

ROYAL FREE CANCERKIN BREAST CANCER TRUST

Company Registration No. 4132563 (England and Wales) Charity Registration No. 1085517

TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED
31st DECEMBER 2013

ROYAL FREE CANCERKIN BREAST CANCER TRUST
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ROYAL FREE CANCERKIN BREAST CANCER TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees Mr J Carrier
 Mr S P Parbhoo
 Ms R Wynberg
 Mr T Davidson
 Mr M D Paisner CBE
 Mrs J S Sanitt
 Dr G Lloyd
 Mrs J Mishon
 Mrs J Oppenheimer
 Mr D Gibson
 Mr A Witney
Secretary Ms V Todd

Charity number 1085517

Company number 4132563

Principal address The Cancerkin Centre Royal Free Hospital Pond Street Hampstead NW3 2QG

Registered office The Cancerkin Centre Royal Free Hospital Pond Street Hampstead NW3 2QG

Auditors Kingston Smith
 Devonshire House
 60 Goswell Road
 London EC1M 7AD

Bankers Lloyds TSB Plc
 Hampstead Branch
 40 Rossllyn Hill
 London NW3 1NL

Solicitors Berwin Leighton Paisner LLP
 Adelaide House
 London Bridge
 London EC4R 9HA

Investment advisors GAM Investments Limited
 12 St James's Place London

ROYAL FREE CANCERKIN BREAST CANCER TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2013

The trustees are pleased to present their report, together with the financial statements of the Charity, for the year ended 31 December 2013.

Legal and administrative information forms part of this report. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the current statutory requirements, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Royal Free Cancerkin Breast Cancer Trust was incorporated on 29th December 2000 as a company limited by guarantee with the working name 'Cancerkin', company number 4132563, registered in England and Wales. The Charity was granted registration by the Charity Commission on 13th March 2001, with the registered Charity number 1085517.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr J Carrier

Mr S P Parbhoo

Ms R Wynberg

Mr T Davidson

Mr M D Paisner CBE

Mrs J S Sanitt

Dr G Lloyd

Mrs J Mishon

Mrs Jenny Oppenheimer

Mr D Gibson Hon Treasurer

Mr A Witney

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of it winding up.

OBJECTS OF THE CHARITY

The objects of the Charity as set out in the Memorandum and Articles of Association are:

- i. the promotion of medical and surgical research within the Royal Free Hospital including research into organisation and methods of conducting diagnosis treatment and nursing and other services;
- ii. the promotion of medical and surgical research within the Royal Free and University College London School of Medicine and the training of students and the continuing education and graduates of the School;

- iii. the provision and furnishing of accommodation and amenity buildings for the use of staff and students of the Hospital and/or the School and the provision of recreational facilities for such staff and students; and
- iv. such other charitable purposes associated with the relief of sickness and the advancement of human knowledge as the trustees may from time to time think fit.

In relation to these objects the trustees have decided that the funds of the Charity may be expended on any or all of the following:

- The provision of information, treatment, supportive care and rehabilitation for patients with breast cancer and support for those close to them.
- To support, undertake and collaborate in research regarding normal breast, breast cancer and benign conditions.
- To provide education and training for health professionals, students and volunteers in subjects related to breast cancer, benign breast disease and related problems.
- To evolve with the changing management of breast cancer and to ensure appropriate and effective use of resources.

PUBLIC BENEFIT

The purpose of the Charity is “the advancement of health” (s 3(1) Charities Act 2011). The Trustees have taken full recognition of the requirements of s 17 of the 2011 Act in regard to public benefit.

ACTIVITIES UNDERTAKEN BY THE CHARITY DURING 2013 TO FURTHER ITS PURPOSES FOR THE PUBLIC BENEFIT

PATIENT AND FAMILY SERVICES

These are all provided free of charge, regardless of where the patient is treated.

Episodes of care given during the 12 months to 31 December 2013 totalled 4784 (including lymphoedema but excluding the outreach programme), varying in time from a 15 minute session in the lymphoedema clinic to longer sessions, such as for Art Therapy or Look Good...Feel Better workshops. This was a 5.5% increase on 2012 (4536).

