

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31 March 2020
for
Liverpool Cancer Care Self Help Group**

SB&P
Chartered Accountants
Oriel House
2-8 Oriel Road
Bootle
Liverpool
Merseyside
L20 7EP

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 11
Detailed Statement of Financial Activities	12

OBJECTIVES AND ACTIVITIES

Objectives and aims

Objectives and aims Liverpool Cancer Care Self Help Group is an independent registered charity with a single aim: to help local people affected by cancer improve their health and wellbeing. The charity operates under the names Liverpool Sunflowers and / or Liverpool Cancer Support Centre. We offer a broad range of support services which reflect the needs of local people living with cancer. Our target outcomes mirror local and national NHS target outcomes for cancer (encouraging early discharge / reducing emergency admissions / reducing repeat admissions / reducing reliance on prescriptions / reducing DNAs) meaning we can be confident that our work reduces the burden on the local NHS. The services we offer are free or highly subsidised to ensure that beneficiaries have the support they need. Anyone over the age of 18 who lives in Merseyside and is affected by cancer can register with us. We have seen a growth in the number of registered clients in the past year with around 944 active clients registered with our service at any one time and 169 new registrations between the period 01/04/2019 and 31/03/2020.

We monitor their progress and over 98% of our clientele have reported Improved overall health, fitness and wellbeing. All the services we provide aim to help our clients maintain or improve their physical and mental wellbeing and encourage a healthy lifestyle. The services reflect the changing needs of local people and reflect the latest research in complementary therapies.

We continue to offer Cancer rehabilitation exercise classes, counselling, complementary therapies, day retreats, art therapies, support groups and social opportunities. In the past year we have also run courses in stress management, mindfulness, relaxation and breathwork. Our services have been enhanced this year by working in partnership with other charities. We have established a strong relationship with Penny Brohn UK, a leading cancer charity to deliver the Living Well with Cancer course.

One of the main objectives we strived for in the FY 19/20 was to have a huge positive impact in the North of the City to offer services akin to those we offer here to people in greater need. Through funding from the Peter O'Sullivan Voice of Racing, we opened up a centre at Aintree Racecourse two days a week offering Penny Brohn retreats, counselling, mindfulness and nutrition. This has seen us break boundaries with the likes of Macmillan and other cancer centres to create partnerships and closer working criteria.

We have established a funding model that draws on a diverse mix of sources from grants, donors and fundraising events which is providing a sustainable pathway for development. The charity has continued to grow its service provision, both increasing the number of service users and improving on the delivery of performance targets. During the year we have seen a fall in direct employment costs and an increase in sessional costs for contractors delivering classes and other services. These services are increasingly paid for by voluntary donations that are reflected in our increased income from donations.

Public benefit

When planning activities for the beneficiaries of the charity, the trustees are mindful of the charity commissions guidelines on public benefit.

FINANCIAL REVIEW

Reserves policy

The charity has maintained its policy to maintain a reserve in addition to restricted funds equivalent to three months' expenditure. This reserve amounting to £28,978 is just below the three months general expenditure in the last financial year amounting to £32,130. The Charity is looking to extend this reserve to the equivalent of 6 months expenditure in the next financial year.

The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities and will reinforce our aim to provide a sustainable service within the community. The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to manage exposure to the major risks.

Total income amounted to £177,971 (2019 £149,018).

Unrestricted funds have decreased in the current year by £183. Restricted funds have increased by £9,733, this however represents future expenditure that the charity has an obligation to assign to these restricted funds. The total funds carried forward at 31 March 2020 amounted to £46,211 (2019 - £36,661).

**Report of the Trustees
for the Year Ended 31 March 2020**

The trustees present their report and financial statements for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice, which is referred to in the Regulations, but which has since been withdrawn.

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Stuart Linsay Speeden (Chair)

Mike Carter

Karen Williamson

Sarah-Louise McCartney

Laura Doherty appointed - 12 June 2019

Daniel Conroy appointed - 16 September 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

A revised Constitution was agreed in October 2017 which was designed to enable the charity to move towards being a Company Limited by Guarantee (company number 11450146). This transition has not yet been completed, pending some revisions to the charitable aims to be agreed with the Charities Commission.

