

JOSS SEARCHLIGHT

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR
THE YEAR ENDED
31ST MARCH 2019**

CHARITY REGISTRATION No: 1141704

COMPANY REGISTRATION No: 07580941

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

JOSS SEARCHLIGHT
(A COMPANY LIMITED BY GUARANTEE)

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**JOSS SEARCHLIGHT
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2019
LEGAL AND ADMINISTRATIVE INFORMATION**

CHARITY NUMBER	1141704	
COMPANY REGISTRATION NUMBER	7580941	
START OF FINANCIAL YEAR	1st April 2018	
END OF FINANCIAL YEAR	31st March 2019	
DIRECTORS AT 31ST MARCH 2019	Mr N Parkes Mrs D Parkes Mrs S Sheridan	Mr C Skeith Ms J Lewington
REGISTERED ADDRESS	Station House 15 Station Lane Witney, Oxon OX28 4BB	
DATE OF INCORPORATION	28th March 2012	
GOVERNING DOCUMENT	Memorandum and Articles of Association as amended by Certificate of Incorporation on change of name dated 03/11/2011	
BANKERS	Lloyds Bank Plc	
INDEPENDENT EXAMINERS	Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS	

OBJECTS

To relieve the needs of children suffering from cancer and their families through the provision of a co-ordinated support service including but not by way of limitation by offering practical and emotional support for families affected by a child's terminal diagnosis.

Purposes and Aims

Our charity's purposes as set out in the objects contained in the memorandum of association

Our main objective for the year was to offer long term benefits to families affected by a child's cancer diagnosis. We aim to be a central point for family cancer support, information and guidance.

1. Maintaining our telephone and email support.
2. Making home visits to families affected by a child's cancer working closely with each family to uncover individual needs and to provide information and support that will make a real difference. (We especially make home visits to families affected by a child's terminal diagnosis).
3. By providing Creative Therapies in the home. (Play and art therapy is to children what counselling is to adults)
4. We fund Psychotherapy in the home or at a local clinic. We offer every close family member the opportunity to talk about their feelings with a health professional.
5. We arrange treats for the families including gift hampers, 'meet and greet' celebrity experiences and by partnering with other agencies to secure family holidays to Disney World and with hotels in the UK.

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REPORT OF THE DIRECTORS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2019

6. We developed our outreach work #R.O.C.K (Reaching Out to Cancer Kids) phase 2 focusing on returning to school following cancer. We also focused on engaging schools in a program of creative development opportunities. The program key aim is to inspire children with learning difficulties and physical disabilities as a result of the illness through live performance and inspiring workshops.

Drawing from formal consultations

Our current support work has addressed the emotional issues of the child's cancer diagnosis, talking to children about their illness, preparing for cancer treatments, preparing for life after cancer, especially returning to school.

Feedback from our focus groups told us that we need to expand our project work to cover the unique range of psychosocial problems that childhood cancer patients suffer. Our support groups have identified an increasing number of children and their siblings struggling to cope. It seems that left untreated these children suffer long lasting psychological problems which impairs the quality of their lives.

There is a huge gap in support for emotional health issues via the NHS and a failure to appreciate the impact of cancer diagnosis for a child. This combined with ambiguity in diagnosis and a lack of access to appropriate health services all contribute to the gap in childhood cancer care.

Alliance with children 'who understood' was considered to be the strongest protection against depression compared with mental health interventions such as psychotherapy. As the incidence of childhood cancer continues to rise, we are seeing an increased need for support and calls to our helpline have significantly increased. These challenges are particularly salient for the older children we support as when cancer and depression are linked one disease complicates the management of the other.

To help create awareness of the increased prevalence of childhood cancer we put major emphasis on raising the profile of our charitable work via social media. Key messages relate to child patients being understudied and underserved.

We also focused on raising sufficient monies to be able to fund outreach projects.

We strived to continue to engage more volunteers, schools, community groups and corporate partners to engage in more outreach work in order to have a continued presence within communities.