A. TREATMENT: LYMPHOEDEMA CLINIC

About one in five people (20%) will have lymphoedema of the arm after surgery or radiotherapy for breast cancer and of that 20%, nearly half will suffer moderate to severe swelling, where the limb may become misshapen. If the condition is not treated, it gets worse and the limb can become hard and heavy. It can be painful and make it difficult to move the arm. In some cases, the width of the arm doubles and the weight of the arm increases significantly, causing sufferers great difficulty in dealing with day to day activities we take for granted such as getting dressed, opening a door, washing or cooking. Lymphoedema is a lifelong condition that can develop weeks or years after cancer treatment. There is no cure, but it can be treated. In view of the limited NHS provision for treating this condition, Cancerkin has, since 1990, run the only clinic of its kind in the UK, specialising in breast cancer related lymphoedema. The technique used is Complex Decongestive Therapy, which is practised in renowned continental treatment centres.

The clinic has a staff of 15. There are 4 trained therapists and 11 volunteer assistants. During 2013, thanks to the generous support from the Bluston Charitable Trust, Dollond Charitable Trust, the Andor Charitable Trust, the Trusthouse Charitable, the Steel Charitable Trust and the Hampstead Welis and Campden Trust we were able to keep the Lymphoedema Clinic open for 5 days a week. During 2013, our therapists gave 1103 episodes of care of between ten and ninety minutes duration. The total patient treatment hours in 2013 were 854 compared with 900 in 2012.

B. INFORMATION, SUPPORTIVE CARE AND REHABILITATION

There were over 3681 episodes of care given through various services in 2013. This was a 6.3% increase over 2012 (3462). These services comprise:

i) One To One Support

Given by trained and experienced volunteer visitors (known as Experienced Patients) to patients, on the ward, by telephone or at the Cancerkin Centre. We have 4 Experienced Patients. They provide a safe and reliable listening ear to both patients and their relatives.

We offered 7 one to one therapies during 2013 including our very popular massage, reflexology and acupuncture therapies.

In 2013, there were 2,413 one-to-one support or therapy sessions; compared with 2,324 in 2012.

ii) Patient Support Groups

There are now two patient support groups, one open to all and one aimed specifically at younger women (aged 45 and under). Both groups meet approximately monthly to enjoy mutual support, information sharing and facilitated discussion. During 2013, the groups welcomed a number of speakers on a wide variety of topics, including oncoplastic surgery, preventing and treating lymphoedema, recent developments in breast cancer treatment, breast imaging and belly dancing. The young patient support group, facilitated by a specialist breast care nurse from the Royal Free had seven monthly gatherings between February and September which included, in addition to mutual support, sessions on topics such as issues affecting young women with breast cancer, including fertility, and cardiac risk of treatment; belly dancing, meditation and relaxation. In conjunction with Maggie's Caring Centres, we then ran a seven week course for our young women patients throughout October and November. Called '*Where now?*', the course is designed for women who have finished treatment and focuses on finding normality by addressing the physical, emotional and practical issues one might face during this journey. These groups continue to provide a life line and ready access to the latest thinking in developments in treatment. In total 25 support groups were held in 2013, compared with 21 in 2012. There were 284 attendances in total at groups during 2013, compared to 210 in 2012.

iii) Classes

We offered seven different group classes during 2013. Weekly classes were held in Pilates, Tai Chi, yoga and exercise. Art therapy (generously funded by the Make a Difference Foundation), singing and dance classes were held in a series of sessions. In total 869 episodes of care were provided.

iv) Look Good.... Feel Better

This is a charity which helps women cancer patients by holding free skincare and make up workshops. It was introduced in the UK by Cancerkin in 1994 and is currently established in over 50 hospitals, hospices and cancer centres throughout the UK and continues to grow. Monthly sessions with capacity attendances were held at the Cancerkin Centre throughout 2013, totalling 115 episodes of care.

v) Wig Workshops

In 2013, we hosted 3 workshops with 16 attendees, with a team of volunteer stylists who specialize in helping women to cope with the hair loss that often accompanies cancer treatment. In addition to providing advice on buying, fitting and maintaining wigs and hairpieces, the stylists also give individual consultations to each attendee, cutting and styling their hairpieces at the workshop.

vi) On the pulse

Our weekly newsletter, *On the pulse*, emailed to around 1700 people, contains a mix of information relevant to breast cancer, such as the results of research projects, together with news about Cancerkin events, programmes or staff changes.

vii) Social media

Currently, Cancerkin has over 332 likes on Facebook and 219 followers on Twitter. The East London Programme twitter has 82 followers. We use these media to keep our followers aware of new developments and updates.

