

The Olive Tree Cancer Support Group

**Report of Trustees and Accounts
for the year ending 31 August 2019**

**The Olive Tree Cancer Support Centre, Crawley Hospital, West Green Drive, Crawley RH11 7DH
Registered Charity No. 1157386**

THE OLIVE TREE CANCER SUPPORT GROUP

Registered Charity No 1157386

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Independent Examiner:

Ian Lineham
Chartered Accountant (Institute of Chartered Accountants in
England and Wales)
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Bankers:

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THE OLIVE TREE CANCER SUPPORT GROUP

Registered Charity No 1157386

Report of the Trustees for the Year Ended 31 August 2019

The Trustees present their report and independently examined accounts for the year to 31 August 2019.

Charitable object

The charitable object of the group, as prescribed by the Charity Commission, is to relieve the physical or mental distress of persons with Cancer and the partners, families, friends and carers of such persons through the provision of services.

Administration

The Charity is administered by trustees of the charity, comprising:

Alla Levadnaya¹

Trevor Christmas² Appointed³ 10 October 2018

Charlotte Huggins

Raj Limbachia² Appointed³ 7 November 2018

Dr Bernie Mountain Resigned 15 August 2019

Graham Nicoll

In accordance with section 13 of the CIO Constitution

¹ Alla Levadnaya retired by rotation at the Annual General Meeting held on 10th September 2019 ("The AGM") and was re-elected for a further 3 year term.

² Trevor Christmas and Raj Limbachia, who were appointed by the trustees since the previous AGM held on 5th September 2018, retired at The AGM and were both then elected for a 3 year term.

³ Date of first appointment

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. At the date of this report the appointed chairman is Graham Nicoll.

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Trustees' Report

The year ended August 2019 has been the most successful on record for the Olive Tree Cancer Support Group, with total income exceeding £100,000 for the first time in the charity's history.

This is, however, no time to sit back and relax. With the opening of the new information centre in Horsham, income will need to further increase by more than 50% in the coming year if the Charity is to continue to deliver its existing and newly expanded services.

Horsham Information Centre

This year has seen new premises taken in Horsham Hospital and the opening of the new Information Centre. Two new staff have been employed dedicated to the Horsham site, one of which is supported by Macmillan funding.

In order to set up, equip and open the new centre, we received grants from, the Garfield Western Foundation, Gatwick Community Trust and the OneFamily Foundation.

The ongoing staff and other costs represent a significant part of the increased cost base for the coming year. The use that has already been made of the new centre, and the extremely positive feedback we have received, demonstrates how very worthwhile an investment this is, both for now and the future.

Fundraising

During the year Alyson Smith resigned as fund raising manager to take up an opportunity elsewhere. The trustees would like to thank her for her contribution while she was with us.

The Olive Tree is funded entirely by charitable donations and has significantly expanded its operations. The Trustees, therefore, agreed to appoint a new fundraising officer with increased working hours to refocus our efforts and drive the growth in fund raising activity. The Trustees are pleased to welcome Ava Harding as the new fundraising officer. We would like to thank the Henry Smith Charity for their continued support for this post.

The Olive Tree has been very fortunate in receiving support from a wide range of benefactors including companies, foundations and local and national organisations.

A particular success was the sponsored walk arranged by students of Oriel High School where the students had chosen the Olive Tree to receive all the sponsorship from the walk. While the walk took place in the summer of 2018, funds of £13,719 were received in the year.

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While grants from organisations such as The National Lottery Community Fund and The Sussex Community Foundation provide a significant source of funds for the Olive Tree, the long term support of community organisations is key to its ongoing success.

There are simply too many to mention in this report but organisations such as the Trailblazers and the RAM Cricket Club, and events such as the Pillars to Plough walk, not only raise much needed funding, but also help engage with the community we serve and raise the profile the Charity and its important work.

Details of large donors are included in the treasurer's report.

Training

The Olive Tree believes that training is key to the effective and efficient delivery of high quality support to all those who chose to take advantage of the wide range of support services available. Training is provided to staff, volunteers and trustees as needs are identified.

