

Annual Report 2022



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(Virtual London Marathon Oct 2021)

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

Trustees

Miss C Scott - Chair Person

Mr J Butler

Mrs C Carter

Mrs R McArthur

Mrs E Queensborough

Miss V Vazquez - Treasurer

Company Registered Number

06891388 – Keeping Abreast is a registered charitable company limited by guarantee and was set up by a Trust deed

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

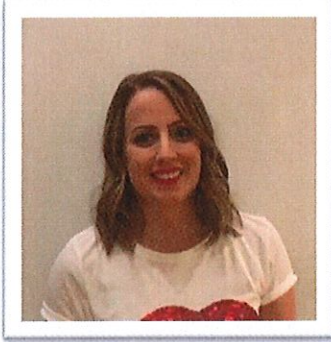
Hansells Solicitors and Financial Advisers, 13 The Close, Norwich, Norfolk, NR1 4DS

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).

2. Chair's Statement (For the year ending 31 March 2022)

In the year to 31st March 2022 I have been fortunate to continue in my role of Chair of the Board of Trustees and have pleasure in writing this opening statement for the annual report.



Over the last 12 months we have seen a period of relative stability after facing the ever-changing landscape as a result of the Covid-19 Pandemic throughout the previous reporting year. As you will be aware the pandemic had huge effects on all charities and Keeping Abreast was not immune. The lockdowns and uncertainty that shadowed the country and the economy can still be felt on our services, the places we operate from and the people requiring our support. Our strengths continue to lie with our excellent and dedicated staff, volunteers and all those involved in the charity's functions. I am also very grateful to my colleagues on the Board of Trustees for their experience and judgement and volunteering for the roles and responsibilities of being a Trustee throughout the last year.

Our positive objectives this last year include, face-to-face support groups have recommenced in Norwich, Cheltenham, Leicester and Herts & Beds.

We have developed our website and now offer (for the first time to patients) a dedicated video-library of reconstruction options and real-life video patient stories. This has been possible with the support Production Bureau and a grant from the Coronavirus Community Support Fund and our patient volunteers.

We continue to utilise the many support tools such as Zoom Speaker Sessions, patient stories, Whatsapp and Facebook closed support groups which were implemented during the pandemic but still allow us to have diverse contact methods with our benefactors.

Our Fundraising continues to face challenges from both the pandemic and now the economic concerns and cost of living crisis. We welcomed our new Fundraising Officer; Jenny Bond who will ensure we continue to adapt to how we raise funds to support the charity. We had successful grant applications to cover some costs in this current financial year; from South Norfolk District Council and Yorkshire Building Society. Keeping Abreast is inevitably continuing to face challenges with fundraising. We are building a framework of grant applications and future event-planning to strengthen our income and fundraising opportunities.

We continue to focus on our core aim of being able to provide support to those facing decisions regarding breast reconstruction following a diagnosis of breast cancer or the presence of a hereditary gene mutation. This mission in supporting and helping individuals with their treatment options lies at the heart of all we do and is the touchstone by which we can measure our success. I hope again as with our last year's report this provides ample evidence of that success. Keeping Abreast should continue to feel proud of the support it is offering and our plans to continue to develop our fundraising targets, support structures and group offerings as well as strengthening our strategic direction for the future.

Name Caroline Scott
Chair of Trustees

A handwritten signature in black ink, which appears to read 'Caroline Scott'.

Date: 29.09.22

3. 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.

4. Strategies for achieving objectives

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

Provide a number of online support tools in place of face to face meetings due to Covid restrictions including Zoom speaker sessions and patient stories

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

5. Review of Activities

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

- Reviewing the support offering, considering recovery from Covid restrictions.
- Reviewing the Trustee mix to ensure that the Trustees have a good mix of skills and experience.
- Reviewing our fundraising income streams to consider Covid recovery and other external factors.
- Adapting our work patterns to maximise service level.

6. Groups & Support

How our activities deliver public benefit:

Keeping Abreast's main activities and the people the charity supports are described below.

Keeping Abreast helps women who are considering, facing or going through breast reconstruction following a breast cancer diagnosis or the discovery of a hereditary breast cancer gene. These activities are undertaken to further our charitable purposes for the public benefit.