IMPACT

We continued to distribute patient feedback forms on our complementary therapies throughout 2013. We also have improved how we collect and measure our evaluation data for the lymphoedema clinic, distributing regular patient feedback forms. The feedback collected over 2013 for all of Cancerkin's services remains overwhelmingly positive, with the main recommendation being to provide more of the same.

C. EDUCATION AND TRAINING

East London programme

During 2013, with generous financial support (for which we are very grateful) from the Pink Ribbon Foundation, the City Bridge Trust, the Big Lottery Fund and Walk the Walk, and based on the positive feedback for our complementary therapy sessions in East London, we ran monthly sessions in four locations in East London, extending our services to two new venues – St Peter's Church in Hackney and The Given-Wilson Institute in Newham. We held 12 sessions at St Joseph's Hospice, 11 sessions at Bromley by Bow Centre, 8 sessions at St Peter's Church and 5 sessions took place at The Given-Wilson Institute. The feedback from these sessions has continued to be overwhelmingly positive. We have also continued to receive support and referrals for our services from hospitals and community groups in East London. A total of 430 women came to the sessions (an increase of 109% on 2012) and we currently have 171 East London patients registered.

The Awareness Project: The awareness project aims to increase breast cancer awareness with a prime focus on encouraging people to present signs and symptoms and to continue with treatment. During 2013, we organised 23 awareness events, reaching a total of 372 people (an increase of 123% on 2012).

D. RESEARCH

The Intrabeam machine donated by Cancerkin to the Royal Free Hospital continues to contribute to ongoing research and clinical trials in intraoperative radiotherapy (IORT) in breast cancer treatment.

OTHER ACTIVITIES OR EVENTS

A. STAFF

We recruited five new complementary therapists (two for Tai Chi, and one for exercise, dance and massage). We also recruited a new lymphoedema therapist and five new volunteers for the Lymphoedema Clinic. We said goodbye to Patient Coordinator Matilda Bradford and welcomed her successor Reema Ved. Our Finance Manager, Yi Ye, had to return to China but fortunately we immediately recruited Waquas Hussain, a recent graduate from Queen Mary, University of London to join our team.

B. FUNDRAISING EVENTS

The principal events for the year were the third Cancerkin Annual Lecture, the popular Hyde Park Walk and the performance of 'Hysteria' at the Hampstead Theatre.

i) Cancerkin annual lecture

The annual lecture took place on Tuesday 19th March 2013. Given by Professor Dame Carol Black DBE MD FRCP MACP FMedSci, Principal of Newnham College, Cambridge and Medical Director at the Royal Free (2000-2002), it explored the relationship between chronic diseases and work. Approximately 110 people attended and in total £5,537 was made, an increase on the previous year.

ii) Hyde Park Walk 2013

The Hyde Park Walk 2013 took place on Sunday 9th June 2013. Again, Ocean Spray and the Cromwell Road Sainsbury's donated drinks and Floris donated prizes for the three winners. The walk was opened by David Pendlebury, West End actor and Chairman of the Make a Difference Trust, who help fund our complementary therapy programme.

This year, we had 174 walkers, a decrease from 2012. The event raised £37,450, which was £7,600 less than in 2012.

iii) Hampstead Theatre Evening

Cancerkin hosted a performance of 'Hysteria' on Monday 7th October 2013. For the first time we booked the entire theatre (315 seats) and all tickets were sold. On the night, 305 supporters attended. In total, the evening raised £10,183.74 after costs. This is almost double what was made last year.

iv) Hospital Events

We held a Breast Cancer Awareness Month stand outside the Atrium on Tuesday 16th October, which raised £859.26. The Annual Christmas Tombola took place on Wednesday 4th December and raised approximately £1,700.

v) Beacon on the Hill

This installation was lit on the 22nd June 2013. During the build-up, there was coverage in the Guardian and BBC Online, as well as local radio stations. After the event, articles were published in the Daily Mail and the Telegraph. In addition, Butley Creek Films made a short video on the event and Cancerkin, which features Bruce Munro, Victoria Todd and a patient and is available to view on our YouTube channel. In total, the event raised £7,750 for Cancerkin.

vi) The Big Give

Cancerkin met our pledge for £10,000 in 2013. This came from: a pledge of £2,500 from the Padwa Charitable Foundation, individual donors who contributed a total of £5,000 which triggered £2,500 from the Big Give.

vi) Other Income

In addition to the income from the fundraising events above, Cancerkin also raised a further £217,206 in 2013 from trusts, legacies and grants (including further generous support from the Big Lottery Fund), general donations, in memoriam and birthday donations and externally organised events.

