

**Matthew's Way Brain Tumour Charity**  
**Trustees Annual Report**  
**For Year Ended**  
**31<sup>st</sup> December 2020**

## Charity Details

Matthew's Way Brain Tumour Charity, registration number 1186386, is a charity registered in England & Wales whose registered address is 15 Morley Avenue, Churchdown, Gloucester, GL3 2BJ.

## Reporting Period

This annual report covers from the 15<sup>th</sup> November 2019 when the charity was registered with the Charity Commission through to the 31<sup>st</sup> December 2020.

The reporting period is slightly longer than normal because the charity requested the charity's financial year end set at registration time as end June, be amended to end December, which the Charity Commission accepted and duly amended.

## Trustees

During the reporting period the trustees were

- Andrew Holness
- Jacqui Holness
- Imogen Holness
- Madeleine Holness

## Structure, Governance & Management

The charity is registered as a Charitable Incorporated Organisation under the Charities Act 2006 and is controlled by its constitution document registered 15<sup>th</sup> November 2019.

## Objectives

The objects of the charity are:

To preserve and protect the physical and mental health of those affected by a brain tumour, their families and those who care for them, in particular but not exclusively by:-

1. Improving the access to information, support and care, either directly or indirectly for those people diagnosed with a brain tumour, their family and those who care for them;
2. Working to deliver, directly or indirectly, a support network that is more timely, personal and based on the individual's circumstances and needs;
3. Working as an advocate for those affected by a brain tumour and champion the cause of those who are unable to do so themselves;
4. Promoting awareness amongst the public and healthcare professionals of all aspects of the needs of those affected by a brain tumour;
5. Any other charitable purpose as the trustees see fit, which results in an improved quality of life for those diagnosed with a brain tumour, their family and carers.

The trustees have paid due regard to the guidance issued by the Charity Commission in deciding what activities the charity should undertake.

## Activities

### Fundraising

During 2019 many friends and family members of the trustees gave donations or organised fundraising events such as bake sales to help build seed funds for the newly formed charity.

During 2020 fundraising such as a bake sale, a family member asking for donations to the charity in place of a retirement gift, sale of homemade face masks, sale of Christmas cards, a regular GAYE donation and a number of individual donations further boosted the charity's funds.

## **Compliance**

Much work was done by the trustees to put in place various policies to support best practice governance,

## **Website**

The trustees instigated the creation of a basic website with the intention of using this going forward to provide information relating to Matthew's Way and other brain tumour charities, support organisations and information.

## **Networking & Promotion**

During 2020 the trustees made contact with a Gloucestershire based occupational therapist and a community nurse specialist both of whom might come into contact with individuals with a brain tumour in Gloucestershire. These two contacts have also emailed at least 20 colleagues telling them about the funding Matthew's Way can provide to support those affected by a brain tumour.

## **Grant Making**

In order to reach those with a brain tumour who would benefit from funding provided by the charity, the charity's strategy was to raise awareness amongst the NHS care professionals who are most likely to come into contact with those who have a brain tumour. The strategy is to start with Gloucestershire, developing a successful model of communication that can then be replicated county by county. Of those contacts already been made there have been no resulting funding requests. Unfortunately Covid-19 has commanded the attention of all NHS staff and has therefore hindered the Charity's attempts to promote the support the charity provides more widely amongst other areas of the NHS in Gloucestershire.

The trustees also explored another contact they have in the NHS at the National Hospital for Neurology and Neurosurgery (NHNN) in London. The Molly Lane Fox ward at the NHNN is a specialist ward for brain tumour patients and just before Christmas the trustees contacted the ward sister to see if there was an opportunity to bring some joy to those patients with a brain tumour spending Christmas in hospital. Knowing how depressing it is to spend Christmas in hospital the trustees discussed logistics with the ward sister and arranged to purchase and deliver Christmas gift bags to 17 hospital patients with a brain tumour.

## **Financial Review**

The charity's initial financial period runs from 15<sup>th</sup> November 2019 (date of registration) to 31<sup>st</sup> December 2020 so is slightly longer than 12 months. The charity started this financial period with an injection of funds to the sum of £3,127 which had been raised whilst waiting for the charity's registration to be approved, and ended the year with funds of £6,623. The fundraising has exceeded the Trustee's wildest expectations and has resulted from the dedicated support of family and friends.

The trustees would like to say a special thank you to all our family and friends for their continued support and generous donations.

## **Reserves**

It is the trustee's intention to keep in reserve sufficient funds to meet 12 months' worth of operational overheads.

## **Risk Management**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that the necessary controls are in place to mitigate exposure to the major risks.

## **Details of Organisational Structure**

The trustees are ultimately legally responsible for the charity and meet formally when necessary to discuss and agree key matters and informally when the need arises.

The charity is managed on a day to day basis by the trustees.

## **Trustee Training**

Trustees undergo informal training on appointment and then receive ongoing development in their role as and when required.

