



**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended  
31 March 2019  
for  
Liverpool Cancer Care Self Help Group**



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

**Liverpool Cancer Care Self Help Group**

**Contents of the Financial Statements  
for the Year Ended 31 March 2019**

---

	Page
Report of the Trustees	1 to 2
Statement of Trustees Responsibilities	3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 11

---

**Report of the Trustees  
for the Year Ended 31 March 2019**

---

The trustees present their report and financial statements for the year ended 31 March 2019. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice, which is referred to in the Regulations, but which has since been withdrawn.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Stuart Lindsay Speeden	
Jenny Green - Chair	(Resigned 2019/2020)
Robert Dunne	(Resigned 18/07/2018)
Kerry Hart	(Resigned 01/08/2018)
Mike Carter	
Karen Williamson	
Sarah-Louise McCartney	(Appointed 2019/20)
Laura Doherty	(Appointed 2019/20)
Daniel Conroy	(Appointed 2019/20)

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Type of governing document: Constitution (Adopted on 15 January 1985)

How the Charity is constituted: Association of 30 Members elects Trustees annually

A revised Constitution was agreed in October 2017 which was designed to enable the charity to move towards being a Company Limited by Guarantee (company number 11450146). This transition has not yet been completed, pending some revisions to the charitable aims to be agreed with the Charities Commission. We are working with our accountants to align the accounting dates of the charity and the new Company and intend to agree any final changes to the constitution at a future General Meeting. The current Trustees will become the directors of the company subject to elections at the future AGM.

During the year, Jennifer Green has resigned from the Board of Trustees and three new trustees have joined the Board, Sarah-Louise McCartney, Laura Doherty and Daniel Conroy. These additional trustees bring additional skills to the Board in business, marketing, financial and legal services. These skills will strengthen the charity in its development over the next year. The Board had identified a skills gap in 2018 and this has largely been met by the appointment of the new Trustees, however there is still scope to strengthen the board and we will be looking to recruit additional trustees in the coming year to further strengthen the Board. Trustees are appointed or reappointed annually in the Annual General Meeting

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Report of the Trustees  
for the Year Ended 31 March 2019**

---

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

Liverpool Cancer Care Self Help Group is an independent registered charity with a single aim: to help local people affected by cancer improve their health and wellbeing. The charity operates under the names Liverpool Sunflowers and / or Liverpool Cancer Support Centre. We offer a broad range of support services which reflect the needs of local people living with cancer. Our target outcomes mirror local and national NHS target outcomes for cancer (encouraging early discharge / reducing emergency admissions / reducing repeat admissions / reducing reliance on prescriptions / reducing DNAs) meaning we can be confident that our work reduces the burden on the local NHS. The services we offer are free or highly subsidised to ensure that beneficiaries have the support they need. Anyone over the age of 18 who lives in Merseyside and is affected by cancer can register with us. We have seen a growth in the number of registered clients in the past year with around 650 active clients registered with our service at any one time. We monitor their progress and over 98% of our clientele have reported improved overall health, fitness and wellbeing.

All the services we provide aim to help our clients maintain or improve their physical and mental wellbeing and encourage a healthy lifestyle. The services reflect the changing needs of local people and reflect the latest research in complementary therapies. We continue to offer Cancer rehabilitation exercise classes, counselling, complementary therapies, day retreats, art therapies, support groups and social opportunities. In the past year we have also run courses in stress management, mindfulness, relaxation and breathwork. Our services have been enhanced this year by working in partnership with other charities. We have established a strong relationship with Penny Brohn UK, a leading cancer charity to deliver the Living Well with Cancer course. Also, we are working with the Jockey Club at Aintree in the north of the City to deliver our services more effectively in north Liverpool, which has a high incidence of cancer. We maintain low annual running costs, and keep our service free, because of the continued support of a large team of dedicated, experienced and highly qualified volunteers who contribute to the delivery of services and fundraising.

