



The Elizabeth Coteman Fund



Trustees' Annual Report and Accounts Year ending March 2023

Registered Charity Number 1171840

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1. Reference and Administrative Details

The Trustees who served during the year ended 31 March 2023 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 yet another difficult year for people and families coping with a cancer diagnosis, with (NHS) care and treatment continuing to play catch up after the difficult periods of lockdown and the huge latent demand for services. The Charity has continued its support and advocacy for those who have found themselves battling with pancreatic cancer. Whilst the challenges for these patients and families have increased, for the reasons given, we have seen fewer referrals and grant applications. We know that the NHS could refer more people to us than they do.

Satisfaction scores from those we have supported continues to be 100% and we have maintained a dynamic and effective service. Additionally, our work with the Cambridge Pancreatic Cancer Research Trials Programme has developed further and is a success story. Our partnership work, especially with the charity 'Something To Look Forward To,' has been hugely successful, enabling us to reach patients and families that we may not have reached otherwise.

Finance

For a third successive year our income has been well down. The Charity has no salary or staff costs and strong reserves and therefore retains a robust financial position. In line with normal practice, the Charity will continue to monitor its forward financial plan.

Governance

The Trustees operate a light-touch but robust model of governance to ensure that decisions relating to those we seek to support are made quickly and effectively. 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 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 and expect to develop new plans during 2023/4.

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 – **higher.**
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 – **none.**
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 increased 'in-kind' support.**
4. Raising awareness of pancreatic cancer and its effects – increased awareness raising, events, public presentations, and media coverage – **slightly increased.**
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 lower but with much higher levels of time input to provide support in often very complex situations.**
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.

3. Statement of Financial Activities – year ending March 2023

a) Income & Expenditure

The Elizabeth Coteman Fund Income & Expenditure

	<u>Period</u>	<u>Year to Date</u>	
Income			
Donations - Personal	488.46	4,197.29	
Donations - Corporate	0.00	50.00	
Fund Generation - Fund Raising	0.00	611.46	
Interest on Investments	0.00	80.36	
Other Income - Gift Aid	88.06	845.69	
	576.52		5,784.80
Charitable Grants			
Charitable Expenditure - Grants Payable	1,800.00	8,100.00	
	1,800.00		8,100.00
Expenditure			
Cost of Fund Generation - Fund Raising	0.00	220.59	
	0.00		220.59
Gross Surplus/(Loss):			
	(1,223.48)		(2,535.79)
Overheads			
Support Costs - Travelling Expenses	6.75	63.45	
Support Costs - Printing and Stationery	19.58	63.85	
Support Costs - Telephone and Computer charges	66.87	176.28	
Support Costs - General Expenses	50.00	50.00	
	143.20		353.58
Net Surplus/(Loss):			
	(1,366.68)		(2,889.37)

b) Balance Sheet

The Elizabeth Coteman Fund
Balance Sheet

	<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	59,042.43	
Bank Account	0.00	2,734.27	
		0.00	62,076.70
Current Liabilities			
Creditors : Short Term	76.33	377.13	
Bank Account	1,290.35	0.00	
		1,366.68	377.13
Current Assets less Current Liabilities:		(1,366.68)	61,699.57
Total Assets less Current Liabilities:		(1,366.68)	61,699.57
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		(1,366.68)	61,699.57
Capital & Reserves			
Funds	0.00	72,465.35	
I & E Account	(1,366.68)	(2,889.37)	
Previous Year Adj		(7,876.41)	
		(1,366.68)	61,699.57



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Elizabeth Coteman Fund

CE010444

Receipts and payments accounts

CC16a

For the period
from

01-Apr-22

To

31-Mar-23

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	4,247	-	-	4,247	1,361
Grants	-	-	-	-	-
Fundraising	611	-	-	611	745
Transfer from CCF	-	-	-	-	-
Bank Interest Received	81	-	-	81	20
Taxation reclaimed	846	-	-	846	595
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,785	-	-	5,785	2,721
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,785	-	-	5,785	2,721
A3 Payments					
Grants	8,100	-	-	8,100	10,157
Fund Raising Expenses	221	-	-	221	-
PR and Marketing	-	-	-	-	-
Travelling, Subsistence and Entertaining	85	-	-	85	88
Administration	226	-	-	226	268
Sundry	-	-	-	-	50
Bank Charges	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	8,632	-	-	8,632	10,563
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,632	-	-	8,632	10,563
Net of receipts/(payments)	- 2,847	-	-	- 2,847	- 7,842
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	64,624	-	-	64,624	72,466
Cash funds this year end	61,777	-	-	61,777	64,624

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	2,734	-	-
	Deposit Account	59,042	-	-
		-	-	-
	Total cash funds	61,777	-	-
	(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	