

Annual Report Y/E 2023



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

Trustees

Miss C Scott - Chair Person (Resigned 18th April 2023)

Mr J Butler

Mrs C Carter

Mrs R McArthur

Mrs E Queensborough

Miss V Williams-Vazquez - Treasurer

Emily Egle (joined 16th November 2022)

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 2023)

In the year to 31st March 2023 I have been fortunate to continue in my role of Chair of the Board of Trustees, this will be my last report in this role as I have after much consideration decided to stand down from the role. I do however have pleasure in writing this opening statement for the annual report.

Over the last 12 months we have strengthened our commitment to support people who are considering or going through breast reconstruction surgery as well as offering support and non-medical advice to their families and friends.

Our key achievements this last year include,

- A new portable ultrasound machine funded by the Norwich Support Group has been donated to the NNUH.
- Flagship event – 'More than Just Fashion' shows.
- Secured grant funding through multiple applications.
- Delivered face to face support in numerous locations as well as zoom wellbeing sessions and wellbeing events at The Green Room Therapy in Norfolk.
- A new digital camera funded by Liverpool Support Group so patients who have had a consultation with an oncoplastic breast surgeon has access to clinical photography within the outpatient clinics.

Via our Support and Volunteer Officer we delivered a structured support package to our groups and volunteers whom without Keeping Abreast would not deliver the fantastic service it does. We are developing new groups in new areas of the UK and this will continue to be progressed throughout the new year.

Our Fundraising Officer; Jenny Bond secured new fundraising activities and developed dynamic objectives to drive fundraising forward over the next year.

In 2022 we held our ever successful 'More than Just Fashion' show over two days. This was hosted at a new venue, with new suppliers and supporters in addition to the continuous support from Production Bureau in Norwich. The first Show since pre-pandemic and this required a lot of dedication and hard work from all of the team and those involved to deliver a spectacular event. As a result we have secured new supporters of the Charity as well as increase interest in volunteering, fundraising for us and a new Trustee joining Keeping Abreast.

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 breast cancer 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. For another year I feel a key strength 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.

Name Caroline Scott
Chair of Trustees



Date:

05.09.23

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:

Online
support
tools

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 volunteer process
- Reviewing the Trustee mix to ensure that the Trustees have a good mix of skills and experience.
- Reviewing our fundraising income streams considering external factors.
- Adapting our work patterns to maximise service level.

6. Groups & Support

How Keeping Abreast's activities deliver public benefits:

The charity's main activities and the people it supports are described below:-

Keeping Abreast helps those who are considering, facing or going through breast reconstruction following a breast cancer diagnosis or the discovery of a hereditary breast cancer gene. This is provided by peer-to-peer support at face-to-face Support Groups and by individuals in a host of different ways. There are a number of face-to-face Support Groups around the country, along with a national network of registered Keeping Abreast Volunteers who help others by telling them about their own breast reconstruction experiences.

The face-to-face Support Groups provide a forum for conversations, speakers, activities and 'Show & Tell' sessions, where those attending can see real-life breast reconstruction surgery results in a safe, controlled environment. The Support Groups are also supplemented on occasion by Zoom Speaker Sessions which are talks on Zoom on breast reconstruction-related subjects.

In addition to the actual Support Groups, Keeping Abreast Volunteers also help those in their area by telephone, email, WhatsApp, Zoom and other means. During the recent Covid pandemic, the face-to-face Support Groups were suspended, but these have been back in action again now for many months and are now going from strength-to-strength. Some face-to-face Support Groups have now moved out of their local hospitals, however, and into new venues such as village halls.

Besides the Support Groups and Volunteers, there is also a wealth of useful peer-to-peer support information on the Keeping Abreast website, www.keepingabreast.org.uk, which contains real-life breast reconstruction accounts and videos, Patient Stories, FAQs, helpful hints and tips for going into hospital, details of upcoming activities and so on. A great deal of this content has been provided by KA Volunteers.

