



## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2021 Period start date To 31<sup>st</sup> March 2022 Period end date

Charity name: Breast Friends York

Charity registration number: 1175926

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The purposes of Breast Friends York (BFY) remain the same as per our constitution.</b></p> <p>The objects of the CIO are: For the relief of people in York and the surrounding areas who have had a breast cancer diagnosis at any point in their lives in particular but not exclusively by;</p> <p>Providing a variety of supportive, accessible and inclusive environments to enable members to build a network of peer support.</p> <p>Providing opportunities to explore and discuss the range of issues, emotions and feelings related to a breast cancer diagnosis and subsequent treatment.</p> <p>Promoting awareness of the available local and wider support and advice networks.</p> <p>Utilising peer support to facilitate members in the development of resilience and coping strategies.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We restarted our face to face evening meetings, Luncheon Club and Sewn with Love group in July 2021. Our social events started back in December 2021.</p> <p>We continued to hold online meetings via Zoom until February 2022.</p> <p>Our online secure chat group, birthday club and telephone line have continued to operate throughout 2021-2022.</p> <p>We have maintained our website and social media presence including Instagram, Twitter and Facebook.</p> <p>300 heart pillows and 160 drain bags have been delivered to the hospital during 2021-2022.</p> <p>We had a fundraising craft stall at the Dragon Boat Race event in September 2021 and at a local retail outlet in February 2022.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p><b>Trustees all read the public benefit guidance when setting up the Charity in 2017.</b> New trustees have also read the guidance.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not make grants.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>Our trustees have all made contributions to supporting the running of the charity as well as many of them running aspects of the support group, working with members of the wider membership. All trustees have played a part in fundraising activities, running stalls, providing support to existing and new members and communicating with all members as well as manning the phone lines. Sam continues to allow us to use her garage to store our resources and equipment which is very convenient and saves us a lot of money.</p> <p>Tracie, our treasurer, manages our accounts and works with the chair to ensure invoices are paid. She also provides any technical support any of us need in undertaking our duties.</p> <p>Sally has been running the Sewn with Love group and the Luncheon Club. She also has played a key part in arranging and manning our fundraising efforts.</p> <p>Chris has supported Sally with running the Sewn with Love group.</p> <p>Zoe has been working on developing the website, purchasing resources, paying invoices, supporting the Sewn with Love group and has arranged the evening meetings.</p> <p>Barbara has administered the Facebook birthday club, set agendas and created meeting minutes, managed our membership and undertaken a whole host of other administrative duties.</p>
Other		

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole	Para 1.20	<p>This year has seen a significant recovery from the Covid pandemic and whilst we used a hybrid model during the initial transition, we are now operating our regular activities in a face to face way.</p> <p>Fundraising opportunities have been few and far between. Our only stalls have been at the Dragon Boat racing in September where we raised £152.58 and a stall at Dunelm where £67 was raised.</p> <p>We have continued to see a number of donations made as a result of people receiving our heart pillows. 300 Heart Pillows and 160 Drain bags have been delivered to the hospital and these continue to be well received, with many notes of thanks being sent to us.</p> <p>We have seen an increase in new members joining us this year which may perhaps be attributed to the lack of face to face contact from the hospitals.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

**Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	Year End Total £2296.00
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	Funding is divided into projects and deposits and withdrawals are recorded against the project budget.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity has sufficient funds to operate for the duration of the coming year. We need to work on securing grant funding in this coming year.

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Macmillan Grant Amazon smile Easyfundraising Public donations Pillow donations	Dragon Boat Race Dunelm stall
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A	
A description of the principal risks facing the charity	Para 1.46	Our outgoings have now increased and our reserves are significantly reduced.	
Other		The introduction of clearbooks for our accounts has simplified the accounting processes.	

**Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution

How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Our wider membership is informed when posts come up and are invited to put their names forward. They submit their statement of intent and are voted on via a majority vote from the BOT at an AGM

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have arranged for a handover period where new trustees or trustees taking on new roles are supported in the transition period.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is run by a Board of Trustees (BOT) and is a foundation model. Additionally we have members/volunteers of our support group which we refer to as our wider membership. The wider membership do not have any responsibility for the running of the charity.
Relationship with any related parties	Para 1.51	Yorkshire Cancer Community, Humber Coast & Vale Cancer Alliance, Breast Cancer Now, Macmillan, The Haven, York Against Cancer, Yorkshire Cancer Research
Other		

### Reference and Administrative details

Charity name	Breast Friends York
Other name the charity uses	BFY, York Breast Friends
Registered charity number	1175926
Charity's principal address	44 Garfield Terrace, York, YO264XU

### 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	Zoe Bounds	Chair		
2	Barbara Griffin	Secretary		
3	Tracey Steeley	Treasurer		
4	Sally Harris			
5	Chris Johnson			
6	Sam Broadbent			
7	Justine Baulk			
8				
9				

Corporate trustees – names of the directors at the date the report was approved

Director name		


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects	
Details of arrangements for safe custody and segregation of such assets from the charity’s own assets	

**Additional information (optional)**

**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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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

**Other optional information**

Declarations

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

**END OF FINANCIAL YEAR SUMMARY**  
**Prepared by Tracie Steeley on 6<sup>th</sup> June 2022**

Distribution of funds to individual pots and income and expenditure for current financial year 01/04/2021 – 31/03/2022

Pot	Starting Balance	Income	Expenditure	Ending Balance
Admin	176	429	1768	-1163
Meetings	129	130	200	59
Supportive Sewers	2940	137	341	2736
Lingerie Eve	95	0	0	95
Browns	0	0	0	0
Luncheon Club	374	0	535	-161
BF Too	0	0	0	0
Exercise	535	0	0	535
Therapy	45	150	0	195
Totals	4294	846	2844	2296

These figures are placed in whole pounds so do not calculate the current balance in the bank to the exact pound as per charity commission accounting guidelines.

- TOTAL overall income **£846**
- TOTAL overall expenditure **£2844**
- TOTAL held in bank currently **£2296**