

Cambridge Cancer Help Centre CIO
(Registered Charity No. 1188745)

Annual Report and Accounts

For the year ended 30 April 2024



REPORT FOR THE PERIOD 1 MAY 2023 TO 30 APRIL 2024

Introduction

This report is presented in accordance with the Charities (Accounts and Reports) Regulations 2005 made under Part VI of the Charities Act 1993. Administrative information about Cambridge Cancer Help Centre ("*The Centre*") is contained in the Appendix.

Objectives

The mission of the Centre is to improve the quality of life of persons suffering from cancer, and their relatives and carers. This is achieved by teaching methods of relaxation, by counselling and by offering practical (but not medical) advice.

It offers a wide range of complementary therapies, courses that focus on individual wellbeing, social activities and the opportunity to take part in art and craft groups, dance and fitness exercise, yoga and tai chi.

Organisation of the Centre

The Board of Trustees is responsible for all aspects of the Centre's activity. There are three officers: a Chairperson, a Secretary and a Treasurer. The members of the Board are elected annually at the Annual General Meeting. Casual vacancies may be filled by the Board who may also co-opt individuals to support specific activities.

In addition, the Board may appoint Advisors. These are people who bring specific skills and experience (in an ongoing capacity) to enhance the management and governance of the Centre.

Policy is determined, and objectives are set, by the Committee of Management which is made up of the Board of Trustees (including Advisors) and the Centre Manager.

The patron of the charity is Professor Robert Thomas.

Voting at the General Meetings

Members are entitled to vote at General Meetings.

Operations

Julie Paterson was appointed Centre Manager late February 2023. She is contracted to work 3 days in the office and 2 days flexibly.

Her focus has been on improving service delivery, implementing new member services, and cost control and fund raising. There has also been a drive to improve internal and external communication through a quarterly newsletter and social media input.

The fundraising committee now meets on a regular basis and has done an amazing job. It planned an evening quiz, the Easter Fair, and the Family Jazz afternoon. The Xmas Fair was a great success and another is being planned.

Grant applications have been very successful. Details are shown in the financial section of the report.

Because the benefits of exercise are recognised, weekly body toning and resistance classes were introduced alongside the regular dance sessions and a new yoga programme.

As therapy demand has increased new therapists have joined us. We have however had to prioritise those that have a cancer diagnosis over carers/family support.

We have now introduced a further partnership with Macmillan who will deliver financial support and advice from the centre.

Supporting Individuals Living with Cancer at the Centre

After the tumultuous years of 21/22 – Covid19, and the disastrous kitchen flood, the Centre has been much busier.

Since the start of 2023 we have delivered all HOPE courses at the Centre with a good number of participants attending. Discussions have recently taken place with Breast Cancer Now and we have the first 'Moving Forward' course for patients with breast cancer starting in November.

During this same period, we have continued to deliver a regular programme of 'Guided Imagery, Mindfulness and Relaxation' online and at the Centre. These sessions continue to be popular with very positive feedback:

"The sessions have helped me to relax – something I have always found difficult. I have realised the importance of relaxation in a day. I have become more realistic about what I can achieve in a day, and it has given me time to think about what is important to me in life"

The online 'Talking Together' group was incorporated into the 'Guided Imagery, Mindfulness and Relaxation' held at the Centre which has proved to be successful.

Our Complementary Therapies and Counselling sessions have gradually been introduced back into the Centre, and with other centres locally not able to offer as many therapies, these invaluable treatments have proved to be popular again with some lovely feedback:

"All the complimentary therapies have been a life-saver for me, they have really made me feel better about myself and I thank all the therapists for their generous time and professionalism."

We strive to improve and update the services that we offer by seeking feedback from members via surveys.

We were pleased to welcome our patron, Professor Robert Thomas, who gave a well-attended talk on his research into the importance of gut health and how to maintain it.

Patient Support Groups and Carer's Support Groups

Support groups for people with specific cancers, and carer's support groups have now resumed.

These generally meet monthly and now support the following cancers:

Urostomy, gynae, prostate, lymphoma, breast cancer, secondary cancers and myeloma. There is also a support group for carers.

Volunteer Team

The Centre relies on a dedicated team of volunteers who undertake a range of tasks vital to its smooth running. All of the team go above and beyond without exception and without this amazing team we would not have achieved the success that we have had this last year.

We thank all the wonderful therapists and volunteers for their dedication to the Centre and their continuous support is greatly appreciated.

During the year two successful craft fairs were organised by volunteers. There was a variety of stalls ranging from jewellery, handbags to wooden items. These events continue to raise funds for the centre and are well attended.

