

APPENDIX 3

OSCR

Scottish Charity Regulator

Independent examiner's report on the accounts

v2

Report to the trustees/members of

Charity name
Irvine and Troon Cancer Care

Registered charity number

SC014645

On the accounts of the charity for the period

Period start date

Day Month Year
01 02 2024

to

Period end date

Day Month Year
31 01 2025

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention ~~[other than that disclosed on the attached page*]~~

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

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

Signed:

Name:

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

Address:

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

Annual General Meeting - 26th March 2025

Chairman's Report

Once again I am delighted to report that the charity has had yet another very successful financial year and is currently in a very strong position. My thanks to everyone who has contributed to this achievement and, in particular to [REDACTED] whose sterling efforts in fundraising have, once again, paid off handsomely.

I would like to pay special thanks to:-

- [REDACTED] not only for his success as treasurer but also for continuing the most difficult task as co-ordinator.
- [REDACTED] for his success in obtaining total funding for our uniforms and for the work and support he has provided over the year.
- [REDACTED] for her continued work as secretary/assistant co-ordinator and Christmas Raffle organiser.
- [REDACTED] for the preparation of the annual accounts and OSCAR requirements.

- All of the committee for their help and support throughout the year.

In terms of changes and activities:-

1. Drivers' mileages have been monitored and no driver has exceeded the 10,000 mile tax restriction.
2. Unfortunately it was necessary to stop providing transport for the Ayrshire Hospice Living Well Team.
3. The new uniform shirts/jackets have now been introduced and well received by drivers and patients.
4. A new phone system with rewiring, new internet and printer has been installed.
5. The "out of hours" mobile is now being manned on a rota system by members of the office staff and this has eased the workload from [REDACTED] and myself.

6. An offer was made to us via VASA for an alarm system with built in panic alarm to be installed, free of charge, in the office. This has however been stopped by North Ayrshire Council and will no longer go ahead unless we can persuade them to have a change of heart.
7. We are currently in the process of having a new carpet fitted and the computer upgraded.
8. Irvine Beat FM are currently looking at updating our advert and also on how to involve the pupils of Greenwood Academy as a way of thanking and congratulating them on their success in, once again, winning us a £3,000 grant from the YPI project.
9. Thanks again to [REDACTED] the Ship Inn has said any member of staff paying for a meal will receive a 15% discount on production of their driver's I.D. badge.
- 10 There has been a number of changes to staff this year resulting in us now having 10 office staff and 28 drivers – a considerable drop from last year.

11 Transport statistics 2024 – 2025

- 1700 journeys completed (2021)

15.88% decrease

- 1960 appointments (2367)

17.19 % decrease

- 110,980 miles covered (131,358)

15.51% decrease

For comparison purposes the figure in brackets are for 2023 – 2024.

The decreases are entirely attributable to stopping transport for the hospice.

12. I would like to put forward a proposal that we formally adopt a policy of providing transport for drivers, and members of their immediate family, to hospital or clinic appointments for any reason and the we extend this courtesy to providing transport for visits of up to one hour where the family are experiencing difficulty.

Annual General Meeting - 26th March 2025

Treasurers Report

Firstly I would like to again thank [REDACTED] for his continued support in meticulously checking our accounts.

At the beginning of our financial year in February 2024 we opened the account with a healthy balance of £371,401.02.

Through Donations, Collection Cans, Self-Fundraising (Fashion & Quiz Shows, Christmas Raffle) and the Gift Aid we claimed we brought in a total of £80,793.17.

Sponsorship from Billy Bowie & Lomac Alloy's was £5,000.

Two Grants were received from South Ayrshire Council £6,000.

Through our Fixed Savings Accounts and Investments £15,247.77.

The remaining income was from Ayrshire Hospice (Contribution towards providing transport) Various Refunds & Miscellaneous income totalled £9,197.46

This gave us a closing income of £116,238.40

Our expenditure for the year:

Providing Transport, Administration, Fundraising Materials, Waste Collection & Web Hosting. Came to a total of £74,913.85.

