

SOUTH EAST CANCER HELP CENTRE LIMITED

Registered Company No: 2702689
(A company limited by Guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

MYRUS SMITH
Chartered Accountants
Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

SOUTH EAST CANCER HELP CENTRE LIMITED

FINANCIAL STATEMENTS

31 MARCH 2021

Current Directors/Trustees

Mrs J Mollett (Chairman)
Cllr Y Hopley (Vice Chairman)
Mr D Mollett (Company Secretary)
Mr P W J Mills (Treasurer)
Mr A Barranco
Mr R Waller
Mr M Tubbs
Mrs C Rees
Mrs Z S Hossain

Registered Office

2 Purley Road, Tesco Development
Purley, Surrey
CR8 2HA

Bankers

Lloyds Bank Plc
Caterham, Surrey

Auditor

Myrus Smith
Chartered Accountants
Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

Registered Charity No:

1011509

Company No:

2702689

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SOUTH EAST CANCER HELP CENTRE LTD
(Company No. 2702689)
(Charity No. 1011509)

DIRECTORS/TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The directors present their report and financial statements for the year ended 31 March 2021.

1. Structure, Governance and Management

The South East Cancer Help Centre ('SECHC or the Centre') is a Charitable Company limited by guarantee and governed by a Memorandum & Articles of Association dated 1 April 1992 as amended by a Trustees' Resolution of 13 September 2006.

Organisational Structure

The Board of the company meets quarterly but delegates the routine management of the company to an Executive Committee. The Executive Committee normally meets monthly and comprises the four officers of the company, one other director and the Administrators.

The Company Secretary, Treasurer and one other director form a Finance Sub-Committee, which meets as necessary to monitor financial performance in detail. In addition there is a Marketing Sub-Committee and IT Sub-Committee. Other ad-hoc sub-committees are formed as required.

Directors

The current directors, shown on the preceding page all served throughout the year, except for those as stated.

Directors are encouraged to have such training as is necessary and appropriate to their experience and requirements. This is provided through the CS Skills Centre or similar organisations.

Related Parties / Wider networks

We have no direct financial link with other organisations but are involved in a number of networking arrangements as described in Partnerships and working relationships.

Risk management

The directors consider that the company is exposed to a number of significant risks. The nature of these risks and the method of dealing with them are described below:

a. Donor income

Risk

The Centre's income is largely dependent upon the generosity of donors. Should charitable trusts, local companies or individuals who support the Centre be unable or unwilling to continue to do so, income could fall.

Solution

This risk is countered by putting in place a systematic, professional approach to fundraising, including the employment of experienced fundraisers with back-up volunteer help. Our funds are raised from a wide variety of sources, which results in our being less exposed to a reduction from any one or even a group of supporters. Also, the Centre seeks to maintain sufficient reserves to enable services to be maintained throughout any period of income downturn.

b. Our staff

Risk

Should any of our staff decide to leave the Centre would experience a period of difficulty and be exposed to the risk of delay in engaging a suitable replacement.

Solution

This risk is countered by having a substantial team of longstanding directors and volunteers with sufficient experience who could assist by taking on additional tasks until a replacement is found.

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Risk management/cont'd

c. Premises

Risk

The Centre relies on the generosity of Tesco plc in providing our premises without cost. Should Tesco be unable or unwilling to continue with this arrangement, the Centre would have to seek alternative premises, which might only be achieved at considerable cost and would place a considerable strain on our financial resources.

Solution

A good relationship has been developed and maintained with Tesco who have given every indication that this relationship is a long term one. A new lease contract has been agreed with Tesco that extended the lease by around 22 years to December 2036.

d. Volunteers

Risk

The Centre relies on the support of a large number of volunteers who give their time or services at no cost as directors/trustees and general volunteers covering a wide range of skills. Any sudden reduction in the number of people willing to give their time would constitute a risk to the services the Centre can offer.

Solution

This risk is mitigated by adopting an organised, professional approach to the management of volunteers. One of the key roles of the Administrators is to focus on the recruitment, training, development, and job satisfaction of volunteers. We continue to apply the principles of Investing in Volunteers and are committed to apply this high standard to the management and development of our volunteers.

e. Safeguarding vulnerable adults and children

Risk

The Centre provides complementary group and one-to-one therapies for adults affected by cancer. Family counselling, where young children may be present and individual counselling is offered to children and young people, generally over 12 years old. All those affected by cancer are vulnerable due to their potential physical and psychological dependence on those providing services to them and due to the involvement of others from whom they might seek advice and comfort.

