

Annual Report 2020



Keeping Abreast

Breast Cancer Reconstruction Support

Table of Contents

Reference and administrative details of the charity, its Trustees and Advisers.....	3
Acting Chair's Statement (For the year ending 31 March 2020)	4
Our Objectives.....	5
Strategies for achieving Objectives.....	5
Review of Activities	6
Groups & Support	6
Volunteers	7
Campaigning	8
Structure, Governance and Management	10
Organisational Structure and Decision Making	10
Financial Review.....	10
Future Developments	11
Trustees' Responsibilities Statement	12
Independent Examiner's Report	13



Keeping Abreast Annual Conference 2019

Reference and administrative details of the charity, its Trustees and Advisers

Trustees

Mrs J D'Arcy - Acting Chair (Resigned 30th June 2020)

Mrs J Raffles

Mrs J Rainford (Resigned 31st July 2019)

Miss C Scott – Chairperson

Mr J Butler

Mrs C Carter (Appointed 19th September 2019)

Mrs R McArthur (Appointed 15th January 2020)

Mrs E Queensborough (Appointed 15th January 2020)

Miss V Vazquez – Treasurer (Appointed 6th May 2020)

Company registered Number

06891388

Charity Registered Number

1129522

Registered Office

7 The Close, Norwich, Norfolk, NR1 4DJ

Accountants

MA Partners LLP, 7 The Close, Norwich, Norfolk, NR1 4DJ

Bankers

The Co-operative Bank, 69 London Street, Norwich, Norfolk, NR2 1HT

Solicitors

Hansells Solicitors and Financial Advisers, 13 The Close, Norwich, Norfolk, NR1 4DS

Other Information

We have a team of three part-time staff operating from a licenced office in Norwich and we are members of the NCVO (National Council of Voluntary Organisations).

Acting Chair's Statement (For the year ending 31 March 2020)

Keeping Abreast continues to provide invaluable support to those facing decisions regarding breast reconstruction following a diagnosis of breast cancer or the presence of a gene mutation. Our volunteers continue to provide our patients with the support in both a clinical setting at hospitals and at Support Group Meetings across the UK. Our volunteers are the key to providing the information & support required, patients can see results of a range of reconstruction surgeries on a one-to-one basis to help them make an informed decision.



Our team of employees have continued to flourish and provide a strong and stable platform for both the volunteer network and to the Board.

Our longest serving employee resigned in 2019 which gave us an opportunity to re-organise our staffing and promote our Finance and Administration Officer to the role of Development Manager, a newly created role to provide further stability and a conduit to Groups, Staff Team and Board of Trustees. We now have newly improved, robust reporting and an increase in office hours enabling us to provide more support to our core users. We have also increased the hours for the role of Volunteer & Support Officer to help us to better manage the support provision of volunteers and groups, which is essential support as we plan to increase our presence throughout the UK.

Retaining Trustees has continued to be challenging as most of the Board have their own roles or businesses which adds extra pressure when undertaking a voluntary role in the charity sector. We almost secured an excellent candidate for the role of Chair, but at the eleventh hour their personal circumstances led to the withdrawal of the candidate. The Board are very aware of the need for good governance, long term forward planning and the stability and forward thinking a new Chair would provide for Keeping Abreast so we are all doubling our efforts to find the right candidate.

Our Fundraising has continued to see strong growth, this year has been particularly lucrative with the success of our partnership with The Gallery Haircutters in Norwich, a long-term supporter of Keeping Abreast. An exhibition of local artists saw a large amount of footfall and the subsequent auction raised significant funds. We are hoping to repeat this event in due course.

At the time of writing, amidst the Coronavirus pandemic, Keeping Abreast is inevitably facing challenges with fundraising. The majority of our fundraising activities have been postponed or even cancelled as they cannot go ahead safely with social distancing rules in place. The Board have rotated staff and made use of the Furlough scheme allowing us to set up revised plans for fundraising and maintaining a support structure in place for our core users. This has been essential as many patients are facing surgery for breast cancer without reconstruction which can lead to stress and anxiety.