This brought our balance at the 31.01.25 to £412,827.57 which gave us a yearly profit of £41,426.55.

If anyone wishes to see the signed accounts I have them here.

Annual General Meeting - 26th March 2025

Coordinators Report

As the chairman has highlighted in his report, we stopped providing transport for the Hospice and the reason why. I would like to just apologise to all the drivers but primarily the local drivers for being messed around with patients & the hospice for cancelling or not cancelling the transport. Which meant the drivers were giving up their time for nothing.

██████████ pointed out last year regarding the 10,000-mile tax restriction and I can confirm with the chairman's report no driver has hit the 10,000-mile restriction.

The transport figures on the chairman's report are correct in showing a substantial decrease from the 2023 – 2024 figures.

These figures would have been far greater than this if we hadn't been transporting hospice patients.

I'm in a difficult position with regards to volunteer drivers as in do we look for more or leave it at the current level.

Since Christmas we have had a large drop in advance requests but we would appear to be getting a larger number of requests for the current week. Again this service can only be done with the support of our drivers are prepared to drop something at the last minute.

I would like to propose that we look at other forms of transport support like Dialysis treatment. My only concern from a treasurers point is that we may not get any donations from the patients as they would probably donate to the Dialysis charity thinking that we received something from the donation.

The reason I say this is because we only received 1 or 2 direct donations from the hospice patients.



IRVINE & TROON CANCER CARE
(An Unincorporated Association)

FINANCIAL STATEMENT
FOR
THE YEAR ENDING 31ST JANUARY 2025
SCOTTISH CHARITY NUMBER SC014645

HEATHFIELD HOUSE,
5 KILWINNING ROAD,
IRVINE
KA12 8RR



IRVINE & TROON CANCER CARE

Trustees Annual Report.

The Trustees present their report together with the financial statements for the charity for the year ended 31st January 2025.

Name of Charity.

The name of the charity in the register of charities is Irvine & Troon Cancer Care.

Scottish Charity Number.

SC014645

Contact Address.

Heathfield House
5 Kilwinning Road
Irvine
North Ayrshire
KA12 8RR

Trustees.



Chairman
Vice Chairman
Secretary
Treasurer

Bankers.

Bank of Scotland plc
167 High Street
Irvine
North Ayrshire
KA12 8AF



IRVINE & TROON CANCER CARE

Trustees Annual Report.

Structure, Governance and Management.

Legal Status.

Irvine & Troon Cancer Care is an unincorporated association and a recognised Scottish Charity (No SC014645), governed by its constitution and rules.

It was founded on 1st February 1987.

Objectives and Activities.

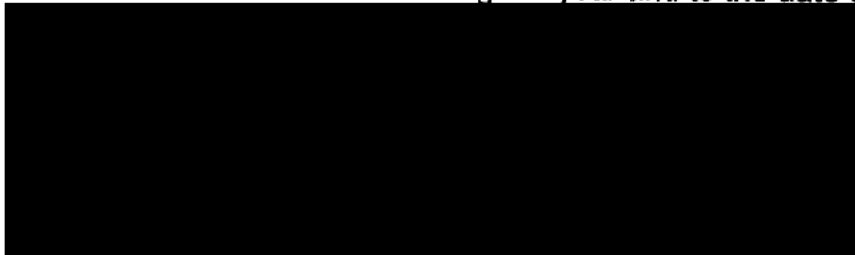
The objects of the charity are to provide: -

1. Transport, care and comfort to cancer sufferers in need of support.
2. Introductions to self-help and other relevant organisations.
3. Any other services compatible with the aims and objects of the charity.

The Trustees are responsible for ensuring that the assets of the charity are used for its objectives and they are the legal interface between the charity and outside parties.

The Trustees are appointed in General Meeting in terms of the constitution. All the Trustees serve on a voluntary basis. None received any remuneration during the year.

The Trustees who served during the year and to the date of this report were: -



Organisation.

Membership of the charity is open to any person living in Ayrshire who satisfies certain conditions.

