewed terms of office as individuals reach the end of their term and will appoint replacement or additional Trustees as and when appropriate. It was decided not to actively pursue the search for new Trustees during this year but to be open to any expressions of interest, with a view to potential changes in the next year. Trustees are positive about attracting Trustees from diverse backgrounds with transferable skillsets.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

Our overall approach to the running and development of the charity remains as it always has been, and the details of that are continued below within this section.

However, as for everyone, this reporting year, in its entirety, was subsumed by Covid-19, the impact it had on the services we were able to provide for our clients, how we responded to changing guidance, whether we could open our venues or not, and the limits on our fund-raising both from the shop closure and from the lack of community and individual events.

Over many years the charity has derived great benefits from the stability and continuity of service by everyone across the charity: Trustees, staff and volunteers. We use our Trustee meetings to identify those documents, policies and actions that need to be taken to ensure compliance with any regulatory or legislative requirements.

The Trustees, staff and volunteers remain committed to maintaining the independence of the charity but are equally focused on working closely across local networks (statutory, voluntary and commercial) to ensure the maximum benefits for our clients and our local community. This has been difficult in a full year where nothing was ‘as normal.’

The focus of the charity remains: 1) to ensure our clients continue to

receive services which are of benefit to them (and which they are able to access even during periods of Centre closure); 2) that confidence in the Charity is maintained across the local community for those who fundraise and promote our work; and 3) that sufficient emphasis has been placed on raising and apportioning funds sufficient to meet outgoings and commitments. This keen approach to ensuring sufficient funds remained available included working with our local authority to maximise access to business support grants during Covid – and we remain grateful to Test Valley Borough Council for releasing funds and for the support of our landlord.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To provide a Support Centre in Romsey staffed by trained counsellors, therapists and volunteers to relieve, aid and support patients, family and friends who are experiencing or have experienced cancer.

The Trustees and staff have concentrated on delivering the objectives for which the charity has been established. This is, at all times, our primary focus.

We provide free, confidential support to all those whose lives are affected by cancer, whether they are the person with cancer, family, carers or friends. These services are available to all who can attend the Centre.

The charity offers a befriending service, counselling, aromatherapy, reflexology, massage and an information library. Other therapies or experiences such as mindfulness and meditation are also delivered.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

All services are provided free to anyone who may benefit from them, this includes those who are cancer patients but also those around them who are affected by the illness, including family members and friends. Whilst we are a locally-based charity our services are available to anyone who makes contact from across a wide geographical area.

The purpose of our work is regularly visited at Trustee meetings when we consider the provision of new services and how these may be accessed by everyone who can benefit from them. The provision of services free at the point of delivery is one of our founding principles and is one to which we adhere totally. The Trustees consider that our charity keeps the principle of public benefit at the forefront of all planning and delivery.

Like the rest of the world we were thrown into a new world of technology use in March 2020. Having provided all services (with the exception of a very few support sessions by phone) face to face prior to that time, we were faced with having to shut the Centre. Within 3 days we had transferred all counselling sessions to phone and/or Zoom calls and remain very grateful to our team for adapting so quickly. We do not take lightly how different this approach was in the very interpersonal nature of counselling sessions. Our befriending services were transferred from volunteers to our team and our incoming phone calls were handled remotely. Our shop had to close in line with Government guidelines.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Charity has always relied heavily on the involvement of volunteers across a range of roles. The Trustees wish to put on record their thanks to all who continue to work to support the charity in so many ways.

Our volunteers this year continued to support the charity but not in the same ways or amount as previously. This was difficult for them not to be able to do this. We are grateful to all for maintaining interest in the charity and to offering their support on those occasions when we were able to open, to providing information to the public and for fundraising for us, including the 2.6 Challenge in April 2020 when individuals took on lockdown challenges to raise funds.

## Section D

## Achievements and performance

### *Summary of the main achievements of the charity during the year*

The year was dominated by Covid-19. As identified above we had to make decisions quickly. Everyone associated with the charity contributed to the changing guidance.

Services from the Centre were all delivered remotely. Staff maintained contact with clients and with volunteers. A craft activity programme was developed. We did not furlough Centre staff in the first lockdown as we wanted to be able to ensure services remained in place as much as possible, both counselling and therapies where possible. As restrictions were lessened we worked towards making face to face opportunities available for clients. As with other cancer services we know that our clients needed to be particularly careful of engaging with others during this time. Guidance was followed from all professional associations and risk assessments, cleaning regimes, social distancing and many other restrictions were adhered to. We thank our staff and volunteers for all they did.