Some of this past year was still affected by the Coronavirus pandemic, with face-to-face Support Group meetings having to be cancelled during lockdowns, following Government guidelines. Support for those facing breast reconstruction continued during this time, however, with some Support Groups meeting via Zoom and others continuing to support those in their area by telephone, email and WhatsApp. Once the Coronavirus restrictions were lifted, the face-to-face KA Support Groups were gradually reinstated, with some moving to new venues.

In addition to the Support Group meetings, KA HQ continued to put on a number of Zoom Speaker Sessions, each on a different aspect of breast reconstruction. These included talks on nutrition and hypnotherapy as well as presentations on the different types of breast reconstruction surgery. The Zoom Speaker Sessions were well attended and included presentations and Q&A sessions, and more are planned for next year.

KA Volunteers across the country continued to help others with their breast reconstruction concerns and in the financial year of 2021/2022 there were 1,068 attendees who participated in support activities. In addition to the remote and face-to-face Support Group meetings and one-to-one support from Volunteers, free Pilates sessions continued to be offered via Zoom, courtesy of a long-standing KA supporter, together with free monthly Mindfulness sessions, also on Zoom.

The number of Registered KA Volunteers has grown steadily, ending the year at 150 and, now that actual activities are taking place once again, the Volunteers have been helping out at events and fundraisers as well as on support calls.

Encouragingly, the presentations from the Zoom Speaker Sessions have also been watched numerous times online afterwards, with some of these sessions subsequently uploaded to the charity's website, where confidentiality clauses allowed. New Patient Stories have also been added to the site, so that those considering breast reconstruction can find out more about the process from those who have experienced it first-hand. The new sections of the website also include real-life reconstruction videos, audio clips and FAQs – all provided by KA Volunteers – and these have proved to be very popular, with numerous positive testimonials from breast reconstruction patients as a result. Consequently, we will continue to add to these resources, with a new animated video about hereditary breast cancer and risk-reducing surgery planned for 2022-2023.

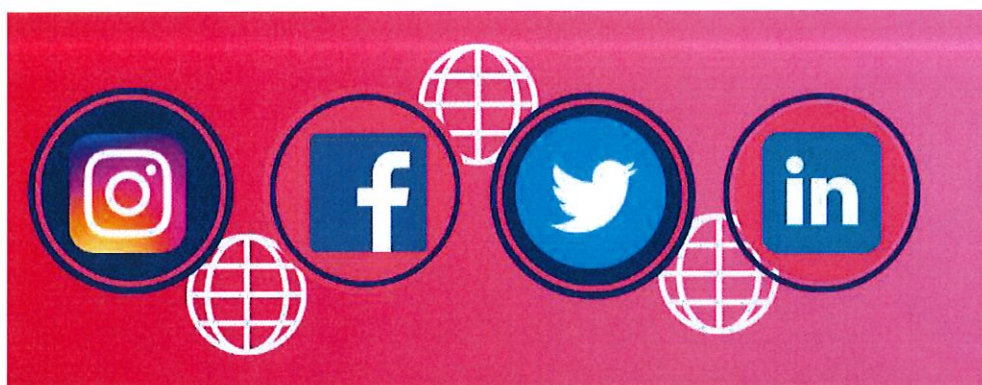
"I have looked at the resources, which are very helpful. I watched them with my husband, and we agreed they are the best yet from all the resources we have seen, so thank you."

"I just wanted to reach out and say thank you so very much to all the ladies who were brave enough to share their reconstruction surgeries. I found your videos so very helpful when thinking about all possible options."

"Thank goodness for charities like KA - people need somewhere to go to ask questions and seek support. I was so grateful to know that I could turn to you ladies and ask for advice and help! Thanks again."



In addition, the new Keeping Abreast Online Support Group, which is a closed community on Facebook, has proved very popular too, and now boasts well over 250 members. This closed Facebook group is there for people to have conversations about breast reconstruction and to swap stories and experiences as well as to obtain helpful hints and tips. Plus, testimonials and information about real-life reconstruction surgery are posted on Keeping Abreast's many social media platforms on a regular basis.



The aim of each of KA's Support Groups – including the new Online Support Group - 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, in particular:-

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

In addition, we have continued to aid local hospitals and cancer centres by providing information on the charity via 'Pink Packs' which are given out to breast reconstruction patients, together with 'KA Comfort and Care Bags' which contain useful items for those facing breast reconstruction surgery.

