



**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended
31 March 2021
for
Liverpool Cancer Care Self Help Group**



Oriel House
2-8 Oriel Road
Bootle
Merseyside
L20 7EP
sb-p.co.uk

Liverpool Cancer Care Self Help Group

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for the Year Ended 31 March 2021**

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**Report of the Trustees
for the Year Ended 31 March 2021**

The trustees present their report and financial statements for the year ended 31 March 2021.

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the version of the Statement of Recommended Practice, which is referred to in the Regulations, but which has since been withdrawn.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
Daniel Conroy

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.

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

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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 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 is 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.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements in the year 1st April 2020 - 31st March 2021.

This year has been severely disrupted by the Covid-19 Pandemic with key members of staff were furloughed during the course of the year. Furlough meant that the Sunflowers Office and service delivery hub were closed for a period between 16th March 2020 to 19th May 2021 and this meant that services provided on-site at the Sunflowers Centre were closed. The charity did, however, continue to function during this period and has responded to the difficulties presented by the pandemic by restructuring our services to meet the needs of people affected by cancer on Merseyside. This work has been sustained by those staff who were not furloughed by contractors and volunteers.

While the Centre was closed, we were unable to offer many of the classes and services that are usually provided by the charity. In response to these circumstances, the Trustees supported the development of new services to meet our objectives as a charity serving the needs of people affected by cancer. New services were developed through on-line classes using Zoom and Facebook. The online services that were provided during this period offered a range of weekly classes and advice sessions to support exercise health nutrition and the opportunity for people to meet, albeit online. During this period 2680 people participated in these classes. The success of these new forms of provision means that these will form an addition to our services once we are able to resume the full range of services offered before the pandemic.

Alongside these classes the Charity recognised the growing need for counselling which was increasing during lockdown because of the difficulties faced by people undergoing cancer treatment or receiving diagnoses. The need for counselling provision was increased further by the threat of Covid-19, especially for vulnerable people who were immunosuppressed.

Demand for our counselling services was further increased by the impact of social isolation and the difficulties that clients were experiencing with access to GP services. By December we were looking at ways to expand the service to meet the needs of new and existing clients and this led to a restructuring of the existing service to provide a much expanded counselling service supported by an increased number of counsellors. During the period from January 2021 the number of counsellors increased from 8 to 23 and the number of clients increased for vulnerable people with cancer dealing with isolation during lockdown. In response to these problems the charity transformed its counselling service to meet those needs by operating a telephone and online counselling service.

The pandemic significantly affected the Charity's income during the first half of the year and the furloughing of some staff had been essential for the survival of the Charity. As the rule for furlough changed to allow some flexible working the operation of the telephone and counselling service could be operated and developed more effectively with the service being run mainly through volunteer counsellors working from home. Governance of the charity has been maintained through regular Trustee meetings.

The fundraising activity of the charity has also been affected by the pandemic, the furloughing of staff and the lockdowns imposed by government. One long-standing fundraising activity through collections at Liverpool Airport was halted because of restrictions and low passenger, other fundraising events were cancelled and, for a charity that depends upon regular new fundraising activity, this has proved a challenge. Fortunately we were successful during this period in obtaining some grant funding to support the restructuring of our activities and this funding combined with the furloughing of some staff has meant that we were able to ensure that the charity has remained viable and sustainable for the present.

FINANCIAL REVIEW

Reserves policy

The charity has maintained its policy to maintain a reserve in addition to restricted funds equivalent to three months' expenditure. The reserves amounting to £62,225 (2020 £28,978) is above the three months general expenditure in the last financial year amounting to £42,105.

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 £156,309 (2020 £177,938).

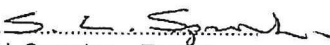
Unrestricted funds have increased in the current year by £33,247 Restricted funds have decreased by £10,333.

The total funds carried forward at 31 March 2021 amounted to £69,125 (2020 - £46,211).

Liverpool Cancer Care Self Help Group

Report of the Trustees
for the Year Ended 31 March 2021

Approved by order of the board of trustees on 17/2/22 and signed on its behalf by:


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 2021, which are set out on pages six to thirteen.

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
Oriol House
2-8 Oriol Road
Bootle
Liverpool
Merseyside
L20 7EP

Date: 17/2/2022

Liverpool Cancer Care Self Help Group

Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	119,573	36,737	156,310	177,938
Investment income	3	9	-	9	33
Total incoming resources		119,582	36,737	156,319	177,971
RESOURCES EXPENDED					
Charitable activities					
general		86,335	47,070	133,405	168,421
NET INCOMING/(OUTGOING) RESOURCES		33,247	(10,333)	22,914	9,550
RECONCILIATION OF FUNDS					
Total funds brought forward		28,978	17,233	46,211	36,661
TOTAL FUNDS CARRIED FORWARD		62,225	6,900	69,125	46,211

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

Liverpool Cancer Care Self Help Group

Balance Sheet
At 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	6	1,174	-	1,174	1,619
CURRENT ASSETS					
Debtors	7	3,277	-	3,277	2,798
Cash at bank		61,065	6,900	67,965	47,445
		<u>64,342</u>	<u>6,900</u>	<u>71,242</u>	<u>50,243</u>
CREDITORS					
Amounts falling due within one year	8	(3,291)	-	(3,291)	(5,651)
NET CURRENT ASSETS		<u>61,051</u>	<u>6,900</u>	<u>67,951</u>	<u>44,592</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>62,225</u>	<u>6,900</u>	<u>69,125</u>	<u>46,211</u>
NET ASSETS		<u>62,225</u>	<u>6,900</u>	<u>69,125</u>	<u>46,211</u>
FUNDS	9				
Unrestricted funds				62,225	28,978
Restricted funds				6,900	17,233
TOTAL FUNDS				<u>69,125</u>	<u>46,211</u>