We are working with our accountants to align the accounting dates of the charity and the new Company and intend to agree any final changes to the constitution at a future General Meeting. The current Trustees will become the directors of the company subject to elections at the future AGM.

During the year we have maintained stability within the board with numerous strategy sessions to steer the charity in the direction to maximise the impact the charity can have within its communities.

We said goodbye to Christine Owens in January 2020 who had been with the charity for over 20 years offering her services as a complementary therapist. Christine had helped develop that side of the services and at one point we were the only centre in Liverpool offering Lymphatic Drainage Massage. We would like to thank Christine for her services and have brought in a replacement who will carry on the good work Christine has built up over the years.

Trustees are appointed or reappointed annually in the Annual General Meeting. Risk management: The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Report of the Trustees
for the Year Ended 31 March 2020**

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

17/05/2021

Approved by order of the board of trustees on and signed on its behalf by:

Stuart Speeden

.....
S L Speeden - Trustee

**Independent Examiner's Report to the Trustees of
Liverpool Cancer Care Self Help Group**

I report on the accounts for the year ended 31 March 2020, which are set out on pages five to eleven.

Responsibilities and basis of report

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

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



Suzanne Draper
FCCA ACA
SB&P
Chartered Accountants
Oriel House
2-8 Oriel Road
Bootle
Liverpool
Merseyside
L20 7EP

Date: 20/5/2021

Liverpool Cancer Care Self Help Group

Statement of Financial Activities
for the Year Ended 31 March 2020

	Notes	Unrestricted fund £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	128,305	49,633	177,938	148,997
Investment income	3	33	-	33	21
Total incoming resources		128,338	49,633	177,971	149,018
RESOURCES EXPENDED					
Charitable activities					
general		128,521	39,900	168,421	139,206
NET INCOMING/(OUTGOING) RESOURCES		(183)	9,733	9,550	9,812
RECONCILIATION OF FUNDS					
Total funds brought forward		29,161	7,500	36,661	26,849
TOTAL FUNDS CARRIED FORWARD		28,978	17,233	46,211	36,661

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

Liverpool Cancer Care Self Help Group

Balance Sheet
At 31 March 2020

	Notes	Unrestricted fund £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
FIXED ASSETS					
Tangible assets	6	1,619	-	1,619	773
CURRENT ASSETS					
Debtors	7	2,798	-	2,798	-
Cash at bank		30,212	17,233	47,445	40,098
		<u>33,010</u>	<u>17,233</u>	<u>50,243</u>	<u>40,098</u>
CREDITORS					
Amounts falling due within one year	8	(5,651)	-	(5,651)	(4,210)
NET CURRENT ASSETS		<u>27,359</u>	<u>17,233</u>	<u>44,592</u>	<u>35,888</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>28,978</u>	<u>17,233</u>	<u>46,211</u>	<u>36,661</u>
NET ASSETS		<u>28,978</u>	<u>17,233</u>	<u>46,211</u>	<u>36,661</u>
FUNDS	9				
Unrestricted funds				28,978	29,161
Restricted funds				<u>17,233</u>	<u>7,500</u>
TOTAL FUNDS				<u>46,211</u>	<u>36,661</u>

17/05/2021

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

Stuart Speeden

.....
S L Speeden -Trustee

**Notes to the Financial Statements
for the Year Ended 31 March 2020**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Redundancy and termination payments

Redundancy and termination payments are made in line with statutory requirements under employment contracts.