C. OTHER NOTEWORTHY EVENTS IN 2013

i) Relationship with the Royal Free Hospital

Cancerkin's relationships with personnel within the RFH has continued to develop over the last year with increased close interaction especially with senior management (RFH Chairman, CEO and executive directors and medical and nursing staff).

iii) Other stakeholders

The CEO continued her regular meetings with Maggie's Centre to foster a strong working relationship. After the success of the 'Where now' workshop mentioned previously, the CEO hopes to generate more good will between the two charities and hold additional workshops in 2014.

Walk the Walk – Moon Walk

In support of Nina Barough CBE, Founder and Chief Executive of Walk the Walk who part funded the East London Project in 2013, Victoria Todd, Holly Lovering, Yi Ye and Philippa Drew all braved a cool damp evening on 11 May and completed the half marathon along with 17,000 other walkers.

Meetings with the CEO's of Breast Cancer Haven, Breakthrough Breast Cancer and Breast Cancer Care also occurred during 2013.

The Charity also has collaborative relationships with a number of partners in East London in connection with its outreach programme in particular St Joseph's Hospice in Hackney, the Bromley by Bow Centre, St Peter's Church and the Given-Wilson Institute. Cancerkin communicates regularly with East London hospitals and London universities. Cancerkin has also collaborated with a number of organisations to deliver the awareness message, including the Salvation Army, Suleymaniye Mosque, Morningside Children's Centre, Frampton Baptist Church, The Vietnam, Laos and Cambodia Community Centre, Hackney Caribbean Elderly Organisation, Ideas Store, The Given-Wilson Institute, New Testament Church of God, Wally Foster Community Centre, Lincoln and Brudette Centre, Hibiscus Community Centre, Jack Cornwell Community Centre, Recoat Community Centre, Sonalli Gardens, Royal Docks Activity and Learning Centre, Tower Hamlets College, Swedenborg Older People's Centre, Wapping Children's Centre, Culloden School and Old Ford Primary School.

THE FUTURE

The charity's plans for 2014 are to continue to provide the services provided in 2013 and, with assured funding for the East London Programme for the next 2 years, to develop its geographical reach in particular through the work of the Awareness Ambassadors in raising awareness of breast cancer in East London.

ORGANISATION

The board of trustees, currently 11 in number, who meet quarterly, administers the Charity. Committees are convened when needed. The Risk Subcommittee met once. The Chief Executive manages the day to day operations of the Charity.

INVESTMENT POLICY

Under the Memorandum and Articles of Association, the Charity has the power to make any investment that the trustees deem fit.

RESERVES POLICY

It is the policy of the trustees that reserves to the level equivalent to the annual budgeted running costs of the Charity, taking account of the extra services now being provided, should be maintained. Currently this is £250,000. In the current difficult economic climate with related doubt over the level of incoming funds, the trustees consider it both logical and prudent to maintain a higher level of general reserves to ensure the continued high level of ongoing services. This aspect is to be closely monitored and as and when the economy is more robust, the trustees consider they will be in a better position to reduce reserves to a level considered more usual in the Charity environment. The trustees therefore considered that the level of reserves at the end of 2013 of £427,301 were satisfactory.

RISK FACTORS

The Charity's activities are under constant review and the trustees monitor progress at each meeting. In addition, the Risk Subcommittee meets to consider in detail the potential risks which could impact the Charity. Those risks include governance, financial, operational, external and compliance risks.

