



Stacey Smith: Barrow Aromatherapist



CancerCare North Lancashire and South Cumbria

# ANNUAL REPORT

and accounts for the year ending 31 March 2020

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## STATEMENT FROM THE CHAIR OF TRUSTEES & CHIEF EXECUTIVE OFFICER



Although not relevant to the period covered by this report, it is difficult to write this statement without referencing the significant impact Covid-19 has had upon our organisation and those we support. During this time, I have been inspired by the way in which the staff at CancerCare have been able to adapt to the changing environment arising from the Government lockdown and finding new ways of continuing to support those that rely upon the organisation.

As expected, during the period we experienced a decline in income following what was acknowledged as an exceptional preceding year. This said, we remain in a good financial position as we close the year.

We completed the purchase of our new centre in Barrow and commenced refurbishment of the building with a plan to open in the early part of 2020. Unexpected additional works to the property thwarted the opening date and then we were impacted by the Covid-19 shutdown. The centre will now open on September 1st 2020 and we look forward to further developing our service to the community in and around Barrow.

During the autumn, we undertook a piece of research to help us develop our reach and approach within the South Lakes area, a number of new findings were revealed that will be included within our strategy.

*Continued on next page...*



## STATEMENT FROM THE CHAIR OF TRUSTEES & CHIEF EXECUTIVE OFFICER

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Following a decision by the board to entrust the management of our investments to professional experts, we were pleased to confirm the appointment of Rathbones earlier this year, concluding a formal tender process for the service.

In September 2019, Maria Chambers joined as our new CEO. We are delighted to have Maria on board, and she is adding huge value to the organisation and the team.

In October 2019 we welcomed Sue Thompson to the trustee board. Formerly CEO of the Rosemere Cancer Foundation, Sue has huge experience and we welcome her contribution to the board and wider organisation.

Following a long association with CancerCare, Mary Holland stepped down from her trustee role having re-located down to North Manchester.

During the year we also said goodbye to four of CancerCare's most staunch supporters, Joan Newby, Wendy Graham, Linda Davies and Wendy Lyth. On behalf of everyone associated with CancerCare, we are forever grateful for the dedication and determination with which they all approached their volunteering duties and the challenge of keeping the profile of CancerCare uppermost within their communities.

As always, thanks go to all our staff, volunteers, therapists and those who support CancerCare in so many different ways. The generosity of everyone who contributes however to CancerCare helps to ensure those that we help feel supported during perhaps the most difficult time in their life.



**Andrew Birchall, Chairman**



**Maria Chambers, CEO**



# REPORT OF THE TRUSTEES

The trustees have pleasure in presenting their report and financial statements of the charity for the year ended 31 March, 2020. This report includes the requirements of a directors' report as required by company law.

## Our Mission, Vision & Values

### Our Mission

Providing therapies, help and support free to people of all ages affected by cancer throughout North Lancashire & South Cumbria.

### Our Vision:

To improve the quality of life for everyone affected by cancer in our communities.



### Our Values

#### Compassionate

We promise to care deeply about our clients, their families and carers, and our colleagues. We have empathy, we are open and honest and we act with kindness, consideration and integrity at all times.

#### Committed

We promise to provide the energy, expertise and determination to deliver the highest standard of support to all affected by cancer in our region and are committed to working with healthcare professionals and partner organisations to ensure the best professional care.

#### Professional

We promise to continually develop our expertise, knowledge and skills to provide a wide range of psychological and complementary therapy services to all people affected by cancer within our region.

#### Free

We are committed to securing sustainable funding to ensure CancerCare can continue to provide its services free of charge.

#### Safe

We promise to provide safe and welcoming spaces for all people, young and old, who use our centres and benefit from our services.

# REPORT OF THE TRUSTEES

## Objectives & activities

At CancerCare, we understand that facing cancer or another life limiting condition is more than just a physical issue, indeed its impact reaches beyond the patient, often affecting those around them.

We aim to:

- Provide continuity
- Build upon the 37 years of heritage
- Develop a platform for the future that will ensure sustainability

Operating at scale across a wide geography from Galgate and Scorton in North Lancashire, through Lancaster and Morecambe and into South Cumbria and the Furness Peninsula.

We are proud to have helped more than 35,000 local people since our formation in 1983. It is clear that we cannot stand still and through the delivery of our three-year plan we are committing to continue to develop the services and reach of CancerCare.

Wordcloud compiled from client surveys



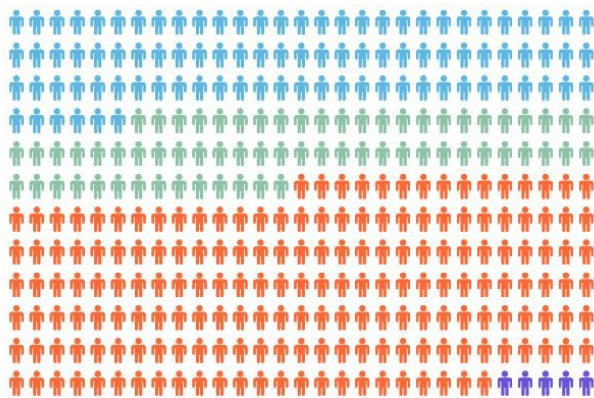
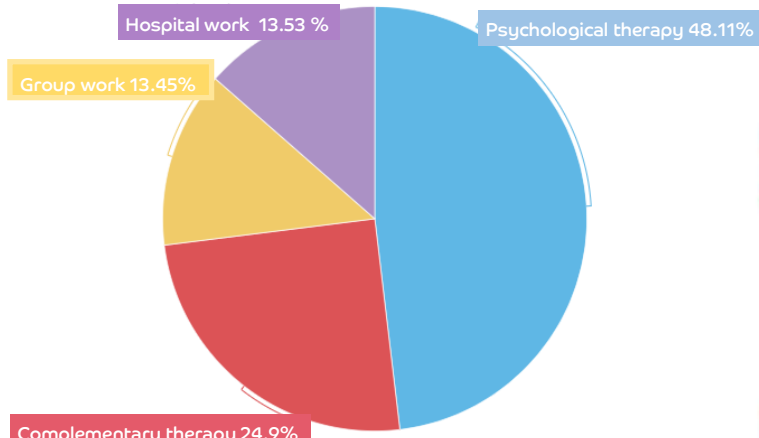
**In 2019/20 We received 2,074 referrals (an increase of 5% on the previous year) resulting in 14,899 attendances (an increase of 9%)**