All of our charitable activities focus on supporting children with cancer and their families and is consistent with the charity being for the public benefit.

Financial Review

Consistent with our pledge to designate £25,000 for our Cancer Support Project Work, our charitable spending was £100,147 (2018: £58,225).

Principle Funding Sources

The principle funding sources for the charity are currently by way of donations from the public, through our flagship Charity Ball fundraiser and through grant applications.

Plans for Future Periods

Our vision is for all families to have the support they need to rebuild their lives, when a child is first diagnosed with with cancer and at key milestones of the cancer journey.

We have an urgent need to provide peer group support. We need to help children to maintain a sense of self identity and improve opportunities for peer support in a social setting. Via structured peer group support we will assess need, identify coping strategies and inform interventions. Our support work will focus on the importance of core beliefs, finding and accepting help, building resilience and working in close peer groups to learn new skills and further develop.

Our Key Aims:

1. Lessen the feeling of isolation via peer support groups
2. Increase confidence, self esteem and core beliefs
3. Help to prevent the onset and persistence of negative thoughts.

We have a further need to expand our support groups and implement more facilitated groups where teenagers work together to advise us on developing resources to help others.

We need to ensure professionals are trained in educational establishments (e.g. SENCO) and in health sectors (e.g. nurses) helping them to better understand and meet the needs of children with cancer. We wish to implement online training and a staff support service and we're planning two courses for primary and secondary schools where SENCO's can learn in their own time and check their understanding. With the support of SENCO's we will continue building best practice in schools.

Currently there are no clinical guidelines in existence that focuses specifically on the emotional welfare and treatment of children with cancer. There is also no guidance on the promotion of coping. We will strive to influence health sectors to put structured support in place to address these issues.

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FOR THE YEAR ENDED 31ST MARCH 2019**

We further plan to expand our outreach work to help give children opportunities within the arts (something they tell us they feel excluded from at school).

Accounts Independent Examiners

In accordance with company law, as the companies directors, we certify that:
so far as we are aware, there is no relevant information of which the company's independent examiners are unaware.

Statement of Director's responsibilities:

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
 - prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed , subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

I approve the attached statement of financial activities and balance sheet for the year ended 31st March 2019, and confirm that I have made available all information necessary for its preparation.

Date ...

Signature.....

PRINT NAME.....

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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019

Incorporating income and expenditure account

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2019/18 £	TOTAL 2018/17 £
INCOME AND ENDOWMENTS FROM						
Donations and Legacies	2a	3,117	-	-	3,117	1,718
Investments	2b	-	-	-	-	-
Charitable Activities	2c	63,412	-	-	63,412	70,632
TOTAL INCOME		66,529	-	-	66,529	72,350
EXPENDITURE ON:						
Raising Funds	3a	1,211	-	-	1,211	1,626
Charitable Activities	3b	100,147	-	-	100,147	58,225
TOTAL EXPENDITURE		101,358	-	-	101,358	59,851
NET INCOME/(EXPENDITURE)		(34,829)	-	-	(34,829)	12,499
NET MOVEMENT IN FUNDS		(34,829)	-	-	(34,829)	12,499
Reconciliation of Funds:						
Balance Brought Forward		30,432	25,000	-	55,432	42,933
TOTAL FUNDS CARRIED FORWARD		(4,397)	25,000	-	20,603	55,432

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 8 to 12 form part of these financial statements.

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BALANCE SHEET
AS AT 31ST MARCH 2019

Company number: 07580941

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Mar-19 Total £	31-Mar-18 Total £
Fixed Assets						
Tangible assets	4	6,685	-	-	6,685	8,134
Current Assets						
Debtors	5	-	-	-	-	-
Cash at bank and in hand		7,852	25,000	-	32,852	50,327
Total Current Assets		7,852	25,000	-	32,852	50,327
Creditors: amounts falling due within one year	6	18,934	-	-	18,934	3,029
NET CURRENT ASSETS		(11,082)	25,000	-	13,918	47,298
TOTAL ASSETS less current liabilities		(4,397)	25,000	-	20,603	55,432
NET ASSETS		(4,397)	25,000	-	20,603	55,432
Funds of the Charity						
General Funds		(4,397)	-	-	(4,397)	30,432
Designated Funds	7	-	25,000	-	25,000	25,000
Restricted Funds	8	-	-	-	-	-
Total Funds		(4,397)	25,000	-	20,603	55,432