There is also a closed Facebook community, the Keeping Abreast Online Support Group UK, which currently has over 400 members and which was established so that people can have conversations about breast reconstruction, swap stories, receive helpful hints and tips, and ask questions about the different types of surgery and recovery.

KA Volunteers across the country continue to help others with their breast reconstruction concerns and in the financial year of 2022/2023 there were 847 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 'Mindfulness For All' sessions have been offered throughout the year on the first Tuesday of the month via Zoom, and these are led by a long-standing KA Volunteer who has been through breast reconstruction herself.

The number of Registered KA Volunteers continues to grow and there are now over 180 Volunteers who have also been helping out at awareness events and fundraisers as well as on support calls.

As previously mentioned, the KA website, with its real-life reconstruction videos, Patient Stories, audio clips and FAQs, continues to prove very popular, with numerous positive testimonials from breast reconstruction patients as a result. Consequently, we plan to continue to add to these resources, funds-permitting, in the coming financial year.

"I have had some lovely feedback from patients that have attended the KA meetings and stating how helpful and reassuring they found it."

"Also, thank you for the link to the closed Facebook community group, which I've joined and looks exactly what I wanted."

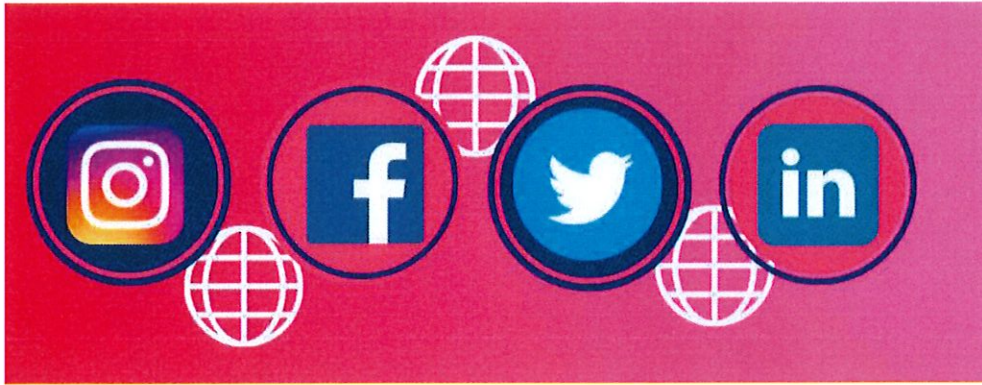
"I watched the supporting videos on your charity's site and think they are brilliant – so much info."

"I especially wanted to thank the ladies who did Show & Tell. Hearing their stories and seeing their reconstructed breasts helped me feel confident with my decision to have a DIEP and their stories made me feel hopeful of a bright future when I was feeling desolate."

"This is the best support network that I have ever met!"



Plus, testimonials and information about real-life reconstruction surgery are posted on Keeping Abreast's many social media platforms on a regular basis. The charity is active on Facebook, Instagram, Twitter and LinkedIn, and contributes a number of posts and stories each week.



The aim of the charity's Support Groups – including the KA Online Support Group - is to offer information and support to anyone wanting to know more about breast reconstruction and the various types of surgery in line with the charity's objectives, as follows:-

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

In addition, the charity provides local hospitals and cancer centres with information on the charity's services via 'Pink Packs' – information 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 such as a heart-shaped cushion, drain bags, eye mask, slipper socks and a voucher for a new bra.

The Pink Packs contain a Keeping Abreast leaflet, KA-branded notebook and pen, information on the free monthly Mindfulness sessions, herbal tea and coffee sachets and information about the charity's website, www.keepingabreast.org.uk.

During the financial year 2022/2023 KA HQ delivered 590 Pink Packs along with 126 Comfort & Care Bags to local hospitals and cancer centres as well as to individuals who haven't yet got a Support Group in their area such as Ipswich Hospital in Suffolk. We are seeing an increase in individuals contacting the charity direct, having heard about Keeping Abreast online or via social media, or via other people who the charity has supported.

