THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016
**THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD**  
(A company limited by guarantee)

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THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2016

Trustees
P Brighton (resigned 18 May 2016)
A Bunn
A Burgess
J Davis (previously co-opted, appointed 18 November 2015)
S Horton (co-opted 16 December 2015)
T Lester
M Moore (co-opted 18 November 2015)
R Poller
P Williams

Company registered number 4202897
Charity registered number 1089658

Registered office Lindridge Road
Sutton Coldfield
West Midlands
B75 6JB

Company secretary C Kimberley
Independent examiner Helen Blundell LLB FCA FCIE DChA

Accountants MHA MacIntyre Hudson
Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
B3 2FD

Bankers CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD  
(A company limited by guarantee)  

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2016  

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of The Cancer Support Centre - Sutton Coldfield (the company) for the year ended 31 March 2016

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS102) (effective 1 January 2015)

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

The Cancer Support Centre - Sutton Coldfield is a charitable company limited by guarantee and governed by its Memorandum and Articles of Association dated 21 April 2001, as amended by special resolution on 29 November 2001

APPOINTMENT OF TRUSTEES

In accordance with the Articles of Association, Trustees are appointed by the membership. Paul Williams stood down as Chairman at the AGM in November 2015 and Alison Burgess was elected as the Chair. Jo Davis and Marie Moore were elected as new trustees and shortly after the AGM Sarah Horton was also co-opted to the Board in line with the charity's Memorandum and Articles of Association.

The Trustees serving during the year and to the date of this report were as follows -

Pat Brighton (resigned 18 May 2016)
Alan Bunn
Alison Burgess
Joanna Davis (previously co-opted, appointed 18 November 2015)
Sarah Horton (co-opted 16 December 2015)
Toni Lester
Marie Moore (appointed 18 November 2015)
Roy Poller
Paul Williams

The Company Secretary and Treasurer was Chris Kimberley

ORGANISATION

The Trustees meet monthly and are the decision makers. Day to day operations are dealt with by the employees, but the Trustees maintain a regular presence

RISK ASSESSMENT

Risk assessment is dealt with through the strategic planning process and the regular minuted meetings held by the Trustees.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

The Cancer Support Centre – Sutton Coldfield offers help and support to over 400 clients who either have a diagnosis of cancer, or who are supporting someone who has. The Cancer Support Centre fills a gap in service provision between hospital, local GP practices, community and hospice services as well as supporting clients during medical treatment. The charity offers its clients a holistic response to cancer taking into account their physical, mental and emotional well-being. It offers a unique recovery programme based on individual choice.

The Centre offers a range of supportive interventions such as one to one complementary therapies, counselling and active listening, therapeutic group activities and self help workshops to those diagnosed with cancer (aged 18 and over) and their carers.

Once they have registered with the Centre (for which a small donation is requested) and had an initial meeting with a Client Advocate to understand their concerns and needs, they are able to access a range of one to one complementary therapy treatments. We offer a number of treatments to our clients free of charge, thereby ensuring that no one with a need for our services is disadvantaged through financial hardship. Once they have used up their free treatments we offer additional one to one therapies at a significant discount, alongside a range of Group activities such as yoga, meditation, art and self help workshops to help with areas such as anxiety, pain management and relaxation that are specifically designed to help and support our clients through their Cancer Journey.

ACHIEVEMENT AND PERFORMANCE

Based in our Centre in Lindridge Road, Sutton Coldfield, everyone involved in the Centre, volunteers, therapists, client advocates, trustees and office staff, work hard to create a safe and positive space where our clients can come and find the support and tools they need to find their way through the difficult times they face.

Our Clients

In the year ending March 2016 we took on 245 new clients and continued to provide support to more than 150 additional clients who have been using the Centre on a longer term basis.

Our Client Advocates ("CAs") continue to work with our clients and support them in their journey through the Centre. Through the use of an evaluation system called MYCAW (Measure Your Concerns and Well-being) we have been able to identify some of the key reasons our clients come to the Centre and what they look for support and guidance on. Key concerns include anxiety, stress management, relaxation and pain management.

In our 2016 Client Survey we continued to get excellent feedback regarding the service we provide and the great work our volunteers, therapists, CAs and staff do.