Our team in the shop were furloughed throughout the period whenever the shop had to be closed. As soon as we could legally open, our team came together to prepare to re-open – making all areas of the shop Covid-secure. This involved one way systems, disinfecting, quarantining of stock, risk assessments following sector guidance and social distancing to name some of the additional actions. We thank our staff and volunteers for being so flexible.

The Trustees met regularly, starting with meetings on a two weekly basis throughout the first stage of lockdown. These meetings continued throughout the year and were where we made our collective decision-making. Thanks are due to all Trustees for their time and considered decision making throughout the whole year.

## Section E

## Financial review

### **Brief statement of the charity's policy on reserves**

Our focus on financial stability remains clear and is revisited on a regular basis by the full Board of Trustees. We plan to ensure the future of cancer support services for the people of Romsey and the surrounding area by the services provided from Jane Scarth House into the future.

Our aim is to build up and then maintain sufficient reserves to operate the charity for a 3 year period (on a continuing basis). To do this we annually review our running costs, multiplying by 3 (and adjusting for price rises). We then assess our stability against this measure.

To date this approach has served us well, in that we have been hugely supported financially by our supporters, our clients and our team – as well as by effective financial controls and management of funds. We have also benefited from a number of grants sourced via our Ambassador enabling funding for specific services.

During the year we continued with our clear model of income and expenditure which enables us to chart progress on a monthly basis and to make decisions based on financial facts. Trustees receive monthly reports for review.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

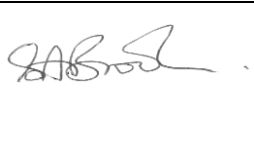
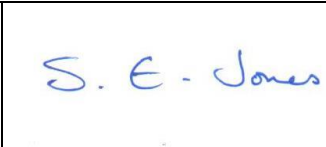
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Bridget Brook	Susan Jones
<b>Position (eg Secretary, Chair, etc)</b>	Trustee / Chair	Trustee

**Date** 25 January 2022

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2021**

**Fielders Accounting Payroll & VAT Services**

7 Tilbrook Road  
Southampton  
SO15 4HP

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2021**

The trustees present the unaudited financial statements the charity for the year ended 31st March 2021

**Reference and Administrative details**

**Registered charity name** Romsey Cancer Support Centre

**Charity registration number** 1159474

**Contact Address** 37a The Hundred  
Romsey  
Hampshire  
Southampton  
SO51 8GE

**The trustees**

Elaine Grainger  
Bridget Brook  
Jill Livingstone  
Michael Street  
Philip Scarth  
Susan Jones  
Wendy Anne Morrish  
Alison Small  
Dr Nigel Dickson

**Accounts Produced By** Fielders Accounting Payroll & VAT Services  
Mrs KF Fielder MAAT  
7 Tilbrook Road  
Southampton  
SO15 4HP

**Structure, governance and management**

The charity is run by the Trustees who also form the management committee.

**Objectives and activities**

To relieve sickness and to promote and protect the good health for the public benefit of patients, family and friends who are experiencing or have experienced cancer by providing a support centre in Romsey to provide free confidential support, counselling, medication, aromatherapy, reflexology, massage and an information library and befriending service.

The Trustees consider that this year's achievements to be satisfactory.

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Independent Examiners Report to the trustees of Romsey Cancer Support Centre**

**Year Ended 31st March 2021**

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre ('the charity') for the year ended 31st March 2021

**Responsibilities and basis of the report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with requirements of the Charities Act.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity's Commission under section 145 (5) (b) of the 2011 Act.

**Independent examiners statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of any independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statements of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in respect in order to enable a proper understanding of the accounts to be reached.

