THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017
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 2017

Trustees
P Brighton (resigned 18 May 2016)
A Bunn
A Burgess
J Davis
S Keenan
T Lester
M Moore
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 2017

The Trustees present their annual report together with the financial statements of The Cancer Support Centre - Sutton Coldfield for the year 1 April 2016 to 31 March 2017. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (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

The Trustees of the charity are also company directors for the purposes of company law.

In accordance with the Articles of Association, Trustees are appointed by the membership. At the AGM in October 2016 Alison Burgess remained as Chair and in line with the charity's Memorandum and Articles of Association, Sarah Keenan (formerly Horton) who had previously been co-opted to the Board, along with Alan Bunn and Roy Poller who had stepped down were all elected as Trustees.

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

Alan Bunn
Alison Burgess
Joanna Davis
Toni Lester
Marie Moore
Roy Poller
Paul Williams
Sarah Keenan (formerly Horton) (previously co-opted, appointed 19 October 2016)

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 2017

OBJECTIVES AND ACTIVITIES

The objectives of the Charity as included in the memorandum and articles of association are to relieve cancer sufferers including persons in remission and their respective families and friends in the West Midlands and surrounding area by the provision of holistic and other therapy treatments including traditional, alternative and complementary therapies and treatments; and to protect and preserve the health of cancers sufferers and their respective families and friends by the provision of a counselling, advice and support service.

The Cancer Support Centre – Sutton Coldfield offers help and support to over 400 clients who are suffering from or who have been affected by Cancer. 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 1:1 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 1:1 complementary therapy treatments. We offer a number of treatments to our clients for free, 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 1:1 therapies at a significant discount, alongside a range of Group activities such as Yoga, Meditation and 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 has worked hard to create a place of sanctuary and support to any adult whose life has been affected by cancer.

Our Clients
In the year ending March 2017 we took on 210 new clients and continued to provide support to more than 450 additional clients who have been using the centre on a longer term basis.

Everyone at the Centre continues to provide an excellent service for our clients. In our 2017 Client Survey we continued to get great feedback regarding the work our volunteers, therapists, Client Advocates ("CAs") and staff do.

• 100% of those asked said they were usually or always greeted in a friendly manner
• 98.5% said CAs and staff were always or usually knowledgeable and helpful
• 100% said they were usually or always treated with dignity and respect
• 95% of clients said they were usually or always able to book an appointment when they needed to.

We continued to ask our clients if they hadn't been coming to the Centre in the last 12 months would they have made more appointments with their GP or Clinical Nurse Specialist. 53% of those who responded said they would, and this is something we will explore in more detail in 2017/18 (see Risk Management).
Fundraising
We are immensely proud of our fundraising team and wouldn't survive as a Centre without their hard work. Our volunteers help us to run our own events and also to encourage other organisations and individuals in the local community to run events for us.

From Christmas fayres to book launches, sponsored cycles to flower displays and everything in between we are hugely gratified that we have the support of our community. We have also had the honour of being Charity of the Year for a number of organisations and businesses including Whittington Golf Club and two of our local Marks and Spencer food stores, all of whom have been an enormous support to us.

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 2017/18.

Therapies and Workshops
During the year the Centre has worked with 28 Therapists and Client Advocates who have provided 13 different categorised one to one therapies in addition to any assessments and review appointments which are used to guide clients through the services on offer at the Centre. 14 Group therapies have also been offered giving clients the ability to choose activities that suit them best.

In September 2016 we piloted the first of our Help Yourself programmes for our clients. The purpose of this five workshop programme is to provide additional support through skills development to both clients directly affected by cancer and carers. The feedback was tremendous:

"I have found the programme extremely interesting and thought provoking. I have been given some life changing skills."

"It has helped me to understand the pressure I put on myself which cause me stress and given me ways in which I can help myself to cope."

As a result of both funding received and the fact that some of the trainers involved have offered their services for free, we are now able to offer this programme for free to our clients in 2017/18 and hope it will have a tremendous impact on their health and wellbeing.