- 97% of those asked said they were always greeted in a friendly manner
- 100% said CAs and staff were always or usually knowledgeable and helpful
- 94% said they were always treated with dignity and respect
- 74% said the therapies were always beneficial with a further 23% saying they were usually beneficial

For the first time this year we asked our clients the question “If you hadn’t been coming to the Centre in the last 12 months would you have made more appointments with your GP or Clinical Nurse Specialist?” 58% of those directly affected by Cancer said they would, confirming our view that the Centre has a valuable role to play within the Community, providing help and support to our clients and taking the pressure of a heavily utilised NHS
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2016

Fundraising

Fundraising has again been key to the financial survival of the Centre, and once more we are very grateful for the exceptional and hard work undertaken by our Fundraising team. In addition, we cannot continue without the support of our Community, whether it’s the person who gives us 50p at one of our “can shakes” or the organisation that chooses to make us their charity of the year.

In another busy year, the Fundraising team has focussed on two main types of events, those run by our own team and those run for the Centre by external people and organisations. Of the former we have been delighted by the continued success of our Summer and Christmas Fayres and our particularly popular Flower Demonstration days. We also have been lucky enough to have a number of sports groups and local businesses supporting the Centre either for the year or through a particular event.

As always we would like to thank everyone who has supported us in our fundraising over the last 12 months and hope we can rely on their continued generous support in 2016/17.

Therapies and Workshops

Over the past year we have continued to develop and grow our network of highly skilled one to one and group therapists, now working with 15 Therapists and 8 Group leaders. Each and every one of the therapists continues to learn new skills or reinforces their existing skills and we are proud to say some of our therapists are now considered to be national experts in their specialisms.

Throughout 2015 we have strived to work towards delivering more support for our clients by way of talks, demonstrations and workshops to allow them to take better care of their own well-being. Studies have shown that when the body can relax properly it can do what it does best, cell repair work, and we know that many of our clients come to us to help them with relaxation and stress management. As we know, one size doesn’t fit all, our courses and group activities offer a range of ways to relax and recharge - from laughing workshops to meditation and relaxation groups. We are also pleased to have been chosen again by the Penny Brohn Cancer Care Centre to be a centre for them to offer their Living Well course which helps our clients to understand the key components of continued well-being and self-care.

Volunteers

As always we couldn’t provide the service we offer without the help of our amazing volunteers. During the latter part of the financial year we have been focussing our attention on recruiting more volunteers and also ensuring that we utilise their skills in the best way possible to provide them with interesting volunteering opportunities. At the moment we have a bank of over 70 individuals who provide support in a variety of ways both in the Centre itself and also by being involved in fundraising activities externally.

Board Expansion

In the summer of 2015 we began a recruitment campaign to look for new trustees. Through our risk management we have been aware for some time that we needed to expand the board both in terms of numbers and experience. We are pleased to have been able to add three new trustees to the board in 2015, all of whom bring valuable experience and knowledge of the Health and Social Care sectors alongside an energy and vitality that will help to drive the Centre forward.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

TRUSTEES’ REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2016

FINANCIAL REVIEW

2015/16 has been a challenging year in financial terms. The Centre received no significant grant funding, only £750 compared to £15,202 in 2014/15 so despite significant increases in income from other sources it has not been possible to meet the continued increase in expenditure from the year’s income.

All areas of expenditure saw increases, therapy costs rose to £51,456 (£48,025 in 2014/15), premises costs rose to £38,887 (£37,149 in 2014/15) and staff costs rose to £44,655 (£35,554 in 2014/15). These increases all being a reflection of the continued increasing numbers of clients attending the Centre. The staff costs showing the largest increase as it eventually became necessary to increase staffing hours in order to manage the increased usage the Centre has seen in recent years.

Donations accounted for £52,209 (£44,022 in 2014/15) of income, of which clients contributed £17,922 (£16,331 in 2014/15) and the remainder of the income came from various fundraising activities - £23,635 from the Centre’s own events, £38,810 from outside events, £7,470 from ‘Charity of the year’ nominations and £7,151 from Gift Aid.

While it has been possible to meet the shortfall of income from reserves in 2015/16, the Centre’s reserves now stand at £95,201 (of which £725 is in restricted funds), significantly lower than the level representing 12 months expenditure which is the Trustees’ objective.

A series of measures have been put in place in the current financial year to address the shortfall. While focussing on increasing income from grant sources and donations at the point of use, there has also been a restructuring of the care package offered to clients in order to offer a similar level of care at a reduced cost.

The Trustees are and have been aware of the risk to the organisation of relying so heavily on donations and fundraising which is a very variable funding stream. The Trustees take every opportunity to establish new lines of income, to diversify the funding base and to spread any risk to the organisation.

