

Registered Charity No. 516208

The Annette Fox Leukaemia Research Fund

UNAUDITED FINANCIAL STATEMENTS

for the year ended

31 March 2018

The Annette Fox Leukaemia Research Fund

TRUSTEES AND PRINCIPAL ADVISORS

TRUSTEES

J Bentley (Chair)
L Parapia
C Parapia (Treasurer)
H Johnson
M C Heaton
D Robertshaw
A Williams
A Cuthbert (Appointed 4 August 2017)

FUND ADMINISTRATOR

M Adam

SOLICITORS

Keeble Hawson
Protection House
16/17 East Parade
Leeds
LS1 2BR

BANKERS

Barclays Bank Plc
Manningham Carlisle Street Branch
2 Carlisle Street
Bradford
BD8 7PA

ACCOUNTANTS

Ian Milner FCA
Chartered Accountant
2 Langthorne Court
Leeds
LS27 9DR

The Annette Fox Leukaemia Research Fund

TRUSTEES' REPORT

The trustees submit their report and the financial statements of The Annette Fox Leukaemia Research Fund for the year ended 31 March 2018.

OBJECTIVES AND ACTIVITIES

The Trustees continue to be guided by the original objectives as set out by the Trust Deed of 1985 which are embodied in the updated Trust Deed of 2009.

The Trustees are mindful of their need to be in tune with developments in the treatment of leukaemia and related blood disorders in the 21st Century and remain in negotiation with Bradford Hospitals NHS Foundation Trust about the creation and development of a new site for such treatment. Representatives from AFLRF have attended further planning meetings with hospital managers over the course of the year with this in mind.

The trustees have had regard to the Charity Commission's guidance on public benefit and are mindful to ensure that the charity remains adherent to the guidance.

The objective as set out in the Trust Deed is the relief of sickness and in particular leukaemia, lymphoma and other related haematological diseases by implementing the improvement of patient facilities and promoting research into the cause, treatment and cure of such conditions in Bradford and surrounding district.

The charity aims to fulfil its objectives by providing direct financial support to patients and their immediate families, and on a wider basis, promoting initiatives which improve the quality of care.

The charity also provides financial assistance towards the purchase of new equipment and resources which facilitate improvements in client care and enable medical research and clinical trialling of new treatments.

ACHIEVEMENTS AND PERFORMANCE

This has been a challenging year for AFLRF particularly in the light of a very sudden announcement by Bradford Teaching Hospitals Foundation Trust to close the Annette Fox Haematology Unit with very short notice in February. The unit has provided outstanding care and treatment to patients since opening in 1994 and it was a shock to us all that it should close so abruptly.

As far as we were concerned there was very little time for either ourselves or staff and patients to prepare and plan for such a massive upheaval. The office was closed with less than a week's notice and Michelle our administrator was left with no office to work in, and nowhere to store documents.

We now find that the inpatient part of the unit has moved to Ward 33 and the day patient part is on Ward 16. This is where our office is now located but unfortunately the two parts are at opposite ends of the hospital causing significant inconvenience for all concerned.

This sudden move has had an impact on fundraising, and our activities were temporarily disrupted because nobody knew where we had gone. The unexpected office move contributed towards the reduction in income during the year.

However, we have continued to support our core projects with aromatherapy sessions still being provided every week by Sandra Weatherall and still much appreciated by patients. She has offered her service to over 350 patients and has actually treated 200.

The Annette Fox Leukaemia Research Fund

TRUSTEES' REPORT

We have continued to support the increase in hours to our Welfare Rights Officer and his services are much sought after with a range of patients and their families benefitting from his support and advice and providing actual financial assistance for equipment and financial survival to patients suddenly affected by leukaemia.

Negotiations with the hospital regarding supporting the funding of a full-time research nurse have been successful, and the post is set to be operational from April 2018. We will be providing the sum of £40,000 per year for three years.

