

**Childhood Cancer Parents Alliance**  
(Registered charity, 1090871)  
**Financial Statements**  
**For the year ended 31 March 2021**

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**Childhood Cancer Parents Alliance  
Administrative Details  
for year ended 31 March 2021**

**Full name** Childhood Cancer Parents Alliance

**Other names** CCPA

**Registered charity number** 1090871

**Principal address**

The Hub  
17 Eastgate Street  
Stafford  
ST16 2LZ

**Trustees**

Paul Cooper	Chair (from 5/5/2021)
Eddie Hincks	Trustee
Margaret Johnson	Trustee
Sarah Doughty	Trustee
Rosalyn Francis	Trustee (chair until 5/5/2021 resigned 6/8/21)

**Bankers**

Natwest

**Independent examiner**

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

**Advisor** -Senior Nurse in Paediatric Oncology-Penny Holt

**Operations Manager**- Rachael Olley

**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, listed above, the Board has two Executive Members: Mike Francis and Sam Schooler. All have much experience in charity work, are long standing supporters of this charity and continue to make a great contribution to its work.

**The methods adopted for the recruitment and appointment of new trustees**

2020 due to the pandemic recruiting and training for trustees has been difficult. We have also had to move to Zoom meetings for our own board and internal comms.

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

## **Childhood Cancer Parents Alliance Administrative Details for year ended 31 March 2021**

### **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 levels.

### **Summary of the main activities undertaken for the public benefit**

At the beginning of 2020, most of the support given to families of children with cancer was within Staffordshire. CCPA is recognised locally, especially in Stafford, for its support of families affected by cancer.

The COVID19 pandemic hit us hard at the beginning of 2020. Straight away, public events, day trips, family lunches and parties were all cancelled. The events were the lifeblood not just for donations and PR for the charity but also for the families to look forward to and, more importantly, the opportunity to get together and talk with people going through the same stresses and fears.

We had started our eBay shop in 2019, and the good news in 2020 was that the eBay shop was up and running with good stock levels. We saw it as a way to drive revenue when the world was moving more and more towards e-commerce as the shops were closed.

Social Media became crucial for many people during the pandemic to keep in touch during 2020. As a charity, we embraced this, and Facebook and Zoom became our new meeting place for the families, and we set up several messenger groups, which straight away became busy with families talking to each other and to the charity.

We couldn't hold events, and even during some of the months that people could meet up we didn't want to put anyone in a situation they were uncomfortable with, be that families, staff, or volunteers. Zoom was a perfect way to hold events in a very safe and secure environment. The families thoroughly enjoyed the online events with a mixture of crafting and well-being content.

As we couldn't take the families out for day trips, we started to put together gift packages that they received through the post. The gift boxes were put together by the team from donations and, in some cases, actually paid for by grants that we received.

The trustees confirm that they have complied with the requirements of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## **Childhood Cancer Parent Alliance Trustees' Annual Report (continued) for the year ended 31 March 2021**

### **Summary of the main achievements during the year**

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 involvement with international events has been on hold as the cost of the subscription and of sending anyone to an international conference are high. We kept up to date with research into the effects of Covid-19 on children receiving cancer treatment in order to inform and reassure the families we supported. We also raised awareness of childhood cancer to the general population by our February 15<sup>th</sup> (International Childhood Cancer Day, ICCD) and September awareness campaigns. With the permission of the families we support we shared their stories and pictures and also shared posts by other organisations to help bring the plight of children with cancer to the forefront of people's minds.

The volunteers play a vital part in the activities for families and the fundraising. During the pandemic of course it wasn't possible to meet with the volunteers or to have them interact with the public or families. During the months we were allowed to meet with people we did have the odd volunteer to help list items on eBay. We kept in touch with the volunteers on social media and made sure we kept them updated in what was going on with the charity during lockdown. We also encouraged our more creative volunteers to make masks and other gifts that we passed to our families to help keep them engaged and still give them a sense of purpose. We also kept in touch by Zoom sessions – virtual meetings and social events that proved popular.

We increased the number of families we support by 9 during 2020/2021 over a wider geographical spread as we realised that we could support more families with the provision of gifts, parcels and online wellbeing sessions no matter where they are placed in the UK. We offered support to families who did not have a local support group and signposted families that reached out to us if they did have a local group.

At the start of April 2020 we decided to furlough our part-time administrator as she had to home-school 2 children and working from home wasn't an ideal option.

Our other part-time member of staff, our eBay officer worked for the NHS so we allowed her to take unpaid leave so she could carry out essential work. We were very fortunate that she chose to also volunteer to send out our eBay parcels on a daily basis meaning that our Operations Manager could run the eBay shop by listing items to sell and answer any queries.

We decided that our Operations Manager should remain in post to carry on with family support as our families needed us more than ever during those very unsettling and worrying times that the pandemic brought. We were also aware that were we to furlough all staff that as a charity we needed to maintain the support that we had spent so long building up and needed to come out of the pandemic as strong as we went into it. This was by no means clear until later in the year but with hindsight was a decision that we are proud of making. Our Operations Manager won a Stafford Borough Council 'Local Hero' award for her work during 2020 which was directly linked to continuing to support families of children with cancer through the early days of the pandemic.

