

Childhood Cancer Parents Alliance
(Registered charity, 1090871)
Financial Statements
For the year ended 31 March 2020

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**Childhood Cancer Parents Alliance
Administrative Details
for year ended 31 March 2020**

Full name Childhood Cancer Parents Alliance

Other names CCPA

Registered charity number 1090871

Principal address

The Hub
17 Eastgate Street
Stafford
ST16 2LZ

Trustees

Rosalyn Francis	Chair
Eddie Hincks	Trustee
Margaret Johnson	Trustee
Sarah Doughty	Trustee
Paul Cooper	Trustee

Bankers Natwest

Operational Manager Rachael Olley

Independent examiner

Daryl Denson ACMA
Employee of VAST
The Dudson Centre
Hope Street
Hanley
ST1 5DD

HR

Melaney Doyle
Executive Global Solutions

Senior Nurse in Paediatric Oncology

Penny Holt
Royal Stoke University Hospital

Childhood Cancer Parents Alliance Trustees Report for the year ended 31 March 2020

Structure, Governance and Management

The charity is operated under the rules of its constitution adopted 23 April 1999 as amended on 29 January 2000, 7 April 2000, 1 May 2000 and 10 November 2000. As amended on 13 May 2016.

In addition to our trustees, the Board has three Executive Members: Sam Schoolar, Mike Francis and Dai Hill. All have much experience in charity work, are long standing supporters of this charity and continue to make a great contribution to its work.

As a membership charity we need to nurture the relationship with the national groups with whom we have links and a member of the Board has volunteered to lead this work. Also during this year the decision was made to join the newly formed Children & Young People Cancer Coalition (CYPCC) to increase networking.

Previously CCPA was very reliant on good income from Unicare, but with the excellent fundraising skills of our Operations Manager and the brilliant team of volunteers, this dependency has been reduced by 18% of the overall income.

The methods adopted for the recruitment and appointment of new trustees

Procedures are in place for induction and training of trustees but we have struggled to retain newcomers when changes to their own lives have occurred. We recognise that we need to recruit additional trustees who are willing to contribute the skills and passion for the charity that is required.

Aims and objectives

To relieve children suffering from cancer and to advance the education to the public by:

- Provision of information, advice and support for such children and their families;
- Raising public awareness in all matters relating to childhood cancer at national and international level.

Summary of the main activities undertaken for the public benefit

Within Stafford and the surrounding area Childhood Cancer Parent Alliance (CCPA) has gradually built up recognition of its support for families affected by and living with all the stresses and fear that having a child/adolescent with cancer can bring.

With help of individuals, businesses and community groups a great many donated goods, tickets for outings and gifts for key family occasions throughout the year, are received and distributed. Also free days out and sessions for families to meet each other and share memorable experiences are organised for them. The nominal value of these donations are now calculated and can be seen in the Year End Accounts as also are the hundreds of hours' support given by the loyal team of volunteers. All this contributes greatly to the benefit of families within Staffordshire. Some of the activities are small and personal such as fathers getting together in the pub or mothers meeting for a mindfulness session or small gifts for the children and their siblings. Other events are large fundraisers such as the Annual Ball for 300+ people and a team of runners in the Stafford Half Marathon, all contributed so that the charity is able to improve the life of families living with childhood cancer.

The charity has national links with a range of similar childhood cancer charities across the country with the aim of working together, sharing successes and problem-solving with them.

Awareness is maintained of developments in research, new drugs and treatments. It was decided to maintain our membership of Childhood Cancer International (CCI) but

Childhood Cancer Parents Alliance Trustees' Report (continued) for the year ended 31 March 2020

involvement with international events has been on hold this year as the cost of the subscription and of sending anyone to an international conference are high.

One CCPA Board Member and the Operations Manager continue to be on the Board of Contact Magazine, an award-winning publication delivered to all Paediatric cancer treatment centres in the UK on a quarterly basis. We are immensely proud to work on this long-standing collaboration with the Children's Cancer and Leukaemia Group (CCLG) in providing accurate, clear and up to date advice in the field of paediatric and adolescent cancers and know that publication is valued by families and clinicians alike.

Use of volunteers

The volunteers play a vital part in the activities for families and the fundraising. They are known as CCPA Stars and meet regularly for team – bonding, sharing of ideas, health and safety aspects, training in the appropriate use of social media, etc and many of them have DBS clearance.

Public Benefit

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have had regard to it in their administration of the Charity.