During the financial year 2021/2022 we delivered 495 Pink Packs along with more than 150 Comfort & Care Bags, both to local hospitals and cancer centres as well as to individuals who contacted KA HQ who haven't yet got a Support Group in their area.

KA HQ has continued to help the Support Groups around the country with whatever they need, from providing Health & Safety Kits during the pandemic to Covid-specific Keeping Abreast leaflets. These have now been replaced by a new KA leaflet, along with other KA supplies such as business cards, posters, new pull-ups and so on.

Visits to the Support Groups around the country have also started up again, with a visit to some of the KA Cheltenham Support Group members in January 2022 and to the KA Leicester Support Group in March 2022 when this group celebrated its sixth anniversary. As most of the Support Groups are meeting face-to-face again now, more of these face-to-face visits are planned.

This year the KA Liverpool Support Group funded training for permanent nipple-tattooing for one of their breast reconstruction nurses, along with a camera for the hospital photographer to take pictures for recording and research purposes.

Meanwhile, the KA Norwich Support Group raised funds for new ultrasound scanning equipment which has been requested by the Plastics Department at the Norfolk and Norwich University Hospital.

The current locations of KA's Support Groups are:-

- Norwich
- King's Lynn
- Stalham (Outreach)
- Wymondham (Outreach)
- Liverpool
- Cheltenham
- Herts & Beds
- Leicester
- Sheffield (not currently active, as the nurse who ran this group is now on secondment in a different area of the hospital, so we will resume discussions when she returns).
- Bristol (not currently active, as the volunteers who ran the group have now retired, and so we are currently looking at alternatives. In the meantime, Bristol patients are being supported by KA Cheltenham).

We have also been working with the breast reconstruction teams at hospitals in Swansea, Wakefield, Cardiff, Salisbury and Gorleston, and hope to continue to cement our relationships with them this year.

7. Volunteers

The number of registered volunteers with the charity currently stands at over 150, most of whom are previous reconstruction patients and the rest either breast reconstruction nurses/staff or individuals who support the administrative or fundraising elements of the charity.

Volunteers are key to the success of Keeping Abreast, and without their hard-work, time and knowledge of breast reconstruction, the charity 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 via email, WhatsApp, telephone, Zoom or other means.

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

Running a Support Group or Event – part of the team of volunteers that organises, co-ordinates and facilitates the running of a group – whether virtually or in person.

Supporting Administrative Tasks – helping to ensure the smooth running of the charity by supporting the team with operational and administrative tasks, as required, such as putting together Pink Packs and KA Comfort & Care Bags.

Keeping Abreast Events – these volunteers support us at various awareness events or fundraising activities, usually by manning stands or holding collection buckets – at bake sales, concerts, fun-runs and Christmas fairs, for example. A team of KA Volunteers manned a Keeping Abreast stand in John Lewis, Norwich, throughout October 2021, with some Volunteers also taking part in a Fashion Show at the store. This was a successful awareness event, with plenty of media coverage, and also raised some funds for the charity.

Trustee – part of the team responsible for governing the charity and supporting its direction to achieve its aims and objectives. There are currently six Trustees. As we are seeing an increase in the number of people contacting the charity having been diagnosed with a hereditary breast cancer gene, such as BRCA or PALB, we are now hoping to recruit a new Trustee with some hereditary breast cancer experience.

We encourage all our volunteers to attend training courses to ensure they are competent in the roles in which they are volunteering and to give them more experience. We are currently researching new training modules, on listening and responding, for both new and established volunteers, and are hoping to secure grant funding to finance this.

In addition, the volunteer paperwork such as the Volunteer Application Form, Volunteer Handbook and Venue Checklist Form, continue to be reviewed, so that we can carry on improving these too.

Lastly, in order to keep KA Volunteers, breast reconstruction patients and their friends and families up-to-date, a quarterly online newsletter is produced containing information on the KA Support Groups and activities across the country.

8. Campaigning



October is an important month for the charity; it is not only Breast Cancer Awareness Month but it also sees International BRA Day, which highlights Breast Reconstruction Awareness.

This year Covid restrictions had started to ease with us being able to have a stand throughout the month in John Lewis raising awareness for Keeping Abreast.



Little Greene Paint and Wallpaper gave a percentage of their sales in October to Keeping Abreast.