Communications and Community relations

Joint working with CUH (Addenbrookes) continues together with a partnership with Macmillan Boots Skin Specialists. A joint wellbeing event took place at Boots department store with members participating. We also held 'Look Good Feel Better' at the centre which was a great success. Further sessions are planned later in the year.

To increase awareness in the health community, information about the Centre has been included in the newsletters for the Cancer Directorate at Cambridge University Hospitals NHS Foundation Trust and on the electronic video screens within the hospital.

Further work is planned to further extend awareness of the Centre across the local community. We are also now mentioned in the Smile Publication which is the magazine for Addenbrooke's Hospital. To further improve our visibility we will have a desk in the main concourse at Addenbrookes every quarter.

The Centre has again continued to enjoy strong community support during the year and we are extremely grateful for all acts of support, big or small.

Our leaflet detailing information about the Centre is now included in packs made up for cancer patients and this approach will be further developed. We are now regularly receiving new members signposted to the Centre by the Cancer Directorate and Maggies.

The Cambridge Cancer Help Centre newsletter is distributed on line every quarter. This includes information on what has been happening, future activities and news items. We hope that members enjoy it and welcome feedback and suggestions.

Increased joint working and support with Scotsdales, Macmillan's, Rotary, other outside support from Given Gain (fundraising platform).

What next? Our 3 year plan

The Cambridge Cancer Help Centre newsletter distributed every quarter provides support, friendship and connection to others living with cancer alongside access to therapies and activities that are not freely available elsewhere. The recent years have been challenging for so many. With pressure on core healthcare services these services will be even more critical in the period ahead. To that end, the Trustees and Management team have continued to implement a 3-year plan to guide the Centre's ongoing development. Our core aims are to:

1. Maintain a focus for what we are known for: delivering support advice and activities to those living with cancer (including family members and carers) in Cambridge and the surrounding areas.

2. Reach more people by increasing visibility of what we offer to prospective members, and increase our appeal to a diverse local community. We will work with our members to secure sufficient funding and the team to allow us to extend our opening hours offering greater flexibility.
3. Increase our impact in Society. We will develop and extend the services we offer to a diverse spectrum of individuals with cancer as patients, friends/family members or carers and maximise the use of the David Rayner Building.
4. Secure funding for our work and establish longer-term income streams to fund the increased running of the centre and our aspiration to benefit more people.
5. Build foundations for the future and ensure the sustainability of the charity, expanding our volunteer team and strengthening our governance, policies, and ways of working.

This is a challenging and ambitious plan but one we are committed to pursue with the support of our staff, volunteers, members, funders and partners.

Progress is being made on all of these challenging aims.

Dependence on unpaid services and donations in kind

As already indicated, the Centre could not operate without the unpaid services of its band of volunteers, therapists and course facilitators provide their services free of charge.

Financial position of the Centre

As at 30th April 2024, the Centre had funds of £112,780, of which £111,316 for unrestricted use with a further £1,464 being restricted to spending on fitness activities for our members. The primary purpose of the unrestricted funds is to secure the long-term viability of the Centre.

Thanks to the efforts of our fundraising team, we received a number of generous donations from organisations and individuals during the year. These are detailed in the Annual Accounts accompanying this report.



Edward Sage
Chair of the Trustees

APPENDIX

CAMBRIDGE CANCER HELP CENTRE ("The Centre") became a Charitable Incorporated Organisation (CIO) registered number 1188745 on 1 May 2020. The constitution of the Centre contains provisions which regulate the purposes and administration of the charity.

The officers of the Centre who have served during the year are as follows:

Chairperson	Edward Sage
Treasurer	Robert Jackson
Secretary	Vacant

The names of members of the Committee of Management, being the Centre's Trustees and Advisors, who have served during the year, are as follows:

Trustees

Edward Sage	Robert Jackson
Janet Hickman	Claire Mackenzie
Richard Dickinson	Arthur Gibbons
Stephen Gold	

Advisors

Nick Wright

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Telephone:	01223 840105
Website:	www.cambridgecancerhelp.org
E-mail address:	manager@cambridgecancerhelp.org
Bank:	HSBC Bank plc, Cambridge City Office, P.O. Box 85, Cambridge CB2 3HZ
Accountant:	Fairway Tax and Accounting Limited, 11C Alma Road, Snettisham, King's Lynn, Norfolk PE31 7NY

**INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES' OF CAMBRIDGE CANCER HELP CENTRE CIO**

We report on the financial statements of the charity for the year ended 30 April 2024, which consist of the statement of assets and liabilities, the statement of receipts and payments and the notes to the accounts.

This report is made solely to the charity's trustees', as a body, in accordance with section 145 of the Charities Act 2011. Our work has been undertaken so that we might state to the charity's trustees' those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept to assume responsibility to anyone other than the charity and the charity's members as a body for this report, or for the opinions we have formed.