The charity has recovered from its loss of mainstream funding from the NHS in 2017 when as part of £20m of local cuts, we along with 23 other small local charities lost our funding. The board's decision to appoint a fundraising manager in 2018 has led to the successful delivery of our fundraising strategy. We have established a funding model that draws on a diverse mix of sources from grants, donors and fundraising events which is providing a sustainable pathway for development. The charity has continued to grow its service provision, both increasing the number of service users and improving on the delivery of performance targets.

During the year we have seen a fall in direct employment costs and an increase in sessional costs for contractors delivering classes and other services. These services are increasingly paid for by voluntary donations that are reflected in our increased income from donations.

**Public benefit**

When planning activities for the beneficiaries of the charity, the trustees are mindful of the charity commissions guidelines on public benefit.

**FINANCIAL REVIEW**

**Reserves policy**

The charity has maintained its policy to maintain a reserve in addition to restricted funds equivalent to three months' expenditure. This reserve has now been established and the Charity is looking to extend this reserve to the equivalent of 6 months expenditure in the next financial year. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities and will reinforce our aim to provide a sustainable service within the community. The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to manage exposure to the major risks.

Total income amounted to £148,997.

Unrestricted funds have increased in the current year by £2,312 and restricted funds increased by £7,500 resulting in a balance carried forward of £36,661.

Approved by order of the board of trustees on 8th January 2020 and signed on its behalf by:

  
S L Speeden - Trustee

**Statement of Trustees Responsibilities  
for the Year Ended 31 March 2019**

---

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

**Independent Examiner's Report to the Trustees of  
Liverpool Cancer Care Self Help Group**

---

I report on the accounts for the year ended 31 March 2019, which are set out on pages five to eleven.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



Suzanne Draper  
SB&P  
Chartered Accountants  
Oriel House  
2-8 Oriel Road  
Bootle  
Liverpool  
Merseyside  
L20 7EP

Date: 31/1/2020

Liverpool Cancer Care Self Help Group

Statement of Financial Activities  
for the Year Ended 31 March 2019

	Notes	Unrestricted fund £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income	2	132,997	16,000	148,997	140,097
Investment income	3	21	-	21	6
<b>Total incoming resources</b>		<b>133,018</b>	<b>16,000</b>	<b>149,018</b>	<b>140,103</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities					
general		130,706	8,500	139,206	156,389
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>2,312</b>	<b>7,500</b>	<b>9,812</b>	<b>(16,286)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		26,849	-	26,849	43,135
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>29,161</b>	<b>7,500</b>	<b>36,661</b>	<b>26,849</b>

The notes form part of these financial statements

Liverpool Cancer Care Self Help Group

Balance Sheet  
At 31 March 2019

	Notes	Unrestricted fund £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	773	-	773	1,031
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		32,598	7,500	40,098	29,617
<b>CREDITORS</b>					
Amounts falling due within one year	7	(4,210)	-	(4,210)	(3,799)
<b>NET CURRENT ASSETS</b>		<u>28,388</u>	<u>7,500</u>	<u>35,888</u>	<u>25,818</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>29,161</u>	<u>7,500</u>	<u>36,661</u>	<u>26,849</u>
<b>NET ASSETS</b>		<u>29,161</u>	<u>7,500</u>	<u>36,661</u>	<u>26,849</u>
<b>FUNDS</b>	8				
Unrestricted funds				29,161	26,849
Restricted funds				7,500	-
<b>TOTAL FUNDS</b>				<u>36,661</u>	<u>26,849</u>

The financial statements were approved by the Board of Trustees on 5th January 2020 and were signed on its behalf by:

  
S L Speeden -Trustee

The notes form part of these financial statements



**Notes to the Financial Statements  
for the Year Ended 31 March 2019**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Redundancy and termination payments**

Redundancy and termination payments are made in line with statutory requirements under employment contracts.