Directors' Responsibilities:

The charitable company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 13.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Directors on the2019

Signed on their behalf by Director

Print Name:

Company No: 07580941

JOSS SEARCHLIGHT
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2019

1. ACCOUNTING POLICIES

Basis of preparation:

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) - Charities SORP (FRS102)) and incorporating update bulletin 1, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

The functional currency of the charity is sterling (£).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The charity has opted to prepare its accounts using natural categories.

Joss Searchlight meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Preparation of accounts on a going concern basis

Preparation of the accounts is on a going concern basis. The Trustees are of the view that the level of reserves will support the charity going forward.

Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

Material prior period errors

No material prior year errors have been identified in the reporting period.

The particular accounting policies adopted are set out below.

Income

Recognition of Income

This is included in the Statement of Financial Activities (SOFA) when:

- the Charity becomes entitled to the income;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Income with related expenditure

Where income has related expenditure (as with fundraising or contract income) the income and related expenditure are reported gross in the SOFA.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and Donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered

Tax Reclaims on Donations and Gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Gifts in Kind

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

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Expenditure and Liabilities

Liability Recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and Support Costs

Support costs represent the cost of central functions, for example governance costs, payroll administration, information technology. Governance costs are those support costs which relate to public accountability of the charity and its compliance with regulation and good practice.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Deferred income

No material item of deferred income has been included in the accounts.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Fixed Assets

Tangible fixed assets for use by the charity:

These are capitalised if they can be used for more than one year and cost over £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a reducing balance over their estimated useful lives. The rates applied per annum are as follows:

Equipment	15%
Fixtures and Fittings	15%
Motor Vehicles	15%

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2019

2. INCOME AND ENDOWMENTS FROM:	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2019/18 £	TOTAL 2018/17 £
a) Donations and Legacies					
Donations	3,117	-	-	3,117	1,718
	3,117	-	-	3,117	1,718
b) Investments					
Bank Interest	-	-	-	-	-
	-	-	-	-	-
c) Charitable Activities					
Charity Shop/Ebay Shop	948	-	-	948	985
Commission Received	25	-	-	25	-
Fundraising	62,367	-	-	62,367	69,647
Sundry Income	72	-	-	72	-
	63,412	-	-	63,412	70,632
3. EXPENDITURE ON:					
a) Raising Funds					
Advertising and Promotion	-	-	-	-	259
Charity Shop/Ebay Shop	1,004	-	-	1,004	810
Fundraising Events costs	117	-	-	117	526
Website and Social Media Fees	90	-	-	90	31
	1,211	-	-	1,211	1,626
b) Charitable Activities					
<u>Direct Charitable Expenditure</u>					
Gifts, Grants and Charitable Event Costs	73,159	-	-	73,159	28,748
CCPAS Fees	120	-	-	120	120
Outreach Expenses	2,085	-	-	2,085	75
Professional & Consultancy Fees re: Fundraising	16,800	-	-	16,800	21,400
Note 10					
<u>Support and Governance Costs</u>					
Depreciation	1,449	-	-	1,449	1,554
Equipment	140	-	-	140	20
Fines and Penalties	150	-	-	150	-
Independent Examination Fees	825	-	-	825	519
Insurance	-	-	-	-	250
Local Projects	2,721	-	-	2,721	-
Maintenance	-	-	-	-	1,340
Printing, Postage and Stationery	467	-	-	467	1,531
Sundry Expenses	4	-	-	4	48
Telephone and IT charges	1,193	-	-	1,193	1,245
Travel, Mileage and Mobile Phone	1,034	-	-	1,034	1,375
Note 10					
	100,147	-	-	100,147	58,225

