

**Trustees Annual Report**

**Period From:** 1 June 2020  
**Period To:** 31 May 2021  
**Charity Name:** Star Throwers CIO  
**Registered Charity Number:** 1162237  
**Address:** 30 Melton Rd, Wymondham, Norfolk, NR18 0DB

**Structure, governance and management**

**Charity Structure:** Charitable Incorporated Organisation  
**Governing Document:** Foundation Constitution  
**Trustees**  
Sandra Betts (Chair)  
Thomas Grant-Jones  
Joan Welsby  
Robin Upfold  
William Christmas  
Bev Bulcock

**Governance comments:** Trustees are appointed for a term of three years at a properly convened trustees meeting. In this period, trustees gave their time voluntarily and received no remuneration or any other benefits.

The trustees have examined the major strategic risks that the charity may face and can confirm that systems are in place to enable the charity to take necessary steps to manage these risks.

**FOREWARD FROM THE CHAIR OF TRUSTEES**

Star Throwers can proudly report a successful year, despite the restrictions that were experienced because of three National lockdowns (March 2020, November 2020 and January 2021). Government Covid Support Funding has helped the charity to develop new ways of working by ensuring every penny that has been donated is used wisely so that we can continue to deliver a free, first-class support service for patients and carers directly affected by cancer at any stage in their diagnosis. During the pandemic, we have been able to prepare for the future in a variety of ways. With no patients in the building (all services provided virtually during lockdowns) it has been an excellent time to modernise our heating system and move to a greener solution. We are indebted to all the companies, groups, charitable organisations, and many individuals who financially support us whether through generous grants, picking us for their Charity of the Year, donating to particular projects, undertaking personal challenges or being a good friend.

I am proud to report that Star Throwers supported 92 patients and carers in this period. This includes 195 cancer information sessions. In addition, our wonderful team of volunteers who gave freely of their time 147 counselling sessions, 58 nutrition support services and 97 one-to-one complementary therapy sessions.

I would like to thank the following people: Firstly, my fellow Trustees who working together with their combined skills, talents and experiences have ensured Star Throwers continues to meet its key charitable objectives; Secondly, our wonderful team of dedicated, loyal and hard-working staff both in the Centre and at our Charity Shops; Thirdly our army of volunteers who give of their time and skills so generously. They are fundamental in creating Star Throwers as the compassionate and welcoming place that it is. I am incredibly lucky to work with such a great team and know, with confidence, that they will continue to make Star Throwers the accomplished charity it is.

Sandra Betts  
Chair of Trustees

## **OBJECTIVES, ACTIVITIES & ACHIEVEMENTS**

### **Charity Objectives**

Star Throwers overall charitable objectives are as follows:

To relieve the needs of and to promote and protect the physical and mental health of cancer patients and their carers by:

- The provision of advice and assistance on the treatment, management and prevention of cancer.
- The provision of Complementary therapeutic therapies.
- Carrying out research and publishing any useful results.

### **Strategic Review**

In February 2020 the Strategic Plan for Star Throwers was produced outlining plans for the next three years and 12 month specific priorities for developing the charity's income and service delivery. As part of this Strategic review Star Throwers launched the Vision, Mission and Values of the charity going forwards:

#### **Vision**

To provide individually focused support services for cancer patients and their carers.

#### **Mission**

We will work together to put the needs of cancer patients and their carers at the centre of everything we do.

#### **Values**

- **To treat people with respect and dignity**  
We will aim to put the needs of each individual at the heart of everything we do and work in a professional manner at all times.
- **To enhance the lives of people affected by cancer**  
We will use our cancer specialism to enable cancer patients to become better informed

about their diagnosis and treatment options and improve the well-being of them and their carers.