9. Fundraising Activities/Income Generation

Central Support activities

Fundraising:

This year we held our annual Carol service in December 2021 at St Peter Mancroft church in Norwich with a new Covid variant coming out and tighter restrictions in place we had smaller numbers.

Fundraising campaigns:

The Virgin Money Giving London Marathon went virtual later in the year; we purchased places in the event and recruited a team of runners to complete the challenge and raise funds for the charity. We were fortunate to also have a runner in the physical race in London.



Other fundraising:

Christmas cards were designed and purchased for sale in the Original Christmas Card Shop, this was run successfully at the St Peter Mancroft.

Grant funding:

Grant funding remains a key fundraising stream. We were fortunate to receive grants from South Norfolk District Council and Yorkshire Building Society.

Charity of Year:

Two breast implant companies selected Keeping Abreast as their charity of the year; CSS CSR and GC Aesthetics. Both companies are undergoing their own fundraising efforts to raise money for Keeping Abreast.

10. Fundraising outputs

Fundraising has been able to support the charity's running costs, support costs and development throughout this year. We have supported our service-users online through Zoom Speaker Sessions, patient stories and social events. We produced and launched an improved website in October with more support services including a FAQ section and Show and Tell video. We have updated our printed materials to keep up to date in these changing times and sent out many 'Pink Packs' to hospitals around the country, some we have relationships with already and some new. Our funds have been spent on several Keeping Abreast Comfort & Care Bags which were given out to those who have been through surgery during Covid, which added another layer of complexity to an already stressful time. We have funded new materials and H&S products to keep our staff and volunteers safe.

11. 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 to 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 a KA 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.

12. Organisational Structure and Decision-Making

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

Insurance Cover

Public and Product Liability cover £5,000,000.

Professional Liability £1,000,000.

13. Financial Review

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate reserves and cash surplus to continue in operational existence for the short to mid-term. The Covid recovery period is still a challenging one for Keeping Abreast alongside other external factors such as cost of living. The detailed monthly reporting allows this situation to be monitored closely.

Financial and Risk Management Objectives and Policies

The Trustees met virtually on five occasions during the year ending 31 March 2022 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.

Smith and Pinching 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 perform regular reviews in relation to the hourly rate paid to all our staff members.

In this time of unknown we have reviewed which event types were more successful both financially and, most importantly, how they have supported our members and Keeping Abreast community.

Principal Risks and Uncertainties

These centre on a reduction in fundraising and/or a loss of volunteers to run the support groups, specifically due to the Covid-19 pandemic. Our Disaster Recovery Plan continues, which enabled us to continue service with staff working a hybrid of an office and home solution, based on Government guidelines. A specific reporting procedure continues to enable the staff and Trustees to constantly monitor this, and fundraising plans and strategies are being reviewed regularly, to ensure they are generating the desired outcomes.

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 pay other fixed overheads for a full year without any other income being forthcoming. This year again sees a positive in reserves with free reserves of £94,672 as of March 2021 (2021: £93,143). The level of reserves 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 sources of funding is internal fundraising, grants and public donations and internal funding, mainly from individual fundraising efforts.

14. Future Developments

- The Trustees intend to strengthen existing support groups and create new ones where possible, with the potential for virtual groups.
- We hope to identify additional projects that fulfil our objectives and contribute to the well-being of patients in a safe environment.
- The Trustees meet six times a year minimum for regular Trustee Meetings with these meetings to continue to be offered virtually in the future to allow for a wider demographic of Trustees. We have devised a Strategic Plan which is constantly monitored and updated in line with our objectives.
- To work to integrate the traditional approaches of the charity with the successful virtual approaches that arose as a result of Covid-19.

In Conclusion

- This has been a challenging year for the charity in terms of development and fundraising.
- We have been able to introduce new initiatives and ways of working thanks to grant funding.
- 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.
- 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

Date: 29.09.22

KEEPING ABREAST
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2022

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 . 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 2022

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 2022.