RISK MANAGEMENT

In 2015 we identified the key areas of concern for us as a Centre and we have been actively working to mitigate those risks over the last 12 months. Our main focus has been on:

- Lack of external knowledge of the health and charitable sector
- Make up of Trustee Board
- Capacity and client numbers
- Recruitment and retention of volunteers

We are very aware we still have two key areas to focus on in the coming 12 months:

- Having a clearly defined Strategy/Service Offerings
- Lack of diversity of income sources

A recent review of our ‘Service offering’ has resulted in a revised approach to our services in increasing the focus on ‘self help’ for our clients mirroring the NHS approach. This revised approach provides us with an offering which is considered more likely to yield NHS funding, possibly in conjunction with GP practice groups, as it will reduce the number of client/patient return visits to GPs/hospitals.

As at the start of our new financial year 2016/17 we also revised our levels of requested donations and the number of treatments we can offer our clients. We hope that this will assist in addressing the potential income to expenditure shortfall we suffered in the last year without in anyway impacting on the quality of help and support given to our clients.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2016

RESERVES POLICY

The Trustees have confirmed their objective of establishing a level of reserves representing twelve months operational expenditure. They recognise that while expenditure continues to increase that this represents a considerable challenge and will review the policy at regular intervals.

As mentioned in the financial review steps have already been taken to try and address the gap between actual reserves of £95,201 (of which, £94,976 is unrestricted) and the target of twelve months operational expenditure (approximately £150,000)

FUTURE PLANS

Changes decided upon by the Board in early 2016 and implemented over the last 3 months give a clear indication of how we see the future success of the Centre.

- As mentioned under Risk Management we have revised the number of free treatments we are offering our clients in 2016/17. We made the decision based on both our financial needs and also our belief in the efficacy of the new reduced number of treatments.
- Whilst we continue to advocate for the value of our one to one complementary therapies, which we know can provide much needed help and relief for our clients, we are also looking to offer a wider range of self help workshops and groups, providing our clients with tools and techniques to take away from the Centre to support them 24 hours a day.
- We will continue to seek to understand the specific needs of our clients and ensure that we offer the latest and most effective therapies available.
- We will also look externally and work to confirm our place within the community as a place of care and support not only for our clients but also to the local GP services, hospitals and community services.
- We will explore how to diversify our sources of income thereby reducing the risk of having one dominant source.

TRUSTEES’ RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The Cancer Support Centre - Sutton Coldfield for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and accounting estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2016

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 20 July 2016 and signed on their behalf by

A Burgess
Trustee
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2016

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CANCER SUPPORT CENTRE -
SUTTON COLDFIELD

I report on the financial statements of the company for the year ended 31 March 2016 which are set out on
pages 10 to 20

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities
Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state
to the charity's Trustees those matters I am required to state to them in an independent examiner's report and
for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone
other than the company and the charity's Trustees, as a body, for my work or for this report.

Respective Responsibilities of Trustees and Examiner

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for
the preparation of the financial statements. The Trustees consider that an audit is not required for this year under
section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for
independent examination, it is my responsibility to

• examine the financial statements under section 145 of the Act,
• follow the procedures laid down in the general Directions given by the Charity Commission under section
  145(5)(b) of the Act, and
• 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 company and a comparison of the financial
statements presented with those records. It also includes consideration of any unusual items or disclosures in
the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to
those matters set out in the statement below.
INDEPENDENT EXAMINER'S STATEMENT

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 386 of the Companies Act 2006, and
   • to prepare financial statements which accord with the accounting records and comply with the
     accounting requirements of section 396 of the Companies Act 2006 and with the methods and
     principles of the Statement of Recommended Practice Accounting and Reporting by Charities
     have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the
    financial statements to be reached