- **To be collaborative and inclusive**  
We will aim to achieve more by working together collaboratively to ensure that everyone feels respected, valued and supported.
- **To work with integrity and trust**  
We will maintain high levels of confidentiality to protect our service users, volunteers and supporters. We will be transparent and honest in all aspects of our work.
- **To strive for excellence**  
We will strive to produce support and information of the highest evidence-based quality, continuously improving

### **Strategic Objectives**

Within the overall Charitable Objectives of Star Throwers a set of Strategic Objectives were developed to shape the direction of the charity:

1. **REACHING OUT: We will raise greater awareness of our services to users and supporters.**
2. **CONTINUING AND MAXIMISING SERVICES: We will maximise the capacity of our current assets.**
3. **SUSTAINABILITY: We will strengthen our current processes and improve the sustainability of the charity.**

### **Activities and Achievements, 2020-2021:**

#### **Reaching Out:**

- Offered a range of remote support services to those who were unable to visit the centre in person: information sessions, counselling, nutrition, fatigue management and reiki.
- Delivered new Fatigue Management service to support those with a cancer diagnosis.
- Launched a virtual event "Skip, Stomp, Star Jump" to attract new supporters and fundraisers.

#### **Continuing and Maximising Services:**

- Star Throwers delivered the following support sessions to a total of 92 patients and carers, despite the centre being closed to all patients until August 2020 due to the Coronavirus pandemic. All services were delivered virtually only from August 2020 until March 2021:
  - 195 cancer information sessions
  - 147 counselling sessions
  - 58 nutrition support sessions
  - 97 one-to-one complementary therapies
- Created an online patient and carer questionnaire to improve the ease of access to our support services and decrease the time required to process enquiries.
- Recruited new therapists to deliver complementary therapies.
- Created online feedback forms to measure feedback from our service users.
- Grew our working relationship with the Anti Cancer Fund to deliver joint information sessions.

### **Sustainability:**

- Launched an eBay shop to increase income from retail.
- Invested in our Clinic Office software to support delivery of our services and safeguard client information.
- Continued to measure feedback from services users.
- Invested in new phone system, IT equipment and upgraded WIFI to meet service delivery needs.

### **INCOME GENERATION**

#### **Fundraising**

Despite multiple lockdowns, the following events were organised during the period and raised a total of over £6,000:

- Christmas wreath making workshop – ultimately, had to revert to online only due to local restrictions
- Christmas Raffle
- Skydive challenge

*We had an amazing amount of support from the local community raising nearly £30,000; below are just a few of the fundraising efforts that took place for Star Throwers:*

- 2.6 challenge by Olivia Walker.
- 100 tasty treats by Airlie Pigg.
- Online quiz organised by Wymondham Rotary Satellite Group.
- JR Arboriculture Christmas tree disposal service.
- Snettisham beach sales by Nicola Denny,
- Christmas raffle proceeds by H Young Structures.
- World Cancer Day online fundraising by Nicky O'Grady.

#### **Special Thanks:**

A special thank you to all of our supporters – whether through individual donations, online fundraising events or purchasing through our retail outlets, your support during this most trying of years has been incredible! Thank You!!

#### **Grants**

We are incredibly grateful to all of the supporters who have enabled us to carry out specific projects through their grant funding.

#### **Retail**

The Star Throwers retail team continued to work incredibly hard during the period despite the inevitable interruptions due to at least three occasions of forced closure due to national lockdowns; donations and support from the public remain strong. The charity made the difficult decision to close the Attleborough shop in December 2020 after three years, although it had not been trading

since March 2020 due to the first national lockdown. It was decided to concentrate on the Wymondham Shop, eBay sales and opening up another outlet at the centre in the form of a shipping container at some point in the future.

### **Star Thrower's Volunteers**

Despite our centre being closed to in-person visits from March 2020 to March 2021, our volunteer therapists have embraced the new virtual world and through them we were able to deliver a variety of online services.

Our centre and shop volunteers returned to support us from March 2021 and we are incredibly grateful to them for everything they do for us. The volunteers have adapted to our new Covid-19 procedures really well.

We are also very grateful to our gardening and maintenance volunteers who have ensured that our building and grounds have remained looking attractive and fit for purpose.

### **Infrastructure & Personnel**

All paid staff excluding the Finance Manager were furloughed from April 2020 until July 2020 when staff were transferred to flexible furlough to allow the centre to open virtually on a reduced basis and the shop to open. All "work from home" guidance was followed. The Finance Manager worked from home full time from March 24<sup>th</sup> 2020 until the January 2021 national lockdown. At that time, all paid centre staff were transferred to flexible furlough and shop staff were completely furloughed. All furlough payments were topped up to ensure that staff continued to receive their full salary and wage entitlements throughout this period. All furlough support was discontinued from the end of June 2021.

