



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	October	2020		30	September	2021

Section A Reference and administration details

Charity name	Above & Beyond Cancer Foundation
Other names charity is known by	Above & Beyond
Registered charity number (if any)	1173983
Charity's principal address	3 The Rowlands Biggleswade Beds Postcode SG18 8NY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Karen Chin	Head of Operations		
2	Jayne Proctor	Head of Trustees		
3	Julie Morrison	Finance Manager		
4	Susannah King		Oct 20 - Aug 21	
5	Liz Roe			
6	Melinda Bettsworth		Oct 20 - Dec 20	
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	By appointment

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Procedures File

We did an overhaul of all of our Policies and Procedures making them consistent and aligned.

We updated the following policies

- ☐ A&BCF Safe Working Practice Policy

We put in in place the following new policies

- ☐ A&BCF Equality Policy
- ☐ A&BCF Financial Controls Policy

We also put in place a couple of guidance documents:

- ☐ A&BCF Holistic & Wellbeing Treatments
- ☐ A&BCF Wyboston Lakes Booking Procedure

We also updated our Welcome Letter and & GDPR to include Covid-19 measures undertaken during the pandemic in the running of the charity.

All the above policies and documents were overseen and agreed by all trustees.

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To promote and protect good health for the public benefit, living with or affected by cancer by;

- A) offering a safe and confidential network of support in which people with a cancer diagnosis, their carers and family members can exchange experiences, meet others and develop a network of support and mutual aid and;
- B) providing practical advice and sensitive information and support including access to complimentary therapies, including but not exclusively limited to, aromatherapy, reflexology, massage, skincare, and relaxation techniques.

Summary of Main Activities:

- a) meeting up with cancer patients and/or loved ones to talk over their diagnosis and how the diagnosis is affecting their day to day living. Due to the pandemic these have been less than in 'normal years' but as restrictions eased in-person support has resumed, albeit not to its normal numbers as many patients still felt uneasy meeting in public places.
- b) To explain and establish the objectives of the charity and how it can help them and their loved ones
- c) Provide a space where cancer patients and loved ones can talk to someone with a lived and shared experience.
- d) Once their needs have been established (if any), pathways are put in place to assist and support
- e) Offering access and funding to complimentary/holistic therapies (if needed/wanted). Trustees/members will approach therapists on their behalf and arrange for communication between the two parties for the treatments to take place. These are offered by local therapists/beauticians,
- f) Once or twice a year organising and funding a Wellbeing/Pamper Day, which we now call Holistic & Wellbeing Days are run exclusively and funded by Above & Beyond Cancer Foundation at a local venue. This event normally takes place on a Sunday, within the months of May/June & November. Due to the pandemic we have not been able to hold this event since Dec 2019
- g) Organising 'resource bundles' and gifts of encouragement.
- h) During this accounting period the charity has helped 81 cancer patients, plus their loved ones as families.
- i) Have taken on supporting 18 new cancer patients and 2 bereaved spouses known to the charity.
- j) Provided over 1000 points of support, including 1 to 1 face to face meet ups, phone calls, texts (not including holistic treatments or counselling)

At the beginning of the accounting period the charity was overseen by 6 Trustees and 1 non-voting committee member. In Dec 2020 due to health challenges one Trustee, Melinda Bettsworth felt it was in the best interest of the charity to step down. In August 2021, it was deemed in the best interest of the charity that Susannah King step down as Trustee to focus on the Operational side of the charity and assist Karen Chin in event organising.

Due to Covid-19 we have not been able to hold any in-person committee meetings and therefore these have taken place over zoom. We have held 4 Committee meetings and 2 Trustee meetings. During the course of the year, it became apparent that it had become necessary to separate the trusteeship and the operational sides of the charity. Since our inception, trustees and committee members have been one and the same, except for 1 non-voting member. This had worked well until this year however, our meetings were becoming drawn out, covering too many items in such a short timescale. We would cover all operational issues as well as Trustee issues within the same meeting. It was agreed that a restructure of the charity should be considered. The restructure involves, Karen Chin, Jayne Proctor, Julie Morrison and Liz Roe remaining as Trustees. Jayne Proctor becoming Head of Trustees and stepping away from the day to day running of charity and providing remote support for Karen Chin, becomes Head of Operations. This means that Susannah King has stepped down as Trustee moved into an operational role alongside Karen to help with event organising. Susannah King was offered the opportunity to remain as a Trustee, but she felt that for the betterment of the charity it was best that she focused her efforts in the operational side of the charity as this is where her strengths lay. All of the discussions and procedures have all been recorded and agreed throughout the course of the accounting period.