Volunteers
We have over 70 volunteers, including trustees who help the Centre provide the excellent service it does. We know we could not do it without them and to say thank you to our volunteers the trustees put on an afternoon tea in June 2016 which we hope to make an annual event going forward.

In 2016 our volunteer receptionists were challenged with learning new IT skills as we introduced our online diary and booking system. Well supported by the Office team, they took on the changes with positivity and enthusiasm helping us to provide a better and more efficient service to our clients going forward.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

TRUSTEES’ REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

FINANCIAL REVIEW

In response to the deficit of 2015/16, the trustees introduced a series of measures which were intended to both address the shortfall of income and to improve the level of service offered to clients. The resultant increase in overall income to £181,779 (2015/16: £128,865) has transformed the deficit of £22,809 in 2015/16 to a surplus of £35,392 in 2016/17. Of this surplus, £28,059 was related to restricted funds which have been obtained for specific projects in 2017/18 and therefore cannot be expended on normal operational costs.

The increase in income was achieved mainly by securing grants of £39,959 (£750 in 2015/16), requesting a higher level of donation from clients which brought in £25,891 (£17,922 in 2015/16) and capitalising on the support in the local community which resulted in £20,363 from Charity of the Year schemes (£7,470 in 2015/16). Other streams of income such as the Centre’s own events and other supporter events were sustained at previous levels although there was a decline in basic donations possibly as a result of donors contributing in alternative ways.

Although most areas of expenditure remained consistent with 2015/16, premises costs being £39,755 (£38,887 in 2015/16) and staff costs £43,000 (£44,655 in 2015/16), with a greater emphasis on group therapies it was possible to reduce the therapy costs to £46,550 compared to £51,456 in 2015/16.

The Trustees continue in their efforts to secure additional funding streams to reduce the heavy reliance on donations and fundraising. A step in this direction has been taken by obtaining funds from Sutton Coldfield Charitable Trust (“SCCT”) for a project which seeks to reach additional cancer patients and enable the Centre to demonstrate its value to future funders.

RISK MANAGEMENT

A desire for greater diversity of financial sources and the impact of a deficit in 2015/16 meant that finance remained a focus and a challenge in 2016/17. At the start of our new financial year 2016/17 we revised our fees and the number of ‘free treatments’ we can offer our clients. This was a financial decision made partly in response to the deficit and also in light of our move to offering more Self Help workshops. There has been no obvious impact on client numbers or usage patterns and we have seen an increase in donations for treatments and workshops.

We also increased our successful applications for bids and grants and were delighted to receive a grant from SCCT to help us with the project below.

In May 2017, with funding from SCCT, the centre launched its Survive and Thrive project. With the support of two NHS specialists and in partnership with six local GP practices we are undertaking a comparison study to measure the health and wellbeing benefits provided by the Centre, to patients suffering from cancer at the six practices. It is hoped that the evidence gained from this study will support future funding applications and enable the Centre to demonstrate its impact on the local community in a more robust way.

We remain aware that we have a number of key individuals within the Centre without whom the Centre would be at risk. We are continuing to look for additional volunteers with the necessary strategic and operational skills to mitigate this risk going forward.
RESERVES POLICY

In April 2017 the Trustees reviewed the reserves policy. Previously, the objective was to establish a level of reserves representing twelve months operational expenditure. The view was taken that this is a substantial target which is not an absolute necessity because even a significant occurrence would be highly unlikely to result in the loss of a whole year’s income. In addition, should income become restricted, there are areas of expenditure within the budget that can be curtailed reasonably quickly without incurring costs.

The Trustees have therefore decided that the optimum amount for reserves to be is 9 months of operational costs.

Operational costs in 2016/17 were approximately £140,000 leading to a requirement of £105,000 in reserves. Unrestricted funds at 31 March 2017 stood at £101,809. The balance of restricted funds will always be sufficient to meet the expenditure committed to such projects.