# REPORT OF THE TRUSTEES

## Achievements & Performance....The year at a glance

**16,193 sessions delivered**

**191 under 18s accessed services**



● Barrow ● Kendal ● Lancaster ● Domiciliary



**1,764**

The number of clients seen



**2,185**

The number of new referrals



**16,193**

The number of sessions attended



**98**

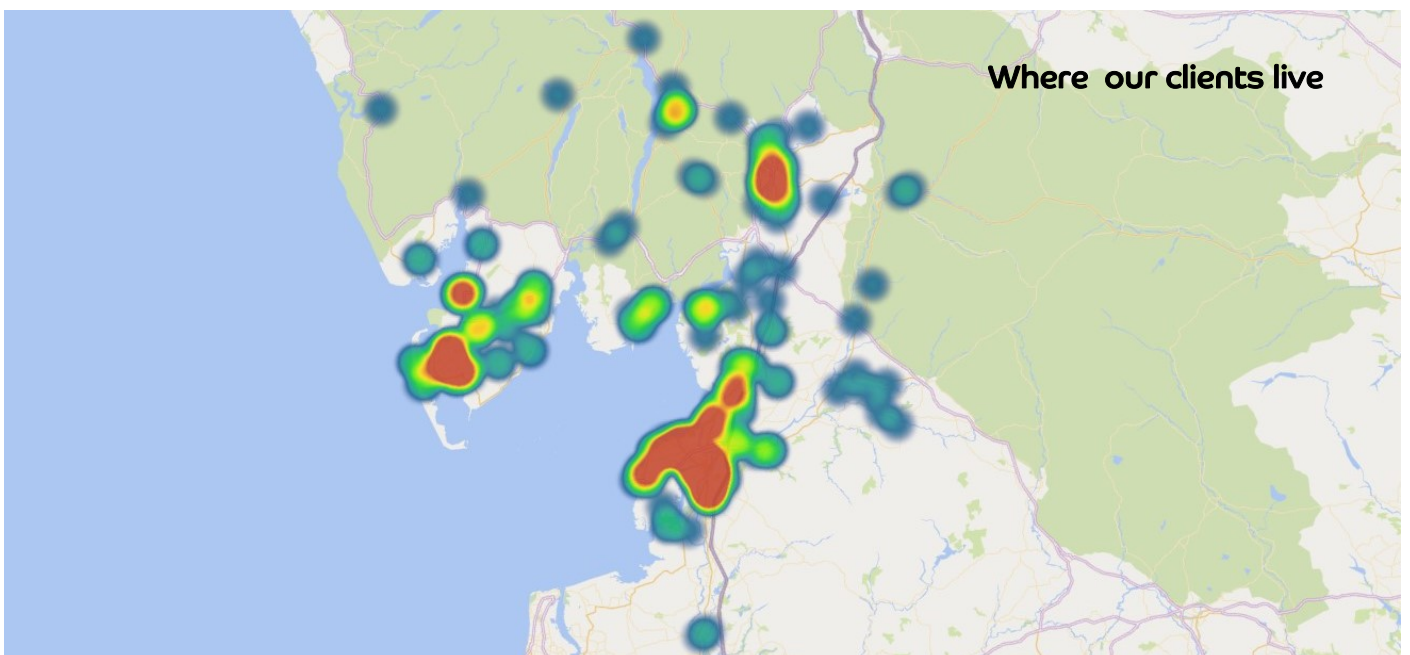
Our oldest client was 98



**£7,800**

The weekly average cost of therapy

**Where our clients live**





# REPORT OF THE TRUSTEES

## Achievements & Performance

Last year we said we'd do this... but did we?

Purchase, renovate and move into new premises in Barrow to extend our service offer in the area	<b>ACHIEVED</b>
Launch a new website and carry out a comprehensive rebrand	<b>ACHIEVED</b>
Complete research in the South Lakes to ensure equitable service provision across all geographical areas	<b>ACHIEVED</b>
Develop our young people's service based on research into the Re-Fresh peer support group	<b>ACHIEVED</b>
Have created & implemented a donor stewardship plan	<b>ACHIEVED</b>
Have researched the therapeutic experience of young people across a broad range of services	<b>ACHIEVED</b>
Refresh our 3-year strategy that will feed into a longer term 5-year plan	<b>ONGOING</b>
Established a new corporate sponsorship agreement & offer pack	<b>ONGOING</b>
Improve volunteer relationship management and support, attracting and retaining a diverse group of volunteers	<b>ONGOING</b>

# REPORT OF THE TRUSTEES

## Achievements & Performance... Client Services & Development

### FOCUS ON RE-FRESH



#### Re-Fresh Peer Support Group

Following a comprehensive re-brand of the Children's & Young People's service under the new Re-Fresh umbrella, the Peer Support Group saw numbers more than double from seven to 17 young people. Referrals came from a range of different sources including schools, CAHMS, parents and the young people themselves.

The young people are encouraged to take ownership and help in the running of the group and are also given budgets for activities which include baking and arts & crafts.

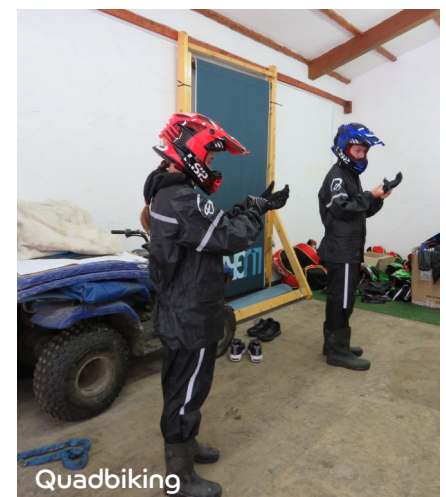
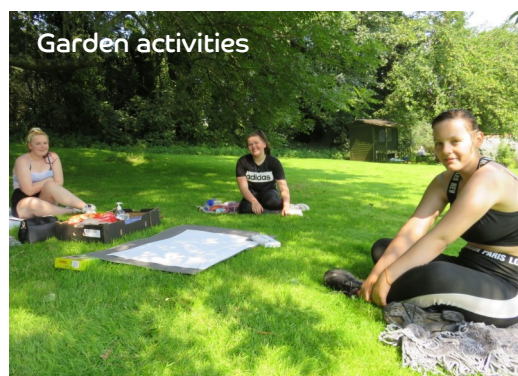
#### Re-Fresh Activity Group

During the summer of 2019, the group ran five weeks of exciting summer activities which enabled us to work with a number of young people who had never before engaged with Re-Fresh.

All the sessions were free and included quad biking, dog therapy, cinema trip, archery, bush craft, woodwork, swimming, ice skating, and pamper sessions, culminating in two-nights glamping at Alton Towers. The success of this pilot project saw us granted a further three years funding from Francis C Scott Charitable Trust to enable us to expand the work across all our three locations.

#### Re-Fresh Research Group

The group will soon be working with Lancaster University on a piece of research which could result in the creation of an exciting new future resource, utilising new forms of technology.



## Achievements & Performance... Client Services & Development

### FOCUS ON THERAPIES

Counselling—5,089 sessions delivered. Up 13% on 2018/19



Reiki—109 sessions delivered. Up 39%



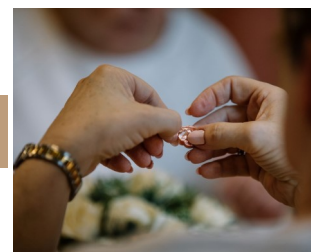
Indian Head Massage— 260 sessions delivered. Up 25%



Children & Young People's Service— Therapy- 1,971 sessions delivered. Up 21%. Schools & Outreach—155 sessions delivered—up 69%



Group sessions—552 sessions delivered. Up 12%





# REPORT OF THE TRUSTEES

## Achievements & Performance.... Operational Support

### Buildings

As we had outgrown our existing rented premises at Trinity Church in Barrow the opportunity to purchase Duke Street close to the town centre felt the right move to secure a more permanent base in the heart of the community and serve our clients across the Barrow and Furness peninsula. Refurbishment of the historical building took place over the winter months and were completed just as we went into lockdown. We look forward to opening the centre along with our other two premises in Kendal and Lancaster at the beginning of September.

The Trustees approved some refurbishment funding for some much needed maintenance works at our Lancaster and Kendal sites which included resurfacing the driveway at Slynedales, some internal decoration, new furniture and an upgrade to our accessible toilet and an overhaul of one of the therapy rooms. The Lakes Centre had its old windows replaced with double glazing and new conference furniture.



### People

The MIND Workplace Wellbeing Index launched in 2016 and was the only product of its kind dedicated to benchmarking employers on their approach to workplace mental health. CancerCare in an attempt to benchmark and understand the workplace mental health and wellbeing of its staff signed up to take part. In its inaugural year CancerCare proudly received a bronze award.

We felt that this was the start of a journey in how CancerCare thought and acted about workplace mental health and how it could raise awareness on the subject, breakdown barriers and the taboo surrounding mental health. It would also get staff talking openly and honestly about how they were feeling and four years later we are proud to receive our third gold award. Our overall score for 2019/20 was 78% ranked 5th out of 102 organisations. This has been a great achievement for CancerCare and we hope we have created an environment whereby staff feel their mental health is as important as their physical health.

Working with Lancaster & Morecambe College we took on Holly Salisbury as a Level 4 Business Administration Apprentice and we continue to nurture and support her through her apprenticeship and she has already become a great asset to CancerCare.

We made a number of new staff appointments in April '19 including Paul Duncan as our Marketing & Communications Officer, Debbie McEwan as Fundraising Administrator and Lou Andrews as Youth Action Researcher. Maria Chambers joined the charity as CEO in September 2019.

# REPORT OF THE TRUSTEES

## Achievements & Performance.... Fundraising

This financial year ends just as we enter lockdown due to the COVID-19 pandemic. We enter the unknown with a fabulous year of fundraising behind us and have lots to celebrate. Whilst we do not yet know what the future of fundraising looks like, we can be certain that our amazing supporters have done us proud yet again!