As we have done previously, we supported a trip for children with serious blood disorders during the school holidays which proved popular for all.

Being mindful of increasing governance requirements we have also embarked on providing and accessing Trustee training and this will be an ongoing process to equip the trustees for the skills needed.

FINANCIAL REVIEW

As noted above, the current year has seen a reduction in income compared to last year.

Investment returns have however remained steady, and investments continue to be actively managed on an annual basis.

Fundraising efforts have continued and once again a very successful Gala Dinner Dance raised £12,000 in February of this year. Our thanks go to Smokie and all their supporters for making the night so special. We also held a successful Summer Ball, and thanks go to Shirley Taylor for organising this on our behalf.

We were also pleased with the increase in income from sales of Christmas cards.

Donations in memory of loved ones, income from various online donating streams such as Just Giving, and via Payroll Giving continue to provide regular income streams.

Cake stalls are always popular, and Doreen is still holding her regular weekly market stall for us at Shipley Market an outstanding contribution to the AFLRF over the years.

Finally, we would like to extend our grateful thanks to everyone who has supported us over the past twelve months; we really do appreciate your support and contributions.

The trustees are constantly looking for new opportunities to fund research and to improve the way in which care and support is provided to those in clinical or financial need.

The general fund amounted to £1,100,061 as at 31 March 2018 (2017 £1,136,172) which is considered prudent having regard to the charity's anticipated future requirements.

The Trust Deed provides that the trustees may invest monies in accordance with the Trustee Act 2000.

The Annette Fox Leukaemia Research Fund

TRUSTEES' REPORT

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a non-corporate registered charity (number 516208), founded by Trust Deed in 1985 which was updated in May 2009.

Trustees are appointed by the Board of Trustees and serve for an indefinite period. The Trust Deed provides for no minimum or maximum number of trustees, although a quorum of four trustees is required at any meeting.

The trustees determine the general policy of the charity and agree the broad strategy and areas of activity for the trust, including consideration of grant making, investment, reserves and risk management policies and performance. The day to day administration of grants and the processing and handling of applications prior to consideration by the trustees is delegated to the administrator.

The Board keeps the skill requirements for the trustees under review and in the event that a trustee permanently retires or additional new trustees are required, the board seeks new trustees from persons known personally to them, or from a list of persons recommended to the Board by donors or sponsors. The ultimate decision on selection is, however, a matter for the Board of Trustees.

The induction process for any newly appointed trustee comprises an initial meeting with the Chair and the Board, followed by a series of short meetings with the chair on investments, the grant making process, powers and responsibilities of the trustee board. The welcome pack includes a brief history of the Trust, copies of relevant Board minutes, a copy of the latest annual reports and accounts, a copy of the governing trust deed and a copy of the Charity Commission's guidance 'The essential Trustee: What you need to know'.

TRUSTEES

The trustees who served during the year are as follows:

J Bentley (Chair)
L Parapia
C Parapia (Treasurer)
H Johnson
M C Heaton
D Robertshaw
A Williams
A Cuthbert (Appointed 4 August 2017)

PRINCIPAL OFFICE

Annette Fox Haematology Unit
Ward 16
Bradford Royal Infirmary
Duckworth Lane
Bradford
BD9 6RJ

RISK

The major risks to which the charity is exposed as identified by the trustees have been reviewed and systems have been established to manage those risks.

The Annette Fox Leukaemia Research Fund

TRUSTEES' REPORT

The Trustees who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that the accounts are true and fair.

J Bentley
Chairman
30 November 2018

C Parapia
Treasurer
30 November 2018

The Annette Fox Leukaemia Research Fund

TRUSTEES' RESPONSIBILITIES IN THE PREPARATION OF FINANCIAL STATEMENTS

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing those financial statements, the trustees should follow best practice and:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgments and accounting estimates that are reasonable and prudent;
- c. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the requirements of the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ANNETTE FOX LEUKAEMIA RESEARCH FUND

I report on the financial statements of The Annette Fox Leukaemia Research Fund for the year ended 31 March 2018, which are set out on pages 9 to 15.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINERS STATEMENTS

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2015 which is referred to in the extant regulations but has been withdrawn.

