



The Elizabeth Coteman Fund



Trustees' Annual Report and Accounts Year ending March 2025

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

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

Last 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 ensures 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. At the end of the year to March 2025 significant progress had been made by STLFT with regard to gifts and experiences provided for individuals and families faced with the challenge of pancreatic cancer. The action to make the endowment grant was based on our charity holding unnecessarily high reserves and declining grant applications. The arrangement with STLFT is consistent with our overall aims and will do more to directly support quality of life for this patient group than we were able to achieve through our old grants programme. This represents better value for the funds raised over many years by our wonderful supporters.

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.

Finance

The charity has adequate reserves for its patient support work, although some fundraising will continue. We expect 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 – **the same.**
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	115.00	3,739.00	
Fund Generation - Fund Raising	0.00	1,118.32	
Interest on Investments	0.00	905.09	
Other Income - Gift Aid	546.73	1,038.98	
		661.73	6,801.39
Charitable Grants			
Charitable Expenditure - Grants Payable	150.00	50,600.00	
		150.00	50,600.00
Expenditure			
Cost of Fund Generation - Fund Raising	0.00	292.21	
		0.00	292.21
Gross Surplus/(Loss):		<u>511.73</u>	<u>(44,090.82)</u>
Overheads			
Support Costs - Travelling Expenses	4.05	59.80	
Support Costs - Printing and Stationery	25.19	73.16	
Support Costs - Telephone and Computer	23.16	76.08	
Support Costs - General Expenses	64.50	64.50	
Management & Admin - Bank Charges	0.53	138.88	
		117.43	412.42
Net Surplus/(Loss):		<u>394.30</u>	<u>(44,503.24)</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	9,629.78	
Bank Account	394.30	5,196.73	
		394.30	15,126.51
Current Liabilities			
Creditors : Short Term	0.00	300.80	
		0.00	300.80
Current Assets less Current Liabilities:		394.30	14,825.71
Total Assets less Current Liabilities:		394.30	14,825.71
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		394.30	14,825.71
Capital & Reserves			
Funds	0.00	59,328.95	
I & E Account	394.30	(44,503.24)	
		394.30	14,825.71



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Elizabeth Coteman Fund

CE010444

Receipts and payments accounts

CC16a

For the period
from

01-Apr-24

To

31-Mar-25

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	3,739	-	-	3,739	3,725
Grants	-	-	-	-	-
Fundraising	1,118	-	-	1,118	-
Transfer from CCF	-	-	-	-	-
Bank Interest Received	905	-	-	905	682
Taxation reclaimed	1,039	-	-	1,039	400
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,801	-	-	6,801	4,807
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,801	-	-	6,801	4,807
A3 Payments					
Grants	50,600	-	-	50,600	6,850
Fund Raising Expenses	292	-	-	292	-
PR and Marketing	-	-	-	-	-
Travelling, Subsistence and Entertaining	60	-	-	60	31
Administration	149	-	-	149	260
Sundry	65	-	-	65	100
Bank Charges	139	-	-	139	13
	-	-	-	-	-
	-	-	-	-	-
Sub total	51,305	-	-	51,305	7,254
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	51,305	-	-	51,305	7,254
Net of receipts/(payments)	- 44,503	-	-	- 44,503	- 2,447
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	59,330	-	-	59,330	61,777
Cash funds this year end	14,827	-	-	14,827	59,330

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	5,197	-	-
	Deposit Account	9,630	-	-
		-	-	-
	Total cash funds	14,827	-	-
	(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	