Thanks must go to our Founders, Volunteers, Patrons, Trustees and of course our team of employees who knit all the elements behind the scenes to make Keeping Abreast a continued success.

A handwritten signature in black ink, appearing to read 'Jane D'Arcy'.

Name Jane D'Arcy

Date

Our Objectives

Our Objectives

Since our conception we have always had four main objectives:

- To provide information, support, practical help and advice for those considering breast reconstruction, including the opportunity to share the experiences of others.
- To enrich the quality of care for those recovering from breast reconstruction.
- To raise awareness of Keeping Abreast within the UK.
- To encourage and support the establishment of other KA groups nationwide.

Strategies for achieving Objectives

We have continued to assess our strategies for achieving our objectives and have:

Provided the opportunity for patients considering reconstruction to view the results of surgery (using registered and trained Volunteers)

Provided opportunities for patients to talk to others who have had similar experiences or undertaken reconstructive surgery within clinical settings, at support group meetings (using registered and trained volunteers). Also, over the phone from our base in Little Melton or via our trained volunteers

Offered domiciliary care and health & well-being services to peri-operative patients

Expanded our support and fundraising volunteer network

Provided additional services such as bras or bra vouchers, domiciliary care, comfort bags for those at time of surgery and hospital travel expenses

Review of Activities

Our specific objectives from last year were to ensure that the charity had stability, was working productively and as cost effectively as possible. This included;

- Reviewing the organisational structure and re-organising to create an office management role to manage staff and act as a conduit between the Trustees to improve communication. In addition, to increase the hours of the role related to groups and volunteers and aim to have office cover 5 days per week at core times
- Visiting many of the groups on location and via our annual Conference held in November at NCVO offices
- Implementing a Strategic Plan document to keep the whole team focussed on objectives on a quarter by quarter basis to ensure workflow is effective and objectives are met
- Review Trustee mix to ensure that the Trustees have a good mix of skills and experience

Groups & Support

How our activities deliver public benefit:

Our main activities and who we try to help are described below. All our charitable activities focus on the support for women considering breast reconstruction as a result of a breast cancer diagnosis, an increased risk due to a family history or an identified gene mutation and are undertaken to further our charitable purposes in accordance with the Charity Commission's guidance on public benefit.

After another year for the charity, we are delighted to inform you that for the calendar year of 2019 over 800 people (excluding volunteers) attended our Support and Outreach Groups and that 64 of these sessions took place. In addition, over 40 support requests were received directly by Central Services, either by phone or email.



The aim of each of our groups is to offer support, advice and information to anyone wanting to know more about breast reconstruction or its associated procedures in line with the charity's objectives.

Some of our groups decide to conduct this more formally by inviting guests to listen to a speaker and then have the chance to chat afterwards; others are less structured and allow conversations to develop naturally among those who attend, and to answer questions as and when they arise.

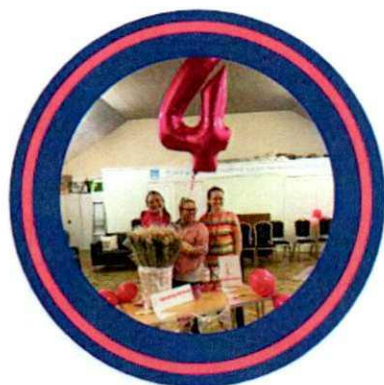
Both types of support group are equally as important and beneficial, and we encourage our groups to follow the format that best fits their location and volunteers. Importantly, all our groups achieve the aim of:

"Providing information, support and practical help and advice for those considering breast reconstruction."

In October 2019, we saw a staff change in the Support and Volunteer Officer role which gave us the opportunity to review the role and ensure the correct level of resource was allocated to this focus. The Support and Volunteer

Officer spent time planning and visiting groups in their own locations to help them offer the best support and help with any issues they were facing.

In October we visited Sheffield again as part of their BRA (Breast Reconstruction Awareness) Day event and to celebrate their first-year anniversary. Over 50 people were in attendance to hear several medical-related speakers.