Solution

Our charity maintains and regularly reviews our Safeguarding policy and other procedures aimed at mitigating and addressing these risks. The vulnerability of our client group is a high priority in the establishment of our policies and procedures. Staff and volunteers are subject to DBS checks where necessary. Most one to one meetings are conducted by qualified professional therapists or counsellors. Children under 18 must be accompanied by a responsible adult at all times.

2. Vision, Mission, Aims and Activities

Vision

Our vision is to be the leading independent provider of cancer support services in our area and to be known to all new patients diagnosed with cancer, in order that they and their family receive the support they need.

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Mission

Our mission is to provide complementary therapies, counselling and other therapeutic activities, within a caring friendly environment resourced primarily by volunteers, to help anyone affected by cancer cope with their situation.

Aims

To offer the highest standard of service provision in the form of individual and group support by only employing qualified therapists with considerable experience to work with our members.

To attract and retain volunteers who will play an essential and mutually beneficial role in the running of the Centre and who want to make a significant difference to the lives of other people.

Work closely with GP hubs, Social Prescribing Boards and Clinical Commissioning Groups to ensure we reach all residents in the borough and increase their knowledge of our support and available services.

Public benefit

The activities that we carry out are described below. These activities are undertaken to meet our objectives and aims and to further our charitable purposes for the public benefit.

In setting and reviewing our objectives and aims, and in planning and carrying out our activities, we have due regard to the public benefit guidance published by the Charity Commission.

Opening hours

During April 2020 to 31st March 2021 the Centre Headquarters located in Purley has offered its services during the restrictions of Covid every weekday from 9.00am to 1.00pm.

Activities

The Centre activities during the year have been limited to providing a wide range of remote support for various groups and individual members using Zoom. This included group therapy activities provided by 7 therapists including Joyful Spirits, Pilates, Tai Chi, Gentle Yoga and Skincare Masterclass together with Cancer support groups organised by 4 group leaders including Bowel, Ovarian and Prostate cancer, in addition 10 counsellors provided individual counselling sessions to our members

As the CUH Macmillan services were closed during the 12 months due to Covid together with the Croydon Wellness Centre, SECHC was not required to provide any staff during this period.

Our therapists and counsellors are fully qualified members of their relevant professional associations, which ensures that they meet or exceed agreed standards and that they are insured to practice.

The therapists are also registered with the Complementary and Natural Healthcare Council, the regulatory body endorsed by the NHS which agrees and oversees minimum standards. All our therapists and counsellors receive regular supervision and as an organisation we work within the guidelines of the British Association of Counsellors and Psychotherapists (BACP).

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Support groups

Information

A wide range of information and leaflets are available covering many forms of cancer, the impact of the illness and how to find further help and information, which people may take away with them. In addition, members can borrow books, videos and CDs relevant to the various complementary therapies and activities that we offer.

Therapeutic Arts

The value of complementary therapies and counselling in cancer care is now widely acknowledged and the Centre is proud to have local NHS recognition. Our range of therapies, support and counselling complement any conventional treatment and are not an alternative. We believe that by using our services, people can improve their health and well-being during a difficult time in their lives. The ever-growing Arts in Health movement fully endorses the provision of the Therapeutic Arts in organisations providing health care, thus validating the long-standing provision of such activities at the Centre. We are fortunate to have Zahura Sultana Hossain, an established artist, as a Trustee and Director responsible for the development of our artistic activities. Zahura organises visits, exhibitions and a variety of art projects for our members.

Promotions and Community Links

We continued to network and establish new relationships with the local community including businesses, Purley HUB, schools, churches, volunteer centres, NHS Trusts and other support centres, to bring our services to the attention of those who could benefit from them. Press releases are regularly sent to local newspapers and magazines, online newspapers and local tv news programmes. The press releases generally cover major events such as Paint Purley Purple, personal stories about how the Centre has helped members and any new services being offered by SECHC.

In addition, we have developed our use of social media to provide up-to-date information about our fundraising activities and events and at the same time promote the services offered at the Centre to a wide and varied audience. Our usage of social media expanded during the last 12 months and is attracting increasing levels of interest.