Summary of the main achievements during the year

Provision of Support for the Families

During the year CCPA continued to provide treats for struggling families emotionally and financially with gifts, outings, and parties, all helping them to have good times together, making memories during difficult times. These included Mothers' and Fathers' Day gifts, parties – one in the summer, at Christmas and New Year, Halloween fun, trips to the circus, the theatre, to Pretty Pots again and to Drayton Manor. "Love to Lunch" is popular and held monthly and there have been pamper sessions for Mums and get-togethers for Dads. An on-going relationship is maintained with all the families by CCPA's Operations Manager who directs them to appropriate areas of specific support and expertise when necessary. The staff and volunteers work tirelessly to create all these occasions for the families – and it would not be possible without the Fundraising work that goes on alongside it all.

Fundraising

CCPA's Operation's Manager has been the mainstay of the charity almost since its foundation and has taken on many roles over the years. It became necessary a few years ago for her to increase the Fundraising. Living locally, she has great support from friends and family and has forged relationships with many businesses and organisations in and around Stafford. Valuable support from these during this financial year has been from Tesco (continuing from previous years), Screwfix (with CCPA as their charity of the year), regularly organised meals at Stafford College, Tranquillity, Lloyds Bank for match-funding the amount raised by the charity's Stafford Half Marathon runners, local cafes and pubs for hosting lunches, quizzes, and coffee mornings.

Thanks to the dedicated staff and the fantastic team of volunteers it has been possible to hold an Annual Ball. The fourth took place on 30th November with 307 guests and over £12,500 net being raised. The success of this is also largely due to the on-going raising awareness of the charity in the area via all aspects of publicity, social media, and personal contacts. The number of runners raising funds for the charity in the Stafford Half Marathon and the Stafford 10K Run increases each year and they are rewarded with an "After Party". Having a presence with stalls at local shows and festivals also keeps the charity in the public eye.

Childhood Cancer Parents Alliance Trustees' Report (continued) for the year ended 31 March 2020

During the year, two sales of goods were held, stocked by the generosity of supporters with a great range of items and that had been collected hoping to run another Pop-Up Shop in the Guildhall Shopping Centre as done in the two previous years, each for one week. These had proved to be very good for raising funds and awareness of the charity having a shop front in the centre of town. So much had been learnt by the staff and volunteers that an application was made for another. The Guildhall wanted to give a longer lease and suggested 6 months. The Operations Manager put a great deal of work into preparing a Business Plan to present to the Board and following much discussion, it was approved. The intention had been that the shop would run from March through until September. However there was a long delay in communication between the Guildhall and the owner of the shop who was abroad so the potential start date kept being moved. Eventually when it looked as though the opening might be in early September, it had been decided to cancel the whole idea. Realistically it would not have been possible to run the shop from September as six months would then include all the attention that holding the almost already sold out Ball in November would require and continue the shop until after Christmas for which preparation would need to have been more specific. It was disappointing for all concerned. Another key reason for the decision was staffing the shop. It had been in the plan to employ extra staff for the shop which had not been done without knowing a start date. Also the ever loyal volunteers were finding it hard to realistically commit to signing up for shifts in the shop over such a long period and especially with the approach of Christmas. With the knowledge gained and recorded from the previous Pop-Up Shops, maybe it will be possible to try again at a future date.

Staffing and the Office.

The Board was very pleased to make the Operations Manager full-time.

The part-time Marketing Manager, having worked successfully with the charity for almost two years on developing its use of social media, the updating of the website, the Conference, the Ball and the Pop-Up Shops, left at the end of December 2018.

It was clear that the Operations Manager needed a part-time Office Administration Assistant. A long term volunteer who knew the charity was appointed in February 2019 freeing up the Operations Manager to be out and about promoting the charity. This person unexpectedly also brought with her experience in selling goods on Ebay. She started to do this for the charity in her own time at home selling the best quality donated clothes thus bringing in funds for the charity and this grew from strength to strength.

By sheer chance in August an office next to CCPA's existing one became vacant. CCPA's main office was set up originally with A Child of Mine Charity and continues on a successfully shared basis - both having also taken on part-time assistants, there being space for four desks. The smaller office next door was offered at a reduced rent as CCPA was already in the building and the proposal was that it would have two uses. One end of the room would be set up with equipment for Ebay sales and some storage for the goods which would mean that the CCPA Office Assistant no longer needed to have stock at home or use her electricity and own equipment for carrying out the charity's sales. This was successfully done and continues. The other end of the room will be set out with comfortable chairs for the Operations Manager to spend time with families who want to talk etc. Unfortunately, the Office Assistant then needed to leave her post in September but not before generously training another volunteer to carry on the Ebay sales.