FUTURE PLANS

The Board has its eyes on both the day to day operations of the Centre and also its longer term position. We know there has never been a greater need for what the Centre provides. At the same time there has never been a greater challenge in terms of finding funding and support.

There have been a number of changes in what we provide and how we do it over the last 12 months, and we will continue to ensure that our approach has one eye on the present but also focusses on providing this much needed support in an efficient and effective way going forward.

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 2017

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 September 2017 and signed on their behalf by:

A Burgess
Trustee
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2017

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 2017 which are set out on pages 10 to 21.

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.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards 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 been withdrawn.

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

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.
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, Accounting and Reporting
     by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK
     and Republic of Ireland (FRS 102) and in other respects 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
Helen Blundell  LLB FCA FCIE DChA

Dated: 20 September 2017
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

<table>
<thead>
<tr>
<th>Note</th>
<th>Restricted funds 2017</th>
<th>Unrestricted funds 2017</th>
<th>Total funds 2017</th>
<th>Total funds 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

INCOME FROM:

Donations & legacies:
- Edgar Lawley Foundation 2 - 1,500 1,500 -
- Pink Ribbon Foundation 2 - 5,000 5,000 -
- Eveson Charitable Trust 2 - 2,000 2,000 -
- Sutton Charitable Trust 2 29,959 - 29,959 -
- Other grants 2 1,000 500 1,500 750
- Other donations and legacies 2 20 118,746 118,766 103,391
Charitable activities 3 - 3,437 3,437 6,777
Other trading activities - 18,930 18,930 16,858
Investments - 687 687 909

TOTAL INCOME: 30,979 150,800 181,779 128,685

EXPENDITURE ON:

Raising funds 3 - 6,000 6,000 5,083
Charitable activities 4 2,920 137,467 140,387 146,411

TOTAL EXPENDITURE: 2,920 143,467 146,387 151,494

NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES:

28,059 7,333 35,392 (22,809)

NET MOVEMENT IN FUNDS:

28,059 7,333 35,392 (22,809)

RECONCILIATION OF FUNDS:

Total funds brought forward

725 94,476 95,201 118,010

TOTAL FUNDS CARRIED FORWARD

28,784 101,809 130,593 95,201

The notes on pages 12 to 21 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 2017**

<table>
<thead>
<tr>
<th>Note</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
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<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>10</td>
<td>35,541</td>
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<tr>
<td>Cash at bank and in hand</td>
<td></td>
<td>103,448</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>138,989</td>
<td>98,724</td>
</tr>
<tr>
<td><strong>CREDITORS: amounts falling due within one year</strong></td>
<td>11</td>
<td>(8,396)</td>
</tr>
<tr>
<td><strong>NET CURRENT ASSETS</strong></td>
<td>130,593</td>
<td>95,201</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>130,593</td>
<td>95,201</td>
</tr>
<tr>
<td><strong>CHARITY FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted funds</td>
<td>12</td>
<td>28,784</td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>12</td>
<td>101,809</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS</strong></td>
<td>130,593</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 preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 20 September 2017 and signed on their behalf, by:

\[\text{A Burgess}\]

Trustee

The notes on pages 12 to 21 form part of these financial statements.
1. ACCOUNTING POLICIES

1.1 General information

The Cancer Support Centre - Sutton Coldfield is a charitable company (limited by guarantee) operating in England from its registered office: Lindridge Road, Sutton Coldfield, West Midlands, B75 6JB.

The principal activity of the charity is the delivery of support services to adults affected by cancer.

1.2 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 financial statements have been prepared to give a 'true and fair' view and 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 Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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.

1.3 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.

1.5 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.

No amounts are included in the financial statements for services donated by volunteers.
1. ACCOUNTING POLICIES (continued)

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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 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.

1.9 Debtors

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

1.10 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.

