



Trustees' Annual Report for the period

From	Period start date			To	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)	<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>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.</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.

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 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 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

Signature(s)





Full name(s)

Bridget Brook

Susan Jones

Position (eg Secretary, Chair, etc)

Trustee / Chair

Trustee

Date

28.01.24

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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
	£	£
<u>Income</u>		
<u>Jane Scarth House</u>		
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
	90,441	83,376
 <u>Janes Charity Shop</u>		
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
	163,969	131,318
	254,410	214,694
 <u>Building Fund</u>		
Interest	1,721	1,118
 <u>Total Income</u>	256,131	215,813
 <u>Expenditure</u>		
<u>Jane Scarth House</u>		
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
	146,458	140,311
 <u>Janes Charity Shop</u>		
Staff Costs	50,713	44,450
Property Costs	17,356	16,456
Running Costs	5,716	5,381
Fundraising Costs	9	0
	73,794	66,286
 <u>Total Expenditure</u>	220,252	206,598
 <u>Excess of Income over Expenditure</u>	35,879	9,215

Romsey Cancer Support Centre
Charity Registration Number 1159474

Balance sheet of Financial position as at

31st March 2023

	Mar-23	Mar-22
	£	£
<u>Current Assets</u>		
Jane Scarth House		
Current Account	37,057	13,644
Petty Cash	43	39
Janes Charity Shop		
Cash in Transit	756	783
Current Account	45,882	23,182
Credit Card Account	706	184,238
Future Building Fund		
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
Net Current Assets and Total Assets	<u>508,483</u>	<u>472,604</u>
Financed by Capital Account		
Balance as at 1st April 2022	472,604	463,389
Surplus for the year	35,879	9,215
Balance as at close 31st March 2023	<u>508,483</u>	<u>472,604</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

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