2. VOLUNTARY INCOME

	31.3.20	31.3.19
	£	£
Donations	125,507	132,997
Grants	49,633	16,000
Job retention scheme grants	2,798	-
	<u>177,938</u>	<u>148,997</u>

Grants received, included in the above, are as follows:

	31.3.20	31.3.19
	£	£
Other grants	<u>49,633</u>	<u>16,000</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

3. INVESTMENT INCOME

	31.3.20 £	31.3.19 £
Interest receivable	<u>33</u>	<u>21</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

5. STAFF COSTS

	31.3.20 £	31.3.19 £
Wages and salaries	73,685	75,891
Social security costs	2,368	1,639
Other pension costs	1,320	2,001
	<u>77,373</u>	<u>79,531</u>

The average monthly number of employees during the year was as follows:

	31.3.20	31.3.19
Management & Admin	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2019	4,498	6,454	10,952
Additions	-	1,351	1,351
	<u>4,498</u>	<u>7,805</u>	<u>12,303</u>
At 31 March 2020			
	<u>4,498</u>	<u>7,805</u>	<u>12,303</u>
DEPRECIATION			
At 1 April 2019	4,212	5,967	10,179
Charge for year	71	434	505
	<u>4,283</u>	<u>6,401</u>	<u>10,684</u>
At 31 March 2020			
	<u>4,283</u>	<u>6,401</u>	<u>10,684</u>
NET BOOK VALUE			
At 31 March 2020	<u>215</u>	<u>1,404</u>	<u>1,619</u>
At 31 March 2019	<u>286</u>	<u>487</u>	<u>773</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade debtors	2,798	-

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Taxation and social security	3,947	2,410
Other creditors	1,704	1,800
	<u>5,651</u>	<u>4,210</u>

9. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	29,161	(183)	28,978
Restricted funds			
Masonic Charitable Foundation	3,750	(3,750)	-
PH Holt	3,750	(3,750)	-
The Sir Peter O'Sullivan Charitable Trust	-	15,000	15,000
Steve Morgan Foundation	-	2,233	2,233
	<u>7,500</u>	<u>9,733</u>	<u>17,233</u>
TOTAL FUNDS	<u>36,661</u>	<u>9,550</u>	<u>46,211</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	128,338	(128,521)	(183)
Restricted funds			
Masonic Charitable Foundation	4,800	(8,550)	(3,750)
Penny Brohn Cancer Penny Brohn UK	3,000	(3,000)	-
PH Holt	9,600	(13,350)	(3,750)
The Sir Peter O'Sullivan Charitable Trust	30,000	(15,000)	15,000
Steve Morgan Foundation	2,233	-	2,233
	<u>49,633</u>	<u>(39,900)</u>	<u>9,733</u>
TOTAL FUNDS	<u>177,971</u>	<u>(168,421)</u>	<u>9,550</u>

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	261,356	(259,227)	2,129
Restricted funds			
Masonic Charitable Foundation	9,800	(9,800)	-
Penny Brohn Cancer Penny Brohn UK	9,000	(9,000)	-
PH Holt	14,600	(14,600)	-
The Sir Peter O'Sullivan Charitable Trust	30,000	(15,000)	15,000
Steve Morgan Foundation	2,233	-	2,233
	<u>65,633</u>	<u>(48,400)</u>	<u>17,233</u>
TOTAL FUNDS	<u>326,989</u>	<u>(307,627)</u>	<u>19,362</u>

10. RESTRICTED FUNDS

Masonic Charitable Foundation - a grant awarded towards counselling costs.

Penny Brohn Cancer UK - a grant awarded towards the delivery of a wellbeing course.

PH Holt - a grant awarded as a contribution towards counselling costs.

The Sir Peter O'Sullivan Charitable Trust - a grant awarded towards the delivery of services from the Sir Peter O'Sullivan Hub at Aintree Racecourse.

Steve Morgan Foundation - a grant awarded towards the provision of councillor costs.

11. UNRESTRICTED FUNDS

The general (unrestricted) fund may be used at the discretion of the board of trustees in furtherance of the charitable company's objects.

12. RELATED PARTY TRANSACTIONS

Fees amounting to £9,873 (2019 4,970) were paid to S. Speeden a trustee of the charity. The fees represent services provided to the charity by the trustee. The fees have been agreed and approved by the board of Trustees