1.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

1.12 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.
THE CANCER SUPPORT CENTRE - SUTTON COLDFIELD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES (continued)

1.13 VAT

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

2. INCOME FROM DONATIONS AND LEGACIES

<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>Edgar Lawley Foundation</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td>Pink Ribbon Foundation</td>
<td>-</td>
<td>5,000</td>
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<td>-</td>
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<tr>
<td>Eveson Charitable Trust</td>
<td>-</td>
<td>2,000</td>
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<tr>
<td>Sutton Charitable Trust</td>
<td>29,959</td>
<td>-</td>
<td>29,959</td>
<td>-</td>
</tr>
<tr>
<td>Other grants</td>
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<td>500</td>
<td>1,500</td>
<td>750</td>
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<tr>
<td>Grants</td>
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<td>9,000</td>
<td>39,959</td>
<td>750</td>
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<tr>
<td>Donations</td>
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<td>52,650</td>
<td>52,209</td>
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<tr>
<td>Gift aid</td>
<td>-</td>
<td>5,419</td>
<td>5,419</td>
<td>7,151</td>
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<tr>
<td>Gifts in kind</td>
<td>-</td>
<td>3,152</td>
<td>3,152</td>
<td>-</td>
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<tr>
<td>Supporter events and similar</td>
<td>-</td>
<td>57,545</td>
<td>57,545</td>
<td>44,031</td>
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<tr>
<td>Subtotal</td>
<td>20</td>
<td>118,746</td>
<td>118,766</td>
<td>103,391</td>
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<tr>
<td>Total donations and legacies</td>
<td>30,979</td>
<td>127,746</td>
<td>158,725</td>
<td>104,141</td>
</tr>
<tr>
<td>Total 2016</td>
<td>1,350</td>
<td>102,791</td>
<td>104,141</td>
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3. OTHER TRADING ACTIVITIES AND RAISING FUNDS

<table>
<thead>
<tr>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
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</table>

Income from other trading activities

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising sales and competitions</td>
<td>-</td>
<td>805</td>
<td>805</td>
</tr>
<tr>
<td>Fundraising events</td>
<td>-</td>
<td>18,125</td>
<td>18,125</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>18,930</td>
<td>18,930</td>
</tr>
</tbody>
</table>

Expenditure on raising funds

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events costs</td>
<td>-</td>
<td>4,652</td>
<td>4,652</td>
</tr>
<tr>
<td>Other fundraising expenses</td>
<td>-</td>
<td>1,348</td>
<td>1,348</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>6,000</td>
<td>6,000</td>
</tr>
</tbody>
</table>

Net income from other trading activities and raising funds

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds</th>
<th>Unrestricted funds</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>12,930</td>
<td>12,930</td>
</tr>
</tbody>
</table>

4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

<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>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

Provision of services

<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>2,920</td>
<td>137,467</td>
<td>140,387</td>
<td>146,411</td>
</tr>
</tbody>
</table>

|                  | 948              | 145,463            | 146,411     |             |

Total 2016
5. **DIRECT COSTS**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities for service users</td>
<td>46,550</td>
<td>51,456</td>
</tr>
<tr>
<td>Training</td>
<td>3,939</td>
<td>2,851</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>541</td>
<td>1,019</td>
</tr>
<tr>
<td>Wages and salaries</td>
<td>25,372</td>
<td>25,824</td>
</tr>
<tr>
<td>National insurance</td>
<td>188</td>
<td>924</td>
</tr>
<tr>
<td>Pension cost</td>
<td>240</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>76,830</strong></td>
<td><strong>82,119</strong></td>
</tr>
</tbody>
</table>

