

**LEUKAEMIA UNIT APPEAL FUND**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# LEUKAEMIA UNIT APPEAL FUND

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	Lee Jenkins Roslyne Bratt-Wyton Pauline Jenkins Ken Winning David Bareford Christine Protheroe Angela Watts
<b>Charity number</b>	701336
<b>Principal address</b>	38 Strathern Drive Coseley West Midlands WV14 9HE
<b>Independent examiner</b>	Neal and Co Business Services Limited Shakespeare Buildings 26 Cradley Road Cradley Heath West Midlands B64 6AG
<b>Bankers</b>	National Westminster Bank Plc 53 Market Street Kingswinford West Midlands DY6 9LD
<b>Solicitors</b>	Higgs & Sons 3 Waterfront Business Park Dudley Road Brierley Hill DY5 1LX

---

# LEUKAEMIA UNIT APPEAL FUND

## CONTENTS

---

	<b>Page</b>
Trustees' report	1 - 2
Independent examiner's report	3 - 4
Statement of financial activities	5
Statement of financial position	6
Notes to the accounts	7 - 14

---

# LEUKAEMIA UNIT APPEAL FUND

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 MARCH 2021*

---

The trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The charity's objective continues to be the promotion of care in comfortable surroundings for patients receiving treatment for haematological malignancies and those receiving chemotherapy for solid tumours. The charity has provided for the construction and expansions to the Georgina Unit in the Metropolitan Borough of Dudley. These objectives are met by a number of activities which assist in the maintenance of the care environment by assisting the welfare of patients, families and staff.

- Purchase of consumables, games, furnishings and other items to improve the quality of life for those who work and stay in the Unit.
- Contributions towards the upkeep of the Unit.
- Contributions towards the purchase of equipment for the Unit.
- Contributions towards the salaries of nursing/medical staff for the Unit.
- Provision of respite accommodation for patients and their families.
- Provision of scholarships to nurses and other hospital staff to assist with their training and education in cancer care.

The charity formed a wholly owned trading subsidiary called LUAF Ltd on 7th February 2013. The trading activity of LUAF Ltd is the sale of donated goods in charity shops. Profits from this company are transferred to the charity via the provisions of gift aid at the end of each financial year. During 2020/21 this income was significantly reduced due to the shops being closed for part of the year because of Covid 19.

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

This year has been another challenging year for the fund in terms of raising funds to meet its core objectives. Historically low interest rates have resulted in poor investment returns. Covid 19 also meant a loss of income due to a reduction in fundraising.

In addition to assisting the Georgina Unit with general purchases of consumables, the fund has continued to finance large items of expenditure by earmarking monies to be spent on specific items which will benefit the Unit, the staff and the patients. Details of these are given in Note 16 of the financial statements.

The fund has continued to support the maintenance of the holiday homes, support of education and training for Haematology staff and patient support. The fund has also been able to help patients with special events in their lives.

The respite accommodation allows the units patients and families to enjoy a holiday when treatment allows and also allows for bereaved families to take time away in a comfortable environment. The respite accommodation consists of a log cabin, two chalets and a family caravan.

The Trustees pay a tribute to the invaluable work undertaken by the many people who have volunteered their time, in assisting with the fund-raising events and helping to maintain the chalets, log cabin and caravan.

Therefore, taking into account the difficult economic climate, 2020/21 has been an encouraging year with the generous support from many people. This has allowed the fund to support the Georgina Unit in all its activities.

The success of the fund also brings additional responsibilities to the Trustees to ensure the money is spent appropriately.

# LEUKAEMIA UNIT APPEAL FUND

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

---

### **Financial review**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have built up reserves to meet the ongoing changes within the Leukaemia and cancer care environment. The trustees have funds designated for the purchase of specialist equipment and the cost of educational scholarships. Other designated funds are for the support of salaries for specialised staff.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Structure, governance and management**

The charity was established by a charitable trust deed on 27 February 1989.

The trustees who served during the year were:

Lee Jenkins

Roslyne Bratt-Wyton

Pauline Jenkins

Ken Winning

David Bareford

Christine Protheroe

Angela Watts

Prospective new Trustees are nominated by Board members.

The trustees' report was approved by the Board of Trustees.