### **Plans for the Future**

Star Throwers remains focused on achieving the goals identified in our 2020+ Strategic Plan:

#### **1. We will strengthen our processes and improve the sustainability of the charity.**

- Consider the current risks of the charity by creating a Risk Register and Asset Register and propose ongoing review.
- Stabilise the fluctuations in monthly income by increasing Star Throwers own fundraising/events, corporate support and collection tins.
- Improve value for money commitments and scope savings by budgeting effectively and reviewing contractual commitments.
- Review and update our statutory compliance policies to safeguard the charity, service users, supporters, staff and volunteers.
- Staff and volunteer structure to be reviewed and strengthened with continual self-appraisal initiated.
- Ensure all volunteers feel valued and supported through improved induction, training, feedback process and recognition.
- Invest in technology to support the operations and service delivery of the charity.

#### **2. We will maximise and increase the capacity of our current services and staff and volunteer skills.**

- Increase the capacity of our cancer information service by employing an additional Cancer Information Nurse.
- Maximise the capacity of our complementary therapies by recruiting more therapists.
- Expand our lymphoedema service by training additional therapist(s) to deliver information and support.
- Maintain and improve our buildings and equipment to provide the best possible experience for our service users.
- Improve our processes for measuring impact by implementing online, offline and face-to-face feedback options.

### **3. We will raise greater awareness of our services to users and supporters.**

- Increase our support services to appeal to a wider demographic by researching the 'need' for support groups for men.
- Scope the provision for 'Family Therapy' available to support the families and children of those affected by cancer.
- Establish an annual awareness/fundraising day accessible for all.
- Increase our geographical awareness in Attleborough through local press, businesses and contacts.
- Increase our presence and awareness in local GP surgeries and hospital contacts.
- Draw up proposals for 'outreach' services in the community.

The charity remains committed to these goals with a strong staff and volunteer commitment and financial reserves. Whilst we enter a period of uncertainty, our commitment to providing free support and information to those affected by cancer remains our number one priority.

### **Declaration**

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

Signed on behalf of the charity's trustees

Sandra Betts (Chair) and Joan Welsby 29/3/2021

## **Independent Examiner's Report to the Trustees of Star Throwers CIO**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 May 2021.

### **Responsibilities and basis of report**

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

### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity 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 content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

*Signed*

*Name Simonetta Castellano FCA*

*Fellow of the Institute of Chartered Accountants in England & Wales*

*Unit 8  
Hopper Way  
Diss Business Park  
Diss  
Norfolk  
IP22 4GT*

*Date 24<sup>th</sup> October 2022*



Star Throwers CIO			Charity No (if any)		1162237	CC17a
Annual accounts for the period						
Period start date		01/06/2020	To	Period end date	31/05/2021	

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year	Total last year
			Unrestricted funds	Income funds	Endowment funds		
			£	£	£	£	£
Incoming resources (Note 3)			F01	F02	F03	F04	F05
Donations and legacies			21,258	-	-	21,258	29,701
Fundraising events			14,497	-	-	14,497	46,492
Charity shop income			38,852	-	-	38,852	89,765
Gift aid			1,462	-	-	1,462	12,945
Sales			-	-	-	-	296
Grants			81,028	12,777	-	93,805	72,683
<b>Total incoming resources</b>		S01	157,097	12,777	-	169,874	251,882
<b>Resources expended (Notes 4-8)</b>							
Wages, salaries, pensions and NI			130,256	4,732	-	134,988	155,266
Expenditure on raising funds			6,398	-	-	6,398	9,356
Rent and rates			9,595	-	-	9,595	17,558
Repairs and maintenance			200	1,100	-	1,300	809
Utilities			7,651	-	-	7,651	8,707
Charity support costs			8,341	2,646	-	10,987	14,809
Fundraising costs			242	-	-	242	414
Governance			600	-	-	600	2,467
Bank charges and interest			4,526	-	-	4,526	6,106
Depreciation			9,290	1,129	-	10,419	10,569
Insurance			1,900	-	-	1,900	2,259
Other resources expended			-	-	-	-	-
<b>Total resources expended</b>		S02	178,999	9,607	-	188,606	228,320
<b>Net incoming/(outgoing) resources before transfers</b>		S03	- 21,902	3,170	-	- 18,732	23,562
<b>Gross transfers between funds</b>		S04	-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S05	- 21,902	3,170	-	- 18,732	23,562
<b>Other recognised gains/(losses)</b>							
Gains and losses on revaluation of fixed assets for the charity's own use		S06	-	-	-	-	-
Gains and losses on investment assets		S07	-	-	-	-	-
<b>Net movement in funds</b>		S08	- 21,902	3,170	-	- 18,732	23,562
<b>Total funds brought forward</b>		S09	455,797	27,742	-	483,539	459,977
<b>Total funds carried forward</b>		S10	433,895	30,912	-	464,807	483,539