*At 31 March 2016*

82,119

6. **SUPPORT COSTS**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office costs</td>
<td>2,687</td>
<td>4,356</td>
</tr>
<tr>
<td>Premises costs</td>
<td>39,755</td>
<td>38,887</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,960</td>
<td>1,889</td>
</tr>
<tr>
<td>Bank charges</td>
<td>83</td>
<td>52</td>
</tr>
<tr>
<td>Independent Examiner’s fee</td>
<td>1,620</td>
<td>1,198</td>
</tr>
<tr>
<td>Professional fees</td>
<td>252</td>
<td>48</td>
</tr>
<tr>
<td>Wages and salaries</td>
<td>16,914</td>
<td>17,216</td>
</tr>
<tr>
<td>National insurance</td>
<td>126</td>
<td>617</td>
</tr>
<tr>
<td>Pension cost</td>
<td>160</td>
<td>29</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>63,557</strong></td>
<td><strong>64,292</strong></td>
</tr>
</tbody>
</table>

*At 31 March 2016*

64,292

7. **INDEPENDENT EXAMINER’S FEE**

The Independent Examiner’s fee amounts to a fee for preparation of accounts and independent examination of £1,620 (2016: £1,438) and included in professional fees is £204 paid to the independent examiner for advice (2016: £Nil).
8. **STAFF COSTS**

Staff costs were as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>42,286</td>
<td>43,040</td>
</tr>
<tr>
<td>Social security costs</td>
<td>314</td>
<td>1,541</td>
</tr>
<tr>
<td>Pension costs</td>
<td>400</td>
<td>74</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>43,000</td>
<td>44,655</td>
</tr>
</tbody>
</table>

The average number of persons employed by the company during the year was as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charitable activities</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

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

Staff numbers are calculated based on the average number of monthly employees.

**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.
9. TRUSTEES' AND KEY MANAGEMENT PERSONNEL REMUNERATION AND EXPENSES.

No trustee received any remuneration during the year (2016: £Nil) other than as detailed below.

Roy Poller, a Trustee and therapist at the Charity, received remuneration as a contractor in the year of £6,690 (2016: £6,475). £780 was outstanding at the year end (2016: £470). This is permitted by the Charity's Memorandum of Association.

Toni Lester is a Trustee of the Charity and in the current year undertook therapies on a voluntary basis. As Toni is a qualified therapist, these have been included as gifts in kind and therapist fees. The value of the donated services included was £822. In the prior year, Toni received remuneration of £340 for undertaking training of therapists as permitted by the Charity's Memorandum of Association.

Two other trustees, Marie Moore and Alison Burgess, undertook development of a training course on a voluntary basis which has been valued at £2,330. This has been shown in both gifts in kind and training costs. There was no equivalent in the prior year.

At the year end, £Nil was included in accruals and deferred income (2016: £470) was due to one of the Trustees referred to above in relation to the provision of therapies.

No Trustees were reimbursed expenses for travel or similar during the year (2016: £Nil).

In the year, six trustees (2016: three) donated £3,850 (2016: £1,182), in aggregate. This includes the value of any gifts in kind recognised above.

During the year, Colouring in Consulting, a company of which Jo Davis is a director, received funds of £2,000 for consultancy work undertaken for the Centre (2016: £Nil).

10. DEBTORS

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade debtors</td>
<td>410</td>
<td>174</td>
</tr>
<tr>
<td>Other debtors</td>
<td>4,147</td>
<td>4,606</td>
</tr>
<tr>
<td>Prepayments and accrued income</td>
<td>30,984</td>
<td>951</td>
</tr>
<tr>
<td></td>
<td>35,541</td>
<td>5,731</td>
</tr>
</tbody>
</table>

11. CREDITORS: Amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade creditors</td>
<td>4,456</td>
<td>2,324</td>
</tr>
<tr>
<td>Other taxation and social security</td>
<td>1,853</td>
<td>-</td>
</tr>
<tr>
<td>Accruals and deferred income</td>
<td>2,087</td>
<td>1,199</td>
</tr>
<tr>
<td></td>
<td>8,396</td>
<td>3,523</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 2017  