**Roslyne Bratt-Wyton**

Trustee

Dated: 21 January 2022

# LEUKAEMIA UNIT APPEAL FUND

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF LEUKAEMIA UNIT APPEAL FUND

---

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 5 to 14.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared accounts in accordance with Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

# **LEUKAEMIA UNIT APPEAL FUND**

## **INDEPENDENT EXAMINER'S REPORT (CONTINUED) TO THE TRUSTEES OF LEUKAEMIA UNIT APPEAL FUND**

---

Robert Chance FCCA  
Neal and Co Business Services Limited

The Association of Chartered Certified Accountants  
Shakespeare Buildings  
26 Cradley Road  
Cradley Heath  
West Midlands  
B64 6AG

Dated: 21 January 2022

# LEUKAEMIA UNIT APPEAL FUND

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	2	120,889	39,420
Other trading activities	3	-	4,300
Investments	4	7,060	7,108
Other income	5	57,258	78,164
<b>Total income</b>		<u>185,207</u>	<u>128,992</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	187,439	168,870
Other	10	-	202
<b>Total resources expended</b>		<u>187,439</u>	<u>169,072</u>
<b>Net expenditure for the year/ Net movement in funds</b>		(2,232)	(40,080)
Fund balances at 1 April 2020		<u>1,197,956</u>	<u>1,238,036</u>
<b>Fund balances at 31 March 2021</b>		<u><u>1,195,724</u></u>	<u><u>1,197,956</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# LEUKAEMIA UNIT APPEAL FUND

## STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Property, plant and equipment	11	67,058		81,841	
Investments	12	1		1	
		<u>67,059</u>		<u>81,842</u>	
<b>Current assets</b>					
Trade and other receivables	14	129,134		88,761	
Cash at bank and in hand		1,001,821		1,029,469	
		<u>1,130,955</u>		<u>1,118,230</u>	
<b>Current liabilities</b>	15	(2,290)		(2,116)	
Net current assets		<u>1,128,665</u>		<u>1,116,114</u>	
<b>Total assets less current liabilities</b>		<u>1,195,724</u>		<u>1,197,956</u>	
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	16	306,014		232,797	
General unrestricted funds		889,710		965,159	
		<u>1,195,724</u>		<u>1,197,956</u>	
		<u>1,195,724</u>		<u>1,197,956</u>	

The accounts were approved by the Trustees on 21 January 2022

Lee Jenkins  
Trustee

Roslyne Bratt-Wyton  
Trustee

# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

---

#### 1 Accounting policies

##### Charity information

Leukaemia Unit Appeal Fund is a registered charity in England and Wales. The principal address is 38 Strathern Drive, Coseley, West Midlands, WV14 9HE.

##### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

---

### **1 Accounting policies**

**(Continued)**

Revenue is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### **1.5 Resources expended**

Expenditure is included on an accruals basis, when incurred.

##### **Charitable Activities**

These are purchases of goods and services which relate directly to the provision of the charitable activities. Grants payable are accounted for once approved by the Trustees.

##### **Support costs**

These are incurred directly in support of the charitable activities. They are allocated equally to the two main charitable activities (supporting the patients and carers at the Leukaemia Unit at Russells Hall Hospital and respite accommodation for patients and families).

##### **Governance**

These are costs incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

#### **1.6 Property, plant and equipment**

Property, plant and equipment are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is calculated to write off the cost less estimated residual value of fixed assets on a straight line basis over their estimated useful lives.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.7 Non-current investments**

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.9 Fund accounting**

The charity's general reserves consists of funds which the charity will use for the purpose of supporting the specialist cancer unit in the Metropolitan Borough of Dudley (the Georgina Unit) for the treatment of cancer patients with a Haematological malignancy that are cared for on the Georgina Unit, and any other related expenditure (at the discretion of the trustees).

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 2 Donations and legacies

	2021	2020
	£	£
David Gregory	-	1,232
Ben Fisher and team	-	1,549
The Foresters Arms	-	1,173
In memory of Charlotte Hill	-	1,018
Asda Darlaston	-	1,000
In memory of Ivan & Irene Pritchard	-	1,000
The Stourbridge Pantomine Company Limited	1,000	1,000
In memory of Martin Adams	88,000	
Unity Productions	1,500	
In Memory of Malcolm Bowen	1,245	-
Other donations	29,144	31,448
	<u>120,889</u>	<u>39,420</u>

### 3 Other trading activities

	2021	2020
	£	£
Activities for generating funds	-	4,300
	<u>-</u>	<u>4,300</u>

### 4 Investments

	2021	2020
	£	£
Interest receivable	7,060	7,108
	<u>7,060</u>	<u>7,108</u>

### 5 Other income

	2021	2020
	£	£
Rental income from holiday homes	10,325	15,895
Profits transferred from LUAF Ltd	46,933	62,269
	<u>57,258</u>	<u>78,164</u>

# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	Supporting the Leukaemia Unit £	Respite Accommod ation £	Total 2021 £	Total 2020 £
Depreciation and impairment	-	14,783	14,783	14,783
Purchase of furnishings and consumables for ward	5,882	-	5,882	20,454
Scholarships	1,593	-	1,593	2,264
Home chemotherapy service	136,347	-	136,347	90,898
Repairs, maintenance and cleaning	-	5,780	5,780	12,578
Furnishings and consumables	-	23	23	2,485
Site costs - passes, rent and utilities	-	18,389	18,389	20,034
	<u>143,822</u>	<u>38,975</u>	<u>182,797</u>	<u>163,496</u>
Share of support costs (see note 7)	1,241	1,241	2,482	3,574
Share of governance costs (see note 7)	1,080	1,080	2,160	1,800
	<u>146,143</u>	<u>41,296</u>	<u>187,439</u>	<u>168,870</u>
<b>Analysis by fund</b>				
Unrestricted funds	146,143	41,296	187,439	
	<u>146,143</u>	<u>41,296</u>	<u>187,439</u>	
<b>For the year ended 31 March 2020</b>				
Unrestricted funds	116,303	52,567		168,870
	<u>116,303</u>	<u>52,567</u>		<u>168,870</u>

# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 7 Support costs

	Support costs £	Governance costs £	2021 £	2020 £	Basis of allocation
Printing, stationery and advertising	190	-	190	1,073	
Insurance	2,076	-	2,076	2,285	
Sundry	216	-	216	216	
Audit fees	-	2,160	2,160	1,800	Governance
	<u>2,482</u>	<u>2,160</u>	<u>4,642</u>	<u>5,374</u>	
Analysed between Charitable activities	<u>2,482</u>	<u>2,160</u>	<u>4,642</u>	<u>5,374</u>	

Governance costs includes payments to the accountants of £2,160 (2020-£1,800) for independent examination fees.

### 8 Trustees

None of the trustees received any remuneration during the year.

### 9 Employees

There were no employees during the year.

### 10 Other

	2021 £	2020 £
Catering	-	202
	<u>-</u>	<u>202</u>

# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 11 Property, plant and equipment

	Respite Accomm £	Office Equipment £	Total £
<b>Cost</b>			
At 1 April 2020	308,771	61,721	370,492
At 31 March 2021	308,771	61,721	370,492
<b>Depreciation and impairment</b>			
At 1 April 2020	226,930	61,721	288,651
Depreciation charged in the year	14,783	-	14,783
At 31 March 2021	241,713	61,721	303,434
<b>Carrying amount</b>			
At 31 March 2021	67,058	-	67,058
At 31 March 2020	81,841	-	81,841

### 12 Fixed asset investments

	Unlisted investments £
<b>Cost or valuation</b>	
At 1 April 2019 & 31 March 2020	1
<b>Carrying amount</b>	
At 31 March 2021	1
At 31 March 2020	1

### 13 Financial instruments

	2021 £	2020 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	104,852	62,394
Equity instruments measured at cost less impairment	1	1
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	2,290	2,116

# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 14 Trade and other receivables

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Amounts due from subsidiary undertakings	104,852	61,894
Other receivables	-	500
Prepayments and accrued income	24,282	26,367
	<u>129,134</u>	<u>88,761</u>

### 15 Current liabilities

	2021 £	2020 £
Other payables	310	316
Accruals and deferred income	1,980	1,800
	<u>2,290</u>	<u>2,116</u>

### 16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Respite accommodation	81,841	-	(14,783)	-	67,058
Staff support and bursaries	12,000	-	(1,593)	1,593	12,000
Hinton scholarship fund	119,356	-	-	-	119,356
Amy Stew-Gregory scholarship fund	18,000	-	-	-	18,000
Mr and Mrs Turner ophthalmoscopes fund	1,600	-	-	-	1,600
Mr M Adams	-	88,000	-	-	88,000
	<u>232,797</u>	<u>88,000</u>	<u>(16,376)</u>	<u>1,593</u>	<u>306,014</u>

#### Respite accommodation

This represents capital expenditure on two chalets, one log cabin and one caravan which the Fund has purchased to be utilised by the patients of the Georgina Unit and their families. The expended resources represent the annual depreciation charge. Therefore, the closing balance is equal to the closing net book value of the assets.

#### Staff support and bursaries

The Fund has previously supported the training and education of nurses and hospital staff, and had earmarked a further £12,000 towards this.



# LEUKAEMIA UNIT APPEAL FUND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

---

### 16 Designated funds

(Continued)

Hinton scholarship fund

This fund represents a legacy received from Kenneth and Margaret Hinton. The funds have been put aside and will be used for scholarships.

Amy Stew-Gregory scholarship fund

This fund represents money raised in memory of Amy Stew-Gregory. The funds have been put aside and will be used for scholarships.

Mr and Mrs Turner ophthalmoscopes fund

This fund represents a donation from Mr and Mrs Turner for ophthalmoscopes.

Mr M Adams

This is a ring fenced donation for a chemotherapy at home service in memory of Mr M Adams.

### 17 Related party transactions

The Kelleaner is a cleaning firm operated by the daughter of one of the Trustees (P Jenkins). They were employed to do washing and deep cleaning for the holiday homes. The total value of services amounted to £nil (2020 - £230).

B Jenkins was employed to undertake maintenance and improvement work. He is a related party as he is the brother-in-law of one of the Trustees (P Jenkins). The total value of services amounted to £nil (2020 - £1,650).