Partnerships and working relationships

In November 2019 SECHC and Croydon BME Forum began discussing a new collaboration for the provision of our counselling services from their new Wellness Centre located on the 1st Floor of the Whitgift Centre in Central Croydon. This opened in the first week of March 2020, however, due to Covid restrictions imposed later in March, the Wellness Centre temporarily closed and at 31st March 2021 the unit remained closed. One of our Counsellors who was working at the Wellness Centre until it closed, has continued to provide counselling services by phone and video from SECHC during this same period.

Similarly, our therapists working at the Macmillan Unit in Croydon University Hospital (CUH) were advised the unit would close until further notice and at 31st March 2021 the unit remained closed.

We have very good working relationships with other local hospices and hospitals including St. Christopher's Hospice, St. George's Hospital and the Royal Marsden Hospital (RMH), as well as hospitals further afield including Epsom and St. Helier Hospitals, University College London, Guy's Hospital London and Queen Mary's Sidcup, all of whom distribute our leaflets to their patients. A number of our members have been referred to SECHC by these hospitals.

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Partnerships and working relationships/cont'd...

Our longstanding relationship with RMH means that most of the clinical areas include our literature in their packs for people both at the start and end of their treatment plans and along with our leaflets, details of our support groups are on display at the hospital's Patient Advice and Liaison Service (PALS).

We have been extremely successful in engaging with local shops and businesses who have supported various fundraising initiatives. During the Covid shutdown, although external events were negligible, our fundraisers created opportunities via social media and by using remote access that were well supported. Remote events were also organised by business supporters, including Bolt Burdon Kemp, Diane's Hair & Beauty Salon, Purley BID and others.

Staff and Volunteers

At the 31st March 2021 there were five paid members of staff, comprising of two part-time administrators, two part-time fundraisers and one Saturday morning receptionist.

We work closely with Croydon and Tandridge Voluntary Centre, who are invaluable in referring people interested in volunteering with us, as well as providing a range of workshops that include attracting and retaining volunteers. Our volunteer roles are also applied for via social media and our website. Volunteers are essential to the successful operation of the Centre and to support the small number of employed staff.

As at 31st March 2021 we had 69 regular volunteers registered, however only a few were invited to participate in the Centre operations during the year. Our 9 Trustees, have continued to provide a range of support, including general assistance, administration and professional expertise, to ensure the Centre maintains the highest standards. The Centre's commitment to supporting, training, developing and motivating its staff and volunteers is continuous and includes ongoing supervision and review.

Policies

The Centre continues to develop a wide-ranging set of policy documents which guide its management and help focus staff and volunteers on relevant legal requirements and best practice. Subjects covered include Data Protection, Privacy Policy, Safeguarding, Confidentiality, Diversity and Equal Opportunities, Investments and Reserves, Health and Safety, Complaints and Grievance and a number of other policies. There are 26 in operation. Each policy is kept under regular review by the Executive Committee and changes are reported to the Trustees.

Health and Safety

High standards of health and safety are of paramount importance for all attending the Centre. A comprehensive Health and Safety (H&S) policy statement is reviewed annually by the Executive Committee. All H&S incidents are recorded using an Accident/Incident Form, and this data is filed and kept secure. There were no accidents or incidents recorded during the year ended 31st March 2021.

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3. Achievements and Performance

Targets

The Centre set a range of operational objectives to be completed during the 2020/2021 financial year. Key targets were set and monitored by the Executive Committee in the following areas

3.1 To maximise the services provided to our users within the restrictions of Covid.

The Centre remained closed due to the onset of Covid, for around 6 weeks from late March 2020 until 4th May 2020 when an experienced staff member, as a Key Worker, started full time attendance at the Centre to better co-ordinate activities and to allow access to the Centre for essential visitors.

The Centre operations were already prepared to continue providing services remotely when Covid restrictions were announced. This included offering a range of on-line support activities, so avoiding any direct person to person contact. Around 184 Individual Counselling or Reiki sessions were provided each month by remote appointments and also on average 75 individuals each month attending remote group sessions for either Relaxation, Mindfulness, Pilates, Tai Chi or Gentle Yoga.

3.2 To ensure staff at the Centre were adequately protected by PPE and other measures.

PPE was provided to all staff attending the Centre including face masks, gloves, hand sanitisers and partitions between staff. A detailed office procedure was issued in line with government guidance and advice to all staff, volunteers and trustees. This advised of social distancing rules, handwashing good practice, safe working space, use of equipment, restrictions on office numbers and visitor procedures with admittance by appointment only.

3.3 To attract adequate funding.

The Centre's usual event fundraising activities were prevented from taking place and the emphasis was placed on Trust Income and supporter donations. Government funding was extremely helpful and this resulted in our financial status remaining solid for the year end.