R A Green  
Yew Tree Cottage  
South Lane  
Nomansland  
Salisbury  
SP5 2BZ

Signed



Date

23/09/21

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Income and Expenditure account for the year ended 31st March 2021**

	<b>Mar-21</b>	<b>Mar-20</b>
	£	£
<b><u>Income</u></b>		
<b><u>Jane Scarth House</u></b>		
Donations	50,386	68,506
Fundraising events	8,374	19,535
Gift Aid	4,052	1,580
Local Government Grants	45,215	0
Government Furlough Scheme	6,411	0
Community Grants	9,374	0
	<b>123,811</b>	<b>89,621</b>
<b><u>Janes Charity Shop</u></b>		
Sales	46,380	121,757
Gift Aid	14,616	15,485
Recycling	2,056	3,193
Local Government Grants	19,907	0
Government Furlough Scheme	21,246	0
	<b>104,206</b>	<b>140,435</b>
<b><u>Total Income</u></b>	<b>228,017</b>	<b>230,057</b>
<b><u>Building Fund</u></b>		
Interest	2,387	2,343
<b><u>Revised Total Income</u></b>	<b>230,404</b>	<b>232,400</b>
<b><u>Expenditure</u></b>		
<b><u>Jane Scarth House</u></b>		
Ambassador/Staff Costs	47,153	52,019
Employed Staff	49,494	41,869
37a Property Costs	9,673	9,623
37a Operating Costs	4,350	10,834
39a Property Costs	10,439	19,730
39a Operating Costs	56	11,320
Fundraising Costs	99	1,913
	<b>121,264</b>	<b>147,308</b>
<b><u>Janes Charity Shop</u></b>		
Staff Costs	38,500	38,264
Property Costs	13,731	14,994
Running Costs	5,114	7,138
Fundraising Costs		26
	<b>57,346</b>	<b>60,422</b>
<b><u>Total Expenditure</u></b>	<b>178,610</b>	<b>207,730</b>
<b><u>Excess of Income over Expenditure</u></b>	<b>51,794</b>	<b>24,670</b>

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Balance sheet of Financial position as at**

**31st March 2021**

	Mar-21	Mar-20
	£	£
<b><u>Current Assets</u></b>		
<b>Jane Scarth House</b>		
Current Account	70,852	27,882
Petty Cash	36	61
<b>Janes Charity Shop</b>		
Debtors /Credit Card	0	0
Current Account	38,076	61,384
Credit Card Account	104,824	75,055
<b>Future Building Fund</b>		
Savings Account 1	73,179	72,998
Savings Account 2	68,640	67,929
Savings Account 3	81,837	80,702
Savings Account 4	25,945	25,586
<b><u>Current Liabilities</u></b>		
Creditors: (amounts failing due within one year)	0	0
<b>Net Current Assets and Total Assets</b>	<b>463,389</b>	<b>411,595</b>
<b>Financed by Capital Account</b>		
Balance as at start 01.04.2020	411,595	386,925
Surplus for the year	51,794	24,670
Balance as at close 31.03.2021	<b>463,389</b>	<b>411,595</b>

**0**

For the year ending 31st March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:


\* The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

\* The directors acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and the preparation of financial statements.


These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustee's and authorised for issue and are signed on behalf of the board by:

Trustee  
Date

  
21.09.21

Trustee  
Date

  
21/9/21

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2021**

**Fielders Accounting Payroll & VAT Services**

7 Tilbrook Road  
Southampton  
SO15 4HP

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Income and Expenditure account	3
Balance Sheet	4

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2021**

The trustees present the unaudited financial statements the charity for the year ended 31st March 2021

**Reference and Administrative details**

**Registered charity name** Romsey Cancer Support Centre

**Charity registration number** 1159474

**Contact Address** 37a The Hundred  
Romsey  
Hampshire  
Southampton  
SO51 8GE

**The trustees**

Elaine Grainger  
Bridget Brook  
Jill Livingstone  
Michael Street  
Philip Scarth  
Susan Jones  
Wendy Anne Morrish  
Alison Small  
Dr Nigel Dickson

**Accounts Produced By** Fielders Accounting Payroll & VAT Services  
Mrs KF Fielder MAAT  
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SO15 4HP

**Structure, governance and management**

The charity is run by the Trustees who also form the management committee.

**Objectives and activities**

To relieve sickness and to promote and protect the good health for the public benefit of patients, family and friends who are experiencing or have experienced cancer by providing a support centre in Romsey to provide free confidential support, counselling, medication, aromatherapy, reflexology, massage and an information library and befriending service.

The Trustees consider that this year's achievements to be satisfactory.

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Independent Examiners Report to the trustees of Romsey Cancer Support Centre**

**Year Ended 31st March 2021**

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre ('the charity') for the year ended 31st March 2021

**Responsibilities and basis of the report**

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Salisbury  
SP5 2BZ

Signed



Date

23/09/21

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

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Trustee  
Date

  
21.09.21

Trustee  
Date

  
21/9/21