Despite our staff numbers being decreased due to furlough and unpaid leave we managed to increase eBay Revenue during 2020/21 and also ran initiatives like a donations/sales shed on the drive of our Operations Manager's home to engage with the public and also raise funds. We also had to become creative in ways to raise funds using the 2.6 challenge and had volunteers taking part in challenges using the number 26 (linked to the London Marathon organisers) for sponsorship. Our video of one particular group who rehearsed dance routines

for 2.6 hours raised not only funds but an awareness of the plight of charities who were affected greatly when the world effectively 'stopped'.

**Childhood Cancer Parent Alliance  
Trustees' Annual Report (continued)  
for the year ended 31 March 2021**

Grant funding was a means of fundraising that we had only tentatively tried prior to 2020 but this proved to play a vital role in our success.

We are very grateful for the funding from grant programmes below, amongst others:

National Lottery £9,800  
CAF Resilience Fund £13,000  
Staffs County Council Covid Support Fund £3,750  
DCMS/Pears Funding £14,917  
Tesco Groundworks £500  
Community Covid-19 Fund £4,800

We are proud that we were able to put all of the above measures in place during 2020/21 to ensure that we emerged stronger and more able to help the increased number of families that requested our support during some very problematic times.

**Fundraising**

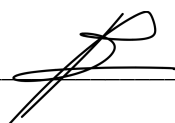
Public fund raising and face to face events were of course cancelled due to the pandemic. However we pivoted successfully with our online eBay shop really taking off and also applying for grants to help with family gifts, staffing and operating costs.

**The charity's policy on reserves**

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

**Review of financial position.**

The financial results are shown on pages 7&8 of this report.

Signed  Date 21/01/2022

**Independent Examiner's Report to the trustees of  
Childhood Cancer Parents Alliance  
for year ended 31 March 2021**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021.

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  Date 21/01/2022

**Childhood Cancer Parents Alliance  
Receipts & Payments Account  
for the year ended 31 March 2021**

	Restricted Funds	Unrestricted Funds	2021 £	2020 £
<b>Receipts</b>				
Grants	37,717	17,906	55,623	5,000
Donations	-	6,634	6,634	14,833
Just Giving Donations	-	5,192	5,192	5,283
Fundraising Events	-	3,533	3,533	28,895
Sale of Donated Goods	-	29,182	29,182	19,767
<b>Total receipts</b>	<b>37,717</b>	<b>62,447</b>	<b>100,164</b>	<b>73,778</b>
<b>Payments</b>				
Family Support	17,963	1,507	19,470	3,800
Staff Costs	14,298	29,944	44,242	42,956
Merchandise	-	33	33	135
Fundraising Expenses	-	845	845	10,238
Insurance	-	706	706	706
Phone & Internet	-	478	478	474
Printing and Stationery	-	211	211	441
Equipment	-	573	573	1,248
Rent	6,486	717	7,203	5,379
Accountancy	-	1,362	1,362	395
Volunteer Expenses	-	-	-	64
Trustee Expenses	-	45	45	2,550
Governance costs	-	-	-	378
Travel	-	601	601	694
Charges & Fees	-	177	177	678
Training	-	-	-	283
Subscriptions	-	664	664	-
Miscellaneous	-	30	30	23
<b>Total payments</b>	<b>38,747</b>	<b>37,893</b>	<b>76,640</b>	<b>70,442</b>
<b>Net receipts/(payments)</b>	<b>(1030)</b>	<b>24,554</b>	<b>23,524</b>	<b>3,413</b>
Cash funds at start of this period	3,000	73,522	76,522	73,109
<b>Cash funds at end of this period</b>	<b>1,970</b>	<b>98,076</b>	<b>100,046</b>	<b>76,522</b>

**Childhood Cancer Parents Alliance  
Statement of Assets and Liabilities  
at 31 March 2021**

	2021 £	2020 £
<b>Cash Assets</b>		
Bank accounts	100,046	76,437
Just Giving	-	85
Square	-	-
	<u>100,046</u>	<u>76,522</u>
<b>Cash Liabilities</b>		
Expenses owed	(570)	(395)
	<u>(570)</u>	<u>(395)</u>

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

Signed  \_\_\_\_\_

Dated 21/01/2022



**Childhood Cancer Parents Alliance**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

**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:  
Sarah Doughty £44.98

**3. Restricted Grant**

The following restricted grants were received:

National Lottery £9,800 Covid Support Fund

Pears £14,917 for staff costs and crafting activities and wellbeing activities

CAF £13,000 Covid resilience funding.

**4. Goods in kind given to CCPA families for 2020/2021**

Masks and Gift parcels:	£1,000
Easter Bunny Gifts:	£ 600
Santa Gifts:	£5,000
Mother's Day perfumes:	£2,400
Total	£9,000