There is no other place to start than the incredible achievements of Steve Cody and his inspirational Cha Cha Slide Plank challenge. Steve raised more than £20k which was then kindly match-funded by the owner of Barton Grange Garden Centre, Guy Topping. The final total was nearly £50k and the work he did spreading the word and promoting the work of CancerCare to hundreds of people across the region was priceless.

Our in-house fundraising team hosted fabulous events where our supporters enjoyed an evening of Cheese and Wine, ate amazing food at our Local Chef Show and dashed around the streets of Lancaster dressed as Santa!

We will continue to generate new ideas and work with the community to help support our clients, but we just do not know what form that fundraising will take right now. We will innovate and adapt to ensure we can sustain the income needed and grow in the future in way that reflects how our supporters want to engage with us.

Although these are worrying times, it provides the fundraising team with an opportunity to adapt, strive and thrive going forward in to the 20/21 financial year.

Pooch Parade—Vintage by the Sea Festival



Image: Robin Zahler



# REPORT OF THE TRUSTEES

## Achievements & Performance.... Fundraising



Local Chef Show Nov '19



Santa Dash November '19



Kendal teacher Jane Reedy raised £3.6k on her Pedal to the Peaks challenge in July '19



Charlie Birchall raised £7k on her Everest in the Alps challenge in March '20



Steve Cody raised £48k with his 12 month Cha Cha Plank Slide challenge



# REPORT OF THE TRUSTEES

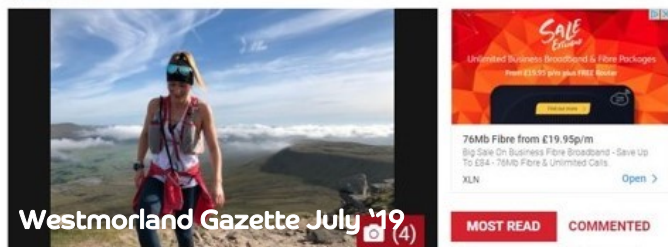
## Achievements & Performance... Communications & Marketing

### PR & comms



#### Charlie Birchall to ski the Everest in the Alps 2020 challenge for CancerCare

By Rachel Garnett



### Social Media growth.

Facebook likes 5,431- up 15%

Twitter followers 2,368 - up 3%

Instagram followers 507—up 47%

### New website and rebrand



The new website and rebrand was well received and in the six months from launch in Sept 19 to February the number of page views increased from 35,600 to 53,000. Also the number of pages people viewed per session increased from 2.4 to 5.7 and the bounce rate, the number of users who leave after only viewing one page, dramatically reduced from 59% to 2.5%.

This reflects that it is much more user friendly, visually appealing and easy to navigate.

Conversely the number of users actually went down but again that is a reflection of how well people are using the site in that they are finding what they want on their first visit rather than getting frustrated, logging off and then having to log back on again.

A number of key items of literature and promotional material were refreshed with the new logo and font—a process that continued into 2020.



### Best Facebook post of 2019/20!

# REPORT OF THE TRUSTEES

## Achievements & Performance... Client stories



**Melanie Berry** started coming for treatment at Kendal's Lake Centre after she was diagnosed with breast cancer.

She decided on a 12-week course of Alexander Technique with practitioner Helen Brooks, to help relieve the stress she was experiencing.

"What I really needed was a bit of "me time" so I could just switch off from everything.

"We were just so busy with appointments and family life that I just wanted something that I could come to and that could help me clear my head and relax," she said.

"Helen was great. She has a really calm manner which puts you at ease straight away. When I first began I was probably very tense with everything that was going on but it makes you feel fabulous and is wonderful for relieving stress. You can feel yourself unwinding," she added.

Alexander Technique promotes improved posture and movement.

Helen said: "Alexander Technique was the perfect therapy for Mel as it helps you learn to be more aware of unhelpful patterns of tension, to release these and experience more ease and freedom of movement."

**Rachel Eardley** lost her father Graham in July last year, six months after he was diagnosed with lung cancer.

"It was a big shock for the whole family and I was feeling a bit overwhelmed. It was obviously quite a stressful time and there was so much going on that I felt I needed to offload some of it and talk to someone," said Rachel.

She got in touch and was referred for counselling sessions with Fiona MacDonald.

"My sessions with Fiona have been an absolute game changer. My family are all quite spread out geographically and while it's good to talk to friends, you are always wary of overloading them," said Rachel.

She said her work with Fiona has helped her come to terms with the feelings of grief and loss that were having a detrimental effect on her day-to-day life.

"Just having someone to listen is wonderful and she encouraged me to challenge and explore the way I was thinking about things, past and present, and that helped me 're-frame' the way I was feeling," said Rachel.





# REPORT OF THE TRUSTEES

## Looking Forward

### In 2020/21 we will...

**Build digital capacity through the implementation of a digital solution**

**Improve systems & processes through the implementation of Microsoft 365**

**Build three strategic partnerships that benefit our clients**

**Pilot outreach services in central Morecambe and Lancaster to increase access to services.**

**Extend our children and young people's service to reach 250 young people across Cumbria**

**Develop our South Lakes service offer based upon the research undertaken in 2019**

**Finalise our three-year strategy**

**To increase success rates of grant applications to fund three new projects**



# REPORT OF THE TRUSTEES

## Governance, Structure and Management

### Legal Entity

CancerCare North Lancashire and South Cumbria is a company limited by guarantee and is governed by its Articles of Association.

The charitable objectives of the charity have been very recently reviewed and checked.

### Charitable Objectives

- To relieve sickness and suffering of people facing cancer and other chronic or life-limiting illnesses, and of their carers, families and friends during and after such illness or illnesses.
- To provide or assist in providing forms of therapies and support to meet individual needs.
- To educate the public in order to broaden understanding and knowledge of vital aspects of cancer, such as prevention, detection, relief and treatment.

To undertake or promote research into prevention, detection, relief and treatment and to encourage the dissemination of the results of such research for public benefit.

### Trustees: appointment and induction

CancerCare recognises that a robust, independent and effective board of trustees is essential if the charity is to achieve its objects; that the board must have available to it all of the knowledge and skills required to govern the charity.

New trustees are recruited through advertisements in the media and a range of networks in line with the charity's

Recruitment of Trustees Policy and Equal Opportunities.

They are appointed by a sub-committee of the board and formally appointed at the Annual General Meeting of the charity to serve for a three year term, renewable to a maximum of nine years.

All new trustees receive a formal induction and are encouraged to spend time over the course of their first six months in office with each member of the management team.

They also receive a Trustee induction pack that includes various key documents as well as Charity Commission guidance on effective non-profit governance.

In addition Trustees are asked to undertake various online training modules in relationship to Information Governance and Safeguarding. An annual away day is also held with the Trustee Board. Trustees receive no remuneration for their time and can claim only documented expenses incurred in carrying out their duties in line with the volunteer policy.

No employee benefits were paid to any of the Trustees' during the current or period year except for the payment for services as Chief Executive as detailed per note 13.



Slynedale entrance

# REPORT OF THE TRUSTEES

## Governance, Structure and Management



Lakes Centre art room

### Organisational structure, Governance and Management

The Board of Trustees meets bi-monthly but delegates the daily running to a Chief Executive and management committee derived from the Board and comprising of the CEO, Head of Operations, Head of Client Services and Development, Head of Fundraising, the Chairman, Vice-Chairman and Treasurer.

In addition, certain work is delegated to one of three sub committees:

- Finance sub-committee — responsible for detailed financial analysis, managing investment and risk, review of reserves policy and oversight of the delivery of the charities fundraising strategy
- Service development group responsible for the development of new service recommendations
- Remuneration – responsible for all matters relating to paid staff, including key management personnel.
- Each group comprises trustees and

staff and reports to the trustee board

### Volunteers

The trustees recognise the extremely valuable contribution made by volunteers and wish to place on record their thanks for their commitment.

Volunteering at CancerCare covers many areas of work including reception, driving, supporting events, campaigning and running of various cancer support groups and drop in networks.

The list is endless. No amounts are included in the financial statements to reflect the value of the work undertaken by our volunteers.