## Section B

## Balance sheet

		Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
			F01	F02	F03	F04	F05
<b>Fixed assets</b>							
Tangible assets	(Note 9)	B01	401,250	1,129	-	402,379	412,798
		B02	-	-	-	-	-
Investments	(Note 10)	B03	-	-	-	-	-
<b>Total fixed assets</b>		B04	401,250	1,129	-	402,379	412,798
<b>Current assets</b>							
Stock and work in progress		B05	-	-	-	-	-
Debtors	(Note 11)	B06	1,736	-	-	1,736	920
(Short term) investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	162,642	29,783	-	192,425	209,095
<b>Total current assets</b>		B09	164,378	29,783	-	194,161	210,015
<b>Creditors: amounts falling due within one year</b>	(Note 12)	B10	11,115	-	-	11,115	9,903
<b>Net current assets/(liabilities)</b>		B11	153,263	29,783	-	183,046	200,112
<b>Total assets less current liabilities</b>		B12	554,513	30,912	-	585,425	612,910
<b>Creditors: amounts falling due after one year</b>	(Note 12)	B13	118,012	-	-	118,012	129,371
<b>Provisions for liabilities and charges</b>		B14	-	-	-	-	-
<b>Net assets</b>		B15	436,501	30,912	-	467,413	483,539
<b>Funds of the Charity</b>							
Unrestricted funds		B16	433,895			433,895	455,797
		B17				-	-
Restricted income funds (Note 13)		B18		30,912		30,912	27,742
Endowment funds (Note 13)		B19			-	-	-
<b>Total funds</b>		B20	433,895	30,912	-	464,807	483,539

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Beverley Bulcock	16.08.2022
	Sandra Betts	06.09.2022

**Section C****Notes to the accounts****Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2019);
- and with\* 

✓

 Accounting Standards FRS 102;
- or 

--

 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

*Give details in this box if a different standard has been followed.*

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

*Give details in this box of any material changes that have been made.*

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

*Give details in this box of any material changes that have been made.*

§§ if no changes have been made to accounts for previous periods then delete these words.

## Note 2

## Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES****Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

**Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

**Tax reclaims on donations and gifts**

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

**Contractual income and performance related grants**

This is only included in the SoFA once the related goods or services have been delivered.

**Gifts in kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

**Donated services and facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Investment income**

This is included in the accounts when receivable.

**Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES****Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

**Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**ASSETS****Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

**Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

**Stocks and work in progress** These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Section C****Notes to the accounts****(cont)****Note 3****Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