Signed  Helen Blundell  Dated 20 July 2016

Helen Blundell  LLB FCA FCIE DChA

MHA MACINTYRE HUDSON
Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
B3 2FD
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>Restricted funds 2016</th>
<th>Unrestricted funds 2016</th>
<th>Total funds 2016</th>
<th>Total funds 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations &amp; legacies</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Grants</td>
<td>2</td>
<td>-</td>
<td>750</td>
<td>750</td>
</tr>
<tr>
<td>Other donations and legacies</td>
<td>2</td>
<td>1,350</td>
<td>102,041</td>
<td>103,391</td>
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<tr>
<td>Other trading activities</td>
<td>3</td>
<td>-</td>
<td>16,858</td>
<td>16,858</td>
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<tr>
<td>Investments</td>
<td>4</td>
<td>-</td>
<td>909</td>
<td>909</td>
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<tr>
<td>Chantable activities</td>
<td>5</td>
<td>5</td>
<td>6,772</td>
<td>6,777</td>
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<tr>
<td><strong>TOTAL INCOME</strong></td>
<td></td>
<td></td>
<td><strong>1,355</strong></td>
<td><strong>127,330</strong></td>
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<tr>
<td><strong>EXPENDITURE ON</strong></td>
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<td></td>
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<tr>
<td>Raising funds</td>
<td>3</td>
<td>-</td>
<td>5,083</td>
<td>5,083</td>
</tr>
<tr>
<td>Chantable activities</td>
<td>6</td>
<td>948</td>
<td>145,463</td>
<td>146,411</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td></td>
<td></td>
<td>948</td>
<td>150,546</td>
</tr>
<tr>
<td><strong>NET (EXPENDITURE) / INCOME</strong></td>
<td></td>
<td></td>
<td>407</td>
<td>(23,216)</td>
</tr>
<tr>
<td><strong>NET MOVEMENT IN FUNDS</strong></td>
<td></td>
<td></td>
<td>407</td>
<td>(23,216)</td>
</tr>
</tbody>
</table>

RECONCILIATION OF FUNDS.

Total funds at 1 April 2015

| | 318 | 117,692 | 118,010 | 108,009 |

TOTAL FUNDS AT 31 MARCH 2016

| | 725 | 94,476 | 95,201 | 118,010 |

All activities relate to continuing operations

The notes on pages 12 to 20 form part of these financial statements
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)
REGISTERED NUMBER 4202897

BALANCE SHEET
AS AT 31 MARCH 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>CURRENT ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>13</td>
<td>5,731</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td></td>
<td>92,993</td>
</tr>
<tr>
<td></td>
<td></td>
<td>98,724</td>
</tr>
<tr>
<td>CREDITORS amounts falling due within one year</td>
<td>14</td>
<td>(3,523)</td>
</tr>
<tr>
<td>NET CURRENT ASSETS</td>
<td></td>
<td>95,201</td>
</tr>
<tr>
<td>NET ASSETS</td>
<td></td>
<td>95,201</td>
</tr>
<tr>
<td>CHARITY FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted funds</td>
<td>15</td>
<td>725</td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>15</td>
<td>94,476</td>
</tr>
<tr>
<td>TOTAL FUNDS</td>
<td></td>
<td>95,201</td>
</tr>
</tbody>
</table>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 December 2015 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with Financial Reporting Standard 102.

The financial statements were approved by the Trustees on 20 July 2016 and signed on their behalf, by

A Burgess
Trustee

The notes on pages 12 to 20 form part of these financial statements
1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity has adopted early the provision of SORP update Bulletin 1 and taken advantage of the exemption from preparing a cash flow statement.

The Cancer Support Centre - Sutton Coldfield meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.
1. ACCOUNTING POLICIES (continued)

1.5 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor’s intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

No amounts are included in the financial statements for services donated by volunteers.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and meeting the company’s legal duties and include project management.

1.7 Operating leases

Rentals under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company, this is normally upon notification of the interest paid or payable by the bank.

1.9 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount repaid net of any trade discounts due.

Page 13
1. ACCOUNTING POLICIES (continued)

1.11 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.14 VAT

All costs are shown inclusive of any irrecoverable Value Added Tax.

1.15 Judgements and key sources of estimation uncertainty

No judgements have been made in the process of applying the above accounting policies that have had the most significant effect on amounts recognised in the financial statements.

There have been no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

2 INCOME FROM DONATIONS AND LEGACIES

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds 2016</th>
<th>Unrestricted funds 2016</th>
<th>Total funds 2016</th>
<th>Total funds 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>M6 Toll</td>
<td>-</td>
<td>750</td>
<td>750</td>
<td>-</td>
</tr>
<tr>
<td>Community Chest/Neighbourhood Renewal Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,000</td>
</tr>
<tr>
<td>Baron Davenport</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
</tr>
<tr>
<td>Santander</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
</tr>
<tr>
<td>Other grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,702</td>
</tr>
<tr>
<td>Grants</td>
<td>-</td>
<td>750</td>
<td>750</td>
<td>15,202</td>
</tr>
<tr>
<td>Donations</td>
<td>1,350</td>
<td>50,859</td>
<td>52,209</td>
<td>44,022</td>
</tr>
<tr>
<td>Gift aid</td>
<td>-</td>
<td>7,151</td>
<td>7,151</td>
<td>6,662</td>
</tr>
<tr>
<td>Supporter events and similar</td>
<td>-</td>
<td>44,031</td>
<td>44,031</td>
<td>54,786</td>
</tr>
<tr>
<td>Subtotal</td>
<td>1,350</td>
<td>102,041</td>
<td>103,391</td>
<td>105,470</td>
</tr>
<tr>
<td>Total donations and legacies</td>
<td>1,350</td>
<td>102,791</td>
<td>104,141</td>
<td>120,672</td>
</tr>
</tbody>
</table>