Meanwhile KA HQ continues to help the face-to-face Support Groups with whatever they need, from posters, pull-up banners, business cards and leaflets to KA merchandise such as notebooks, pens, badges and keyrings as well as charity Christmas cards.

Visits to the Support Groups around the country have also started up again, with in-person visits to the Norwich Support Group and Herts & Beds Group, and conversations via Zoom with other areas where there may be the potential for a Support Group in the future, such as with the Pinderfields Hospital in Wakefield, Yorkshire, and the Morriston Hospital in Swansea. In addition, we have established a good relationship with the James Paget Hospital in Gorleston, Norfolk, where a long-standing KA Volunteer now mans a KA stand each month at the Cancer Support Coffee Cake & Natter mornings.

Meanwhile, the KA Leicester Support Group held a celebration to mark celebrated their 7th Anniversary in March, and Volunteers from the KA Cheltenham Support Group recently hosted a KA stand at the 2nd Southwest Oncoplastics Nurses Symposium at the Southmead Hospital in Bristol. A new Breast Care Nurse Specialist has also recently taken up her post at the Royal Hallamshire Hospital in Sheffield and so we have been in regular contact with her, as she is keen to resurrect the KA Sheffield Support Group again in the future. Naturally, we have offered to help with the face-to-face KA Sheffield Support Group and hope to make a face-to-face visit to Sheffield during the coming year.

This year the Plastics Outpatients Department at the Norfolk & Norwich Hospital received a portable ultrasound scanner which was funded by the KA Norwich Support Group, while the KA Leicester Support Group funded some specialist hair-removal surgery for a breast cancer patient in their area. Meanwhile, the KA Liverpool Support Group was involved in making tapestry squares with an artist called Lois Blackburn to explore people's relationships with their breasts, and the finished tapestry will go on public display in due course. They also purchased a digital camera for medical images so patients who have had a consultation with an oncoplastic breast surgeon has access to clinical photography within the outpatient clinics.

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

- Norwich
- King's Lynn
- Stalham (Outreach)
- Wymondham (Outreach)
- Liverpool
- Cheltenham
- Herts & Beds
- Leicester
- Sheffield (currently inactive, but planning to re-instate this soon)
- Bristol (not currently active, as the volunteers who ran the group retired, and so we are currently looking at alternatives. In the meantime, Bristol patients continue to be supported by KA Cheltenham).

We have also been working with the breast reconstruction teams at the Salisbury Hospital by providing them with pink packs and KA Comfort & Care Bags.

7. Volunteers

Volunteers

The number of registered Keeping Abreast Volunteers currently stands at over 180, most of whom are previous breast reconstruction patients and the remainder either breast reconstruction nurses/breast care staff or individuals who support the administrative or fundraising elements of the charity.

Volunteers are key to the success of Keeping Abreast and, put simply, without their hard-work, time and commitment, coupled with their knowledge of breast reconstruction procedures, 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 others 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 an actual or virtual occasion.

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 and sending out leaflets and posters etc.

Keeping Abreast Events – supporting the charity at various awareness events or fundraising activities, usually by manning stands or holding collection buckets – at bake sales, concerts, marathons, car boot sales, sponsored swims and festive fairs, for example. For example, KA Volunteers manned Keeping Abreast stands in the Jarrold and John Lewis stores in Norwich in October 2022 as part of Breast Cancer Awareness Month, and also helped man a Charity Christmas Card Shop in the centre of Norwich, which raised money for the charity.

There was also a very successful Fashion Show – the Keeping Abreast ‘More Than Just Fashion’ Show which took place at the Norfolk Showground in October 2022, and which had an audience of over 800 people over two nights. Volunteers helped out at this event in all kinds of ways, from putting out chairs and programmes to checking people in and showing them to their seats, and by manning KA stalls.

