



The Elizabeth Coteman Fund



Trustees' Annual Report and Accounts Year ending March 2024

Registered Charity Number 1171840

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1. Reference and Administrative Details

The Trustees who served during the year ended 31 March 2024 were:

Emma Lane
Gemma Coteman
Gerald Coteman – acting Director (unpaid)
Laura Coteman
Mark Coteman – resigned 21.9.23

Administrator: Julie Moir (unpaid)

Registered Office:

27 Thornton Court
Cambridge CB3 0NS

Accountants:

Paul Glover Associates Limited
Progress House
Rowles Way
Swavesey
Cambridge
CB24 4UG

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

Whilst we have seen some improvement to NHS services and responses following lockdown, the picture remains challenging for people and families coping with a cancer diagnosis. The Charity has continued its support and advocacy for many of those who have found themselves battling with pancreatic cancer. 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 continues to develop.

During the year, the Trustees took the decision to suspend its grant making and transfer funds in the form of an endowment grant to the charity 'Something To Look Forward To' (STLFT). Our partnership with that charity has been hugely successful, enabling us to reach patients and families that we may not have reached otherwise. An agreement of terms will ensure that the endowment pot will allow grant making by STLFT to last for several years and thus protect the legacy of our founder, Elizabeth Coteman.

The principal reason for this decision is our disappointment at the NHS's failure to refer enough people for grant support, when we know that huge numbers of people struggle financially once their diagnosis is confirmed. The Elizabeth Coteman Fund has made every effort to engage with the NHS on this topic over a fourteen year period but has found a very limited response. We have, similarly, found it extremely hard work to offer our grant making services to other cancer charities. The result of a lack of demand has led to us building up overly large reserves, which the Trustees believe to be inappropriate for a charity of our size. The agreement with STLFT will ensure that money in the form of gifts, respite and experiences will be made available to pancreatic cancer patients and their families, who remain our main target group as a charity. This, in turn, will improve quality of life, which is one of our main objectives.

Without grant making The Elizabeth Coteman Fund will step up its focus on support for patients and families, through advocacy, emotional and bereavement support and problem solving. The charity will also be extending its work in the areas of clinical research and improved patient experience.

The arrangement with STLFT will commence during the 2024/25 financial year.

Finally, Mark Coteman resigned his position as a trustee during the year. We are hugely grateful to him for his unswerving dedication to the charity. He will continue to support us, and he will be welcomed back as a trustee when the time is right for him.

Finance

Fundraising continues to be challenging but the Charity has no salary or staff costs and strong reserves and therefore retains a robust financial position. When the agreement with STLFT comes into force, the Trustees will re-set its budget and balance sheet but is expected to remain in robust financial health for the foreseeable future.

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.

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 – **the same**.
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 remain low 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.

3. Statement of Financial Activities

a) Income & Expenditure

The Elizabeth Coteman Fund **Income & Expenditure**

	<u>Period</u>	<u>Year to Date</u>	
Income			
Donations - Personal	230.00	3,724.40	
Interest on Investments	0.00	266.10	
Other Income - Gift Aid	6.25	400.20	
		236.25	4,390.70
Charitable Grants			
Charitable Expenditure - Grants Payable	850.00	6,850.00	
		850.00	6,850.00
Expenditure			
		0.00	0.00
Gross Surplus/(Loss):		<u>(613.75)</u>	<u>(2,459.30)</u>
Overheads			
Support Costs - Travelling Expenses	0.00	23.90	
Support Costs - Printing and Stationery	0.00	50.42	
Support Costs - Telephone and Computer	33.23	189.89	
Support Costs - General Expenses	50.00	50.00	
Management & Admin - Bank Charges	3.73	13.27	
		86.96	327.48
Net Surplus/(Loss):		<u>(700.71)</u>	<u>(2,786.78)</u>

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	54,308.53	
Bank Account	0.00	4,605.06	
		0.00	59,213.59
Current Liabilities			
Creditors : Short Term	(85.79)	300.80	
Bank Account	786.50	0.00	
		700.71	300.80
Current Assets less Current Liabilities:		(700.71)	58,912.79
Total Assets less Current Liabilities:		(700.71)	58,912.79
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		(700.71)	58,912.79
Capital & Reserves			
Funds	0.00	61,699.57	
I & E Account	(700.71)	(2,786.78)	
		(700.71)	58,912.79



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Elizabeth Coteman Fund

CE010444

Receipts and payments accounts

CC16a

For the period
from

01-Apr-23

To

31-Mar-24

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	3,724	-	-	3,724	4,247
Grants	-	-	-	-	-
Fundraising	-	-	-	-	611
Transfer from CCF	-	-	-	-	-
Bank Interest Received	682	-	-	682	81
Taxation reclaimed	400	-	-	400	846
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,807	-	-	4,807	5,785
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,807	-	-	4,807	5,785
A3 Payments					
Grants	6,850	-	-	6,850	8,100
Fund Raising Expenses	-	-	-	-	221
PR and Marketing	-	-	-	-	-
Travelling, Subsistence and Entertaining	31	-	-	31	85
Administration	260	-	-	260	226
Sundry	100	-	-	100	-
Bank Charges	13	-	-	13	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	7,254	-	-	7,254	8,632
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,254	-	-	7,254	8,632
Net of receipts/(payments)	- 2,447	-	-	- 2,447	- 2,847
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	61,777	-	-	61,777	64,624
Cash funds this year end	59,330	-	-	59,330	61,777

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	4,605	-	-
	Deposit Account	54,725	-	-
		-	-	-
	Total cash funds	59,330	-	-
	(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	