In 2015, of the total income from donations and legacies, £120,169 was to unrestricted funds and £503 was to restricted funds.

3 OTHER TRADING ACTIVITIES AND RAISING FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds 2016</th>
<th>Unrestricted funds 2016</th>
<th>Total funds 2016</th>
<th>Total funds 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from other trading activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising sales and competitions</td>
<td>-</td>
<td>2,365</td>
<td>2,365</td>
<td>986</td>
</tr>
<tr>
<td>Fundraising events</td>
<td>-</td>
<td>14,493</td>
<td>14,493</td>
<td>18,479</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>16,858</td>
<td>16,858</td>
<td>19,465</td>
</tr>
<tr>
<td>Expenditure on raising funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events costs</td>
<td>-</td>
<td>3,818</td>
<td>3,818</td>
<td>6,189</td>
</tr>
<tr>
<td>Other fundraising expenses</td>
<td>-</td>
<td>1,265</td>
<td>1,265</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>5,083</td>
<td>5,083</td>
<td>6,189</td>
</tr>
<tr>
<td>Net income from other trading activities and raising funds</td>
<td>-</td>
<td>11,775</td>
<td>11,775</td>
<td>13,276</td>
</tr>
</tbody>
</table>
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

4. INVESTMENT INCOME

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Bank interest</td>
<td>-</td>
<td>909</td>
<td>909</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In 2015, of the total investment income, £1,037 was to unrestricted funds and £Nil was to restricted funds.

5. ANALYSIS OF INCOME FROM CHARITABLE ACTIVITIES BY TYPE OF INCOME

<table>
<thead>
<tr>
<th>Therapies provided in partnership with</th>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prostate Cancer UK</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Course fees</td>
<td>-</td>
<td>4,255</td>
<td>4,255</td>
</tr>
<tr>
<td>Income from therapeutic activities</td>
<td>5</td>
<td>2,517</td>
<td>2,522</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6,772</td>
<td>6,777</td>
</tr>
</tbody>
</table>

In 2015, of the total income from charitable activities, £4,637 was to unrestricted funds and £Nil was to restricted funds.

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Provision of services</td>
<td>948</td>
<td>145,463</td>
<td>146,411</td>
</tr>
</tbody>
</table>

In 2015, of the total expenditure, £123,408 was expenditure from unrestricted funds and £6,213 was expenditure from restricted funds.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

7. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

<table>
<thead>
<tr>
<th></th>
<th>Staff costs 2016</th>
<th>Staff costs 2016</th>
<th>Other costs 2015</th>
<th>Other costs 2015</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure on fundraising</td>
<td></td>
<td></td>
<td>-</td>
<td></td>
<td>5,083</td>
<td>6,189</td>
</tr>
<tr>
<td>trading</td>
<td>5,083</td>
<td></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costs of generating funds</td>
<td></td>
<td></td>
<td>5,083</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charitable activities</td>
<td>44,655</td>
<td>101,756</td>
<td>146,411</td>
<td>129,621</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>44,655</td>
<td>106,839</td>
<td>151,494</td>
<td>135,810</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. DIRECT COSTS

<table>
<thead>
<tr>
<th></th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities for service users</td>
<td>51,456</td>
<td>48,025</td>
</tr>
<tr>
<td>Training</td>
<td>2,851</td>
<td></td>
</tr>
<tr>
<td>Other direct costs</td>
<td>1,019</td>
<td>871</td>
</tr>
<tr>
<td>Wages and salaries</td>
<td>25,824</td>
<td>20,910</td>
</tr>
<tr>
<td>National insurance</td>
<td>924</td>
<td>422</td>
</tr>
<tr>
<td>Pension cost</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82,119</td>
<td>70,228</td>
</tr>
</tbody>
</table>