Trustee – part of the team responsible for governing the charity and supporting its direction to achieve its aims and objectives. There are currently seven Trustees.

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. This year we have been working on a series of new interactive online training modules which will be rolled out to KA Volunteers this summer and which have been funded by a grant from another local charity.

Funding from this grant has also enabled us to re-visit the KA Volunteer offering and to update the KA Volunteers’ Handbook and provide new KA T-shirts, lanyards, notebooks, pens and tote bags. These help with brand awareness at the charity’s face-to-face Support Groups and also help make the Volunteers feel included and part of a team.

In addition, in order to keep breast reconstruction patients and their friends and families and the charity’s Volunteers and supporters 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 we had a stand in Jarrold throughout a weekend in the middle of the month raising awareness and funds for Keeping Abreast. This year also bought back in The Little Greene a paint company for the second year who gave a percentage of their sales in October to Keeping Abreast.

9. Fundraising Activities/Income Generation

Fundraising:

This year we held our first ever Booby Cupcake Afternoon Tea event in May. We also bought back the bi-annual ‘More Than Just Fashion’ Shows in October and we held our annual Carol service in December 2022.

Fundraising campaigns:

We purchased a few places in the TCS Virtual marathon and also promoted out our £15,000 fundraiser for the year. Alongside Booby Cupcake month in May.

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 church additional designs are now being looked at for future years.

Grant funding:

We were awarded grant funding from various grant givers to enable us to continue to provide the charity services. We thank all those who kindly supported Keeping Abreast during this financial year for specific projects and core costs.

Charity of Year:

We continue to work with corporate supporters who provide a valuable income stream.

10. Fundraising Outputs

Fundraising has been able to support the charity's running costs, support costs and development throughout this year. We have also supported our service-users online through Zoom Speaker Sessions, patient stories and social events. 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 a number of 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.

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 report process in place allows this situation to be monitored by the Trustees.

Financial and Risk Management Objectives and Policies

The Trustees met virtually on five occasions and once face-to-face during the year ending 31st March 2023 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 and external factors such as the cost of living crisis. Reporting procedures 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 £79,500 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 £87,239 as of March 2023 (2022: £94,672). The level of reserves will be monitored closely moving forward, specifically due to the impact of the Covid-19 pandemic and the cost of living crisis. 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 implemented 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 and the cost of living crisis.

In Conclusion

- This has been another 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.



Emma Queensborough

Acting Chair of Trustees - Keeping Abreast

Date: 23/8/2023

KEEPING ABREAST
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2023

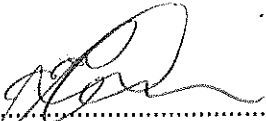
The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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.

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


.....
Emma Queensborough

Date: 25/8/2023

KEEPING ABREAST
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023

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 2023.

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: 03 October 2023

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 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	4,854	42,157	47,011	16,503
Other trading activities	4	96,097	-	96,097	47,352
Total income		100,951	42,157	143,108	63,855
Expenditure on:					
Raising funds	5	42,086	-	42,086	4,544
Charitable activities		69,493	25,393	94,886	67,605
Total expenditure		111,579	25,393	136,972	72,149
Net (expenditure)/income		(10,628)	16,764	6,136	(8,294)
Transfers between funds	13	(249)	249	-	-
Net movement in funds		(10,877)	17,013	6,136	(8,294)
Reconciliation of funds:					
Total funds brought forward		126,846	4,454	131,300	139,594
Net movement in funds		(10,877)	17,013	6,136	(8,294)
Total funds carried forward		115,969	21,467	137,436	131,300

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

The notes on pages 18 to 29 form part of these financial statements.