Outlook

The coming year presents some great challenges for the staff, volunteers and trustees with the opening of the new centre and broadening of the services provided we are presented with a massive opportunity to help more people than ever before.

Achieving our objectives will rely on support from many directions; from the staff and volunteers in delivering the services, and from our many existing and new benefactors in providing the funding needed to support the delivery of our services.

Our Thanks

We would like to thank Marilyn, the staff and the volunteers who have worked so hard throughout the year to keep the Olive Tree operating so efficiently and effectively. They create a warm and supportive environment that is highly valued by everyone. We look forward to a successfully developing our services in Horsham

We would also like to thank the many donors and the fund raisers without whose dedication and generosity, in both time and money, the Olive Tree could not exist without.

Chair of Trustees



Date

5/3/20

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Service Users' Experience

The services provided by the Olive Tree can make a huge difference to our members who take advantage of our wellbeing programmes, complementary therapies and the wide range of emotional support services.

We, the Trustees, believe that nothing can illustrate the experiences of the members at the Olive Tree better than the words of the members themselves.

I visited the Olive Tree when I was diagnosed with leukaemia in 2006. I can't find the words to express how the Olive Tree, Marilyn and the team has helped me with their kindness, love, empathy and understanding. I was again diagnosed with lung cancer in November 2016 once again they helped me, and everyone went out of their way to help me emotionally and spiritually. I call it my temple. Love PR.

The Olive Tree is somewhere I feel ok even when I don't, Marilyn is an inspiration and I am so grateful to her and all the staff for their support which is invaluable. KD

Being a typical man, when I heard of the Olive Tree, I thought "no thanks! Why should I want to hang around with men in the same boat as I am?" How depressing, how uninspiring!

How wrong I was!

From the first "Hello, would you like tea or coffee?" I felt in safe hands. This is a place of empathy, understanding, inspiration and compassion. Here are meetings, talks, outings and all the therapies you could wish for. It's Ok to talk about hospitals, treatments, side effects and fear. Also, the car, wife, kids, garden, politics – anything at all.

This is The Olive Tree

From a Prostate Cancer Man

"The Olive Tree Centre has provided me with the most amazing support since my initial diagnosis and especially since finding out that my cancer has spread. The treatments have helped me cope so much better with my situation and helped me realise that life can still be good and enjoyable despite everything.

I have absolute trust in everyone working at the Olive Tree and know this is somewhere I can come and feel welcome, safe and cared for". J.P.

Details of the services provided by the Olive Tree Cancer Support Group can be found at <https://www.olivetrecancersupport.org.uk/supporting-you/supporting-you>

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Treasurer's Report

This year the surplus was £16,705, following a deficit of £10,910 last year.

Income

Income received for the year was £103,563, up from £53,047 in the prior year. The increase arose primarily from donations, including £18,571 with regards to the new Horsham Information Centre.

Expenditure

Expenditure paid increased by £22,901. The increase arose from salaries of £10,183 following the appointments in Horsham and fundraising during the year. A further £8,699 was incurred for equipment, primarily in Horsham and an increase in Drop-in and therapy expenses of £3,728.

Restricted Funds

Restricted funds comprises amounts received for a specific purpose. Such funds are monitored to ensure they are only applied for the specific purpose and any balance of such funds is separately.

Horsham Information Centre. Grants have been received in the amount of £18,571 for the purpose of the establishment, development and running of the Horsham Information Centre. Of those funds, £16,261 has been expended on the centre with £2,310 being held over to the following financial year.

Fundraising Officer. A grant was received from the Henry Smith Charity in the amount of £6,500 to support the role of Fundraising Officer. The grant received has been fully expended with no amounts being held over.

Reserves held

Reserves, including the restricted funds detailed above, have increased from £148,201 to £164,907 following the surplus of income over expenditure detailed on page 7. Details of funds invested are included on page 8.

Risk management

The Trustees undertake regular assessments and, where appropriate, systems or procedures have been established to mitigate the risks the charity faces. These inform the Trustees' consideration of an appropriate target range for cash reserves.