The Trustees govern the charity and appoint volunteer staff for office administration, transport co-ordination, and hospital drivers.

The volunteer staff receive no remuneration; hospital drivers receive a mileage allowance to cover their vehicle costs.

The Trustees express their gratitude to all volunteers who have contributed to the work of the charity during the past year.



Activities and Achievements.

Figures in brackets are previous year's figures (2023-2024).

During the year a total of (34) volunteer drivers drove (1700) journeys covering a total of (110980) miles to meet appointments (1960) at various oncology centres and clinics throughout Ayrshire, Glasgow area and Edinburgh.

Funding

Funding is provided through voluntary contributions from patients, public & local organisations and grants.

The Trustees gratefully acknowledge major donations to the charity from the following members of the public and organisations: -

We would also like to acknowledge the grants received from the following: -

South Ayrshire Council (Troon Locality Decides)
South Ayrshire Council (Troon Locality Decides)
Lowmac Alloys
Billy Bowie
North Ayrshire Council (Locality Decides)
Alex Curry
The Hunter Foundation
Ivy Group
Khuene Nagel
David Cronie Family
Ramsdens
Dunbia Meats
Kelly Crews
Lee Hamiton Line Dance
Beattie Family
Burns Family
Stewart Family
Smallwood Family
Joanne Wells & Margaret O'Connell
Troon Portland
Ravenspark Golf Club
Senga Fisher

Further thanks to all the other Clubs & Families who donated over the year



Risk Management.

The Trustees acknowledge that because the charity depends on gifts and donations from the public and local organisations that there is a continual need to promote the services being offered through the local community.

The Trustees maintain sufficient funds in bank current and deposit accounts to ensure the ability to meet their obligations for the payment of services and expenses.

During the current financial year, the Trustees again invested in Charity Bonds to provide good stewardship of the assets available to the charity.

Results.

As shown on the Financial Statements, Irvine & Troon Cancer Care reported net incoming resources of £41,426.55 during the financial year to the 31st January 2025. At the Balance Sheet date, the charity had total cash reserves of £412,827.57.

Donated Facilities.

The Trustees wish to acknowledge the free use of an office provided by North Ayrshire Council at Heathfield House to enable them to serve the local community.

Approved by the Trustees on 26th March 2025 and signed on their behalf by,

Trustee: [REDACTED]

Date: 28/3/25

Independent Examiners' Report to the Trustees of Irvine & Troon Cancer Care

I report on the accounts of Irvine & Troon Cancer Care for the year ended 31st January 2025, which are set out on pages 6 to 8.

Respective responsibilities of the Trustees and the Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charity's and Trustee Investment (Scotland) Act 2005 (The 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (The 2006 Regulations). The Charity's Trustees consider that an audit is not required for this year under Regulation 10(1)(d) of the 2006 Regulations and that an independent examination is needed.

It is my responsibility to: -

Examine the accounts under section 44(1)(c) of the 2005 Act, and to state whether any particular matters have come to my attention.

Basis of the Independent Examiner's report.

My examination has been carried out in accordance with Regulation 11 of the 2006 Regulations.

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, together with such explanations from you as Trustees concerning such matters.

The procedures undertaken in an independent examination are generally not designed to provide all the evidence that would be required in a full audit, in order that an audit opinion on the view provided by the accounts can be given.

Independent Examiner's statement.

I have conducted a thorough examination of all entries in the books of account and records of the charity for the period under examination.

