



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	October	2021		30	September	2022

## 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	Liz Roe	Chair of Trustees		
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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.

#### Policies & Procedures File

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

We updated the following policy

- A&BCF Safe Working Practice Policy to include a Safeguarding Policy. This policy is now entitled A&BCF Safe Working Practice & Safeguarding Policy. Updated July 2022.

We made the decision to expand our safeguarding guidelines to incorporate a dedicated safeguarding officer and outline a more detailed process than what was already in place.

The following policies were put in place

- Volunteer Policy – March 2022
- Conflict of Interest Policy – March 2022

The above policies and documents were overseen and agreed by all trustees.

## Section C Objectives and activities

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

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 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)**

**Summary of Main Activities:**

- a) meeting up with cancer patients and/or loved ones to talk over their diagnosis and how this affects their day to day living.
- 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/counsellors and hypnotherapists.
- f) In this operating year we were able to organise and fund one Holistic & Wellbeing Event at a local spa resort, hiring out a training suite and inviting patients and their loved ones to attend either morning or afternoon appointments. This event was held on the 14<sup>th</sup> November 2021.
- g) Organisation of a Yoga & Relaxation Day at the Happy Body Project in Winstead for patients and their loved ones.
- h) Organising 'resource bundles' and gifts of encouragement.
- i) Writing funding applications to help fund projects and operating costs.

At the beginning of the accounting period the charity was overseen by 4 Trustees 2 non-voting committee members/volunteers.

We have held operational meetings and trustee meetings throughout this period. The operational meetings are now more to talk through and organise fundraising events, such as the quiz nights and any upcoming events.

We have held one trustee meeting throughout this period. We have made the decision to keep these online as this helps with everyone's workload and since the separation of operational and trustee these meetings have become a lot more effective and efficient. We would normally hold two in each operating year, unfortunately this did not happen. A briefing note was sent to Trustees in January 2022 to update and inform trustees and a meeting was then held in May 2022.

The operational aspects of the charity are discussed at these meetings. Agenda points including but not limited to;

- patient and financial overview, policies and procedures,
- upcoming events and discussions regarding Income and expenditure throughout the year.

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.

**Summary of the main achievements of the charity during the year**

**SUMMARY OF MAIN ACHIEVEMENTS**

**During this operating period**

- a) We received 35 new referrals
- b) We held approximately 117 face-to-face appointments with patients and their loved ones
- c) We have supported 105 patients and their families at the end of this operating year
- d) Offered over 1142 points of supports including, but not limited to phone calls, meet ups and texts
- e) Funded and organised nearly 200 holistic treatments.
- f) Able to offer end of life resource bundle to one patient who died at home

**Holistic & Wellbeing Day (H&WD) – 14<sup>th</sup> November 2021**

We were able to hold our first H&WD since the beginning of the Covid-19 pandemic.

**Summary of the Day:**

- a) 9th Pamper day held by A&BCF at a cost of £1,875.
- b) held at The Salix Suite, Wyboston Lakes Resort, Wyboston, St Neots.
- c) 24 Cancer Patients & 17 loved ones attended the day
- d) 14 holistic/complimentary therapists donated their time and services on the day.
- e) The day comprised of morning and afternoon appointments with each cancer patient having at least three treatments and if a loved one came with them, they had at least one treatment.
- f) The treatments on offer on the day were, Reflexology, Full Facials, Reiki, Manicure & Pedicures, Back Massages and Indian Head Massage.
- g) Tea & coffee and refreshments were offered throughout the day and lunch was provided for the therapists.
- h) 116 appointments were available on the day.
- i) At the conclusion of the event both attendees and therapists were invited to give feedback on their evaluation of the day. Cancer patients that attended indicated a significant improvement in their general wellbeing after the event and the therapists indicated how organised and well run the event was.
- j) The event was run with very strict covid protocols in place. These included each patient and each therapist taking a lateral flow test before the event, masks to be worn when moving around the venue, social distancing protocols in place, changing over of chairs at each session as well as sanitisers on each table.
- k) 14 therapists volunteered their time, resources and energies for free to provide the holistic treatments necessary for the patients and their loved ones.
- l) Excluding the co-founders that organised and ran the event there was one more volunteer to help with serving refreshments as well as helping with the set up and dressing down of the venue.

**Yoga & Relaxation Morning – 28<sup>th</sup> May 2022****Summary of the Morning:**

- a) First one of these events to be held
- b) Held at The Happy Body Project in Wilstead, Beds
- c) 6 patients and 3 loved ones attended the event
- d) 2 yoga specialists conducted relaxation and yoga sessions.
- e) Refreshments and cakes provided on the day.
- f) Those that attended spoke of being interested in attending more sessions like these. We therefore plan to put more of these in our calendar within the next twelve months.
- g) The event cost £200.00.

**NEWSLETTER**

We produced two newsletters in this operating period.

**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 also established links with the following:

**Saxon Pool & Fitness, Biggleswade.**

Due to our links with this organisation and the personnel that work within, we are able to now offer a dedicated course, specifically for cancer patients. The cancer rehab programme, helps patients work out in a gym environment on the watchful eye of personal trainers that have been specifically trained in cancer rehab. We are able to offer a credit system to those patients that feel ready to embark on fitness and rehab.

**Letchworth Weight Loss**

We have been able to send one patient to the above as a way of being able to manage weight loss that is needed to be able to proceed with further needed surgery.

**Andrew Whelan Hypnotherapy**

This hypnotherapist has come on board with us to offer many techniques to help patients deal with anxiety, confidence and grief.