12. STATEMENT OF FUNDS  

STATEMENT OF FUNDS - CURRENT YEAR  

<table>
<thead>
<tr>
<th></th>
<th>Brought forward</th>
<th>Income</th>
<th>Resources expended</th>
<th>Balance at 31 March 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>94,476</td>
<td>150,800</td>
<td>(143,467)</td>
<td>101,809</td>
</tr>
<tr>
<td>Restricted funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sutton Charitable Trust</td>
<td>-</td>
<td>29,959</td>
<td>(2,300)</td>
<td>27,659</td>
</tr>
<tr>
<td>Roughly Trust</td>
<td>-</td>
<td>1,000</td>
<td>(282)</td>
<td>718</td>
</tr>
<tr>
<td>Gardening club</td>
<td>315</td>
<td>-</td>
<td>-</td>
<td>315</td>
</tr>
<tr>
<td>Diary/Database system</td>
<td>410</td>
<td>20</td>
<td>(338)</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>725</td>
<td>30,979</td>
<td>(2,920)</td>
<td>28,784</td>
</tr>
<tr>
<td>Total of funds</td>
<td>95,201</td>
<td>181,779</td>
<td>(146,387)</td>
<td>130,593</td>
</tr>
</tbody>
</table>

STATEMENT OF FUNDS - PRIOR YEAR  

<table>
<thead>
<tr>
<th></th>
<th>Brought forward</th>
<th>Income</th>
<th>Resources expended</th>
<th>Gains/ (Losses)</th>
<th>Balance at 31 March 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>117,692</td>
<td>127,330</td>
<td>(150,546)</td>
<td>-</td>
<td>94,476</td>
</tr>
<tr>
<td></td>
<td>117,692</td>
<td>127,330</td>
<td>(150,546)</td>
<td>-</td>
<td>94,476</td>
</tr>
<tr>
<td>Restricted funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gardening club</td>
<td>318</td>
<td>255</td>
<td>(258)</td>
<td>-</td>
<td>315</td>
</tr>
<tr>
<td>Diary/Database system</td>
<td>-</td>
<td>1,100</td>
<td>(690)</td>
<td>-</td>
<td>410</td>
</tr>
<tr>
<td></td>
<td>318</td>
<td>1,355</td>
<td>(948)</td>
<td>-</td>
<td>725</td>
</tr>
<tr>
<td>Total of funds</td>
<td>118,010</td>
<td>128,685</td>
<td>(151,494)</td>
<td>-</td>
<td>95,201</td>
</tr>
</tbody>
</table>

Fund descriptions are overleaf.
12. STATEMENT OF FUNDS (continued)

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.

Sutton Charitable Trust
These funds have been granted by the above in relation to the 'Heath and Well Being Outcomes Evaluation' project.

Roughley Trust
These funds were granted for the Charity to provide "Help Yourself" courses free of charge to clients.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds 2017</th>
<th>Unrestricted funds 2017</th>
<th>Total funds 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td>28,784</td>
<td>110,206</td>
<td>138,990</td>
</tr>
<tr>
<td>Creditors due within one year</td>
<td>-</td>
<td>(8,397)</td>
<td>(8,397)</td>
</tr>
<tr>
<td></td>
<td><strong>28,784</strong></td>
<td><strong>101,809</strong></td>
<td><strong>130,593</strong></td>
</tr>
</tbody>
</table>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

<table>
<thead>
<tr>
<th></th>
<th>Restricted funds 2016</th>
<th>Unrestricted funds 2016</th>
<th>Total funds 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td>725</td>
<td>97,999</td>
<td>98,724</td>
</tr>
<tr>
<td>Creditors due within one year</td>
<td>-</td>
<td>(3,523)</td>
<td>(3,523)</td>
</tr>
<tr>
<td></td>
<td><strong>725</strong></td>
<td><strong>94,476</strong></td>
<td><strong>95,201</strong></td>
</tr>
</tbody>
</table>

14. 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 £400 (2016: £74).

There was no outstanding balance at the year end (2016: £Nil).

15. OPERATING LEASE COMMITMENTS

The premises are occupied under a 7 year lease expiring 24 February 2018 at a peppercorn rent. The negotiations have commenced to renew the lease for another five years.