### Staff

The trustees are grateful to all members of staff, PAYE and our sessional team for the outstanding work they do.

CancerCare seeks to be an employer of choice and reviews on an annual basis the level of remuneration and other benefits awarded to staff.

We were also pleased to have been recognised by Mind as a Gold level employer in the 2019 Wellbeing Index Awards and continue to strive to be recognised as an excellent place to work.

# REPORT OF THE TRUSTEES

## Risk Management

**The Trustee Board is sensitive to potential risks to which the charity may be exposed.**

The board has approved a detailed risk map and this is reviewed fully every 12 months.

The main areas covered include:

- Finance and Fundraising
- Governance and Compliance

In addition, all reports to the Board of Trustees requiring a decision contain an explicit section covering risk to ensure that these are understood and mitigating actions are covered as appropriate.

There are also some inherent risks associated with the management of confidential client data.

CancerCare has developed robust information governance procedures and associated training for all staff.

To maintain operational integrity, policies and procedures covering all aspects of day to day operations are subject to formal review on a rolling one to three year basis including a business continuity plan.

### Public Benefit

From April 1, 2008, the Charities Act has required all charities to meet the legal requirements that its aims are for the public benefit.

The Charity Commission in its 'Charities and public benefit' guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit. Firstly, there must be an identifiable benefit and secondly, the benefit must be to the public or a section of the public.

The trustees are satisfied that the aims and objectives of the charity, and the activities reported on in this annual report to achieve those aims, meet these principles.

### Fundraising Standards

All our CancerCare fundraisers adhere to the Fundraising Regulator's Code of Fundraising Practice and as an organisation we are a member of the Chartered Institute of Fundraising.

Our Fundraising Team provide our community supporters with full guidance on how to carry out their fundraising safely and in line with the Code of Fundraising Practice. This information is available in our supporters in our Fundraising Pack. Anyone who fundraises on behalf of CancerCare has access to full support from the Fundraising Team and as such we provide branding guidelines and guidance on how to run fundraising activities. Many groups have fundraised on our behalf in the last financial year including WIs, Rainbows and Brownies, Music Festival Committees and schools.

There were no fundraising complaints registered in this financial year and no compliance issues relating to the standards we adhere to. There were four complaints about the Lottery. All were resolved by Starvale.

To ensure best practice we need to put in place a policy relating to the protection of vulnerable people who may wish to fundraise on our behalf. We also need to look at how we can train them safely to carry out these activities. This will be done during the 20/21 financial year.

### Working with Others

CancerCare is committed to working in collaboration with others who share an interest in improving outcomes for people of all ages impacted by cancer or a life limiting illness to access support and help when they need it.

The charity will not duplicate work that is already meeting the needs of people impacted by cancer.



# REPORT OF THE TRUSTEES

## Financial Review



Re-Fresh Peer Support Group

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by charities.

### Income and expenditure

Total income for the year was down by £673,802 at £1,232,009, (2019: £1,905,811). Whilst we could not have hoped to repeat the exceptional legacy income of £893,552 recorded in the previous year, the actual of £157,489 was below our five year rolling average. Aside from this single but highly unpredictable funding source, our other income streams performed well with donations, community fundraising and lottery income all growing year on year.

We continue to develop and grow our service provision which inevitably leads to increased cost with total expenditure rising to £1,491,752 (2019: £1,339,774).

Our Net Deficit of £335,029 (2019: Surplus £587,675) included an exceptional unrealised loss on investments of £75,286.

The timing of the charity's financial year end coincided with the Covid-19 pandemic induced market weakness, leading to this reduction in value. Pleasingly, since the year end, markets have rallied and the portfolio has participated well in this recovery.

### Investment Policy

During the year, the trustees undertook a review of their investment arrangements through the finance sub-committee. The trustees were cognisant of the Charity Commission guidance to appoint professional advisors where appropriate and the discussions during this process highlighted the need for a more professionally and actively managed approach. The conclusion of the review was the appointment of Rathbone Investment Management, appointed on a discretionary management basis to proactively manage the investments within the parameters agreed with the trustees. Rathbones management was agreed and initiated prior to the financial year end, although the physical transfer of the existing assets was officially completed after the year end.

### Going Concern

The Trustees are able to confirm that they are of the opinion there are no material uncertainties related to events or conditions that may cast significant doubt over the ability of the charity to continue as a going concern.

# REPORT OF THE TRUSTEES

## Financial Review

### Reserves Policy

The Trustees have adopted a reserves policy based on a detailed risk assessment of all the charity's income streams. At the year-end date, the implications of Covid-19 on income and reserves were only just starting to be understood. A post year-end review of our policy reinforced the methodology but altered our view on the relative risks of each income stream and our resultant reserves need.

Based on our latest analysis the targeted reserves level has been set at £550,000, with a tolerance of £100,000 either way. Only if the reserves level is projected to breach the wider limits will the Trustees require the Executive Leadership Team to present plans for urgent re-alignment.

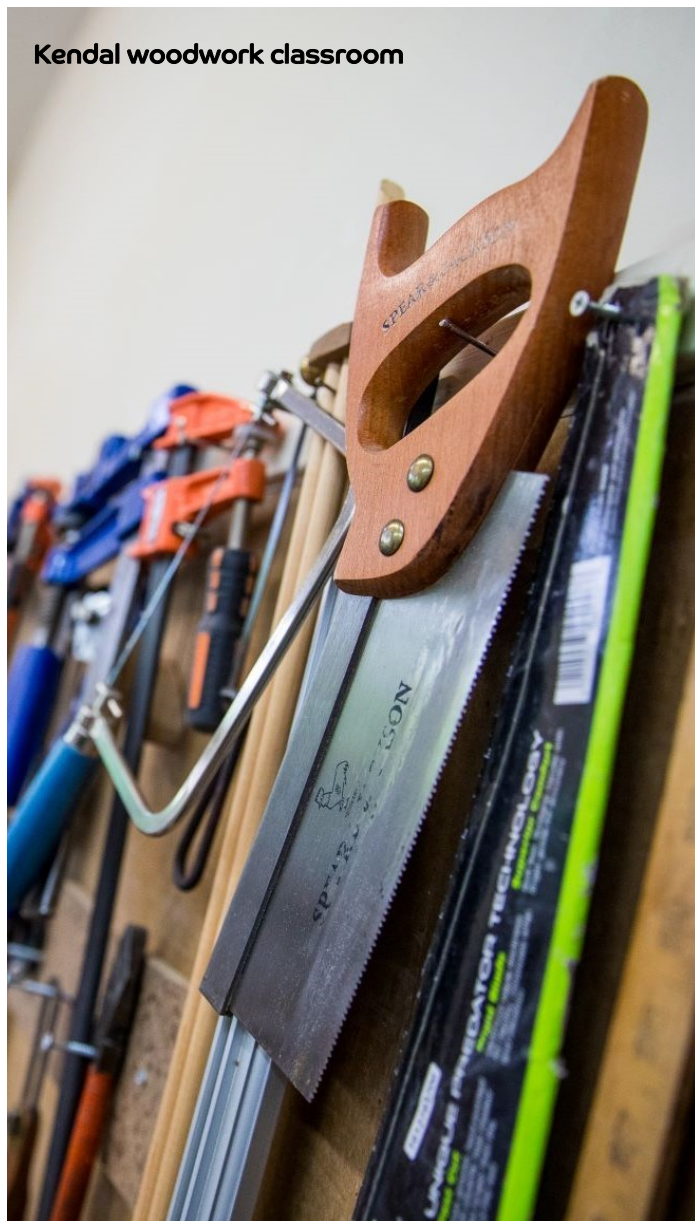
Total funds held at the year ended 31 March 2020 amounted to £1,811,116, Comprising:

Restricted Building Funds	£974,981
Restricted Income Funds	£48,345
Designated Funds	£271,085
General Funds (Reserves)	£516,705

Designated funds are created to meet specific identifiable future project spends and are detailed in the main body of the accounts. This year has seen the Barrow Building Project Fund utilised to purchase and refurbish a property in Barrow, becoming our new centre for service delivery in the Furness area and delivering on a key strategic objective.