**The Happy Body Project**

This is a wellbeing centre that opened in January of 2022 and we have been fortunate enough to establish links with them to help provide relaxation and holistic space for our patients and their families. We have already held one event at this venue, which is situated in the heart of Bedfordshire and surrounded by the countryside, and plan to offer more in the coming year.



**Brief statement of the charity's policy on reserves**

Reserves are held in the form of cash at bank.  
There is also a restricted amount of **£160.00** (remaining from £250 donated in Year 8) 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.

**NOTABLE DONATIONS**

We continue to be humbled when receiving donations from family and loved ones of those that have sadly passed away who we have had the privilege in supporting through their diagnosis.

We received £350.00 in company donations.

**FUNDRAISING EVENTS**

Below is a summary of the fundraising activities that took place during this operating year.

- Through our partnership with Primark and their commitment to us, the team voted to continue their commitment to us. This has meant we have received £750.00 from the retail company
- A local lady, we have supported through her cancer treatment held several coffee mornings and raised £178.
- A local café in Baldock, makes treats for dogs and have one of our donation cans on their premises. They raised £365.82.
- A patients family held a fundraising raffle which raised £1010.
- Above & Beyond Cancer Foundation held two quiz nights. One in November 2021 and the other in June 2022 and raised just over £1,950.00
- A patient who was about to undergo chemotherapy did a 'Brave The shave' fundraiser and raised just over £1,450
- A local race night organised by a patient we supported raised £1350.00
- An afternoon tea and raffle was organised by a patient at her home and raised £450.00.
- A black-tie event was held in memory of a sister/mum who we supported organised by the family was held locally and raised just under £800.00
- £350.00 was received from business/corporate donations.
- We received donations outside of fundraising events in the sum of £4,475
- We received just over £12,560 via Amazon, PayPal and GoFundMe.



## **FUNDING**

- a) Karen and Jayne applied for the Co-op Community Fund and were successful in being accepted onto the next funding stream. The charity will not receive this funding until the beginning Nov 2023.
- b) February 2022, much time and energy was spent in trying to secure operating costs from The National Lottery Community Fund. Six months of work was dedicated to this, working closely with the local NL community funding officer. The charity was successful in its application, but would not receive this funding until the beginning of Year 10, October 2022, therefore more will be written about this in our next report and accounts.
- c) We were successful in receiving £3,000 in operating costs from The Wixamtree Charitable Trust.
- d) We received £1,000 into our bank account from The Harpur Trust which was the second instalment of the funding we acquired in Year 8.

## **INCOME & EXPENDITURE**

The income of this reporting year was just over £34,884 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 £37,086.

Our Main expenditure costs were:

- a) Salary for K. Chin on a part time basis, in order that the objectives of the charity could be met. This was a total expenditure of £20,785.53 including NIC payments.
- b) Funding holistic/complimentary treatments and wellness packages to cancer patients and their loved ones. This totalled just over £7,800. This provided over 200 treatment sessions to help patients with side effects of their treatment and diagnosis as well as being able to offer counselling and/or hypnotherapy sessions to deal with the mental health aspects of dealing with a diagnosis and loss in the case of those that have to deal with grief.
- 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 its 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

<b>Signature(s)</b>	J Morrison	
<b>Full name(s)</b>	Julie Morrison	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee – Finance Manager	
<b>Date</b>	10 <sup>th</sup> January 2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Above and Beyond Cancer Foundation

No (if any)

1173983

## Receipts and payments accounts

CC16a

For the period  
from

Period start date

01/10/2021

To

Period end date

30/09/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fund Raising	21,154	-	-	21,154	17,544
Donations	9,734	-	-	9,734	5,916
Grants	4,000	-	-	4,000	17,207
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>34,888</b>	<b>-</b>	<b>-</b>	<b>34,888</b>	<b>40,667</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>34,888</b>	<b>-</b>	<b>-</b>	<b>34,888</b>	<b>40,667</b>
<b>A3 Payments</b>					
Stationery	241	-	-	241	201
Fundraising Expenses	195	-	-	195	767
Client Ente Gifts & Flowers	3,842	-	-	3,842	3,300
Pamper Day & Treatments	10,615	-	-	10,615	3,455
Misc Exp inc mileage/welcome bag	1,712	-	-	1,712	1,504
Funding Support	20,786	-	-	20,786	11,220
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>37,391</b>	<b>-</b>	<b>-</b>	<b>37,391</b>	<b>20,447</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Privacy Boards	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>37,391</b>	<b>-</b>	<b>-</b>	<b>37,391</b>	<b>20,447</b>
<b>Net of receipts/(payments)</b>	<b>- 2,503</b>	<b>-</b>	<b>-</b>	<b>- 2,503</b>	<b>20,220</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,806</b>	<b>1,500</b>	<b>-</b>	<b>36,306</b>	<b>36,306</b>
<b>Cash funds this year end</b>	<b>32,303</b>	<b>1,500</b>	<b>-</b>	<b>33,803</b>	<b>56,526</b>

## 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 £
<b>B1 Cash funds</b>	Bank Account	32,303	1,500	-
	Petty Cash	-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,303</b>	<b>1,500</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Privacy Boards		250	250
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	J Morrison	Julie Morrison	30/05/2023	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Above and Beyond Cancer Foundation

On accounts for the year  
ended

30/09/2022

Charity no  
(if any)

1173983

Set out on pages

1-2

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:

10/7/23

Name:

DIANE SWANN

Relevant professional  
qualification(s) or body

CIMA

(if any):

Address:

16 CHIME DELL

WHITWELL

HERTS SGH 8 BS

## 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.