In March, we also visited Leicester for their fourth anniversary celebration which was also well attended and which included a Q&A session, underwear advice, fundraising activities and speeches. Our Leicester Support Group sees a high attendance and, on average, has welcomed 45 attendees and volunteers to each meeting.

Our Cheltenham Support Group worked hard with John Lewis Cheltenham to secure a Keeping Abreast Portrait Exhibition at the store, which should have taken place from Tuesday 28th April to Saturday 2nd May. Unfortunately, however, due to the Coronavirus outbreak, this exhibition has had to be postponed (new date tbc).

Our other established groups continue to thrive, both attracting new patients and retaining those who have already had surgery but who are now willing to help inform others. The current locations of our groups are:-

- Norwich
- King's Lynn
- Stalham (Outreach)
- Wymondham (Outreach)
- Liverpool
- Cheltenham
- Bristol
- Leicester
- Sheffield

Before the Coronavirus outbreak, we were also looking to re-introduce an Outreach Group in Diss, South Norfolk, but this is currently on hold. We also held some discussions with the James Paget Hospital in Gorleston to try to establish an Outreach Group in the Waveney area of Norfolk, and we are hoping that these discussions will resume once the Covid-19 restrictions have been lifted.

Volunteers

The number of registered volunteers with the charity currently stands at 125, more than two-thirds of which are previous reconstruction patients and the rest are individuals who support the administrative or fundraising element of the charity.

Volunteers are key to the success of Keeping Abreast, and without their huge input, we simply could not operate. We consider ourselves very fortunate to be supported by a group of highly committed and enthusiastic individuals who undertake a variety of roles which include:

Patient Point of Contact (POC) – able and willing to talk to and offer support to other patients, in person or via telephone.

‘Show & Tell’ Model – willing and comfortable to show the results of their surgery to other women in a controlled, safe environment.

Running a group or support event – part of the team of volunteers that organises, co-ordinates and facilitates the running of a group.

Supporting administrative tasks – helping to ensure the smooth running of the charity by supporting the team with the operational and administrative tasks that are required.

Keeping Abreast Events – these volunteers support us at various awareness events or fundraising activities, by manning stands or holding collection buckets, for example.

Trustee – part of the team responsible for governing the charity and supporting its direction to achieve its aims and objectives.

We encourage all our volunteers to attend training courses to ensure they are competent in the role in which they are volunteering and to give them more experience. This training can include Macmillan Listening and Responding, local updates from hospital teams or updates from ourselves with regards to Health & Safety.

As our volunteers play such a vital role in the charity, our volunteer process and volunteer handbook are also regularly reviewed, and both have been updated again this year.

Campaigning

We continue to promote Breast Cancer Awareness month and International BRA (Breast Reconstruction Awareness) Day in October. We ran a social media awareness campaign which educated the public about breast reconstruction and what the charity does to support women and families in this situation. Many of our groups hosted their own events to raise awareness and educate others.

Fundraising Activities/Income Generation

The Trustees continue to support central fundraising activities to raise sufficient funds to cover annual running costs of the charity, using any additional funds to support the groups and extend our network of services. Central Services hosts a number of well-established and well-attended events as well as introducing new events to the calendar.

Central Support events

Our bi-annual Charity Ball was held in June 2019 based on a Strictly Come Dancing theme. We partnered with a local dance school and ran a mini competition for competitors to take part and learn new skills to perform on the night. This event was very well attended and welcomed many new supporters and the return of long-standing supporters.



We held our very first art exhibition and online auction in late summer, working with two local business supporters to collate art donated from local artists. The exhibition was held over a week in the local cathedral grounds at the Norwich School, and the auction ran into the week after the exhibition closed. This was a very exciting and 'new' project for us and was very well supported.

The annual Carol Service returned to the St Peter Mancroft Church at the end of 2019 for its 8th year running. This is a very well-attended evening celebrating the festive period with volunteers, supporters, guests and the public.



National Campaigns

Central Services continues to run and expand national campaigns which equip and encourage support groups and individuals to take part in and get involved.