RELATED PARTIES

While the Charity is independent and serves patients with breast cancer, their relatives and people at risk of the disease regardless of where they may be treated, it maintains a strong link with the Royal Free NHS Foundation Trust from which it benefits from expert scientific and clinical contributions to a number of Cancerkin Programmes.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees 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 required trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;

- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each of the trustees are aware at the time the report is approved:

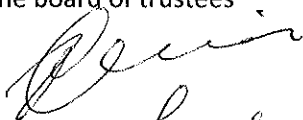
- there is no relevant audit information which the company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

Kingston Smith LLP were appointed as auditors during the year under review and in accordance with the provisions of the Companies Act it is proposed that they be re-appointed as auditors for the ensuing year.

On behalf of the board of trustees

Mr J Carrier
Chairman



Dated:

21 March 2014



MR S P PARBHOO
TRUSTEE

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF ROYAL FREE CANCERKIN BREAST CANCER CHARITY

We have audited the financial statements of Royal Free Cancerkin Breast Cancer Trust for the year ended 31 December 2013 which comprise the Statement of Financial Activities, (incorporating the Summary Income and Expenditure Account), the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 9 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

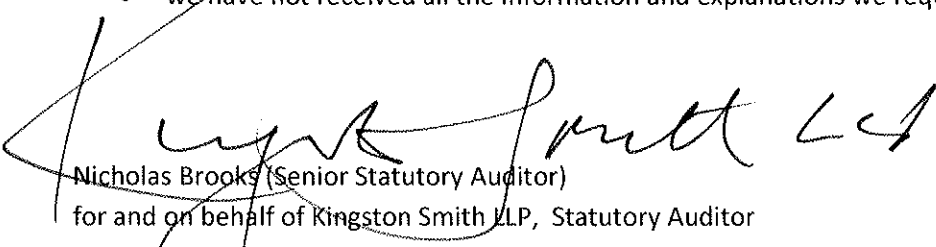
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit


Nicholas Brooks (Senior Statutory Auditor)
for and on behalf of Kingston Smith LLP, Statutory Auditor

Devonshire House
60 Goswell Road
London EC1M 7AD

Date: 23/4/14

Kingston Smith LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

ROYAL FREE CANCERKIN BREAST CANCER TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2013	Total 2012
		£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2	57,295	159,433	-	216,728	254,093
Investment income	3	483	-	-	483	462
		57,778	159,433	-	217,211	254,555
Incoming resources from charitable activities	4	91,420	-	-	91,420	83,431
Total incoming resources		149,198	159,433	-	308,631	337,986
Resources expended						
Cost of generating funds						
Cost of generating voluntary income	5	35,580	-	-	35,580	36,080
Charitable Activities	7	146,847	143,572	4,222	294,641	294,345
Governance costs	8	6,000	-	-	6,000	7,000
Total resources expended		188,427	143,572	4,222	336,221	337,425
Net (outgoing)/ incoming resources before other recognised gains and losses		(39,229)	15,860	(4,222)	(27,590)	561
Other recognised (losses)/gains	13	32,382	-	-	32,382	18,011
Net movement in funds		(6,847)	15,860	(4,222)	4,791	18,572
Fund balances at 1 January 2013	15	434,148	52,555	350,390	837,093	818,521
Fund balances at 31 December 2013	15	427,301	68,415	346,168	841,884	837,093

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

ROYAL FREE CANCERKIN BREAST CANCER TRUST

BALANCE SHEET AS AT 31 DECEMBER 2013

	Notes	2013		2012	
		£	£	£	£
Fixed Assets					
Tangible assets	11		420,513		436,174
Investments	13		284,747		252,365
			<u>705,260</u>		<u>688,539</u>
Debtors	12		9,122		83,587
Cash at bank and in hand			<u>167,811</u>		<u>100,363</u>
			<u>176,933</u>		<u>183,950</u>
Creditors: amounts falling due within one year	14		<u>(40,309)</u>		<u>(35,396)</u>
Net current assets			136,624		148,554
Total assets less current liabilities			<u>841,884</u>		<u>837,093</u>
Funds					
Restricted finds:	15		68,415		52,555
Unrestricted funds:					
Designated: Land and Buildings	15		346,168		350,390
Other Charitable funds	15		<u>427,301</u>		<u>434,148</u>
			773,469		784,538
			<u>841,884</u>		<u>837,093</u>

21 March 2014

The accounts were approved by the Board on

Mr S P Barbhoo
Trustee

Mr J Capier
Trustee

Company Registration No. 4132563

ROYAL FREE CANCERKIN BREAST CANCER TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2013

1 Accounting policies

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Incoming resources represents the total income receivable during the year comprising donations, gifts, publications and investment income.