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: 29 September 2022

Frank Shippam BSc FCA DChA

MA Partners Audit 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 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	15,503	1,000	16,503	93,830
Other trading activities	4	47,352	-	47,352	26,709
Total income		62,855	1,000	63,855	120,539
Expenditure on:					
Raising funds	5	4,544	-	4,544	2,441
Charitable activities		56,782	10,823	67,605	100,268
Total expenditure		61,326	10,823	72,149	102,709
Net movement in funds		1,529	(9,823)	(8,294)	17,830
Reconciliation of funds:					
Total funds brought forward		125,317	14,277	139,594	121,764
Net movement in funds		1,529	(9,823)	(8,294)	17,830
Total funds carried forward		126,846	4,454	131,300	139,594

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

The notes on pages 17 to 29 form part of these financial statements.

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

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets	10		
		-	-
Current assets			
Stocks	11	1,151	1,052
Debtors	12	4,837	4,505
Cash at bank and in hand		128,192	136,716
		134,180	142,273
Creditors: amounts falling due within one year	13	(2,880)	(2,679)
Net current assets		131,300	139,594
Total net assets		131,300	139,594
Charity funds			
Restricted funds	14	4,454	14,277
Unrestricted funds	14	126,846	125,317
Total funds		131,300	139,594

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: 29 September 2022

The notes on pages 17 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 2022

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 has challenged the fundraising activities of the Charity however, grants have helped fill the gap ensuring the Charity's reserves have been maintained during the past 12 months. The Charity therefore continues to have a healthy level of reserves and tight financial controls are in place to ensure the financial position is regularly monitored by the 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.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

KEEPING ABREAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. Accounting policies (continued)

2.4 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.5 Stocks

Stocks are valued at the lower of cost and net realisable value.

2.6 Debtors

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

2.7 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.

2.8 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.

2.9 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.

2.10 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.

KEEPING ABREAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.11 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.

3. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	12,569	-	12,569	11,776
Grants	2,934	1,000	3,934	82,054
Total 2022	15,503	1,000	16,503	93,830
<i>Total 2021</i>	<i>10,080</i>	<i>83,750</i>	<i>93,830</i>	

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NOTES TO THE FINANCIAL STATEMENTS
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4. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Merchandise	123	123	17
Other fundraising income	47,229	47,229	26,692
Total 2022	47,352	47,352	26,709
<i>Total 2021</i>	<i>26,709</i>	<i>26,709</i>	

5. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Merchandise - opening stock	1,052	-	1,052	1,186
Merchandise purchases	-	-	-	17
Other	4,643	-	4,643	2,290
Merchandise - closing stock	(1,151)	-	(1,151)	(1,052)
Total 2022	4,544	-	4,544	2,441
<i>Total 2021</i>	<i>2,343</i>	<i>98</i>	<i>2,441</i>	

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

6. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable activities	53,125	14,480	67,605	100,268
<i>Total 2021</i>	<i>82,090</i>	<i>18,178</i>	<i>100,268</i>	

Analysis of direct costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	40,014	41,623
Conference	250	454
Patient support	12,861	40,013
	53,125	82,090

Analysis of support costs

	Total funds 2022 £	Total funds 2021 £
Group and staff expenses	363	136
Telephone, broadband and office	1,300	5,515
Insurance	1,183	1,178
Rent	8,280	8,280
Covid PPE	-	602
Professional fees	3,354	2,467
	14,480	18,178

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

7. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>1,764</u>	<u>1,518</u>

8. Staff costs

	2022 £	2021 £
Wages and salaries	39,506	39,567
Contribution to defined contribution pension schemes	508	2,056
	<u>40,014</u>	<u>41,623</u>

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

	2022 No.	2021 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 (2021 - £NIL).

During the year ended 31 March 2022, expenses totalling £NIL were reimbursed or paid directly to Trustees (2021 - £NIL to Trustee).

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

10. Tangible fixed assets

	Computer equipment £
At 1 April 2021	400
Disposals	(400)
	<hr/>
At 31 March 2022	-
	<hr/>
At 1 April 2021	400
On disposals	(400)
	<hr/>
At 31 March 2022	-
	<hr/>
Net book value	
At 31 March 2022	-
	<hr/> <hr/>
At 31 March 2021	-
	<hr/> <hr/>

11. Stocks

	2022 £	2021 £
Finished goods and goods for resale	1,151	1,052
	<hr/> <hr/>	<hr/> <hr/>

