



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: January 01st 2023 To December 31st 2023

Charity name: Lasting Memories Cancer Trust

Charity registration number: 1193292

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	1) to promote and protect the mental health of sufferers of Cancer of all ages residing in Hertfordshire, Bedfordshire and Cambridgeshire through the provision of financial support to fund memorable days out. 2) to promote the education (including social and physical training) of people above the age of 18 years in Hertfordshire, Bedfordshire and Cambridgeshire in such ways as the charity trustees think fit, including by: Awarding to such persons grants or partial grants tenable at any institution of higher or further education in particular providing cancer rehabilitation courses. 3) the relief of financial hardship, either generally or individually, of people suffering from cancer and living in Hertfordshire, Bedfordshire and Cambridgeshire by making grants of money for providing or paying for items services or facilities

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	Facilitating and funding of memorable days, short respite breaks and trips for service users and their families. The purchase of items or services that will improve the quality of life for those service users facing cancer.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees are aware of the guidance relating to public benefit. All Trustees receive a 'Trustee Pack' that includes information regarding the aforementioned plus general guidance and law relating to Trusteeship.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	On occasion where it is not possible to directly fund a service or item we will issue a beneficiary with a cash grant. This is only agreed if beneficiaries meet the criteria in both our application process and grant giving policy. This policy has been agreed by all Trustees and is available upon request.
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	We have a team of 4 volunteers that include Graphic Designer, Medical Compliance Officer, Marketing and Social Media Creator. Their contribution has been invaluable and they support day to day operations relating to fundraising and service delivery.
Other		Not applicable

Achievements and Performance

	SORP reference	
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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	From Jan 2023 - Dec 2023 we funded 25 families within Bedfordshire, Cambridgeshire and Hertfordshire and awarded items or services to the value of £11,460. This was a 28% decrease of the previous reporting period but consistent with our forecasts and still satisfied our agreed targets. We received feedback from 10 of the 25 beneficiaries. From respondents - On average our services facilitated an improvement in well-being and quality of life to primary service users by 68%. Loved ones (relatives, spouse, carer, etc) were also positively affected as a secondary effect of our funding. On average their well-being improved by 56%. *Feedback was obtained using a Likert Scale (quantitative) and a subjective free text summary (qualitative)
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Our agreed target to support 25 families in our local catchment was met to the exact figure by year end.
Performance of fundraising activities against objectives set	Para 1.41	We raised 18% above our annual fundraising target. We had over 300 participants attend our events throughout the year.
Investment performance against objectives	Para 1.41	Not Applicable
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our income showed a 4% decrease compared to prior year (£30,885 – 2022). Our primary income source was from event sales of approx. £27,234. We funded £11,460 worth of item/services for beneficiaries through service delivery. £13,650 was spent on activities to raise funds (mainly event costs) with yearly overheads amounting to £2,925 Cash at bank at the end of the reporting period was £7,158.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Reserves Policy was agreed by The Board on the basis that it's equivalent to 4 month's running costs. This will be reviewed on an annual basis if running costs change.
Amount of reserves held	Para 1.22	£500 held as restricted funds
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None at this time

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	Private Donors and community fundraising events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not Applicable

A description of the principal risks facing the charity	Para 1.46	Trustee capacity, Cost of Living Crisis, Economic downturns, Application demand outweigh funds raised. Threshold for service delivery likely to increase due to cost of living.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust deed
How is the charity constituted?	Para 1.25	Charitable Trust
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	There must be at least three (3) trustees. Apart from the first trustees, every trustee must be appointed for a term of 1 year by a resolution of the trustees passed at a special meeting under clause 15 of the Trust deed. In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. Trustees must be aged over 18

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	A copy of the Trust Deed and the charity's latest report and statement of accounts must be made available to each new trustee
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Board is organised into three areas of Governance & Compliance, Operations, and Fundraising & Marketing. The Board meets every quarter and is responsible for decision making regarding strategy, finance, recruitment and discusses any complex applications we receive.