At the beginning of November interviews took place and a replacement part-time Office Administration Assistant was welcomed. At the same time, the volunteer who had taken on the Ebay sales had gained in experience and was employed part-time to continue this whilst also working part-time for the NHS in catering. So CCPA continues with one full-time and two part-time members of staff and increased office space. This has been made possible by the consistently successful fundraising achieved by the Operations Manager, the hard work of the part-time staff and through the hundreds of hours contributed by the loyal volunteers.

Childhood Cancer Parents Alliance Trustees' Report (continued) for the year ended 31 March 2020

The Coronavirus Pandemic.

Lockdown was declared on 23rd March, just before the year end of this Annual Report – so the full effect of this on the charity will be recorded in next year's report 1st April 2020 – 31st March 2021. The Operations Manager immediately worked on cancelling events and plans and she left the office to work from home. The Office Administration Assistant was very keen to keep her job with the charity as was the charity to keep her on, so she was furloughed. There was some adjustment for the Ebay sales member of staff as the NHS wanted her to work more hours for them in the current situation. She suggested that she would like to continue the Ebay sales on a reduced but consistent basis as a volunteer as she was enjoying it so much and would be gaining the pay lost from CCPA from the extra hours she would be working for the NHS. The Board is very grateful to all three of them for their immense support for the charity. The Chair of the Board and the ever resourceful Operations Manager began to put together ideas for small fundraisers and for grant applications to make that might be appropriate for the Charity and some success has been achieved in these ways. During this difficult time we know that we have to adapt our working practices, family support and fundraising but we have a strong base of supporters, volunteers and families that need our help more than ever so we will continue to do our best to serve them.

Review of Finance

At the beginning of this reporting year, the Board received the resignation of the second possible treasurer in two years. It was realised that in spite of great progress made by the treasurer before these two, to modernise and simplify the system he had inherited, it was still not in a state for someone to voluntarily pick up easily and fit in with their lives and commitments.

It was decided to employ the services of VAST – a registered charity providing services for Voluntary Organisations, Community Groups, Charities and Social Enterprises in Staffordshire. They have offices nearby and have expertise in accounts for the charity sector. Working with their staff, the Operations Manager was able to provide and pass on to them all that they needed to re-adjust the presentation of the recording and to provide the required Year End Accounts. Of necessity this had to be paid for but the Board valued knowing that it was all being done correctly.

VAST then recommended that CCPA should subscribe to Quick Books Online - an accounting software package geared mainly towards small and medium-sized businesses. A monthly direct debit was set up and training provided which was attended by our Operations Manager, a trustee with some accounting experience and another member of the Board with some charity finance background. The trustee based in Stafford volunteered to obtain monthly finance information from the Operations Manager to input into the Quick Books system with the plan that once a full year had been entered, this would help the Board to have a clearer picture of its finances. A laptop was purchased for her use to do this work.

A few years ago it had become necessary to ask the Operations Manager and the volunteers to focus more on fundraising. The Board and all concerned were delighted that the charity's bank balance had built up successfully. This made it possible to set up the office and additional staffing as described above. It also greatly helps the provision of support for the families. Also the Operations Manager is very skilful at gaining free donations of all kinds and these are now recorded as a financial gain for the charity.

The financial results for the year are shown on page 11.

The charity's policy on reserves

The level of reserves held should be approximately equivalent to 3 months overhead costs (plus current liabilities).

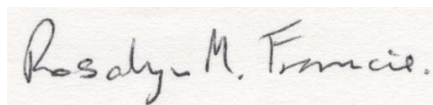
**Childhood Cancer Parents Alliance
Trustees' Report (continued)
for the year ended 31 March 2020**

Membership of the Board.

Currently there are 5 trustees, the most recent being welcomed during this recording year. There are also three executive members who are long standing supporters and advisers. The Operations Manager attends all Board Meetings and the other employees are invited if they are needed to feed back on their work. There have been 5 face-to-face full Board Meetings, the AGM and 4 Conference Calls for specific topics and decisions. Occasionally decisions have been made by email with a clearly worded set resolution for votes, with a closing date and these are then recorded in the Minutes of the following full meeting.

Of the Trustees and Executive Members of the Board, only two live in Stafford. The others are all from Liverpool, Cambridge, Nantwich, Coventry and York. In spite of modern communication, it is not easy for them to feel fully in touch with the running of the charity and indeed, they rarely meet the families that the charity is supporting so effectively. They are all very loyal and supportive of the charity but also are all at different stages in their own lives affecting the amount they can actively contribute. Therefore there is urgent need to recruit additional trustees during the next year.