Reserves currently sit below our targeted level of £550,000 by £33,295, which is within the tolerance limits and so the Trustees do not consider any action necessary at this time.

Kendal woodwork classroom



# STATEMENT OF TRUSTEES RESPONSIBILITY

The Trustees (who are also the directors of CancerCare (North Lancashire and South Cumbria) for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The Trustees have taken advantage of the small companies' exemption in the Companies Act 2006.

Company law requires the directors to prepare financial statements for each financial year, which 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.

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 company and of the income and expenditure of the charity 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company & enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company & hence for taking reasonable steps for the prevention & detection of fraud and other irregularities.

Insofar as each of the directors of the charitable company at the date of approval of this report is aware there is no relevant audit information (information needed by the company's auditors in connection with preparing the audit/report) of which the company's auditors are unaware. Each director has taken all the steps that he/she should have as a director to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

## Auditor

MHA Moore and Smalley are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

Approval was given by the Trustees for this report and is signed on the board's behalf by

.....

**Ms A. Stainthorpe. Company Secretary**

.....

**Mrs F.J Weir. Trustee**



# INDEPENDENT AUDITOR'S REPORT

## To the trustees of CancerCare (North Lancashire and South Cumbria)

Year ended March 31, 2020

### Opinion

We have audited the financial statements of CancerCare (North Lancashire & South Cumbria) (the 'charitable company') for the year ended 31 March 2020 which comprise of the Statement of Financial Position, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in

accordance with United Kingdom Generally Accepted Accounting Practice; and  
• have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# INDEPENDENT AUDITOR'S REPORT

## To the trustees of CancerCare (North Lancashire and South Cumbria)

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or

- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 22, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

# INDEPENDENT AUDITOR'S REPORT

## To the trustees of CancerCare (North Lancashire and South Cumbria)

### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

MHA Moore and Smalley  
Statutory Auditor

Priory Close  
St Mary's Gate  
Lancaster  
LA1 1XB

Date: .....

MHA Moore and Smalley is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.





# STATEMENT OF FINANCIAL ACTIVITIES

## (incorporating the income and expenditure account)

Year ended March 31, 2020

		Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Income from:</b>					
Donations and legacies	3	318,964	52,226	371,190	1,104,993
Other trading activities	4	622,837	-	622,837	568,145
Investments	5	38,784	-	38,784	27,496
Charitable activities	6	127,491	52,024	179,515	183,099
Other	7	19,683	-	19,683	22,078
<b>Total</b>		<b>1,127,759</b>	<b>104,250</b>	<b>1,232,009</b>	<b>1,905,811</b>
<b>Expenditure on:</b>					
Raising funds	8	346,122	375	346,497	282,090
Charitable activities	9	962,551	182,704	1,145,255	1,057,684
<b>Total</b>		<b>1,308,673</b>	<b>183,079</b>	<b>1,491,752</b>	<b>1,339,774</b>
<b>Net (expenditure)/income before other gains/(losses)</b>		<b>(180,914)</b>	<b>(78,829)</b>	<b>(259,743)</b>	<b>566,037</b>
Net gains/(losses) on investments		(75,286)	-	(75,286)	21,638
<b>Net (expenditure)/income before transfers</b>		<b>(256,200)</b>	<b>(78,829)</b>	<b>(335,029)</b>	<b>587,675</b>
Transfer between funds	12	(238,284)	238,284	-	-
<b>Net movement in funds</b>		<b>(494,484)</b>	<b>159,455</b>	<b>(335,029)</b>	<b>587,675</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		1,282,270	863,875	2,146,145	1,558,470
<b>Total funds carried forward</b>		<b>787,786</b>	<b>1,023,330</b>	<b>1,811,116</b>	<b>2,146,145</b>

The Statement of Financial Activities includes all recognised gains and losses in the year.  
All of the above amounts relate to continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 29 to 49 form part of these financial statements.

# BALANCE SHEET

As at 31 March, 2020

		2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	14	977,620		748,800	
Investments	15	857,195		932,481	
			1,834,815		1,681,281
<b>Current assets</b>					
Debtors	16	143,627		28,904	
Cash at bank and in hand		165,450		565,527	
			309,077		594,431
<b>Creditors:</b> amounts falling due within one year	17	(332,776)		(129,567)	
<b>Net current assets</b>			(23,699)		464,864
<b>Total assets less current liabilities</b>			1,811,116		2,146,145
<b>Net assets</b>			1,811,116		2,146,145
<b>Funds:</b>					
Restricted funds	18	1,023,330		863,875	
Unrestricted funds	20	787,786		1,282,270	
<b>Total funds</b>			1,811,116		2,146,145

For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts were approved by the members of the committee and authorised for issue on the .....  
and are signed on their behalf by:

.....

Mrs F J Weir

Trustee (Company Registration Number: 06241210)

The notes on pages 29 to 49 form part of these financial statements.

# CASH FLOW STATEMENT

Year ended March 31, 2020

	Total 2020 £	Total 2019 £
<b>Cash generated/(used) in operating activities</b>	<b>(195,542)</b>	537,941
<b>Cashflows from investing activities</b>		
Investment income	38,784	27,496
Purchase of tangible fixed assets	(243,319)	-
Purchase of investments	-	(200,000)
<b>Cash (used in)/provided by investing activities</b>	<b>(400,077)</b>	365,437
<b>(Decrease)/Increase in cash and cash equivalents in the year</b>	<b>(400,077)</b>	365,437
Cash and cash equivalents b/fwd	565,527	200,090
<b>Cash and cash equivalents c/fwd</b>	<b>165,450</b>	565,527
<b>Reconciliation of net movement in funds to net cashflow from operating activities</b>		
Net movement in funds	(335,029)	587,675
Investment income received	(38,784)	(27,496)
Depreciation	14,499	7,800
Decrease in debtors	(114,723)	(20,810)
Increase in creditors	203,209	12,410
Loss/(gain) on revaluation of investments	75,286	(21,638)
<b>Net cash generated in operating activities</b>	<b>(195,542)</b>	537,941
<b>Components of cash and cash equivalents</b>		
Cash at bank and in hand	165,450	565,527
	165,450	565,527

The notes on pages 29 to 49 form part of these financial statements.



# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 1 Accounting policies

### Legal form

CancerCare (North Lancashire & South Cumbria) is a registered charity and a limited company, limited by guarantee, as defined by the Companies Act 2006, incorporated in England and Wales. The registered office of the charity, the nature of its operations and its principal activities are all detailed in the Trustees' report within these financial statements.

The Charity meets the definition of a public benefit entity under FRS102. 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 (FRS102) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

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

The financial statements have been prepared on a going concern basis under the historical cost convention. The particular accounting policies adopted by the trustees are described below. These policies have been consistently applied to all years presented unless otherwise stated.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented, unless otherwise stated.

### Going concern

Subsequent to the balance sheet date, but before the approval of the financial statements, there has been an escalation of measures taken within society to combat the Covid-19 pandemic. The Trustees make an annual assessment whether the use of the going concern basis of accounts preparation is appropriate – and consider any material uncertainties exist relating to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The Trustees have made this assessment, considering the impact of Covid-19 as described in the Trustees report, for a period of at least one year from approval of these financial statements. The Trustees conclude that the charity has adequate resources to continue in operational existence for the foreseeable future and therefore adopt the going concern basis of accounting in preparation the financial statements.

# NOTES TO FINANCIAL STATEMENTS

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Year ended March 31, 2020

## 1 Accounting policies (continued)

### Income

Income including donations and gifts receivable is credited to the Statement of Financial Activities in the period in which it is receivable.

Legacies are regarded as receivable once probate has been granted, there is sufficient evidence regarding the certainty of the receipt and there is a sufficiently reliable measurement of the amount in accordance with the recognition criteria of the SORP. In practice this is rarely before the receipt of a letter advising of an intended payment or transfer. Interim receipts are treated as being receivable on receipt.

Income for other charitable activities includes grants received from clinical commissioning groups. Income is received in exchange for the delivery of services and is recognised when entitlement has occurred.

Income from other trading activities includes income earned from fundraising events and trading activities to raise funds for the charity, including the operation of a lottery.

Investment income is earned through holding assets for investment purposes. It includes dividends and interest and is included when the amounts are received.