		A management committee made up of volunteers and Chair and Vice-chair meets monthly to discuss day to day activity and actions. The Management Committee is not responsible for key decision making.
Relationship with any related parties	Para 1.51	Not applicable
Other		

Reference and Administrative details

Charity name	Lasting Memories Cancer Trust
Other name the charity uses	
Registered charity number	1193292
Charity's principal address	130 Walkern Road Stevenage Hertfordshire SG1 3RZ

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Luke Capon	Chair	2019	
2	Jolyon Capon	Vice-Chair	2019	
3	Marie Wimlett	Trustee	2022	
4	Rebecca Savill	Trustee	2019	
5	Jessica Allen	Treasurer	2022	
6	Lucy Capon	Secretary	2019	
7				

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	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

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)		

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)	L. Capon	J Allen
Full name(s)	Luke Capon	Jessica Allen
Position (eg Secretary, Chair, etc)	Chair of Trustees	Treasurer
Date	10/10/2024	10/10/2024



For the period from

01/01/2023

To

31/12/2023

Section A Receipts and payments

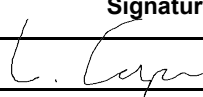
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Community Fundraising	£ 956.63			£ 956.63	£ 300.00
Compensation	£ -			£ -	£ -
Corporate Gift	£ -	£ -	£ -	£ -	£ -
Donation	£ 784.87	£ -	£ -	£ 784.87	£ 2,016.76
Event Sales	£ 27,324.75	£ -	£ -	£ 27,324.75	£ 23,088.80
Grant Funding		£ -	£ -	£ -	£ 5,000.00
Refund	£ -	£ -	£ -	£ -	£ -
Refund - Unspent Grant	£ -	£ -	£ -	£ -	£ -
Regular Giving	£ 480.00			£ 480.00	£ 480.00
				£ -	
Sub total (Gross income for AR)	£ 29,546.25	£ -	£ -	£ 29,546.25	£ 30,885.56
A2 Asset and investment sales, (see table).					
None	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	
Sub total	£ -	£ -	£ -	£ -	£ -
Total receipts	£ 29,546.25	£ -	£ -	£ 29,546.25	£ 30,885.56

A3 Payments

Customer Refund	£ -	£ -	£ -	£ -	£ -
Event Costs	£ 13,649.79	£ -	£ -	£ 13,649.79	£ 12,127.55
ICT	£ 319.87	£ -	£ -	£ 319.87	£ 711.36
Marketing	£ 231.98	£ -	£ -	£ 231.98	£ 1,032.23
Overheads	£ 2,925.35	£ -	£ -	£ 2,925.35	£ 791.96
Service Delivery - Benv Fund	£ 2,346.97	£ -	£ -	£ 2,346.97	£ 6,971.74
Service Delivery - Mem Days	£ 5,846.45	£ -	£ -	£ 5,846.45	£ 6,374.78
Wellbeing Fund	£ 903.00	£ -	£ -	£ 903.00	
Wellbeing Packs	£ 636.46	£ -	£ -	£ 636.46	
Fuel Grant	£ 2,950.00	£ -	£ -	£ 2,950.00	£ 3,550.00

Training and Development	£ -	£ -	£ -	£ -	£ -
Volunteer Expenses	£ 44.99	£ -	£ -	£ 44.99	£ 15.00
Sub total	£ 29,854.86	£ -	£ -	£ 29,854.86	£ 31,574.62
A4 Asset and investment purchases, (see table)					
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
Sub total	£ -	£ -	£ -	£ -	£ -
Total payments	£ 29,854.86	£ -	£ -	£ 29,854.86	£ 31,574.62
Net of receipts/(payments)	-£ 308.61	£ -	£ -	-£ 308.61	-£ 689.06
A5 Transfers between funds	£ -	£ -	£ -	£ -	£ -
A6 Cash funds last year end	£ 7,466.60	£ -	£ -	£ 7,466.60	£ 8,155.66
Cash funds this year end	£ 7,157.99	£ -	£ -	£ 7,157.99	£ 7,466.60

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 £
B1 Cash funds	General Fund / Cost of Fundraising	£ 7,157.99	£ -	£ -
	Service Delivery - Benevolent Fund	£ -		£ -
	Service Delivery - Memorable	£ -		£ -
	Grant Funding	£ -		£ -
	Total cash funds	£ 7,157.99	£ -	£ -
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Reserves	£ 500.00	£ -	£ -
			£ -	£ -
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Luke Capon	10/06/2024	
	J Allen	Jessica Allen	10/06/2024	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Lasting Memories Cancer Trust

**On accounts for the year
ended**

31 December 2023

**Charity no
(if any)**

1193292

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 31/12/2022.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

16/08/2024

Name:

Alan Endersby

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

FCA

Address:

Streets S J Males Limited, Basepoint Business & Innovation Centre,
110 Butterfield, Luton LU2 8DL

Only complete if the examiner needs to highlight 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.

None.