This has been done in order that the accounts provide a true and fair view in accordance with the Generally Accepted Accounting Practice for reporting periods beginning on or after 1 January 2015.

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- To keep accounting records in accordance with section 130 of the Act; and
- To prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Ian Milner

Chartered Accountant
2 Langthorne Court
Morley
Leeds
LS27 9DR

30 November 2018

The Annette Fox Leukaemia Research Fund
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2018

	<i>Notes</i>	2018 Unrestricted Funds £	2017 Unrestricted Funds £
INCOMING RESOURCES			
Incoming resources from charitable activities:			
Donations		9,740	23,194
Legacies		2,000	8,541
Fund-raising and functions		26,669	41,850
Investment income	1	6,859	12,195
		<hr/>	<hr/>
TOTAL INCOMING RESOURCES		45,268	85,780
		<hr/>	<hr/>
RESOURCES EXPENDED			
Charitable expenditure		43,670	35,077
Fund raising		10,850	11,414
Management and administration		26,859	22,524
		<hr/>	<hr/>
TOTAL RESOURCES EXPENDED	2	81,379	69,015
		<hr/>	<hr/>
NET MOVEMENT IN FUNDS		(36,111)	16,765
BALANCE BROUGHT FORWARD 1 APRIL 2017		1,136,172	1,119,407
		<hr/>	<hr/>
BALANCE CARRIED FORWARD 31 March 2018		1,100,061	1,136,172
		<hr/> <hr/>	<hr/> <hr/>

There are no recognised gains and losses in 2018 other than the net income for the year.

All operations are continuing.

The Annette Fox Leukaemia Research Fund

BALANCE SHEET

As at 31 March 2018

	<i>Notes</i>	2018	2017
FIXED ASSETS			
Investments	6	25,000	25,000
CURRENT ASSETS			
Debtors	7	4,649	5,321
Short term deposits		1,050,270	1,073,337
Cash at bank and in hand		25,655	37,254
		<hr/>	<hr/>
		1,080,574	1,115,912
CREDITORS: Amounts falling due within one year	8	(5,513)	(4,740)
		<hr/>	<hr/>
NET CURRENT ASSETS		1,075,061	1,111,172
		<hr/>	<hr/>
NET ASSETS		1,100,061	1,136,172
		<hr/> <hr/>	<hr/> <hr/>
FUNDS OF THE CHARITY			
UNRESTRICTED FUNDS		1,100,061	1,136,172
		<hr/>	<hr/>
		1,100,061	1,136,172
		<hr/> <hr/>	<hr/> <hr/>

The financial statements on pages 8 to 13 were approved by the board of trustees and authorised for issue on 30 November 2018 and are signed on its behalf by:

J Bentley
Trustee

C Parapia
Trustee

The Annette Fox Leukaemia Research Fund

ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The financial statements have been in accordance with the Charities Statement of Recommended Practice Accounting (FRS102) effective 1 January 2015, and with applicable charity law.

There are no material uncertainties about the charities ability to continue.

The charity is a public benefit entity, providing support and advice to all members of the community as a need is identified.

No judgements were made in the course of preparing accounts.

FUNDS ACCOUNTING

During the financial year the charity did not have any designated, restricted or endowment funds hence the total funds are unrestricted and may be spent on any legitimate charitable aim as laid down in the Charity's Trust Deed.

INCOMING RESOURCES

Income is recognised generally when the charity becomes entitled to it, it is probable that the income will be received, and the amount receivable can be measured reliably. The following specific policies are applied to particular categories of income:

Donations are recognised on receipt, unless there are specific terms and conditions which must be satisfied before the charity becomes entitled to the resources. Donations in kind, where material, are included in the accounts at market value.