### Expenditure

All expenditure is accounted for on an accruals basis in the expense categories required by the SORP. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. Costs are further allocated between the activities undertaken on a basis consistent with the use of the resources. Expenditure includes irrecoverable VAT.

Charitable activities expenditure includes costs incurred in the delivery of the charity's activities and services. It includes both direct costs, including staff costs, that are incurred in the delivery of the activities and services and indirect costs which are required to support the delivery of the charitable objects.

Costs of raising funds include those costs in relation to the charity's operations which are used to generate further income which is integral to the charity in meeting its charitable objectives.

Where support costs cannot be directly attributed to particular headings, they have been allocated to expenditure on charitable activities on a basis consistent with use of the resources.

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 1 Accounting policies (continued)

### Donated services and facilities

Donated services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit is probable, and that economic benefit can be reliably measured. In accordance with SORP (FRS 102) no amounts are included in the financial statements for services donated by volunteers.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure on period of receipt.

### Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Investments are subsequently stated at fair value if the shares are publicly traded or their fair value can otherwise be measured reliably. The SOFA included the net gains and losses arising on revaluations and disposals throughout the year.

### Fixed assets

All fixed assets are initially recorded at cost. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their expected useful lives on the following bases:

Freehold property	- 1% straight line
Equipment	- 20-33% straight line
Freehold property improvements	- 20% straight line
Fixtures and fittings	- 20% straight line

Assets under construction are not depreciated until they are in use by the charity.

### Debtors and creditors within one year

Debtors and creditors with no stated interest rate and receivable and payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.



# NOTES TO FINANCIAL STATEMENTS

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Year ended March 31, 2020

## 1 Accounting policies (continued)

### Cash and cash equivalents

Cash is a basic financial asset and includes cash in hand and deposits held on call with banks.

### Fund accounting

*Unrestricted funds* - General funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity

*Designated funds* - Designated funds are unrestricted funds set aside by the Trustees for particular purposes.

*Restricted funds* - Restricted funds arise where there is a donor-imposed restriction on the use of the funds or the funds have arisen in response to an appeal for a specified purpose.

### Pensions

The charity operates a defined contribution scheme. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

### Taxation

HM Revenue & Customs considers the CancerCare (North Lancashire and South Cumbria) to be a charity and therefore they are entitled to exemption from tax afforded by Sections 478-489 of the Corporation Taxes Act 2010 to the extent that income is applied exclusively for charitable purposes.

### Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to offset the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 1 Accounting policies (continued)

### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price and are subsequently carried at amortised cost. Financial assets classified as receivable within one year are not amortised.

Financial assets are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that the estimated future cash flows have been affected. The impairment loss is recognised in the statement of financial activities.

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity.

### *Basic financial liabilities*

Basic financial liabilities, including creditors, are initially recognised at transaction price, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

## 2 Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 2 Judgements and key sources of estimation uncertainty (continued)

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### Key assumptions, judgements and estimates

In the opinion of the Trustees' there have been no significant judgements made in the process of applying the above accounting policies. There have been no key assumptions concerning 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.



Barrow pilates class



# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 3 Income from donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Donations	159,975	-	<b>159,975</b>	95,782
Legacies	157,489	-	<b>157,489</b>	893,552
Grants	1,500	52,226	<b>53,726</b>	115,659
	<b>318,964</b>	<b>52,226</b>	<b>371,190</b>	1,104,993

At the year end the Trustees had been notified of legacies of Enil (2019 - Enil) which do not meet the recognition criteria for inclusion within the current year's financial statements.

In the comparative period income from donations and legacies included £990,787 of unrestricted funds, and £114,206 of restricted funds.

## 4 Income from trading activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Sale of goods	13,302	-	<b>13,302</b>	8,804
Fundraising events	194,288	-	<b>194,288</b>	169,636
Income from lottery	415,247	-	<b>415,247</b>	389,705
	<b>622,837</b>	-	<b>622,837</b>	568,145

In the comparative period income from trading activities included £567,870 of unrestricted funds, and £275 of restricted funds.

## 5 Income from investments

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Bank interest receivable	6	-	<b>6</b>	7
Other interest receivable	38,778	-	<b>38,778</b>	27,489
	<b>38,784</b>	-	<b>38,784</b>	27,496

All income from investments in the prior period was unrestricted.

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 6 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
University Hospitals of Morecambe Bay Charitable Funds	-	52,024	<b>52,024</b>	52,024
Lancashire North CCG and Cumbria CCG	127,491	-	<b>127,491</b>	131,075
	<b>127,491</b>	<b>52,024</b>	<b>179,515</b>	183,099

In the comparative period income from charitable activities included £131,075 of unrestricted funds, and £52,024 of restricted funds

## 7 Other income

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Other income	19,683	-	<b>19,683</b>	22,078
	<b>19,683</b>	-	<b>19,683</b>	22,078

All other income in the prior year was unrestricted.

## 8 Expenditure on raising funds

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Fundraising, advertising and promotion	182,103	375	<b>182,478</b>	115,619
Goods for resale	2,820	-	<b>2,820</b>	2,771
Lottery expenditure	161,199	-	<b>161,199</b>	163,700
	<b>346,122</b>	<b>375</b>	<b>346,497</b>	282,090

All expenditure on raising funds was unrestricted in the prior year.

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

9 Expenditure on charitable activities		Provision of support for those affected by cancer			
	Note	Unrestricted	Restricted	Total 2020	Total 2019
		£	£	£	£
Provision of charitable services		672,737	159,766	<b>832,503</b>	815,362
Support costs	<b>10</b>	289,814	22,938	<b>312,752</b>	242,322
		<b>962,551</b>	<b>182,704</b>	<b>1,145,255</b>	1,057,684

In the comparative period expenditure on charitable activities included £894,901 against unrestricted funds, and £162,783 against restricted funds

10 Support costs	Unrestricted funds	Restricted funds	Total 2020	Total 2019 Restated
	£	£	£	£
Wages and salaries	228,122	1,000	<b>229,122</b>	181,338
Other expenses	38,121	931	<b>39,052</b>	35,724
Audit fees	5,794	-	<b>5,794</b>	5,520
Legal fees	15,391	6,508	<b>21,899</b>	10,284
Compliance costs	2,386	-	<b>2,386</b>	1,656
Depreciation	-	14,499	<b>14,499</b>	7,800
	<b>289,814</b>	<b>22,938</b>	<b>312,752</b>	242,322

In the comparative period support costs included £229,861 of unrestricted expenditure, and £12,461 of expenditure against restricted funds.

11 Net income/expenditure	2020	2019
Net income is stated after charging:	£	£
<b>Charity</b>		
Staff pension contributions	<b>22,384</b>	20,486
Payment to Directors for services as Chief Executive	<b>32,503</b>	54,078
Auditors' remuneration		
- audit of the financial statements	<b>5,794</b>	5,520
Depreciation of tangible assets		
- owned by the charity	<b>14,499</b>	7,800



# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 12 Fund transfers

During the year transfers were made to restricted building funds in respect of all three properties. These transfers reflect spends of previously designated funds set aside by Trustees for the purchase and refurbishment of our new centre in Barrow and planned improvements at our two existing centres.

## 13 Analysis of staff costs, trustee remuneration and the cost of key management personnel

Total staff costs were as follows:	2020 £	2019 £
Wages and salaries	534,768	472,916
Social security costs	38,858	33,607
Pension costs	22,384	20,486
	<b>596,010</b>	<b>527,009</b>

### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents was as follows:

	2020 No	2019 No
Administrative staff	14	11
Direct charity workers	12	13
	<b>26</b>	<b>24</b>

No employee received remuneration of more than £60,000 during the current or prior year.

The number of trustees for whom retirement benefits are accruing under money purchase schemes amounts to 1 (2019: 1).

The total amount of employee benefits received by key management personnel, as determined by the charity, is £137,476 (2019: £162,631) during the current period.

The Charity operates a defined contribution pension scheme. The contributions paid into these two schemes in respect of eligible employees for the year ended 31 March 2020 amounted to £22,384 (2019: £20,486).