Respective responsibilities of Trustees' and Examiner

As the charity's trustees' you are responsible for the preparation of accounts; you consider that the audit requirement of Section 144(2) of the Charities Act 2011 (The 2011 Act) does not apply. It is our responsibilities to state, on the basis on procedures specified in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act, whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations for you as Trustees' concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in any audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

1. which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the 2011 Act

have not been met; or

2. to which, in our opinion, attentions should be drawn to in order to enable a proper understanding of the accounts to be reached

Gary Eves (FCCA)



.....
Fairway Tax and Accounting Limited
11C Alma Road
Snettisham
King's Lynn
Norfolk

CAMBRIDGE CANCER HELP CENTRE CIO (Registered Charity No. 1188745)

STATEMENT OF ASSETS AND LIABILITIES
AT 30 APRIL 2024

	<u>30.04.24</u>	<u>30.04.23</u>
	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>		
Tangible assets	3,340	<u>1,310</u>
<u>MONETARY ASSETS</u>		
Bank current accounts and petty cash	139,830	138,901
<u>CURRENT LIABILITIES</u>		
Sundry creditors	(30,390)	(30,390)
<u>NET CURRENT ASSETS</u>	<u>109,440</u>	<u>108,511</u>
<u>NET ASSETS</u>	<u>112,780</u>	<u>109,821</u>
<u>FUNDS OF THE CHARITY</u>		
General	111,316	106,727
Designated	1,464	3,094
TOTAL FUNDS	<u>112,780</u>	<u>109,821</u>

[signed]

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Members of the
Committee of
Management

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 APRIL 2024

		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2024</u>	<u>Total 2023</u> £
	<i>Notes</i>				
<u>RECEIPTS</u>					
Grants and Donations					
Subscriptions	2	5,707	-	5,707	3,066
Donations	3	22,253	-	22,253	18,324
Fundraising	4	43,104	2,000	45,104	35,303
Investment Income					
Bank Interest	13	676	-	676	146
Total Receipts		<u>71,740</u>	<u>2,000</u>	<u>73,740</u>	<u>56,839</u>
<u>PAYMENTS</u>					
Direct Charitable Expenditure					
Members' Welfare	5	2,966	3,630	6,596	3,782
Accommodation	6	15,510	-	15,510	15,594
Staff	7	38,971	-	38,971	6,946
Office Expenditure	8	2,598	-	2,598	2,628
Other Payments	9	5,992	-	5,992	6,250
Depreciation	11	1,114	-	1,114	621
Total Payments		<u>67,151</u>	<u>3,630</u>	<u>70,781</u>	<u>35,821</u>
Surplus/Deficit of Receipts over Payments		4,589	(1,630)	2,959	21,018
Balance b/f at 30 April 2023		106,727	3,094	109,821	88,803
Transfers between funds		-	-	-	-
Balance c/f at 30 April 2024		<u>111,316</u>	<u>1,464</u>	<u>112,780</u>	<u>109,821</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2024

1 Accounting Policies

These accounts are prepared in accordance with the *Statement of Recommended Practice* for Charities, as applicable to small charities (with gross income not exceeding £100,000).

2 Members' Subscriptions

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024</u>	<u>Total</u> <u>2023</u>
	£	£	£	£
Annual Subscriptions	4,637	-	4,637	2,236
Monthly Covenants	1,070	-	1,070	830
	<u>5,707</u>	<u>-</u>	<u>5,707</u>	<u>3,066</u>

The amount of subscription is at the discretion of the member.

3 Donations

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024</u>	<u>Total</u> <u>2023</u>
	£	£	£	£
General Donations				
B Blackburn	190	-	190	-
B Hylton	234	-	234	-
Black Infotech Ltd	375	-	375	-
Dance Class	706	-	706	-
Dirk	1,290	-	1,290	-
Freemasons	600	-	600	-
Herts Variety	-	-	-	400
Imo Christine Barclay	-	-	-	3,210
Imo Evelyn Wiseman	-	-	-	610
Imo G Clarke	819	-	819	-
Imo G G Searle	-	-	-	700
Imo Ian Reedman	-	-	-	243
Imo J Borley	440	-	440	-
Imo M Gammans	220	-	220	-
J. Dawson	263	-	263	150
J & R Puxley	-	-	-	100
Julia Evans	-	-	-	100
L2DLtd	246	-	246	-
Lymphoma Group	117	-	117	119
M Gourmans	100	-	100	-
Mills & Reeve (Solicitors)	1,500	-	1,500	-
N & G Clarke	700	-	700	800
Prof. J Sanders	-	-	-	100
R & A Gregory	-	-	-	100
S A Gibson	-	-	-	200
Therapies	5,319	-	5,319	-
Urostomy Assoc	900	-	900	240
Yoga Class	2,490	-	2,490	3,581
Payment for Services (Therapies)	-	-	-	2,588
Other Donations (less than £100)	5,744	-	5,744	5,083
	<u>22,253</u>	<u>-</u>	<u>22,253</u>	<u>18,324</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2024