Legacies are recognised when it is probable that they will be received. Receipt is normally probable when there has been a grant of probate, it has been confirmed that there are sufficient assets in the estate to pay the legacy, and any conditions attached to the legacy have been satisfied.

Investment income is recognised where the general conditions for income recognition are met.

RESOURCES EXPENDED

Expenditure is recognised on an accruals basis when a legal or contractual obligation exists at the balance sheet date.

Resources expended are allocated according to the nature of the activity undertaken.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services including grants made to fund a research assistant, grants to individuals and their relatives and dependants for the relief of suffering

Fund raising costs include expenditure related to the organisation of promotional events such as dinner dances, family days and sponsored events, and items for re-sale.

Administration costs include those costs associated with meeting the constitutional and statutory requirements of the charity, general running costs, independent examination fees, and costs linked to the strategic and day to day management. Other costs, including the costs of trustee meetings are met by the trustees personally

The Annette Fox Leukaemia Research Fund

ACCOUNTING POLICIES

INVESTMENTS

Investments are carried at market value at the balance sheet date.

The Annette Fox Leukaemia Research Fund

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2018

1.	INVESTMENT INCOME			2018	2017
	Bank and other interest			6,859	12,195
				<u> </u>	<u> </u>
2.	TOTAL RESOURCES EXPENDED			2018	2017
		Notes	Staff costs £	Other costs £	Total £
	Charitable expenditure				
	Direct charitable expenditure	3	29,095	14,575	43,670
	Fund-raising and publicity	4	-	10,850	10,850
	Management and administration of the charity	5	21,909	4,950	26,859
			<u> </u>	<u> </u>	<u> </u>
			51,004	30,375	81,379
			<u> </u>	<u> </u>	<u> </u>
	Staff costs			2018 £	2017 £
	Recharged costs			51,004	40,040
				<u> </u>	<u> </u>

Staff costs represent amounts recharged by Bradford National Health Service Trust, and Bradford Disability Services for services provided to the trust.

The trustees received no remuneration, and no staff earned more than £60,000 per annum.

The average number of staff employed in each area was:

	2018 No.	2017 No.
Management and administration	1	1
Clinical care	-	1
Welfare Rights	1	1
	<u> </u>	<u> </u>

The Annette Fox Leukaemia Research Fund

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2018

3. DIRECT CHARITABLE EXPENDITURE

	2018 £	2017 £
Welfare grants	8,771	6,454
Lightwater Valley/Flamingo Land trip	1,012	1,800
Ward 7 expenses	72	68
Welfare rights officer	29,095	21,980
Aromatherapy	4,720	4,470
Training grants	-	305
	<hr/>	<hr/>
	43,670	35,077
	<hr/> <hr/>	<hr/> <hr/>

4. FUND RAISING AND PUBLICITY

	2018 £	2017 £
Function expenses	8,062	9,119
Promotional expenses	588	153
Printing, postage and stationery	2,136	2,006
Travelling	64	136
	<hr/>	<hr/>
	10,850	11,414
	<hr/> <hr/>	<hr/> <hr/>

5. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	2018 £	2017 £
Sundries, insurance and telephone	1,100	851
Management staff costs	21,909	18,060
Storage	2,500	2,313
Accountancy and Independent Inspection	1,350	1,300
	<hr/>	<hr/>
	26,859	22,524
	<hr/> <hr/>	<hr/> <hr/>

The Annette Fox Leukaemia Research Fund

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2018

6 INVESTMENTS

	2018 £	2017 £
National Savings Income Bond	25,000	25,000

7 DEBTORS

	2018 £	2017 £
Prepayments and accrued income	4,024	4,746
Tax recoverable	625	625
	<u>4,649</u>	<u>5,371</u>

8 CREDITORS: Amounts falling due within one year

	2018 £	2017 £
Accruals	<u>5,513</u>	<u>4,740</u>