National Booby Cupcake Week continued for the 7th year running, fundraising packs were made available to the groups for use at their own events and to share and encourage individual supporters to undertake their own events.

We supported BRA Day, Breast Reconstruction Awareness Day, for the 3rd year. We saw more groups get involved with this, collaborating with other partners to hold events.

Our 'Pink Octobra' fundraising campaign continued for the 2nd year, encouraging supporters to fundraise with a pink twist throughout the month of breast cancer awareness.

Other fundraising

We have seen an increase in fundraising activities from the majority of the support groups. We aim to support them to continue and grow this as a group and to encourage others in their network to support their fundraising.

Fundraising through the groups and through individual supporters continues to make up the majority of our fundraising income. We have seen raffles, community sales, Santa run, sky dive, half marathons, fashion shows, flower arrangements, another annual Jazz and Cabaret night, afternoon teas, the sale of Christmas cards provided by Central Support, and more.

Charity of Year

We were charity of the year for a local company Colemans Opticians and Hearing Centre. They supported our events throughout the year; attending the Ball, sponsoring the Carol Service, and taking part in our two fundraising campaigns 'Booby Cupcake and Pink Octobra' as well as some of their own initiatives.

Our biggest project with them was the Flamingo Flocking campaign which ran to support Pink Octobra. It saw 20 pink garden flamingos descending on local businesses with a ransom note to make a donation for the birds to fly on to their next location. The campaign was supported by another local retail business Jarrold Department Store who allowed us to hold a bucket collection in store on the last day of October to mark the end of the campaign.



Fundraising outputs

As a support charity we provide that support through our volunteers offering advice and information. We also aim to enrich the quality of care for those recovering from breast reconstruction. We have increased the number of Care & Comfort bags given out, with more groups investing time and funds in this. The bags themselves are drain bags used post-surgery to provide a level of comfort and mobility for the patient, inside these bags are essential items to help those ladies in hospital and at home in their recovery. They can include our heart shaped surgery cushions which help to relieve the pressure on surgery wounds, and other items such as eye masks and ear plugs.

Support is also offered by way of providing post-operative bras or bra vouchers to purchase new comfortable underwear, hair vouchers to enable a patient to have their hair washed and blow dried which is physically limited after reconstruction.

We offer Pre & Post-Operative Support such as childcare, transport costs, help with weight loss, stop smoking etc and have been trialling MLD sessions for patients which has proved beneficial.

The groups, under the guidance of the Trustees, have also continued to spend funds locally on individual initiatives that enhance the support in their area.

Positive Media Coverage

We continue to have a strong online presence, ensuring our branding is engaging and consistent throughout our website and social media platforms. We are actively using stories and posts to build followers and portray a sense of personality.

All of the groups have their own Facebook page where they can promote their support meetings and fundraising activities, they also use this as a tool to offer support by direct messaging.

Our promotional video created and sponsored by local company, Production Bureau is still a fantastic tool to help promote what we do and is being used by our groups around the country to help explain our work.

We have seen many articles in local press, radio interviews and TV interviews about our activities.

Structure, Governance and Management

Constitution

The charity is registered as a charitable company limited by guarantee (registered number: 06891388) and is a registered charity (registered number: 1129522).

The charity is constituted under a Memorandum of Association dated 29 April 2009 as amended by special resolutions dated 18 May 2010 and 9 May 2012.

Method of Appointment or Election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Policies Adopted for The Induction and Training of Trustees

New Trustees undergo a Trustee induction to brief them on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity. Typically, they will meet with other Trustees and an employee to gain a better insight into the role.

Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisational Structure and Decision Making

Policy decisions are made by the Trustees in Trustee meetings or by email in accordance with the Governing document.

Financial Review

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the short to mid-term. However, at the end of this financial year we were already seeing the effects of the Covid-19 pandemic. Tighter financial controls have been put in place and are constantly monitored by our Development Manager and, ultimately, the Trustees.

Financial and Risk Management Objectives and Policies

The Trustees met on six occasions during 2019 to discuss and review charity business. The Trustees constantly monitor cash balances and future income streams against obligations and fixed costs. Office rent is paid monthly with no automatic renew clause to give us flexibility.