	Analysis	This year £	Last year £
Charity Shop income	Income from donated goods at charity shops	33,685	89,765
	Income from donated goods online auction	5,167	-
		-	-
	<b>Total</b>	<b>38,852</b>	<b>89,765</b>
Fundraising events	External fundraising	8,286	35,937
	Internal fundraising	6,211	10,555
	<b>Total</b>	<b>14,497</b>	<b>46,492</b>
Donations and legacies	Individual donations	6,194	9,965
	Group donations	2,657	6,901
	In memory of donations	10,716	11,956
	All other donations	1,691	879
	<b>Total</b>	<b>21,258</b>	<b>29,701</b>
Sales	Room Hire and ticketed events	-	296
		-	-
	<b>Total</b>	<b>-</b>	<b>296</b>
Grants	Grants for specific projects or running costs of	39,181	65,847
	Coronavirus Job Retention Scheme	44,145	6,836
	Local Authority Covid Recovery Grants	10,478	-
	<b>Total</b>	<b>93,805</b>	<b>72,683</b>
Gift Aid	Gift aid claimed from online fundraising	1,462	12,945
	<b>Total</b>	<b>1,462</b>	<b>12,945</b>

**Section C****Notes to the accounts****(cont)****Note 4****Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Wages, salaries, pensions and NI	Service delivery staff gross wages	34,285	53,399
	Service delivery staff employers NIC	3,404	3,510
	Staff pension costs	2,412	2,710
	Finance staff employers NIC	1,818	1,440
	Finance staff gross salary	21,970	19,906
	Charity shops employers NIC	2,035	2,545
	Charity shops gross wages	40,599	52,365
	Payroll fees	1,407	936
	Fundraising staff employers NIC	1,586	1,191
	Fundraising staff gross salary	25,472	17,264
	<b>Total</b>	<b>134,988</b>	<b>155,266</b>
Expenditure on raising funds	Charity shops running costs	4,208	4,687
	Grant applications	-	-
	In-house fundraising	1,571	3,876
	Cost of merchandise	180	349
	Other fundraising costs	439	444
	<b>Total</b>	<b>6,398</b>	<b>9,356</b>
Rent and rates	Charity shops	9,595	17,558
	<b>Total</b>	<b>9,595</b>	<b>17,558</b>
Repairs and maintenance	Charity shops	1,232	150
	Centre	68	659
	<b>Total</b>	<b>1,300</b>	<b>809</b>
Utilities	Charity shops	4,162	4,772
	Centre	3,489	3,935
	<b>Total</b>	<b>7,651</b>	<b>8,707</b>
Charity support costs	Service delivery costs	2,675	4,063
	Office consumables	1,080	2,567
	Computer support	6,469	6,432
	Food and drink - visitors	99	368
	Training	252	974
	Office equipment	412	405
	<b>Total</b>	<b>10,987</b>	<b>14,809</b>
Fundraising costs	Advertising and marketing costs	242	414
	<b>Total</b>	<b>242</b>	<b>414</b>
Governance	Accountancy fees	600	600
	CQC registration fees	-	1,867
	<b>Total</b>	<b>600</b>	<b>2,467</b>
Bank charges and	Charity shops bank	218	562
	Mortgage interest	4,308	5,544
	<b>Total</b>	<b>4,526</b>	<b>6,106</b>
Insurance	Charity shops	249	249
	Centre building and contents insurance	627	796
	Charity insurance	628	796
	Centre licences	204	-
	Service delivery	192	418
	<b>Total</b>	<b>1,900</b>	<b>2,259</b>
Depreciation	Property	9,000	9,000
	Computer equipment	1,419	1,569
	<b>Total</b>	<b>10,419</b>	<b>10,569</b>

**Section C****Notes to the accounts****(cont)****Note 5 Support Costs**

*Please complete this note if the charity has analysed its expenses using activity categories and has support costs.*

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 6 Details of certain items of expenditure****6.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
None	None
£0	£0

**6.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
600	600
None	None

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 7**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**7.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	122,327	142,934
Employer's National Insurance costs	8,842	8,686
Payroll fee	1,407	936
Pension costs	2,412	2,710
<b>Total staff costs</b>	<b>134,988</b>	<b>155,266</b>

**7.2 Average number of full-time equivalent employees in the year**

The parts of the charity in which the employees work

	This year Number	Last year Number
Centre	5	4
Charity shops	3	4
Governance	-	-
Other	-	-
<b>Total</b>	<b>8</b>	<b>8</b>

**7.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

Nest workplace pension for all qualifying staff
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	This year £	Last year £
The costs of the scheme to the charity for the year	2412	2710
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 8 Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**8.1 Total value of grants**