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

1. Which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations and to prepare accounts which accord with the accounting records and comply with the accounting requirements of Regulation 9 of the 2006 Regulations have not been met; or
2. To which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:
Address:

Signed:

Date: 20/03/25



Receipts & Payments

Irvine & Troon Cancer Care
Heathfield House
5 Kilwinning Road
Irvine
Ayrshire
KA12 8RR
SC014645

Annual Accounts 1st February 2024 to 31st January 2025

Income

Balance B/F at 01.02.24	£371,401.02
Donations	£56,108.15
Goodhub Online Donations	£2,395.30
Collection Cans	£1,177.01
Gift Aid	£7,125.02
Sponsorship	£5,000.00
Self-Fundraising	£4,179.69
Ayrshire Hospice	£4,914.00
Grants	£6,000.00
M&G / BlackRock Interest paid direct to bank Acc.	£1,990.55
Christmas Raffle sales/donations	£9,808.00
Refunds	£1086.86
Miscellaneous	£3,298.60
<u>Investment Bonds</u>	
BlackRock / M&G Interest Reinvested into Bond	£8,869.88
<u>Fixed Term Bonds</u>	
Hampshire Trust Interest	£1,093.50
Shawbrook Bank	£0.00
Cambridge & Counties Interest	£542.02
<u>Savings Accounts</u>	
Bank of Scotland Savings Acc's Interest	£586.16
Santander Interest	£0.00
Monmouthshire 90 Day Notice Interest	£1,488.31
Monmouthshire Easy Access Interest	£677.35
Funds Transferred to BoS Savings Acc's. Monmouthshire BS & Shawbrook Bank	£228,834.75
<u>Total Income</u>	<u>£716,576.17</u>



Irvine & Troon Cancer Care
Heathfield House
5 Kilwinning Road
Irvine
Ayrshire
KA12 8RR
SC014645

Annual Accounts
1st February 2024 to 31st January 2025

Expenditure

Running the service (Drivers Mileage)	£55,477.00
Telephone	£4,110.04
Postage	£545.00
Advertising	£1,953.20
Stationary	£149.98
Printing & Photocopying (ODS Digital)	£217.41
Office Equipment	£558.41
Fundraising Materials	£439.99
Web Hosting (AD Works)	£125.16
Waste Collection	£604.32
Insurance (Access Insurance)	£498.64
Funds Transferred to Bank of Scotland 95 Day Notice Acc.	£44,000.00
Funds Transferred to Bank of Scotland Savings Acc.	£50,000.00
Funds Transferred to Monmouthshire Instant Access	£0.00
Funds Transferred to Shawbrook Bank Bond	£40,000.00
Miscellaneous	£10,234.70

Total Expenditure **£208,913.85**



Irvine & Troon Cancer Care
Heathfield House
5 Kilwinning Road
Irvine
Ayrshire
KA12 8RR
SC014645

Annual Accounts
1st February 2024 to 31st January 2025

Breakdown of Accounts

Income

Self-Fundraising (Bucket Collections Tesco, Sainsbury's, Fashion show and Quiz night, Pens & Easyfundraising App)	£4,099.69
Ayrshire Hospice (For providing drivers)	£4,914.00

Sponsorship

Billy Bowie	£2,500.00
Lowmac Alloys	£2,500.00

Grants

South Ayrshire Council (2 x Troon Locality Decides)	£6,000.00
---	-----------

Refunds

Over payment on drivers expenses	£495.00
North Ayrshire Council (on Invoice 4900865125)	£536.58
Amazon	£55.28

Miscellaneous Income

Balance returned from Annual Dinner (Jan.2024 & Jan. 2025)	£1,150.00
Oricom (Contribution to terminate Unicom Phone Company)	£2,088.60
Cash Floats for fundraisers	£60



Irvine & Troon Cancer Care
Heathfield House
5 Kilwinning Road
Irvine
Ayrshire
KA12 8RR
SC014645

Annual Accounts
1st February 2024 to 31st January 2025

9Expenditure

Advertising (Abbey Print, Ayrshire Media)	£2,253.20
Fund-Raising Materials (Various items)	£139.99

Miscellaneous

Cash Floats for fundraisers	£60
B&M Stores	£25.00
Sainsbury's	£7.00
Cancelled Cheque	£500.00
B E Solutions (Uniforms)	£4,642.70
Annual Dinner (Jan.2024 & Jan.2025)	£4,000.00
Christmas Raffle Prize Money	£1,000.00



Irvine & Troon Cancer Care
Heathfield House
5 Kilwinning Road
Irvine
Ayrshire
KA12 8RR
SC014645