There are no other fixed costs or on-going commitments other than minor administrative expenses.

Almary Green continue to administer our Pension Scheme for our small team and the administrative side is delivered by our Payroll Provider, CBR Business Solutions in Norwich. We have reviewed the pension scheme in line with new regulations and have increased both our contributions and those of our team in line with the guidance. We have also recently reviewed the hourly rate paid to all our staff members and have increased this to reflect the new living wage.

Principal Risks and Uncertainties

These centre on a reduction in fundraising and/or a loss of volunteers to run the support groups, in specific due to the Covid-19 pandemic. Our Disaster Recovery Plan was put in place which enabled us to continue service with staff working from home based on Government guidelines. A specific reporting procedure has been put in place to enable the staff and Trustees to constantly monitor this and fundraising plans and strategies are being reviewed regularly.

Reserves Policy

The Trustees review the balance of their reserves annually as a minimum, and it is their current policy that they will retain at least £60,000 as a minimum balance. This provides sufficient funds to employ three part-time staff and other fixed overheads for a full year without any other income being forthcoming. This year again sees a positive in reserves, but this will be monitored closely moving forward, specifically due to the impact of the Covid 19 pandemic. The review of internal financial rules will allow increased visibility of the cash flow.

Principal Funding

The principal source of funding is public donations and internal, mainly from individual fundraising efforts, but some from corporate funding such as Hansells Solicitors and Production Bureau.

Future Developments

- The Trustees intend to strengthen existing support groups and create new ones where possible
- We hope to identify additional projects that fulfill our objectives and contribute to the wellbeing of patients
- The Trustees meet 6 times a year minimum for regular Trustee business meetings. We have devised a Strategic Plan which is constantly monitored and updated in line with our objectives

In Conclusion

- This has been a good year for the charity in terms of development, achieving objectives and consolidating our position in a very competitive fundraising market
- Appointing a Development Manager has been hugely beneficial for the charity as our team and core users now feel more directly supported. Decisions can be made and enacted far more quickly than previously
- It is our intention to continue to develop new ways of working to enable us to further support those in need of help when undergoing breast reconstruction
- We held a Conference in the Autumn of 2019, and have reviewed our membership criteria and Articles of Association in line with guidelines and advice from legal representation
- Thanks again to the Founders, our army of enthusiastic volunteers, and to my fellow Trustees and our fabulous team of committed staff



Caroline Scott

Chair of Trustees - Keeping Abreast

13th August 2020

KEEPING ABREAST
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2020

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

KEEPING ABREAST
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Independent Examiner's Report to the Trustees of Keeping Abreast ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2020.

Responsibilities and Basis of Report

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated:

02.09.20.

Frank Shippam BSc FCA DChA

MA Partners LLP
7 The Close
Norwich
NR1 4DJ

KEEPING ABREAST
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	3	14,536	-	14,536	36,976
Other trading activities	4	58,554	21,381	79,935	69,429
Total income		73,090	21,381	94,471	106,405
Expenditure on:					
Raising funds	5	16,120	3,867	19,987	24,333
Charitable activities		73,831	-	73,831	62,878
Total expenditure		89,951	3,867	93,818	87,211
Net (expenditure)/income		(16,861)	17,514	653	19,194
Transfers between funds	14	6,955	(6,955)	-	-
Net movement in funds		(9,906)	10,559	653	19,194
Reconciliation of funds:					
Total funds brought forward		120,371	740	121,111	101,917
Net movement in funds		(9,906)	10,559	653	19,194
Total funds carried forward		110,465	11,299	121,764	121,111

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 16 to 29 form part of these financial statements.