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**8.1 Grantmaking costs**

*If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.*

Support costs of grantmaking

£

**8.3 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of Institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-



**Section C****Notes to the accounts****(cont)****Note 9****Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	450,000	-	-	4,707	-	454,707
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	450,000	-	-	4,707	-	454,707

**9.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL	SL or RB	SL or RB	SL	SL or RB
<b>** Rate</b>	2%			33%	

Balance brought forward	39,750	-	-	2,159	-	41,909
Depreciation charge for year	9,000	-	-	1,419	-	10,419
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	48,750	-	-	3,578	-	52,328

**9.3 Net book value**

Brought forward	410,250	-	-	2,548	-	412,798
Carried forward	401,250	-	-	1,129	-	402,379

**9.4 Revaluation***If any fixed assets have been revalued please give details of the valuer and method of valuation*

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\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Section C****Notes to the accounts****(cont)****Note 10 Investment assets**

*Please complete this note if the charity has any investment assets.*

**10.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

10.3 A breakdown of the income from investments agreeing with SOFA row S03.

**Analysis of investments**

	10.2 Market value at year end £	10.3 Income from investments for the year £
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other Investments	-	-
<b>Total</b>	-	-

**10.4 Material investment holdings**

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held

Market Value


<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 11 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	1,400	-	-	-
Prepayments and accrued income	336	920	-	-
<b>Total</b>	<b>1,736</b>	<b>920</b>	<b>-</b>	<b>-</b>

**Note 12 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**12.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	10,531	9,903	118,012	129,371
Trade creditors	584	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	-	-	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>11,115</b>	<b>9,903</b>	<b>118,012</b>	<b>129,371</b>

**12.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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**Note 13** **Endowment and restricted income funds**

*Please complete this section if the charity has any endowment or restricted income funds.*

**13.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Rachel Lane Fund	R	Creation of manual lymphatic drainage (MLD) room and to start up costs of the service
Part 2 payments - Dr Mannings	R	Centre extension project
Toyota fund	R	To pay for a post therapy relaxation room
Big Lottery Fund	R	Award for holistic support for people with cancer
Pink Ribbon Foundation	R	Breast cancer Lymphoedema service
The Goodman Trust	R	Grant to improve therapies and lymphoedema service
St James Place Charitable Foundation	R	Grant for lymphoedema therapist
Wyndham Rotary Satellite Club	R	Online counselling course
Lady Hind Trust	R	Empowerment and holistic support sessions
NCF Saracens Fund	R	For provision of cancer information sessions
Aviva Community Fund	R	Provision of patient/carer counselling services
Aviva Community Fund	R	Provision of patient nutrition support services
Ground Works UK	R	Tesco Bags for good - for counselling services

**13.2 Movements of major funds**

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Rachel Lane Fund	3,757	-	-	-	-	3,757
Part 2 payments - Dr Mannings	5,121	-	-	-	-	5,121
Toyota fund	535	-	-	-	-	535
Big Lottery Fund	58	-	-	-	-	58
Pink Ribbon Foundation	5,000	-	-	-	-	5,000
The Goodman Trust	338	-	162	-	-	176
St James Place Charitable	10,000	-	-	-	-	10,000
Wyndham Rotary Satellite Club	1,933	252	1,318	-	-	867
Lady Hind Trust	1,000	-	-	-	-	1,000
NCF Saracens Fund	-	5,000	4,924	-	-	76
Aviva Community Fund	-	1,650	1,003	-	-	647
Aviva Community Fund	-	4,875	1,200	-	-	3,675
Ground Works UK	-	1,000	1,000	-	-	-
<b>Total Funds</b>	<b>27,742</b>	<b>12,777</b>	<b>9,607</b>	<b>-</b>	<b>-</b>	<b>30,912</b>

### 13.3 Transfers between funds

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount

**Section C****Notes to the accounts****(cont)****Note 14 Transactions with related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

**14.1 Remuneration and benefits**

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
		None	None

**14.2 Loans**

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties			None	None
Due from trustees and related parties			None	None

**14.3 Other transaction(s) with trustees or related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
			None	None

**Section C****Notes to the accounts****(cont)****Note 15****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.