A trustee's meeting was held during the middle part of the year to discuss what the charity needed in order for its charitable activities to be discharged. Discussions ensued as to whether it was now time that the charity take the step into employing Karen Chin on a part-time basis, due to the ever-increasing workload that she was facing. It was decided that the charity would pay Karen Chin £10.00 an hour and that she would record her hours on a timesheet and submit this to our Finance Director, Julie Morrison and Head of Trustees, Jayne Proctor.

At each meeting at least 4 members have been present and minutes have been drawn up and agreed after each sitting. Items on the Agenda include, but not limited to Fundraising, funding opportunities, financial overview of expenditure and income since the previous meeting. Reports are given with regards to how many people are being helped and what if any action needs to be taken with regards to their support.

The Trustees, in making decisions, have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Due to the nature of the pandemic and those that the charity seeks to support, we were unable to hold any of our Holistic & Wellbeing Days for the period.

However, once the restrictions were eased and therapists and beauticians were able to work face-to-face once more, we were able to fund holistic treatments for those that felt confident enough to attend/receive these treatments.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

SUMMARY OF MAIN ACHIEVEMENTS

FUNDRAISING EVENTS

Due to the pandemic, the fundraising activities were impacting on a very large scale. Thankfully, once restrictions were lifted, many members of the local community got in touch to offer their support in participating/organising fundraising events on our behalf. These are outlined below:

- a) Through our partnership with Primark and their commitment to us, the team voted to continue their commitment to us. This meant that during the year, they held a sponsored walk from Bedford to Northampton and raised over £800.00.
- b) A team comprising of 5 runners entered the Brighton Marathon, that was run in September 2021. 3 participated and completed the marathon itself and 2 participated and completed the 10K course. Altogether, they raised nearly £3,000.
- c) A couple decided to Cycle for Cancer in the month of July. They cycled over 300km and raised over £700
- d) Coffee mornings were held monthly by a lady who has been helped by the charity in the past. She held these in her home, every month on a Thursday. She held 5 during the accounting year and raised just under £1,000
- e) A group of 9 cyclists undertook to cycle 100 miles from Ilfracombe to Plymouth in September. This was organised by a partner of someone we had helped and had been moved to raise funds on our behalf. To-date, the team raised just under £7,500. A celebration evening was arranged and attended.
- f) In remembrance of a gentleman that we had supported during the last few years of his life, friends and family undertook some fundraising in his name. Three friends walked 100 miles in the month of May and a large group of family and friends participated and completed The Great North Run also in his memory.
- g) Abigail MacKenzie a young lady, who helps us with delivering holistic treatments to our patients undertook the Virgin London Virtual Marathon and raised just over £750. Even though the event took place on the 3rd October 2021 and therefore went over into our Year 9 accounting year, much of the money raised was banked in this accounting period.

NEWSLETTER

Due to the pandemic and not having such a visible presence we decided to start a Newsletter. Our first issue came out in February 2021 and each issue comes out every 3 to 4 months. We use this newsletter to inform the community on what we are doing, signposting and encouragement. We also advertise fundraising events.

NETWORKING AND FORMING PARTNERSHIPS

We have been able to maintain our existing partnerships and have built new ones with local therapists, particularly owners of holistic practices. We have also become more prominent within local councils and trusts within the area.

FUNDING

Karen and Jayne were able to secure just over £17,000 in grants and these are detailed in Section E.

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Brief statement of the charity's policy on reserves

Reserves are held in the form of cash at bank. For this accounting period, there were restricted reserves of £1,250 from Co-op Community Fund, which was awarded for our next Holistic and Wellbeing Day. As stated previously, this was not able to take place due to the pandemic, but we are due to hold one in November 2021.

There is also a restricted amount of £250 donated from a family in memory of a loved one and they would like us to specifically use this with regards to buying 'end of life' products.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

The main source of funds during the year were from fundraising activities organised by the community and donations from individuals and local companies, which we have highlighted in the Section D. This accounting year is the first year that we have been able to secure funding from local and national grant makers

NOTABLE DONATIONS

We were humbled to receive cheques during the Christmas period from family and friends of patients that had sadly passed away. One family donated £1,500 and another family member in honour of the same patient, gave £100.