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Reserves targets are calculated by reference to the forward financial outlook and the risks facing the charity, with the aim of ensuring that key services are sustainable and that early action can be taken to deal with matters as they arise.

Reserves Policy

The trustees set, publish, implement and monitor the Reserves Policy in line with the guidance provided by the Charities Commission in England and Wales, "Charity Reserves and Building Resilience" (CC19) to ensure compliance with their legal duties to: -

- a) act in the interests of their charity and its beneficiaries;
- b) protect and safeguard the assets of their charity;
- c) act with reasonable care and skill; and
- d) ensure their charity is accountable.

The trustees have reviewed the financial risks facing the organisation (see Risk Management section above) and quantified both the probability and magnitude of various risks. The Trustees have resolved as a policy to set both an upper and a lower limit of unrestricted reserves to be maintained for such purposes and to act to increase or decrease expenditure if the reserves fall outside those limits. At the date of the approval of this report by the trustees, the target range of reserves was £130,000 to £195,000. Actual reserves at £162,597 (excluding restricted funds of £2,310) were within the target range.

Income

Significant amounts (£2,500 and over) were received from:

Garfield Weston Foundation	£10,000
Gatwick Community Trust	£4,000
Henry Smith Charity	£6,500
OneFamily Foundation	£4,571
Oriel High School Fund	£13,719
RAM Cricket Club	£2,500
Spanish Evening Event (tickets sold)	£3,410
The National Lottery Community Fund	£10,000
The Sussex Community Foundation	£5,000

Fundraising Donations via our Justgiving account were £9,794.

The 2019 Pillar's to Plough walk raised £4,278, part of which was received via Justgiving and is included above.

Signed on behalf of the Trustees:



Trevor Christmas

Date 24/2/2020

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Income and Expenditure Account Year ended 31 August 2019

	2019 £	2018 £
Income		
Fundraising and Donations	90,153	43,496
Drop-in and Therapy Donations	7,231	8,298
Events	4,847	0
Interest	1,332	1,253
Total	103,563	53,047
Expenditure		
Salaries	36,121	26,589
Drop-in and Therapy expenses	18,018	14,790
General Expenses	19,400	17,311
Equipment	8,699	0
Fund Raising	2,766	2,097
Advertising	671	315
Training	1,183	125
Choir	0	630
Horsham Centre pre-launch costs	0	2,100
Total	86,858	63,957
Excess of Income over Expenditure (2018 Deficit)	16,706	(10,910)
Opening Funds	148,201	159,111
Closing Funds	164,907	148,201
Balance Sheet		
As at 31 August 2019		
CAFcash account	9,927	10,554
CAF Gold	29,087	74
Virgin Money Charity Deposit	67,445	76,613
CAF/Shawbrook 60 day Notice Account	61,448	60,960
Total Reserves	164,907	148,201

Signed on behalf of the Trustees



Trevor Christmas

Date 24/12/2020

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Notes to the Financial Statements

Funds Invested

The Trust had funds at 31 August 2019 of £164,907, which were invested as follows

CAFcash Account (current account)

Statement at 31 August 2019	9,927
Cashbook balance 31 August 2019	9,927

CAF Gold Account (immediately available)

Statement at 31 August 2019	26,087
Cashbook balance 31 August 2019	26,087

Virgin Money Charity Deposit (100 days notice)

Statement at 31 August 2019	67,445
Cashbook balance 31 August 2019	67,445

CAF/Shawbrook 60 day Notice Account

Statement at 31 August 2019	61,448
Cashbook balance 31 August 2019	61,448

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Independent Examiner's Report to the Trustees of the Olive Tree Crawley Cancer Contact Group, registered charity 1157386

I report to the trustees on my examination of the accounts of the Olive Tree Crawley Cancer Contact Group ("the Trust") for the year ended 31 August 2018 set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ian Lineham

Date 27/2/20

Chartered Accountant (Institute of Chartered Accountants in England and Wales)

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