



The Elizabeth Coteman Fund



Trustees' Annual Report and Accounts Year ending March 2021

Registered Charity Number 1171840

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- 1. Reference and Administrative Details**

The Trustees who served during the year ended 31 March 2021 were:

Emma Lane
Gemma Coteman
Gerald Coteman – acting Director (unpaid)
Laura Coteman
Mark Coteman

Administrator: Julie Moir (unpaid)

Registered Office:

27 Thornton Court
Cambridge CB3 0NS

Accountants:

PG Associates
William James House
Cowley Road
Cambridge CB4 0WX

Bank:

The Co-operative Bank
1 Balloon Street
Manchester M60 4EP

2. Annual Report of the Trustees

Objectives:

"The preservation and protection of good health for the public benefit and the relief of need among individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis by:

- Offering grants to those groups working with individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis.
- Offering grants to NHS clinical pancreatic cancer services where this will directly improve services and support for individuals and families living with a diagnosis of pancreatic cancer or pancreatitis - where funding would not otherwise be available.
- Supporting research into pancreatic cancer with selected grants for research teams and pancreatic cancer patients participating in clinical trials and promoting the publication of the useful results of that research.
- Raising awareness of pancreatic cancer and its effects.
- Providing financial, practical and emotional support to those diagnosed with pancreatic cancer and their families and carers through appropriate referral and signposting in a way that will improve quality of life.
- Working in partnership with other relevant charities and groups to achieve better outcomes for those diagnosed with pancreatic cancer and their families and carers".

Overview

Activity

This was a difficult year for people and families coping with a cancer diagnosis, with (NHS) care and treatment being less accessible and, therefore, less effective and supportive. The reluctance of many patients to push for further support meant that they experienced more anxiety and worse management of symptoms. From our point of view this resulted in fewer people seeking financial support and, therefore, our grant-making dipped a little both in terms of the number of grants made and the overall value of grant-making.

However, the advocacy, befriending and emotional support side of our work saw a heavy caseload, with referrals coming via the NHS (mostly from the Eastern Region), other charities, and from our website. The circumstances of lockdown and the pressures on the NHS made our work more urgent and more intense. Notwithstanding these challenges our work was instrumental in problem solving, supporting individuals and their families with information, practical help, emotional response, respite, and 'hand-holding'. Satisfaction scores from those we have supported continues to be 100%. In spite of having to work differently (e.g., virtually for the most part) we have maintained a dynamic and effective service. Additionally, our work with the Cambridge Pancreatic Cancer Research Trials Programme has taken several steps forward in the cause of better patient and carer experience, all of which continues to satisfy our commitment (in our charitable objectives) to support research. Our (UK) geographical coverage continues to increase, and our reputation (as measured by feedback from patients, families and partners, and regular referrals) remains strong and is growing.

Finance

Given the impact of Covid 19 on the charitable sector generally we had expected, and budgeted for, a lean income year. However, a large bequest from the estate of a patient we had supported for over three years, two other good-sized donations, and some fundraising by some of our most devoted supporters,

helped us to exceed our budget forecast by some way. The Charity has no salary or staff costs and strong reserves. In line with normal practice, the Charity will continue to monitor its forward financial plan and has a policy for reserves, which have grown again this year.

Governance

The Trustees operate a light but robust model of governance to ensure that decisions relating to those we seek to support are made quickly and effectively – given the nature of pancreatic cancer this is essential if we are to continue to increase our impact. Relevant policies and procedures are in place, and followed, to ensure openness, accountability, data protection and relevant compliance. Trustees are also mindful of the Charity Commission’s public benefit test, which is adhered to.

Risk

The Trustees have adopted a policy of low exposure to risk and have put in place a risk management framework that covers:

- Financial Risk
- Operational Risk
- Reputational Risk
- Compliance Risk

There are currently no major strategic risks to report. A foreseeable risk concerns the level of capacity available to manage day to day requirements, given the current reliance on volunteers. The Trustees will keep this issue under review. Trustees have a rolling objective to secure stable income and manage the Charity’s finances in a prudent manner.