KEEPING ABREAST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06891388

BALANCE SHEET
AS AT 31 MARCH 2020

	Note	2020 £	2019 £
Fixed assets		-	-
Current assets			
Stocks	11	1,186	1,521
Debtors	12	4,505	10,014
Cash at bank and in hand		117,701	112,973
		<u>123,392</u>	<u>124,508</u>
Creditors: amounts falling due within one year	13	(1,628)	(3,397)
Net current assets		<u>121,764</u>	<u>121,111</u>
Total net assets		<u><u>121,764</u></u>	<u><u>121,111</u></u>
Charity funds			
Restricted funds	14	11,299	740
Unrestricted funds	14	110,465	120,371
Total funds		<u><u>121,764</u></u>	<u><u>121,111</u></u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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


Caroline Scott

Date: 13th August 2020

The notes on pages 16 to 29 form part of these financial statements.

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

1. General information

Keeping Abreast is a private company limited by guarantee and incorporated in England and Wales. The Charity's registered office is 7 The Close, Norwich, Norfolk, NR1 4DJ.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Keeping Abreast meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Covid-19 pandemic will challenge the fundraising activities of the charity however, the charity has a healthy level of reserves and tight financial controls are in place to ensure our financial position is regularly monitored by our Development Manager and, ultimately, the Trustees. As a result, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, being a period of at least 12 months from the approval date of these financial statements, and have therefore concluded it appropriate to prepare them on the going concern basis.

2.3 Income

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

2.4 Expenditure

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

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

All expenditure is inclusive of irrecoverable VAT.

2.5 Debtors

Other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

2. Accounting policies (continued)

2.6 Cash at bank and in hand

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

2.7 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.8 Financial instruments

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

2.9 Pensions

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

2.10 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

3. Income from donations and legacies

	Unrestricted funds 2020 £	Total funds 2020 £
Donations	14,536	14,536
	<u>14,536</u>	<u>14,536</u>

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Donations	36,976	36,976
	<u>36,976</u>	<u>36,976</u>

KEEPING ABREAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

4. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Ball	17,390	-	17,390
Merchandise	1,173	-	1,173
Cupcake sale	803	-	803
Other fundraising income	39,188	21,381	60,569
	<u>58,554</u>	<u>21,381</u>	<u>79,935</u>

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Fashion show	20,866	20,866
Merchandise	3,755	3,755
Cupcake sale	2,900	2,900
Other fundraising income	41,908	41,908
<i>Total 2019</i>	<u>69,429</u>	<u>69,429</u>

KEEPING ABREAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

5. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Merchandise - opening stock	1,521	-	1,521
Fashion show	1,877	-	1,877
Merchandise purchases	921	-	921
Ball	10,512	-	10,512
Other	2,475	3,867	6,342
Merchandise - closing stock	(1,186)	-	(1,186)
Total 2020	16,120	3,867	19,987

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Merchandise - opening stock	1,968	1,968
Fashion show	11,594	11,594
Merchandise purchases	1,992	1,992
Other	10,300	10,300
Merchandise - closing stock	(1,521)	(1,521)
Total 2019	24,333	24,333

KEEPING ABREAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

6. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Charitable activities	50,987	22,843	73,830

	<i>Activities undertaken directly 2019 £</i>	<i>Grant funding of activities 2019 £</i>	<i>Support costs 2019 £</i>	<i>Total funds 2019 £</i>
Charitable activities	40,575	1,833	20,470	62,878

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2020 £	<i>Total funds 2019 £</i>
Staff costs	40,325	31,305
Conference	2,573	1,113
Depreciation	-	100
Keeping Abreast Portraits Exhibition ("KAPE")	24	122
Hospital equipment and services	367	1,649
Patient support	7,698	6,286
	<u>50,987</u>	<u>40,575</u>

Analysis of support costs

	Total funds 2020 £	<i>Total funds 2019 £</i>
Group and staff expenses	6,041	4,149
Telephone, broadband and office	4,054	2,878
Insurance	1,171	987
Rent	8,280	8,150
Website	-	25
Professional fees	3,297	4,281
	<u>22,843</u>	<u>20,470</u>

7. Independent examiner's remuneration

	2020 £	<i>2019 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>1,590</u>	<u>1,440</u>

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

8. Staff costs

	2020	2019
	£	£
Wages and salaries	39,786	31,108
Contribution to defined contribution pension schemes	540	197
	<u>40,326</u>	<u>31,305</u>

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

	2020	2019
	No.	No.
Fundraising and development	2	2
Administration and development	1	1
	<u>3</u>	<u>3</u>

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

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - *£NIL*).