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2019

4. TANGIBLE FIXED ASSETS

		Unrestricted Fixtures & Fittings £	Unrestricted Equipment £	Unrestricted Motor Vehicles £	Total £
Cost	01-Apr-18	3,646	5,303	4,500	13,449
Additions		-	-	-	-
Cost at	31-Mar-19	<u>3,646</u>	<u>5,303</u>	<u>4,500</u>	<u>13,449</u>
Depreciation	01-Apr-18	1,536	2,429	1,350	5,315
Charge		317	457	675	1,449
Depreciation at	31-Mar-19	<u>1,853</u>	<u>2,886</u>	<u>2,025</u>	<u>6,764</u>
Net Book Value	31-Mar-19	<u>1,793</u>	<u>2,417</u>	<u>2,475</u>	<u>6,685</u>
Net Book Value	31-Mar-18	2,110	2,874	3,150	8,134

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2019 : None

31st March 2018 : None

5. DEBTORS AND PREPAYMENTS

There were no debtors or prepayments at the end of this financial period (2018/17: None)

6. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 31-Mar-19 £	Total 31-Mar-18 £
Directors Loan	17,590	-	-	17,590	2,510
Independent Examiners Fees 2018/17	519	-	-	519	519
Independent Examiners Fees 2019/18	825	-	-	825	-
	<u>18,934</u>	<u>-</u>	<u>-</u>	<u>18,934</u>	<u>3,029</u>

7. DESIGNATED FUNDS

	Balance 01-Apr-18 £	Income £	Expenditure £	Transfer of Funds £	Balance 31-Mar-19 £
Holiday Grant programme	25,000	-	-	-	25,000
	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>

The Directors have ringfenced £25,000 of general funds for the provision of a holiday grant programme for families affected by Childhood Cancer.

8. RESTRICTED FUNDS

The charity did not hold any restricted funds during this financial year.

9. STAFF COSTS AND NUMBERS

10. PAYMENTS TO DIRECTORS

It was agreed at the charity's outset that Dianne Parkes, Director, would act as fundraiser due to her experience in fundraising and her knowledge of the organisation.

It was agreed that she would receive 25% of the fundraising proceeds, although there is a cap of £38,000 placed on the amount that may be paid to her as remuneration/consultancy fees.

During this financial year the amount of consultancy fees paid (via the company Absolute Works Ltd of which D Parkes is a director) was £16,800 inclusive of VAT (2018/17: £21,400 inclusive of VAT).

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NOTES TO THE FINANCIAL STATEMENTS (continued)
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Other payments paid to directors incurred whilst carrying out the charitable activities are detailed below:

	2019/18	2018/17
	£	£
Mileage	554	630
Telephone	480	560
Travel Expenses	-	185
	<u>1,034</u>	<u>1,375</u>

Number of directors that received payments: 2

During this financial year, the directors made a loan to the charity of £17,590. This amount was still outstanding at 31st March 2019. A loan of £2,510 made in the previous financial year was repaid in full during 2019/18.

(2018/17: A loan of £5,000 was made by one of the directors to the charity during the 2017/16 financial year, of this £3,000 was repaid during 2017/16 and £2,000 was repaid during 2018/17. A further loan of £2,510 was made to the

No other payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

11. CURRENT YEAR ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 31-Mar-19 £
Fixed Assets	6,685	-	-	6,685
Net Current Assets	(11,082)	25,000	-	13,918
Liabilities (due in more than one year)	-	-	-	-
	<u>(4,397)</u>	<u>25,000</u>	<u>-</u>	<u>20,603</u>

11.a) PRIOR YEAR ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 31-Mar-18 £
Fixed Assets	8,134	-	-	8,134
Net Current Assets	22,298	25,000	-	47,298
Liabilities (due in more than one year)	-	-	-	-
	<u>30,432</u>	<u>25,000</u>	<u>-</u>	<u>55,432</u>

12. RISK ASSESSMENT

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

13. RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

14. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.