The financial statements were approved by the Board of Trustees on 17/2/22 and were signed on its behalf by:


S L Speeden -Trustee

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

	31.3.21	31.3.20
	£	£
Donations	67,007	125,507
Grants	36,737	49,633
Job retention scheme grants	52,566	2,798
	<u>156,310</u>	<u>177,938</u>

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

	31.3.21	31.3.20
	£	£
Other grants	<u>36,737</u>	<u>49,633</u>

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Interest receivable	<u>9</u>	<u>33</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

5. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	67,777	73,685
Social security costs	1,251	2,368
Other pension costs	1,351	1,320
	<u>70,379</u>	<u>77,373</u>

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

	31.3.21	31.3.20
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 2020 and 31 March 2021	<u>4,498</u>	<u>7,805</u>	<u>12,303</u>
DEPRECIATION			
At 1 April 2020	4,283	6,401	10,684
Charge for year	54	391	445
At 31 March 2021	<u>4,337</u>	<u>6,792</u>	<u>11,129</u>
NET BOOK VALUE			
At 31 March 2021	<u>161</u>	<u>1,013</u>	<u>1,174</u>
At 31 March 2020	<u>215</u>	<u>1,404</u>	<u>1,619</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Other debtors	<u>3,277</u>	<u>2,798</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Taxation and social security	1,063	3,947
Other creditors	2,228	1,704
	<u>3,291</u>	<u>5,651</u>

9. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
General fund	28,978	33,247	62,225
Restricted funds			
The Sir Peter O'Sullivan Charitable Trust	15,000	(10,500)	4,500
Steve Morgan Foundation	2,233	(2,233)	-
Macmillan Cancer Support	-	2,400	2,400
	<u>17,233</u>	<u>(10,333)</u>	<u>6,900</u>
TOTAL FUNDS	<u>46,211</u>	<u>22,914</u>	<u>69,125</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	119,582	(86,335)	33,247
Restricted funds			
PH Holt	5,000	(5,000)	-
The Sir Peter O'Sullivan Charitable Trust	-	(10,500)	(10,500)
Steve Morgan Foundation	4,467	(6,700)	(2,233)
Community Emergency Fund	5,000	(5,000)	-
Community Fund	3,970	(3,970)	-
City of Liverpool - Inequalities Fund	4,500	(4,500)	-
LCVS Community Impact Fund	3,800	(3,800)	-
Macmillan Cancer Support	10,000	(7,600)	2,400
	<u>36,737</u>	<u>(47,070)</u>	<u>(10,333)</u>
TOTAL FUNDS	<u>156,319</u>	<u>(133,405)</u>	<u>22,914</u>

9. MOVEMENT IN FUNDS - continued

Comparatives for 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>

Comparative 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>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	29,161	33,064	62,225
Restricted funds			
Masonic Charitable Foundation	3,750	(3,750)	-
PH Holt	3,750	(3,750)	-
The Sir Peter O'Sullivan Charitable Trust	-	4,500	4,500
Macmillan Cancer Support	-	2,400	2,400
	<u>7,500</u>	<u>(600)</u>	<u>6,900</u>
TOTAL FUNDS	<u>36,661</u>	<u>32,464</u>	<u>69,125</u>

Liverpool Cancer Care Self Help Group

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

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	247,920	(214,856)	33,064
Restricted funds			
Masonic Charitable Foundation	4,800	(8,550)	(3,750)
Penny Brohn Cancer Penny Brohn UK	3,000	(3,000)	-
PH Holt	14,600	(18,350)	(3,750)
The Sir Peter O'Sullivan Charitable Trust	30,000	(25,500)	4,500
Steve Morgan Foundation	6,700	(6,700)	-
Community Emergency Fund	5,000	(5,000)	-
Community Fund	3,970	(3,970)	-
City of Liverpool - Inequalities Fund	4,500	(4,500)	-
LCVS Community Impact Fund	3,800	(3,800)	-
Macmillan Cancer Support	10,000	(7,600)	2,400
	<u>86,370</u>	<u>(86,970)</u>	<u>(600)</u>
TOTAL FUNDS	<u>334,290</u>	<u>(301,826)</u>	<u>32,464</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.

ESC Lottery Fund - a grant received to provide virtual excessive classes during Covid 19 pandemic.

Community Fund - a grant received to provide a safe environment for the centre during Covid 19 pandemic.

City of Liverpool - a grant received to provide virtual excessive classes during Covid 19 pandemic.

LCVS - a grant receipted to provide online health and wellbeing courses during Covid 19 pandemic.

Macmillan Cancer Support - a grant received to provide online counselling and support during Covid 19 pandemic.

Groundwork UK - a grant received for counselling courses.

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 £6,600 (2020 £9,873) were paid to S.Speeden a trustee of the charity. The fees represent services provided to the charity, they do not represent charges in respect of the services he provides as a trustee. The fees have been agreed and approved by the board of Trustees.