These kind of donations always mean so much as it reflects the gratitude that family and friends feel towards the charity, which obviously in turn is an endorsement that the support we provide is meeting the needs of not only the patient but their loved ones also.

FUNDING

As mentioned in Section D, due to the pandemic and the charity being hit financially due to the lack of fundraising, Karen & Jayne undertook to try and secure funding from local and national grant-makers, trusts and lotteries. Other than receiving some money from Co-op Community Fund or local supermarket community funds, the charity has not applied for received any other funding.

We were able to secure the following funding for core costs, for this accounting period:

National Lottery (6month Covid Emergency Grant)	£8,000
The Wixamtree Charitable Trust	£2,000
St Neots Roundtable	£250
Shefford Town Council	£200
The Harpur Trust	£1,000
Bedfordshire Charitable Trust	£1,000
The Gale Family Trust	£2,000

We also secured the following funding for holistic treatments:

National Lottery	£2,000
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The income of this reporting year was just over £40,500 and this has helped us maintain our presence within the local cancer community and have continued to offer the services that have become a lifeline to cancer patients during this reporting year. Our expenses for this reporting year, were just over £20,500. It is worth noting that our expenses, except for the funding for K.Chin, is much lower than in recent years because of the pandemic and the effect it had on us being able to deliver our full support during the whole of the accounting period.

Our Main expenditure costs were:

- a) As mentioned in Section B, the charity took the vote to employ K. Chin on a part time basis, in order that the objectives of the charity could be met.
- b) Funding holistic/complimentary treatments and wellness packages to cancer patients and their loved ones.
- c) Patient support; including, but not limited to flowers, gifts of encouragement, brunches and resource bundles etc
- d) Expenses and Mileage in meeting the needs of the patients that the charity is supporting.

The Charity investment objective is to raise enough funds to support the continued operation of the charity to enable it to meet it's objectives.

Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date	24 March 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Above and Beyond Cancer Foundation

Receipts and payments account

For the period from	Period start date 10/1/2020	To
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Fund Raising	17,544	-	-
Donations	5,916	-	-
Grants	15,707	1,500	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	39,167	1,500	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	39,167	1,500	-
A3 Payments			
Stationery	201	-	-
Fundraising Expenses	767	-	-
Client Ente Gifts & Flowers	3,300	-	-
Pamper Day & Treatments	3,455	-	-
Misc Exp inc mileage/welcome bag	1,504	-	-
Funding Support	11,220	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total	20,447	-	-
A4 Asset and investment purchases, (see table)			
Privacy Boards	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	20,447	-	-
Net of receipts/(payments)	18,720	1,500	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	16,086	-	-
Cash funds this year end	34,806	1,500	-

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

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Bank Account	34,806
	Petty Cash	
		-
	Total cash funds	34,806
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
	Privavy Boards	
B5 Liabilities	Details	Fund to which liability relates
Signed by one or two trustees on behalf of all the trustees		Print Name

to (if any)

ounts

Period end date

9/30/2021

CC16a



Total funds

Last year

to the nearest £

to the nearest £

17,544	11,129
5,916	7,793
17,207	-
-	-
-	-
-	-
-	-
-	-
40,667	18,922

-	
-	-
-	-

40,667	18,922
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201	4
767	21
3,300	1,621
3,455	4,885
1,504	747
11,220	7,062
-	-
-	-
-	-
-	-
20,447	14,340

-	-
-	
-	-

20,447	14,340
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20,220	4,582
-	-
16,086	11,504
36,306	16,086

period

Restricted funds to nearest £	Endowment funds to nearest £
1,500	-
-	-
-	-
1,500	-
OK	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
250	250
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	
-	
-	
-	

Name	Date of approval



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Above and Beyond Cancer Foundation

On accounts for the year
ended

30/09/2021

Charity no
(if any)

1173983

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material, respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

15/7/2022

Name:

MICHAEL JAMES

Relevant professional

ACCOUNTS DIRECTOR.

**qualification(s) or body
(if any):**

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Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of
any items that the
examiner wishes to
disclose.**

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