Performance

Meeting Objectives (by comparison with previous year):

1. Grants to groups working with individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis – **slightly lower.**
2. Grants to NHS clinical pancreatic cancer services where this will directly improve services and support for individuals and families living with a diagnosis of pancreatic cancer or pancreatitis, and where funding would not otherwise be available – **lower.**
3. Supporting pancreatic cancer research with selected grants for research teams and pancreatic cancer patients participating in clinical trials and publicising the useful results of that research – **no grants this year but such support tends to be given on a bi-annual basis.**
4. Raising awareness of pancreatic cancer and its effects – increased awareness raising, events, public presentations, and media coverage – **maintained.**
5. Providing financial, practical, and emotional support to those diagnosed with pancreatic cancer and their families/carers through appropriate referral/signposting to improve quality of life – **numbers of cases maintained but with much higher levels of time input.**

- 6. Partnerships with other charities and groups to achieve better outcomes/quality of life for pancreatic cancer patients and their families – our work with partners continues to increase.**

Impact

The Trustees record and analyse feedback on services and support provided. Feedback forms are issued direct and via our partners although, given the nature of pancreatic cancer and its effect on families, it is sometimes difficult to encourage respondents to complete them. However, feedback received is, without exception, positive and values highly the support provided by the Charity. Examples are available on request.

3. Statement of Financial Activities

The Elizabeth Coteman Fund Income and Expenditure for the Year Ended 31 March 2021

	<u>Period</u>	<u>Year to Date</u>	
Income			
Donations - Personal	1,146.69	3,075.92	
Donations - Corporate	333.00	953.00	
Donations - Other	0.00	5,000.00	
Interest on Investments	0.00	184.82	
Other Income - Gift Aid	3.67	915.21	
		1,483.36	10,128.95
Charitable Grants			
Charitable Expenditure - Grants Payable	1,000.00	3,526.00	
		1,000.00	3,526.00
Expenditure			
Cost of Fund Generation - Fund Raising	0.00	(396.00)	
		0.00	(396.00)

Gross Surplus/(Loss):			
Overheads		483.36	6,998.95
Support Costs - Travelling Expenses	0.00		78.00
Support Costs - Printing and Stationery	2.50		89.10
Support Costs - Telephone and Computer Support Costs - General Expenses	110.97 42.98		218.88 92.98
		156.45	478.96
Net Surplus/(Loss):		326.91	6,519.99

**The Elizabeth Coteman Fund
Balance Sheet for the Year
Ended 31 March 2021**

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
		0.00	0.00
Current Assets			
Stock	0.00	300.00	
Deposits and Cash	0.00	65,941.72	
Bank Account	326.91	6,524.43	
		326.91	72,766.15
Current Liabilities			
Creditors : Short Term	0.00	300.80	

		0.00		300.80
Current Assets less Current Liabilities:		326.91		72,465.35
Total Assets less Current Liabilities:		326.91		72,465.35
Long Term Liabilities				
		0.00		0.00
Total Assets less Total Liabilities:		326.91		72,465.35
Capital & Reserves				
Funds	0.00		65,945.36	
I & E Account	326.91			
			6,519.99	
		326.91		72,465.35



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Elizabeth Coteman Fund

CE010444

Receipts and payments accounts

CC16a

For the period
from

01-Apr-20

To

31-Mar-21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	9,029	-	-	9,029	12,641
Grants	-	-	-	-	500
Fundraising	-	-	-	-	1,000
Transfer from CCF	-	-	-	-	16
Bank Interest Received	185	-	-	185	-
Taxation reclaimed	915	-	-	915	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	10,129	-	-	10,129	14,157
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,129	-	-	10,129	14,157
A3 Payments					
Grants	3,526	-	-	3,526	9,015
Fund Raising Expenses	- 396	-	-	- 396	500
PR and Marketing	-	-	-	-	210
Travelling, Subsistence and Entertaining	78	-	-	78	1,750
Administration	308	-	-	308	687
Sundry	93	-	-	93	2,917
Bank Charges	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,609	-	-	3,609	15,080
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,609	-	-	3,609	15,080
Net of receipts/(payments)	6,520	-	-	6,520	- 923
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	65,946	-	-	65,946	66,383
Cash funds this year end	72,466	-	-	72,466	65,460

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	6,524	-	-
	Deposit Account	65,942	-	-
		-	-	-
	Total cash funds	72,466	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	