1.3 Resources expended

The costs include expenses relating to the running of charitable programmes, services and events including staff costs directly attributable to each activity.

Charitable expenditure includes all administrative costs relating to the management of the charity's assets, organisation administration and compliance with constitutional and statutory requirements.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life.

Leasehold property	over life of the lease
Fixtures, fittings and equipment	25% Reducing balance

1.5 Investments

Investments are stated at market value.

1.6 Accumulated funds

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the trustees in furtherance of the general charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

ROYAL FREE CANCERKIN BREAST CANCER TRUST

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

2 Trust and foundation grants, donations and legacies

	Unrestricted funds	Restricted funds	Total 2013	Total 2012
	£	£	£	£
Trust and foundation grants	34,261	122,658	156,919	129,364
The Big Lottery Fund				
Reaching Communities	-	35,922	35,922	19,884
Awards for All	-	-	-	9,958
Legacies, donations and gifts	23,034	853	23,887	94,887
	<u>57,295</u>	<u>159,433</u>	<u>216,728</u>	<u>254,093</u>

3 Investment income

	2013	2012
	£	£
Interest receivable	<u>483</u>	<u>462</u>

4 Incoming resources from charitable activities

	2013	2012
	£	£
Event income and fundraising	84,016	75,755
Other charitable income	7,403	7,676
	<u>91,420</u>	<u>83,431</u>

5 Total resources expended

	Staff costs	Depreciation	Other costs	Total 2013	Total 2012
	£	£	£	£	£
Cost of generating funds					
Fundraising and publicity	23,000	-	12,580	35,580	36,080
Charitable activities					
Patient services and education	223,647	26,994	44,001	294,641	294,345
Governance costs	-	-	6,000	6,000	7,000
	<u>246,647</u>	<u>26,994</u>	<u>62,580</u>	<u>336,221</u>	<u>337,425</u>

ROYAL FREE CANCERKIN BREAST CANCER TRUST

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

	2013	2012
	£	£
6 Support costs		
General office and administration	12,824	17,957
Subscription costs	334	658
Legal and professional fees	6,000	7,000
	<u>19,158</u>	<u>25,615</u>

	2013	2012
	£	£
7 Cost of charitable activities		
Unrestricted Funds		
Split of staff salaries	110,917	100,118
Support costs related to CEO time	13,158	18,615
Depreciation	22,772	28,370
	<u>146,847</u>	<u>147,103</u>

Restricted Funds

Split of salaries and therapists fees	112,729	128,136
The Big Lottery Fund		
Reaching Communities	29,369	14,884
Awards for All	1,474	
	<u>143,572</u>	<u>143,020</u>

Designated Funds

	<u>4,222</u>	<u>4,222</u>
	<u>294,641</u>	<u>294,345</u>

	2013	2012
	£	£
8 Governance		
Auditors remuneration	6,000	7,000
	<u>6,000</u>	<u>7,000</u>

9 Trustees

None of the trustees (or any other persons connected with them) received any remuneration or reimbursement of expenses during the year.

10 Number of Employees

The average monthly number of employees during the year was:

	2013	2012
	Number	Number
Administrative and fundraising	<u>5</u>	<u>5</u>

Employment Costs

	2013	2012
	£	£
Gross Salaries	157,415	154,213
Employers NI	15,178	14,539
Pension costs	9,626	8,680
Therapist fees	64,428	87,706
	<u>246,647</u>	<u>265,138</u>