During the year ended 31 March 2020, expenses totalling £85 were reimbursed or paid directly to 1 Trustee (2019 - £210 to 1 Trustee).

KEEPING ABREAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

10. Tangible fixed assets

	Computer equipment £
Cost or valuation	
At 1 April 2019	400
At 31 March 2020	<u>400</u>
Depreciation	
At 1 April 2019	400
At 31 March 2020	<u>400</u>
Net book value	
At 31 March 2020	<u>-</u>
At 31 March 2019	<u>-</u>

11. Stocks

	2020 £	2019 £
Finished goods and goods for resale	<u>1,186</u>	<u>1,521</u>

12. Debtors

	2020 £	2019 £
Due within one year		
Other debtors	4,505	8,389
Prepayments and accrued income	-	739
Tax recoverable	-	886
	<u>4,505</u>	<u>10,014</u>

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

13. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Other creditors	110	110
Accruals and deferred income	1,518	3,287
	<hr/> 1,628 <hr/>	<hr/> 3,397 <hr/>

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Local group funds	25,160	-	-	-	25,160
General funds					
General funds	95,211	73,089	(89,950)	6,955	85,305
Total Unrestricted funds	120,371	73,089	(89,950)	6,955	110,465
Restricted funds					
Macmillan Cancer Support	740	-	-	-	740
Art exhibition	-	21,381	(3,867)	(6,955)	10,559
	740	21,381	(3,867)	(6,955)	11,299
Total of funds	121,111	94,470	(93,817)	-	121,764

KEEPING ABREAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

14. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2018</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Balance at 31 March 2019</i>
	£	£	£	£	£
Unrestricted funds					
Designated funds					
Local group funds	-	-	-	25,160	25,160
General funds					
General funds	99,170	106,405	(85,204)	(25,160)	95,211
Total Unrestricted funds	99,170	106,405	(85,204)	-	120,371
Restricted funds					
Pink Ribbon Foundation	1,943	-	(1,943)	-	-
Almary Green Awards	64	-	(64)	-	-
Macmillan Cancer Support	740	-	-	-	740
	2,747	-	(2,007)	-	740
Total of funds	101,917	106,405	(87,211)	-	121,111

Designated funds

The funds that relate to local groups are designated to be spent within the respective local group region.

Restricted funds

The charity received a grant of £740 from Macmillan Cancer Support toward our "Women's Wellbeing and Support Weekend".

The charity received funds from an Art Exhibition toward support related costs.

KEEPING ABREAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

15. Summary of funds

Summary of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds	25,160	-	-	-	25,160
General funds	95,211	73,089	(89,950)	6,955	85,305
Restricted funds	740	21,381	(3,867)	(6,955)	11,299
	<u>121,111</u>	<u>94,470</u>	<u>(93,817)</u>	<u>-</u>	<u>121,764</u>

Summary of funds - prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Designated funds	-	-	-	25,160	25,160
General funds	99,170	106,405	(85,204)	(25,160)	95,211
Restricted funds	2,747	-	(2,007)	-	740
	<u>101,917</u>	<u>106,405</u>	<u>(87,211)</u>	<u>-</u>	<u>121,111</u>

16. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Current assets	112,093	11,299	123,392
Creditors due within one year	(1,628)	-	(1,628)
Total	<u>110,465</u>	<u>11,299</u>	<u>121,764</u>

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

16. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Current assets	123,768	740	124,508
Creditors due within one year	(3,397)	-	(3,397)
Total	<u>120,371</u>	<u>740</u>	<u>121,111</u>

17. Pension commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to **£1,476 (2019 - £197)**. Contributions totalling **£110 (2019 - £110)** were payable to the fund at the balance sheet date and are included in creditors.

18. Related party transactions

Details of expenses reimbursed to Trustees are given in note 9. There were no other related party transactions.