Annual Accounts
1st February 2024 to 31st January 2025

Balance B/F @ 01.02.2024 **£371,401.02**

Income @ 31.01.2025 **£116,238.40**

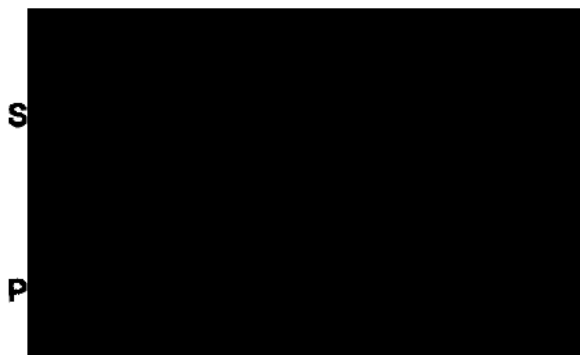
Expenditure **£74,913.85**

Balance held in the various accounts at the 31.01.2025

Bank of Scotland Currant Acc. at the 31.01.2025	£14,422.70
Bank of Scotland Saving Acc. at the 31.01.2025	£20,245.71
Bank of Scotland 95 Day Notice Acc. at the 31.01.25	£44,382.83
Santander Saving Acc. at the 31.01.2025	£4.40
Shawbrook Bank	£40,000.00
Hampshire Trust	£43,036.35
Cambridge & Counties	£42,122.39
Monmouthshire Building Society (90 Day Acc.)	£52,693.41
Monmouthshire Building Society (Instant Access Acc.)	£1,000.00
BlackRock Investment	£78,716.22
M&G Investment	<u>£76,203.56</u>

Combined Total **£412,827.57**

I can confirm that this is a true and accurate statement of accounts held by Irvine and Troon Cancer Care as at 31st January 2025.



Date: 20/03/25.



IRVINE & TROON CANCER CARE

Statement of Balances For the Year Ended 31st January 2025

	2025	2024
	£	£
Funds Reconciliation		
Cash at Bank 1 st February 2024	90,623	50,973
Investments 1 st February 2024	146,050	138,924
Fixed Rate Bonds 1 st February 2024	134,476	132,476
	<u>371,041</u>	<u>322,373</u>
Bank & Bond Balances		
Bank Account	34,668	90,623
Investment Bonds	154,920	146,050
Fixed Rate Bonds	177,852	134,728
Savings Accounts	45,387	000000
	<u>412,827</u>	<u>371,041</u>
Fixed Assets	£	£
Computer & Printer at Cost	0	0
Additions during the year	0	0
Cumulative Depreciation	0	0
Net Fixed Assets	<u>000</u>	<u>000</u>
	£	£
Cost of Providing Service (Mileage)	55,477	66,259
Cost of Providing Service (Administration)	9,202	7,953
	<u>64,679</u>	<u>74,212</u>

All funds are unrestricted

The Notes on page 8 form an integral part of these accounts.

Approved by the trustees on 26th March 2025 and signed on their behalf by: -

Scottish Charity Number SC014645

Trustee

Date

28/3/25

Trustee

Date

28/3/25

Charity No. SC014645



IRVINE & TROON CANCER CARE

Notes to Accounts

As at 31st January 2025

Note 1 Basis of Accounting

These accounts have been prepared on the receipts and payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

Note 2 Nature and purpose of Funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of Irvine and Troon Cancer Cares activities.

Note 3 Grants & Fundraising

No grants were made to any other organisation or charity during the financial year, and no fundraising was conducted in conjunction with or for the benefit of another organisation

Note 4 Related Party Transactions

No remuneration was paid to the trustees during the current financial year. During the current financial year, two trustees provided services as volunteer drivers and received £ expenses at the rate prevailing with HMRC.

Note 5 Governance Costs

The cost of Governance in the financial year ended 31st January 2025 was Nil.

Fixed Assets

Note 6 All Individual Assets over £2000.
Depreciation is provided as follows: -
20% per Annum