Signed

A handwritten signature in cursive script that reads "Rosalyn M. Francis." The signature is written in dark ink on a light-colored, slightly textured background.

Date

27 August 2020

**Independent Examiner's Report to the trustees of
Childhood Cancer Parents Alliance
for year ended 31 March 2020**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2020.

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 2011 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.

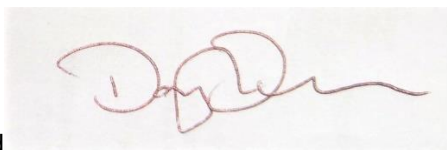
Independent examiner's statement

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.

Signed



Dated 27/01/2021

Childhood Cancer Parents Alliance
Receipts & Payments Account
for the year ended 31 March 2020

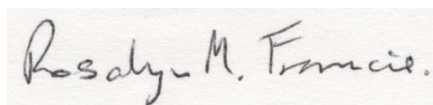
	<i>notes</i>	Restricted funds	Unrestricted Funds	2020 £	2019 £
Receipts					
Grants	5	3,000	2,000	5,000	7,656
Donations		-	14,833	14,833	20,075
Just Giving Donations		-	5,283	5,283	3,174
Fundraising Events		-	28,895	28,895	36,255
Sale of Donated Goods		-	19,767	19,767	16,333
Miscellaneous		-	-	-	770
Total receipts		3,000	70,778	73,778	84,263
Payments					
Family Support		-	3,800	3,800	3,019
Staff Costs		-	42,956	42,956	32,252
Merchandise		-	135	135	128
Fundraising Expenses		-	10,238	10,238	11,928
Insurance		-	706	706	-
Phone & Internet		-	474	474	1,177
Printing and Stationery		-	441	441	1,460
Equipment		-	1,248	1,248	436
Rent		-	5,379	5,379	2,525
Accountancy		-	395	395	958
Volunteer Expenses		-	64	64	38
Trustee Expenses		-	2,550	2,550	302
Governance costs		-	378	378	383
Travel		-	694	694	986
Charges & Fees		-	678	678	1,191
Training		-	283	283	-
Miscellaneous		-	23	23	930
Total payments		-	70,442	70,442	57,713
Net receipts/(payments)		3,000	336	3,413	26,550
Cash funds at start of this period		-	73,109	73,109	46,559
Cash funds at end of this period		3,000	73,445	76,522	73,109

**Childhood Cancer Parents Alliance
Statement of Assets and Liabilities
at 31 March 2020**

	2020 £	2019 £
Cash Assets		
Bank accounts	76,437	72,289
Just Giving	85	795
Square	-	247
	<u>76,522</u>	<u>73,331</u>
Cash Liabilities		
Expenses owed	<u>(395)</u>	<u>(247)</u>
	<u>(395)</u>	<u>(247)</u>

These financial statements are accepted on behalf of the committee by:

Signed



Dated 29 January 2021

Childhood Cancer Parents Alliance

Notes to the Accounts

for the year ended 31 March 2020

1. Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due. For the purposes of understanding a statement of assets and liabilities at the year-end has been included.

2. Trustees’ remuneration

The following expenses were reimbursed to trustees: R Francis £1,557.27 and M Johnson £813.60.

3. COVID-19 Impact

Lockdown was declared on 23rd March, just before the year end of this Annual Report – so the full effect of this on the charity will be recorded in next year’s report 1st April 2020 – 31st March 2021.

4. Restricted Grant

The restricted grant is from Groundwork UK for a project called Wow Wigs.

5. Volunteer Hours

Estimated volunteer hours of over 1,970.5 over 30 different volunteers based on the national living wage is equivalent to £16,617.

Volunteer expenses gifted £247 and estimated volunteers mileage comes in as a total of 546.4 miles based on cost per mile at 45p which is equivalent to £245.56.

6. Goods in Kind given to CCPA Families 2019/2020

Circus Starrs tickets	£ 205.00
Cinema Tickets	£ 600.00
Donated good (Love to Lunch)	£ 550.00
Drayton Manor fathers day	£ 890.00
College meals	£ 90.00
Drayton Manor summer day trip	£ 225.00
Family parties	£ 920.00
Stafford 10K	£ 75.00
Drayton Manor Xmas	£ 1,110.00
Bowling Xmas	£ 720.00
Selection boxes	£ 60.00
New Year party	£ 450.00
Bird in hand 10k discount	£ 210.00
Car parking Lichfield volunteer	£ 11.20
Toll roads Lichfield volunteer	£ 21.30
Items for tea tent Lichfield volunteer	£ 4.50
Total	£ 6,142.00