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

BALANCE SHEET
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Current assets			
Stocks	10	407	1,151
Debtors	11	7,317	4,837
Cash at bank and in hand		132,096	128,192
		<u>139,820</u>	<u>134,180</u>
Creditors: amounts falling due within one year	12	(2,384)	(2,880)
Net current assets		<u>137,436</u>	<u>131,300</u>
Total net assets		<u><u>137,436</u></u>	<u><u>131,300</u></u>
Charity funds			
Restricted funds	13	21,467	4,454
Unrestricted funds	13	115,969	126,846
Total funds		<u><u>137,436</u></u>	<u><u>131,300</u></u>

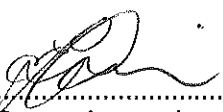
The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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:


.....
Emma Queensborough

Date: 23/8/2023

The notes on pages 18 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 2023

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 2019), 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
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 2023 £	Restricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Donations	1,854	500	2,354	12,569
Grants	3,000	41,657	44,657	3,934
Total 2023	<u>4,854</u>	<u>42,157</u>	<u>47,011</u>	<u>16,503</u>
<i>Total 2022</i>	<u>15,503</u>	<u>1,000</u>	<u>16,503</u>	

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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 2023 £	Total funds 2023 £	Total funds 2022 £
Fashion show	37,407	37,407	-
Merchandise	44	44	123
Other fundraising income	58,646	58,646	47,229
Total 2023	96,097	96,097	47,352
<i>Total 2022</i>	<i>47,352</i>	<i>47,352</i>	

5. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Merchandise - opening stock	1,151	1,151	1,052
Merchandise purchases	389	389	-
Other	40,953	40,953	4,643
Merchandise - closing stock	(407)	(407)	(1,151)
Total 2023	42,086	42,086	4,544
<i>Total 2022</i>	<i>4,544</i>	<i>4,544</i>	

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Charitable activities	77,666	17,220	94,886	67,605
<i>Total 2022</i>	<i>53,125</i>	<i>14,480</i>	<i>67,605</i>	

Analysis of direct costs

	Total funds 2023 £	Total funds 2022 £
Staff costs	43,872	40,014
Conference	-	250
Patient support	33,794	12,861
	<u>77,666</u>	<u>53,125</u>

Analysis of support costs

	Total funds 2023 £	Total funds 2022 £
Group and staff expenses	987	363
Telephone, broadband and office	2,790	1,300
Insurance	1,435	1,183
Rent	8,280	8,280
Professional fees	3,728	3,354
	<u>17,220</u>	<u>14,480</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

7. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>2,250</u>	<u>1,764</u>

8. Staff costs

	2023 £	2022 £
Wages and salaries	42,249	39,506
Contribution to defined contribution pension schemes	1,623	508
	<u>43,872</u>	<u>40,014</u>

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

	2023 No.	2022 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 (2022 - £NIL).

During the year ended 31 March 2023, expenses totalling £NIL were reimbursed or paid directly to Trustees (2022 - £NIL to Trustee).

10. Stocks

	2023 £	2022 £
Finished goods and goods for resale	<u>407</u>	<u>1,151</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11. Debtors

	2023 £	2022 £
Due within one year		
Other debtors	7,146	4,505
Tax recoverable	171	332
	<u>7,317</u>	<u>4,837</u>

12. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	-	1,051
Other creditors	134	119
Accruals and deferred income	2,250	1,710
	<u>2,384</u>	<u>2,880</u>