9 SUPPORT COSTS

<table>
<thead>
<tr>
<th></th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office costs</td>
<td>4,356</td>
<td>5,181</td>
</tr>
<tr>
<td>Premises costs</td>
<td>38,887</td>
<td>37,149</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,889</td>
<td>1,855</td>
</tr>
<tr>
<td>Bank charges</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Independent Examiner's fee</td>
<td>1,198</td>
<td>936</td>
</tr>
<tr>
<td>Professional fees</td>
<td>48</td>
<td>35</td>
</tr>
<tr>
<td>Trustee expenses reimbursed</td>
<td>-</td>
<td>15</td>
</tr>
<tr>
<td>Wages and salaries</td>
<td>17,216</td>
<td>13,940</td>
</tr>
<tr>
<td>National insurance</td>
<td>617</td>
<td>282</td>
</tr>
<tr>
<td>Pension cost</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td></td>
<td>64,292</td>
<td>59,393</td>
</tr>
</tbody>
</table>
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

10 INDEPENDENT EXAMINER’S FEE
The Independent Examiner’s fee amounts to an Independent Examination fee of £1,438 (2015 £936) and no additional services provided

11. STAFF COSTS
Staff costs were as follows

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>43,040</td>
<td>34,850</td>
</tr>
<tr>
<td>Social security costs</td>
<td>1,541</td>
<td>704</td>
</tr>
<tr>
<td>Pension costs</td>
<td>74</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>44,655</td>
<td>35,554</td>
</tr>
</tbody>
</table>

The average monthly number of employees was 2 (2015 2) and the average monthly number of employees during the year expressed as full time equivalents was as follows (including casual and part-time staff)

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charitable activities</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

No employee received remuneration amounting to more than £60,000 in either year

Volunteers
Although volunteer services are not valued in the financial statements we estimate that in excess of 10,000 hours are given voluntarily to the Centre for the support and running thereof

12 TRUSTEES’ AND KEY MANAGEMENT PERSONNEL REMUNERATION AND EXPENSES
No trustee received any remuneration during the year (2015 £Nil) other than as detailed below

Two (2015 two) Trustees received amounts totalling £6,815 (2015 £8,597) during the year in their capacity as therapists providing services to the Centre, as permitted by the Memorandum of Association

At the year end, £470 included in accruals and deferred income (£Nil) was due to one of the Trustees referred to above in relation to the provision of therapies

No (2015 one) Trustees were reimbursed expenses for travel during the year (2015 £15)

In the year, three trustees (2015 three) donated £1,182 (2015 £844), in aggregate
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

13 DEBTORS

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other debtors and prepayments</td>
<td>£5,731</td>
<td>£6,368</td>
</tr>
</tbody>
</table>

14 CREDITORS:
Amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accruals and deferred income</td>
<td>£3,523</td>
<td>£2,759</td>
</tr>
</tbody>
</table>

15. STATEMENT OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Brought forward</th>
<th>Incoming resources</th>
<th>Resources expended</th>
<th>Carried forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted funds</td>
<td>£117,692</td>
<td>£127,330</td>
<td>(£150,546)</td>
<td>£94,476</td>
</tr>
</tbody>
</table>

Restricted funds

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardening club</td>
<td>£318</td>
<td>£255</td>
<td>(£258)</td>
</tr>
<tr>
<td>Diary/Database system</td>
<td>-</td>
<td>£1,100</td>
<td>(£690)</td>
</tr>
<tr>
<td>Total of funds</td>
<td>£318</td>
<td>£1,355</td>
<td>(£948)</td>
</tr>
</tbody>
</table>

Gardening club
The Gardening club fund is for use by the Gardening club group at the centre

Diary/Database system
These funds have been donated for the development of purchase of a diary and/or database system for the Centre
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD  
(A company limited by guarantee) 

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016  

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS  

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2016</td>
<td>2016</td>
<td>2015</td>
</tr>
<tr>
<td>Current assets</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Creditors due within one year</td>
<td>(3,523)</td>
<td>(3,523)</td>
<td>(2,759)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>725</td>
<td>97,999</td>
<td>98,724</td>
<td>120,769</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>725</td>
<td>94,476</td>
<td>95,201</td>
<td>118,010</td>
</tr>
</tbody>
</table>

17. PENSION COMMITMENTS  

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £74 (2015: £Nil).

18. OPERATING LEASE COMMITMENTS  

At 31 March 2016 the company had annual commitments under non-cancellable operating leases as follows:

The premises are occupied under a 7 year lease expiring 24 February 2018 at a peppercorn rent