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 14 Tangible fixed assets

	Freehold Property	Freehold Property Improvements	Fixtures & Fittings	Equipment	Assets under Construction	Totals
	£	£	£	£	£	£
<b>Cost</b>						
At 1 April 2019	780,000	-	-	63,566	-	843,566
Additions	-	33,255	29,741	-	180,323	243,319
Disposals	-	-	-	(63,566)	-	(63,566)
<b>At 31 March 2020</b>	<b>780,000</b>	<b>33,255</b>	<b>29,741</b>	<b>-</b>	<b>180,323</b>	<b>1,023,319</b>
<b>Depreciation</b>						
At 1 April 2019	31,200	-	-	63,566	-	94,766
Charge for the year	7,800	4,434	2,265	-	-	14,499
Eliminated on disposals	-	-	-	(63,566)	-	(63,566)
<b>At 31 March 2020</b>	<b>39,000</b>	<b>4,434</b>	<b>2,265</b>	<b>-</b>	<b>-</b>	<b>45,699</b>
<b>Net book value</b>						
<b>At 31 March 2020</b>	<b>741,000</b>	<b>28,821</b>	<b>27,476</b>	<b>-</b>	<b>180,323</b>	<b>977,620</b>
At 1 April 2019	748,800	-	-	-	-	748,800

## 15 Investments

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Listed investments</b>				
UK Quoted fixed interest securities	251,886	-	<b>251,886</b>	314,608
UK Equities	505,921	-	<b>505,921</b>	617,873
International Equities	42,470	-	<b>42,470</b>	-
Other Equities	11,400	-	<b>11,400</b>	-
Alternative investments	24,580	-	<b>24,580</b>	-
Cash held as part of investment portfolio	20,938	-	<b>20,938</b>	-
	<b>857,195</b>	<b>-</b>	<b>857,195</b>	932,481
<b>Historical Cost</b>			<b>856,475</b>	856,475

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 15 Investments (continued)

	Total 2020 £	Total 2019 £
<b>Quoted investments</b>		
Balance brought forward	932,481	710,843
Acquisitions at cost	200,000	200,000
Disposals	(200,000)	-
Change in market value	(75,286)	21,638
<b>Total investments at 31 March 2020</b>	<b>857,195</b>	<b>932,481</b>

## 16 Debtors

	2020 £	2019 £
Trade debtors	131,123	2,350
Prepayments	12,504	26,554
	<b>143,627</b>	<b>28,904</b>

## 17 Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	124,053	49,404
Taxation and social security	11,817	10,186
Other creditors	11,790	16,833
Accruals and deferred income	185,116	53,144
	<b>332,776</b>	<b>129,567</b>

Included in accruals and deferred income is £127,491 of income for charitable services received in advance of 2020-21 (2019: Enil).



# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 18 Restricted income funds: Current year

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
<b>Restricted funds</b>					
Slynedales building fund	384,000	-	(9,496)	59,838	<b>434,342</b>
Lakes centre building fund	364,800	-	(4,948)	-	<b>359,852</b>
Barrow building fund	-	-	(55)	180,842	<b>180,787</b>
YPS Development - South Lakes	17,305	-	(5,642)	-	<b>11,663</b>
Domiciliary Care Service	18,301	-	(6,922)	-	<b>11,379</b>
Michelle Kershaw research fund	10,859	-	(10,859)	-	-
Sir John Fisher Foundation fund	40,003	4,000	(40,000)	-	<b>4,003</b>
Eric Wright	-	5,000	(5,000)	-	-
Tesco Centenary	-	-	(6,107)	-	<b>(6,107)</b>
Francis C Scott	-	18,000	(2,871)	-	<b>15,129</b>
Coop Community	-	5,826	(5,830)	4	-
Walney Community extension fund	78	-	(78)	-	-
Lymphedema	-	2,000	-	-	<b>2,000</b>
Galbraith Trust	-	2,400	-	(2,400)	-
Children in Need	5,383	10,000	(11,284)	-	<b>4,099</b>
Peoples Project	21,479	-	(17,255)	-	<b>4,224</b>
Tesco fund	1,667	5,000	(6,667)	-	-
Rosemere/Bay Hosp Charity	-	52,024	(50,065)	-	<b>1,959</b>
<b>Total funds</b>	<b>863,875</b>	<b>104,250</b>	<b>(183,079)</b>	<b>238,284</b>	<b>1,023,330</b>

The Slynedales Building Fund and the Lakes centre Building Fund are funds created to cover the carrying value of the two properties, being the two buildings from which the charity operates and delivers its services.

The Barrow Building Fund relates to the carrying value of the property in Duke Street, Barrow, which was purchased during the year utilising funds previously designated for the purpose. It was nearing the end of a refurbishment program at the year end.

The YPS Development Fund is to be spent on developing our service for young people in South Lakes.

# NOTES TO FINANCIAL STATEMENTS

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Year ended March 31, 2020

## 18 Restricted income funds (continued): Current year

The Domiciliary Care Fund is to pay for a domiciliary service for South Lakes residents at end of life.

The Michelle Kershaw Research fund represents a donation received for the purposes of the funding research projects.

The Sir John Fisher Foundation fund represents funding for the development of CancerCare services in Barrow and the surrounding Furness Peninsula.

The Eric Wright fund represents funding for assessment for new clients.

The Tesco Centenary fund represents funding for counselling for young people, activities and sessions and transport costs.

The Francis C Scott fund is funding to extend the ReFresh action research project in South Cumbria.

The Coop Community fund is funding for counselling of new clients in the Furness area.

The Walney Community Extension Fund represents funding for development, client assessments and 1-2-1 therapies in Barrow.

The Lymphedema fund represents funding for decongestive lymphatic therapy to people suffering from lymphedema.

The Galbraith Trust fund is funding for the purchase of pneumatic compression devices.

The Children in Need funding is supporting the employment of a Youth action research coordinator two days per week for three years.

The Peoples Project is funded by the National Lottery to run a programme of creative, physical and mental wellbeing groups for people affected by cancer in the Barrow and the Furness Peninsular.

The Tesco fund represents money to deliver an additional 110 session to new clients in Lancaster.

The Bay Hospitals Charity Fund have provided funding to deliver aromatherapy to patients in all three hospitals across Morecambe Bay in the three oncology units and to palliative patients on the ward.

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 19 Restricted income funds: Prior year

The movement on restricted fund balances in the prior year were as follows:

	At 1 April 2018 £	Income £	Expenditure £	Transfers £	At 31 March 2019 £
<b>Restricted funds</b>					
Slynedales building fund	388,000	-	(4,000)	-	384,000
Lakes centre building fund	368,600	-	(3,800)	-	364,800
Special groups	3,429	-	-	(3,429)	-
YPS Development - South Lakes	20,000	-	(2,695)	-	17,305
Domiciliary Care Service	21,755	-	(3,454)	-	18,301
Michelle Kershaw research fund	13,230	-	(2,371)	-	10,859
Sir John Fisher Foundation fund	28,652	55,000	(43,649)	-	40,003
Mr J Wiper legacy	7,805	128	(7,933)	-	-
Holehird Trust	132	-	(132)	-	-
Guardian Appeal	2,937	1,846	(4,783)	-	-
Big Lottery Aawards for all	2,455	-	(2,455)	-	-
Walney Community extention fund	396	9,196	(9,514)	-	78
YMCA	706	-	(706)	-	-
Galbraith Trust	1,100	-	(1,100)	-	-
Children in Need	4,385	10,000	(9,002)	-	5,383
Peoples Project	-	32,000	(10,521)	-	21,479
Tesco fund	-	3,000	(1,333)	-	1,667
Nationwide	-	2,500	(2,500)	-	-
Rosemere/Bay Hosp Charity	-	52,024	(52,024)	-	-
Asda Foundation	-	675	(675)	-	-
Cancerhelp	-	136	(136)	-	-
<b>Total funds</b>	<b>863,582</b>	<b>166,505</b>	<b>(162,783)</b>	<b>(3,429)</b>	<b>863,875</b>

All of the funds above are detailed in note 18.



# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 20 Unrestricted income funds: Current year

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	Gains/ (losses) £	At 31 March 2020 £
<b>Designated Funds</b>						
Barrow service provision	180,425	60,025	(94,186)	(519)	-	145,745
IT upgrade	13,145	-	(11,150)	-	-	1,995
Barrow Building Project	172,836	-	(1,803)	(150,323)	-	20,710
YP Project	78,574	3,044	(12,499)	-	-	69,119
Capital Improvement	80,533	-	(2,886)	(57,438)	-	20,209
Research fund	14,000	-	(693)	-	-	13,307
<b>General Funds</b>	742,757	1,064,690	(1,185,456)	(30,004)	(75,286)	516,701
<b>Unrestricted funds</b>	<b>1,282,270</b>	<b>1,127,759</b>	<b>(1,308,673)</b>	<b>(238,284)</b>	<b>(75,286)</b>	<b>787,786</b>

Designated funds are set aside by the Trustees for the following purposes:

Barrow service provision – to meet the predicted deficit during the early stages of service provision in Barrow and the surrounding areas.

IT upgrade – to fund ongoing IT upgrade projects.

Barrow Building Project – to fund the purchase and refurbishment of a property in Barrow that will firmly establish our services in the area.

YP Project – to meet initial project costs associated with research and development of our service provision for young people.

Capital Improvements Fund- to meet the cost of an essential capital improvements program including driveway resurfacing and a new boiler at Slynedales and replacement windows at the Lakes Centre.

Research Fund – to undertake a research project aimed at a better understanding of our service provision in South Lakeland.

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 21 Unrestricted income funds: Prior year

	At 1 April 2018 £	Income £	Expenditure £	Transfers £	Gains/ (losses) £	At 31 March 2019 £
<b>Designated Funds</b>						
Barrow service provision	122,837	21,219	(49,631)	86,000	-	<b>180,425</b>
IT upgrade	15,000	-	(1,855)	-	-	<b>13,145</b>
Barrow Building Project	-	-	(2,164)	175,000	-	<b>172,836</b>
YP Project	-	175	(182)	78,581	-	<b>78,574</b>
Capital Improvement	-	-	(1,467)	82,000	-	<b>80,533</b>
Research fund	-	-	-	14,000	-	<b>14,000</b>
<b>General Funds</b>	557,051	1,717,912	(1,121,692)	(432,152)	21,638	<b>742,757</b>
<b>Unrestricted funds</b>	<b>694,888</b>	<b>1,739,306</b>	<b>(1,176,991)</b>	<b>3,429</b>	<b>21,638</b>	<b>1,282,270</b>

Designated funds at the balance sheet date are described in note 20.

## 22 Analysis of net assets between funds: Current year

	Tangible fixed assets £	Fixed asset investments £	Net current assets/ liabilities £	Long term liabilities £	Total £
Restricted Income Funds	977,620	-	45,710	-	1,023,330
Designated Funds	-	271,085	-	-	271,085
General Funds	-	586,110	(69,409)	-	516,701
<b>Total funds</b>	<b>977,620</b>	<b>857,195</b>	<b>(23,699)</b>	<b>-</b>	<b>1,811,116</b>

# NOTES TO FINANCIAL STATEMENTS

Year ended March 31, 2020

## 23 Analysis of net assets between funds: Prior year

	Tangible fixed assets £	Fixed asset investments £	Net current assets £	Long term liabilities £	Total £
Restricted Income Funds	748,800	-	115,075	-	863,875
Designated Funds	-	539,513	-	-	539,513
General Funds	-	392,968	349,789	-	742,757
<b>Total funds</b>	<b>748,800</b>	<b>932,481</b>	<b>464,864</b>	<b>-</b>	<b>2,146,145</b>

## 24 Control and related party transactions

The charity was under the control of the Board of Trustees' who are also directors for the purposes of company law in both the current and prior period.

No employee benefits were paid to any of the Trustees' during the current or period year except for the payment for services as Chief Executive as detailed per note 13.

Travel and related expenses of £700 (2019: £1,267) were reimbursed to one (2019: one) trustee during the year for their role as Chief Executive. Insurance costs include £7,270 (2019: £6,675) to cover trustees' and officer insurance.

## 25 Company Limited by guarantee

The company is limited by guarantee. In the event of the company being wound up or dissolved, each member undertakes to contribute such amount as is required, not exceeding £10, for payment of any debts or liabilities.

# NOTES TO FINANCIAL STATEMENTS

## Trust and Foundation grants received in 2019/20

BAE Give As You Earn

Children in Need

Co-op Local Community Fund

Eric Wright

F C Scott Trust

Galbraith Trust

Rosemere Cancer Foundation (Preston)

The Bay Hospitals Charity

Sir John Fisher Foundation

Tesco Centenary Award

Bay Medical Integrated Care Community



Slynedales Japanese Maple Tree



## REFERENCES & ADMINISTRATIVE DETAILS

### Registered charity name:

CancerCare North Lancashire and South Cumbria

### Charity registration number:

1120048

### Company registration number:

6241210

### Registered office:

Slynedales,  
Slyne Road,  
Lancaster, LA2 6ST

### Our Trustees

The trustees who served the company during the period were as follows:

Mr A.S Birchall (Chair) Registered: 8.4.14

Prof G.A Baynes (Vice Chair) 8.4.14

Dr D.J Eaton 4.3.14

Mr P.J Harrison 6.2.17

Mrs K.E Hodgson 6.2.17

Ms C.M Holland 28.1.13 (Resigned Oct 19)

Mrs N.M Mercer 6.2.17

Dr K Oliver 3.10.06

Mrs F.J Weir (Treasurer) 8.4.14

Mrs K. Hine 25.3.19

Mrs S. Thompson 14.10.19

### Patron

Lady Anne Shuttleworth

### President

Prof Malcolm McIlmurray

### Vice-President

Mr Robert Webb

### Chief Executive

Mrs M. Chambers (appointed 2.9.19)

### Company Secretary

Ms A Stainthorpe

### Auditor

Moore & Smalley

Priory Close, St Mary's Gate

Lancaster, LA1 1XE

### Bankers

National Westminster Bank Plc

68 Church Street, Lancaster, LA1 1LN

# ACKNOWLEDGEMENTS



**The Board of Trustees wishes to acknowledge the following for their outstanding support :**

Our Patron, President and Vice-President

Our Trustee Board and advisors

Our volunteers

Our individual donors and fundraisers

Friends of CancerCare

Morecambe Bay Clinical Commissioning Group

Ambleside Drop In group

Kendal Drop In group

Windermere Drop In Group

Members of all the Cancer Support Groups who meet in Lancaster, Kendal and Barrow

Phoenix Group

**Our Corporate Supporters:**

A Lamb Associates

1st ASK

Ocean Construction

BenchMarx Kitchens (Barrow)

SCS Logistics

MacAdams

Lakeland Limited

Barton Grange

Joseph A Jones

Reid Hamilton

FGH Security

Moore and Smalley

3-1-5 Gym

Pizza Margherita

ASDA Lancaster, Kendal and Barrow

BAE Systems

Abbey House Hotel

thebestofbarrowandfurness,

PPS Pipeline Services

Lancaster BID

Independent Asset Management

RS Leisure

Maya Maya

Sue Shields

Arnold Greenwood

Thomson Hayton Winkley

Morecambe Bay Wills & Estates

**We received Gifts in Wills from the following people:**

Richard Ellis

Mary Catherine Murray

Glenys Joan Hird

William "Norman" Wilson

Peter Gordon Turner

Mildred Sumner

Thomas Theobald

Joan Coulthard

Jonathan de Fonblanque Somervell

Carol Peel



CancerCare is an independent charity dedicated to helping local people affected by the impact of cancer and bereavement across north Lancashire and south Cumbria

Our mission is to ensure that local people of all ages can access and receive free professional help and support when they need it



CancerCareCharity



@CancerCareLocal



CancerCareCharity



CancerCare North Lancashire and South Cumbria



### CancerCare North Lancashire and South Cumbria

**HEAD OFFICE** Slynedales, Slyne Road, Lancaster, Lancashire, LA2 6ST, 01524 381 820

The Lakes Centre, Blackhall Road, Kendal, Cumbria, LA9 4BT, 01539 728 628

Furness Centre, 76 Duke Street, Barrow, Cumbria, LA14 1RX, 01229 836 926



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