12. Debtors

	2022 £	2021 £
Due within one year		
Other debtors	4,505	4,505
Tax recoverable	332	-
	<hr/>	<hr/>
	4,837	4,505
	<hr/> <hr/>	<hr/> <hr/>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	1,051	1,051
Other creditors	119	110
Accruals and deferred income	1,710	1,518
	<u>2,880</u>	<u>2,679</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
Designated funds				
Local group funds	32,174	-	-	32,174
General funds				
General funds	93,143	62,855	(61,326)	94,672
Total Unrestricted funds	125,317	62,855	(61,326)	126,846
Restricted funds				
Macmillan Cancer Support	740	-	-	740
Art exhibition	10,427	-	(6,819)	3,608
Norfolk Community Foundation Grant COVID 19	1,219	-	(1,219)	-
Now More Than Ever	1,014	-	(1,014)	-
Co-op	369	-	(320)	49
Pink Ribbon Foundation	508	-	(508)	-
Yorkshire Building Society	-	1,000	(943)	57
	14,277	1,000	(10,823)	4,454
Total of funds	139,594	63,855	(72,149)	131,300

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds					
Designated funds					
Local group funds	25,160	-	-	7,014	32,174
General funds					
General funds	85,305	36,789	(21,937)	(7,014)	93,143
Total Unrestricted funds	<u>110,465</u>	<u>36,789</u>	<u>(21,937)</u>	<u>-</u>	<u>125,317</u>
Restricted funds					
Macmillan Cancer Support	740	-	-	-	740
Art exhibition	10,559	-	(132)	-	10,427
Norfolk Community Foundation Grant COVID 19	-	10,000	(8,781)	-	1,219
South Norfolk Council	-	2,500	(2,500)	-	-
Now More Than Ever	-	65,250	(64,236)	-	1,014
Co-op	-	1,000	(631)	-	369
Pink Ribbon Foundation	-	5,000	(4,492)	-	508
	<u>11,299</u>	<u>83,750</u>	<u>(80,772)</u>	<u>-</u>	<u>14,277</u>
Total of funds	<u>121,764</u>	<u>120,539</u>	<u>(102,709)</u>	<u>-</u>	<u>139,594</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

14. Statement of funds (continued)

Designated funds

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

Restricted funds

In the year ended 31 March 2018, the Charity received a grant of £740 from Macmillan Cancer Support toward our "Women's Wellbeing and Support Weekend".

In the year ended 31 March 2020, the Charity received funds from an Art Exhibition toward support related costs.

In the prior financial year the Charity received:

- a grant from Norfolk Community Foundation towards support related and employee costs during the Covid pandemic;
- a grant of £2,500 from South Norfolk Council towards office rent costs during the Covid pandemic;
- a grant from The National Lottery Community Fund in partnership with the Department for Digital, Culture, Media and Sport in support of the charity's "Now More Than Ever" project. In response to the challenges of the Covid-19 pandemic, this project aim to introduce new ways to offer support into local communities across the UK to enable the charity to reach more vulnerable women in isolated situations;
- funding from the Co-op for support related costs;
- funding from The Pink Ribbon Foundation for support, volunteer and employee costs.

In the year ended 31 March 2022, the Charity received funding from the Yorkshire Building Society for comfort bags.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Designated funds	32,174	-	-	32,174
General funds	93,143	62,855	(61,326)	94,672
Restricted funds	14,277	1,000	(10,823)	4,454
	<u>139,594</u>	<u>63,855</u>	<u>(72,149)</u>	<u>131,300</u>

Summary of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	25,160	-	-	7,014	32,174
General funds	85,305	36,789	(21,937)	(7,014)	93,143
Restricted funds	11,299	83,750	(80,772)	-	14,277
	<u>121,764</u>	<u>120,539</u>	<u>(102,709)</u>	<u>-</u>	<u>139,594</u>

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Current assets	129,726	4,454	134,180
Creditors due within one year	(2,880)	-	(2,880)
Total	<u>126,846</u>	<u>4,454</u>	<u>131,300</u>

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NOTES TO THE FINANCIAL STATEMENTS
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16. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Current assets	127,996	14,277	142,273
Creditors due within one year	(2,679)	-	(2,679)
Total	125,317	14,277	139,594

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 **£508 (2021 - £2,056)**. Contributions totalling **£229 (2021 - £110)** were payable to the fund at the balance sheet date and are included in creditors.

18. Related party transactions

There were no related party transactions during the year.