**2. VOLUNTARY INCOME**

	<b>31.3.19</b>	31.3.18
	£	£
Donations	<b>132,997</b>	104,957
Grants	<b>16,000</b>	33,940
Donated services and facilities	-	1,200
	<u><b>148,997</b></u>	<u>140,097</u>

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

	<b>31.3.19</b>	31.3.18
	£	£
Other grants	<u><b>16,000</b></u>	<u>33,940</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019

3. INVESTMENT INCOME

	31.3.19	31.3.18
	£	£
Interest receivable	21	6
	<u>21</u>	<u>6</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

5. STAFF COSTS

	31.3.19	31.3.18
	£	£
Wages and salaries	75,891	99,574
Social security costs	1,639	7,791
Other pension costs	2,001	548
	<u>79,531</u>	<u>107,913</u>

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

	31.3.19	31.3.18
Management & Admin	4	4
	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2018 and 31 March 2019	<u>4,498</u>	<u>6,454</u>	<u>10,952</u>
<b>DEPRECIATION</b>			
At 1 April 2018	4,116	5,805	9,921
Charge for year	96	162	258
At 31 March 2019	<u>4,212</u>	<u>5,967</u>	<u>10,179</u>
<b>NET BOOK VALUE</b>			
At 31 March 2019	<u>286</u>	<u>487</u>	<u>773</u>
At 31 March 2018	<u>382</u>	<u>649</u>	<u>1,031</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19 £	31.3.18 £
Taxation and social security	2,410	1
Other creditors	1,800	3,798
	<u>4,210</u>	<u>3,799</u>

8. MOVEMENT IN FUNDS

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	26,849	2,312	29,161
<b>Restricted funds</b>			
Masonic Charitable Funding	-	3,750	3,750
PH Holt	-	3,750	3,750
	-	7,500	7,500
<b>TOTAL FUNDS</b>	<u>26,849</u>	<u>9,812</u>	<u>36,661</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	133,018	(130,706)	2,312
<b>Restricted funds</b>			
Masonic Charitable Funding	5,000	(1,250)	3,750
Penny Brohn Cancer Penny Brohn UK	6,000	(6,000)	-
PH Holt	5,000	(1,250)	3,750
	16,000	(8,500)	7,500
<b>TOTAL FUNDS</b>	<u>149,018</u>	<u>(139,206)</u>	<u>9,812</u>

Comparatives for movement in funds

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
<b>Unrestricted Funds</b>			
General fund	43,135	(16,286)	26,849
<b>TOTAL FUNDS</b>	<u>43,135</u>	<u>(16,286)</u>	<u>26,849</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019

8. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	140,103	(156,389)	(16,286)
<b>TOTAL FUNDS</b>	<u>140,103</u>	<u>(156,389)</u>	<u>(16,286)</u>

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

	At 1.4.17 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	43,135	(13,974)	29,161
<b>Restricted funds</b>			
Masonic Charitable Funding	-	3,750	3,750
PH Holt	-	3,750	3,750
	<u>-</u>	<u>7,500</u>	<u>7,500</u>
<b>TOTAL FUNDS</b>	<u>43,135</u>	<u>(6,474)</u>	<u>36,661</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	273,121	(287,095)	(13,974)
<b>Restricted funds</b>			
Masonic Charitable Funding	5,000	(1,250)	3,750
Penny Brohn Cancer Penny Brohn UK	6,000	(6,000)	-
PH Holt	5,000	(1,250)	3,750
	<u>16,000</u>	<u>(8,500)</u>	<u>7,500</u>
<b>TOTAL FUNDS</b>	<u>289,121</u>	<u>(295,595)</u>	<u>(6,474)</u>

9. RESTRICTED FUNDS

Masonic Charitable Funding - to contribute towards costs of a councillor for a 12 month period commencing November 2018.

Penny Brohn Cancer UK - funding received as a contribution towards costs to deliver a wellbeing course during the period December 2018.

PH Holt - Funding received as a contribution towards councillor costs for a 12 month period commencing December 2018.

**10. UNRESTRICTED FUNDS**

The general (unrestricted) fund may be used at the discretion of the board of trustees in furtherance of the charitable company's objects.

**11. RELATED PARTY TRANSACTIONS**

Fees amounting to £4,970 were paid to S. Speeden a trustee of the charity. The fees represent services provided to the charity by the trustee. The fees have been agreed and approved by the board of Trustees