One member of staff (2012: one) earned between £60k-£70k in the year

ROYAL FREE CANCERKIN BREAST CANCER TRUST

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

11 Tangible fixed assets	Land and buildings	Fixtures fittings & equipment	Total
	£	£	£
Cost			
As at 1 January 2013	422,158	523,190	945,348
Additions	-	11,333	11,333
As at 31 December 2013	<u>422,158</u>	<u>534,523</u>	<u>956,681</u>
Depreciation			
As at 1 January 2013	71,768	437,406	509,174
Charge for the year	4,222	22,772	26,994
As at 31 December 2013	<u>75,990</u>	<u>460,178</u>	<u>536,168</u>
NBV @ 31 December 2013	<u>346,168</u>	<u>74,345</u>	<u>420,513</u>
NBV @ 31 December 2012	<u>350,390</u>	<u>85,784</u>	<u>436,174</u>
12 Debtors and other assets		2013	2012
		£	£
Other debtors		5,630	79,370
Prepayments and accrued income		3,492	4,217
		<u>9,122</u>	<u>83,587</u>
13 Investments		2013	2012
		£	£
Market Value at 1 January 2013		252,365	234,354
Unrealised (loss) / gain on revaluation		32,382	18,011
Funds withdraw from investments			
Market value at 31 December 2013		<u>284,747</u>	<u>252,365</u>

Fixed asset investments represents the market value at the year end of funds deposited with professional fund managers, GAM Investments Limited. The cost price of the fund was £213,384

ROYAL FREE CANCERKIN BREAST CANCER TRUST

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

14 Creditors: amounts falling due within one year	2013 £	2012 £
Trade creditors and other creditors	3,910	35
Accruals	36,399	35,361
	<u>40,309</u>	<u>35,397</u>

15 Funds

	Balance at 1 January 2013 £	Incoming resources £	Movement in funds Resources expended £	Other Gains & Losses £	Balance at 31 December 2013 £
Unrestricted					
<i>General</i>	434,148	149,198	(188,427)	32,382	427,301
<i>Designated: Land & Buildings</i>	350,390	-	(4,222)	-	346,168
TOTAL	<u>784,538</u>	<u>149,198</u>	<u>(192,649)</u>	<u>32,382</u>	<u>773,469</u>
Restricted					
<i>New initiatives</i>	52,555	123,511	(112,729)	-	63,336
<i>The Big Lottery Fund Reaching Communities Awards for All</i>	-	35,922	(29,369)	-	6,553
	-	-	(1,474)	-	(1,474)
TOTAL	<u>52,555</u>	<u>159,433</u>	<u>(143,572)</u>	<u>-</u>	<u>68,415</u>
TOTAL	<u>837,093</u>	<u>308,631</u>	<u>(336,221)</u>	<u>32,382</u>	<u>841,884</u>

The restricted fund entitled 'New initiatives' is for the running of the lymphoedema clinic, as explained in the Trustees' Report. The Reaching Communities fund is for our East London project

16 Analysis of net assets between funds

	Restricted £	Designated £	General £	Total £
Tangible Fixed Assets	-	346,168	74,345	420,513
Investments	-	-	284,747	284,747
Current Assets	68,415	-	108,517	176,933
Creditors	-	-	(40,309)	(40,309)
Net Assets	<u>68,415</u>	<u>346,168</u>	<u>427,301</u>	<u>841,884</u>

	2013		2012	
	£	£	£	£
INCOME				
Unrestricted				
Trust and Foundation Grants and Gifts		34,261		46,699
Legacies, Donations and Gifts		23,034		93,541
Interest Received		483		462
Event Income and fundraising		84,016		75,755
Charitable Income Gift Aid		7,403		7,676
		<u>149,198</u>		<u>224,133</u>
Restricted				
Trust and Foundation Grants and Gifts	158,580		112,507	
Legacies, donations and gifts	<u>853</u>		<u>1,346</u>	
		<u>159,433</u>		<u>113,853</u>
Total Incoming Resources		<u>308,631</u>		<u>337,986</u>
EXPENDITURE				
Sundry expenses	1,406		3,547	
Staff wages and salaries	133,917		122,118	
Therapists wages and salaries				
Administration costs	8,494		11,415	
Publications	1,077		1,191	
Insurance	1,847		1,805	
Postage				
Audit Fees	6,000		7,000	
Event Costs	12,580		14,080	
Subscriptions	334		656	
Depreciation	<u>22,772</u>		<u>28,370</u>	
		(188,426)		(190,182)
Total Expenditure				
Restricted				
Staff wages and therapists salaries	135,694		134,504	
Supporting expenses	7,878		8,517	
Depreciation	4,222		4,222	
		<u>(147,794)</u>		<u>(147,243)</u>
		<u>(27,590)</u>		<u>561</u>
Unrealised gain/(loss) on investment assets		32,382		18,011
Excess (Expenditure Over Income)/Income over expenditure for the year		<u>4,792</u>		<u>18,572</u>