## **Plans for the Future**

Whilst very pleased with the funds raised and the initial contacts made the Trustees recognise the importance of utilising the Charity's funds for the benefit of those affected by a brain tumour. The trustees will therefore work to maintain a steady income, whilst focussing on growing their NHS contacts and making a difference to the lives of more people affected by a brain tumour by funding more health & wellbeing grants.

## **Approval**

This report was approved by the charity's trustees on 7<sup>th</sup> May 2021 and signed on their behalf by:

A Holness (Chair of Trustees)

# Receipts & Payment of Accounts - 15<sup>th</sup> Nov 2019 to 31<sup>st</sup> Dec 2020

Receipts & Payments for the Financial Year Ended 31-Dec-20				
	Current Financial Year, Jan'20-Dec'20			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
<b>A1 - RECEIPTS</b>				
Voluntary Income	3,157		3,157	0
Income Generation	779		779	0
Investments Income	0		0	0
Charitable Income	0	0	0	0
Other Receipts	0		0	0
	3,936	0	3,936	0
<b>A2 - ASSETS &amp; INVESTMENTS</b>				
Sale of Investments	0		0	0
Sale of Assets	0		0	0
	0	0	0	0
<b>TOTAL RECEIPTS</b>	<b>3,936</b>	<b>0</b>	<b>3,936</b>	<b>0</b>
<b>A3 - PAYMENTS</b>				
Generating Funds	0		0	0
Charitable Activities	0	0	0	0
Support Costs	-440		-440	0
Other Payments	0		0	0
	-440	0	-440	0
<b>A4 - ASSETS &amp; INVESTMENTS</b>				
Purchase of Investments	0		0	0
Purchase of Assets	0		0	0
	0	0	0	0
<b>TOTAL PAYMENTS</b>	<b>-440</b>	<b>0</b>	<b>-440</b>	<b>0</b>
<b>NET OF RECEIPTS-PAYMENTS</b>	<b>3,496</b>	<b>0</b>	<b>3,496</b>	<b>0</b>
<b>A5 - Transfers Between Funds</b>	0	0	0	0
<b>NET AFTER TRANSFERS</b>	<b>3,496</b>	<b>0</b>	<b>3,496</b>	<b>0</b>

Allocation of Actual Funds for the Financial Year To 31-Dec-20				
	Current Financial Year,			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
Actual Funds Brought Forward	3,127	-	3,127	3,127
Movement After Transfers	3,496	0	3,496	0
<b>Total Funds Carried Forward</b>	<b>6,623</b>	<b>0</b>	<b>6,623</b>	<b>3,127</b>

Movements in Actual Funds for the Financial Year To 31-Dec-20					
Cash Assets	Bt'Fwd at 01-Jan-20	Receipts in Period	Payments in Period	Transfers in Period	Cd'Fwd at 31-Dec-20
<b>Cash at Bank &amp; in Hand</b>					
Bank, Current Account	3,127	3,936	-440	0	6,623
Cash Account	0	0	0	0	0
PayPal Account	0	0	0	0	0
Bank, Deposit Account	0	0	0	0	0
<b>Actual Cash Assets</b>	<b>3,127</b>	<b>3,936</b>	<b>-440</b>	<b>0</b>	<b>6,623</b>
<b>Owed to Charity</b> {Overdue Receipts}	0				0
<b>Owed by Charity</b> {Overdue Payments}	0				0
<b>Net Cash Assets</b>	<b>3,127</b>				<b>6,623</b>

Statement of Asset & Liabilities as at 31-Dec-20				
	Current Financial Year,			Last Year
	General Funds £	Restricted Funds £	Total £	Total £
<b>B1 - Cash Assets</b>				
General Fund	6,623			3,127
Net Payments in Advance	0			0
Designated Funds				
Designated Funds: Other	0			0
<b>Total Unrestricted Funds</b>			<b>6,623</b>	<b>3,127</b>
<b>Restricted Funds</b>				
RF-Restricted: Grants		0		0
RF-Restricted: Projects		0		0
RF-Restricted: Legacies		0		0
RF-Restricted : Donations		0		0
RF-Other		0		0
<b>Total Restricted Funds</b>			<b>0</b>	<b>0</b>
<b>Total Cash Funds</b>			<b>6,623</b>	<b>3,127</b>
<b>B2 - Money Owed to the Charity</b> {Other Monetary Assets}				
Gift Aid claim			0	0
Other			0	0
			<b>0</b>	<b>0</b>
<b>B5 - Money Owed by the Charity</b> {Liabilities}				
Independent Examination Fee			0	0
Other			0	0
			<b>0</b>	<b>0</b>
<b>Net Cash Assets</b>			<b>6,623</b>	<b>3,127</b>
<b>B3 - Investment assets</b>				
	0	0	0	0
<b>B4 - Assets retained for charity's own use.</b>				
	0	0	0	0
<b>Total Current Funds</b>			<b>6,623</b>	<b>3,127</b>
<b>Total Funds</b> (net of liabilities)			<b>6,623</b>	<b>3,127</b>