KEEPING ABREAST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Local group funds	32,174	8,747	(17,375)	2,184	25,730
Pink Ribbon Foundation	-	3,000	-	-	3,000
	<u>32,174</u>	<u>11,747</u>	<u>(17,375)</u>	<u>2,184</u>	<u>28,730</u>
General funds					
General funds	94,672	89,204	(94,204)	(2,433)	87,239
	<u>94,672</u>	<u>89,204</u>	<u>(94,204)</u>	<u>(2,433)</u>	<u>87,239</u>
Total Unrestricted funds	<u>126,846</u>	<u>100,951</u>	<u>(111,579)</u>	<u>(249)</u>	<u>115,969</u>
Restricted funds					
Pink Ribbon Foundation	-	5,800	(5,932)	132	-
Macmillan Cancer Support	740	-	(800)	60	-
Art exhibition	3,608	-	(2,965)	-	643
Norfolk Community Foundation	-	-	-	-	-
Grant COVID 19	-	-	-	-	-
Now More Than Ever	-	-	-	-	-
Co-op	49	-	(49)	-	-
Pink Ribbon Foundation	-	-	-	-	-
Yorkshire Building Society	57	-	(61)	4	-
Art for Cure	-	11,355	(3,073)	-	8,282
Postcode Places	-	21,502	(8,960)	-	12,542
RWHA Charity fund	-	3,000	(3,053)	53	-
John Lewis	-	500	(500)	-	-
	<u>4,454</u>	<u>42,157</u>	<u>(25,393)</u>	<u>249</u>	<u>21,467</u>
Total of funds	<u>131,300</u>	<u>143,108</u>	<u>(136,972)</u>	<u>-</u>	<u>137,436</u>

KEEPING ABREAST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

13. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2022 £</i>
Unrestricted funds					
Designated funds					
Local group funds	32,174	-	-	-	32,174
Pink Ribbon Foundation	-	-	-	-	-
	<u>32,174</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>32,174</u>
General funds					
General funds	93,143	62,855	(61,326)	-	94,672
	<u>93,143</u>	<u>62,855</u>	<u>(61,326)</u>	<u>-</u>	<u>94,672</u>
Total Unrestricted funds	<u>125,317</u>	<u>62,855</u>	<u>(61,326)</u>	<u>-</u>	<u>126,846</u>
Restricted funds					
Pink Ribbon Foundation	-	-	-	-	-
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
Art for Cure	-	-	-	-	-
Postcode Places	-	-	-	-	-
RWHA Charity fund	-	-	-	-	-
John Lewis	-	-	-	-	-
	<u>14,277</u>	<u>1,000</u>	<u>(10,823)</u>	<u>-</u>	<u>4,454</u>

KEEPING ABREAST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Statement of funds (continued)

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2022 £</i>
Total of funds	<u>139,594</u>	<u>63,855</u>	<u>(72,149)</u>	<u>-</u>	<u>131,300</u>

Designated funds

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

The Pink Ribbon Foundation awarded the Charity £3,000 that is to be used toward increased salary costs in 2023/24.

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 year ended 31 March 2021, 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. This grant was fully utilised in the year;
- 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.

In the year ended 31 March 2023, the Charity received:

- a grant from **Art for Cure** to provide a new bespoke volunteer training offering to ensure that our volunteers feel valued and supported.
- a grant from **Postcode Places** to provide assistance with core costs to cover the office rent and a proportion of employees' salaries.
- a grant from the **RWHA Charity fund** to respond to the increasing demand for comfort and care bags and pink packs to increase our support offering reach.
- a grant from the **John Lewis** health fund for support costs.
- the **Pink Ribbon Foundation** provided us with funds to respond to the increasing demand for comfort and care bags and pink packs to increase our support offering reach. In addition, their funding has been used to fund mindfulness sessions for all our volunteers and people we support.

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**NOTES TO THE FINANCIAL STATEMENTS
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14. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Designated funds	32,174	11,747	(17,375)	2,184	28,730
General funds	94,672	89,204	(94,204)	(2,433)	87,239
Restricted funds	4,454	42,157	(25,393)	249	21,467
	<u>131,300</u>	<u>143,108</u>	<u>(136,972)</u>	<u>-</u>	<u>137,436</u>

Summary of funds - prior 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>

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Current assets	118,353	21,467	139,820
Creditors due within one year	(2,384)	-	(2,384)
Total	<u>115,969</u>	<u>21,467</u>	<u>137,436</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
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>

16. 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 **£1,623** (2022 - £508). Contributions totalling **£134** (2022 - £119) were payable to the fund at the balance sheet date and are included in creditors.

17. Related party transactions

There were no related party transactions during the year.