4 Fundraising

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
Corporate Fundraising				
Balsham Plough Monday	1,500	-	1,500	-
Black Infotech Ltd	-	-	-	500
Cambridge Community Foundation	-	-	-	2,800
Cambridge Masonic	-	-	-	2,000
Cambridge Mobility Ltd	-	-	-	150
Cambridge South Rotary Club	-	-	-	3,000
Cambridge United FC	750	-	750	-
Charities Trust	1,000	-	1,000	-
Cole Charitable Trust	-	-	-	1,000
Copewell Ltd	-	-	-	600
Evelyn Trust	1,666	-	1,666	-
G Smith	10,000	-	10,000	5,000
Issured Ltd	-	-	-	930
James McNeil	5,000	-	5,000	5,000
Living Sport	-	-	-	(1,930)
NFDC L&SC Region	1,000	-	1,000	-
Pye Foundation	-	-	-	3,364
Redrow Housing	1,500	-	1,500	-
Rotary Clubs	1,000	-	1,000	-
Rotary Club - Sawston Fun Run	2,500	-	2,500	-
Shelford Feast	-	-	-	250
South Cambs DC	-	2,000	2,000	-
Fundraising Events				
Bazaars	2,742	-	2,742	-
Cycle Ride	3,205	-	3,205	-
Quiz Nights	778	-	778	-
Sale of Goods	2,699	-	2,699	1,814
Fundraising by Members and Supporters	7,764	-	7,764	10,825
	<u>43,104</u>	<u>2,000</u>	<u>45,104</u>	<u>35,303</u>

Fundraising by Members and Supporters includes generous contributions from :-

Art Group £236
C Holloway £225
Cambridge Half Marathon Runners £3,460
Craft Group £807
G Wombwell (Charity Ball) £737
K Izzard £250
Stephen Gold Sawston Fun Run £850
Wooden Craft £115

5 Members' Welfare

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
	<u>2,966</u>	<u>3,630</u>	<u>6,596</u>	<u>3,782</u>

6 Accommodation

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
Insurance	2,947	-	2,947	3,812
Rent	2	-	2	-
Electricity	3,634	-	3,634	3,062
Maintenance/Cleaning/Consumables	8,927	-	8,927	8,720
	<u>15,510</u>	<u>-</u>	<u>15,510</u>	<u>15,594</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2024

7 Staff

<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024</u>	<u>Total</u> <u>2023</u>
£	£	£	£
38,971	-	38,971	6,946

8 Office Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024</u>	<u>Total</u> <u>2023</u>
	£	£	£	£
Stationery	65	-	65	108
Telephone	343	-	343	683
Office Equipment	2,174	-	2,174	1,730
Postage	16	-	16	107
	<u>2,598</u>	<u>-</u>	<u>2,598</u>	<u>2,628</u>

9 Other Payments

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024</u>	<u>Total</u> <u>2023</u>
	£	£	£	£
Printing	1,282	-	1,282	1,217
Advertising	1,216	-	1,216	1,431
Professional Fees	1,586	-	1,586	1,668
Fundraising Expenditure	1,833	-	1,833	1,786
Kitchenware/Soft Furnishings/Adornments	75	-	75	119
Sundries	-	-	-	29
	<u>5,992</u>	<u>-</u>	<u>5,992</u>	<u>6,250</u>

10 Asset Purchases

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024</u>	<u>Total</u> <u>2023</u>
	£	£	£	£
Additions during the year	3,144	-	3,144	269

11 Fixed Assets

	<u>Total</u> <u>2024</u>	<u>Total</u> <u>2023</u>
	£	£
Fixed Assets as at 1 May 2023	1,310	1,662
Disposals during the period	-	-
Additions during the period	3,144	269
Less Depreciation at 25%	(1,114)	(621)
Fixed Assets at period end	<u>3,340</u>	<u>1,310</u>

12 Payments to Trustees'

No payments were made to Trustees' except as repayment of expenditure incurred on behalf of the Centre.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2024

13 Investment Income

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
Deposit Account (COIF)	185	-	185	60
Cambridge Building Society	300	-	300	63
Saffron Building Society	18	-	18	6
Bank Deposit Account	173	-	173	17
	<u>676</u>	<u>-</u>	<u>676</u>	<u>146</u>