Performance

During the year ended 31st March 2021 SECHC experienced the following activity levels at our Purley Centre.

Comparable figures for last year ended 31st March 2020 are shown in brackets and normally these would also include the services that SECHC provides to the CUH Macmillan Centre in Croydon and also the Whitgift Wellness Centre during the year. However, as these two Croydon Centres both closed in March 2020 due to Covid and remain closed at 31st March 2021 no services were provided.

3.4 1681 (4097) individual one-to-one remote counselling or therapy sessions show a decrease of around 59% due to the effects of Covid preventing any members from visiting the Centre.

3.5 393 (689) group sessions show a decrease of around 43% due to the closure of SECHC in-house services and only remote services being offered mostly by Zoom.

3.6 13 (47) different services as described under activities on pages 3 and 4, show a reduction of around 72 % due to the closure of SECHC in-house services involving member participation.

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Performance/cont'd...

- 3.7 There was a total of 366 members registered with SECHC at 31st March 2021 as compared to 659 members at 31st March 2020. This represents a reduction of around a 44% in membership levels over the last 12 months and was caused by the dramatic reduction in new members joining as described in 3.8 below. Typically, around 250 members leave the Centre each year as their cancer moves into remission and they choose to move on with their lives.
- 3.8 44 (285) new members joined the Centre during the last 12 months to 31st March 2021, representing an 85% reduction compared to the previous year. The lack of new members has also directly caused the reduction in total membership registrations shown in 3.7 above and reflects to some degree the concerns of potential members being infected by Covid, but more significantly, the well-publicised backlog the NHS has in identifying new patients with cancer has impacted the figures. Most of SECHC's new members would be recently diagnosed, or within 12 months of diagnosis. As a result, new members, both patients and their carers have dramatically reduced during the year.

4. Financial Review

The year ended 31st March 2021 was severely impacted by the Covid19 pandemic. Following Government guidance and legislation, our main Centre at Purley remained closed throughout the financial year under review as was our activity at Croydon University Hospital and the new Wellness Centre in Central Croydon but we were able to offer limited services to members either through telephone counselling or by on-line group sessions where it was practicable to do so.

Due to this disruption, the results for the year show an untypical position in that income declined but expenditure declined even more when compared with the previous year due to the lack of activity. Our income totalled £232,825 (2019/20: £241,464) and our expenditure was £180,275 (2019/20: £260,762) resulting in a surplus for the year of £52,550 compared to a deficit for the previous year of £19,298.

Income

Our income of £232,825 compares with income last year of £241,464.

Income traditionally comes from voluntary funding sources including our members, Charitable Trusts and Foundations, legacies and donations from other individuals and organisations. We also raise money from various events organised by our Community Fundraiser and groups and businesses in the area. Details are shown in the Statement of Financial Activities.

Due to the temporary closure of the Purley Centre, income from new membership and contributions to therapies decreased sharply as did community fundraising as activities, fetes and sponsored events were put on hold. However, the decline was offset, in great part, by contributions from the membership, local individuals and businesses as well as a national government grant.

Expenditure

Our expenditure of £180,275 reflected a significant decrease in activity compared with a spend of £260,762 last year.

Our running costs for the Centre fell around 50% though our staff remained occupied with administration and fundraising where possible ensuring that services and communications with our membership and other supporters were well maintained.

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Expenditure/cont'd...

The majority of our expenditure during the year continued to be on the charitable activities covered by our principal objectives. The remaining expenditure was incurred in fundraising activities and essential governance matters. Details are shown in the Statement of Financial Activities, including Note 2.

Assets

At 31st March 2021, our Net Assets amounted to £278,148 a rise of £52,550 over the Net Assets held at 31st March 2020, being the surplus for the year. Details on the level of reserves held by the Company are set out below:

Reserves

The charity has the following reserves:

Restricted Funds

These are funds which may only be used for purposes specified by the donors. They amounted to £24,029 at 31st March 2021, a slight decrease compared with the previous year but reflected a lot of change in the make-up of this reserve. In the year, we received £27,299 in new donations mainly towards therapy sessions for our members; telephone counselling and breast cancer support and we spent £27,806 on projects, mostly on the telephone counselling but also the conclusion of our IT upgrades at the Centre. It is anticipated that most of the balance of these funds at the year-end will be spent by 31st March 2022.

Unrestricted Funds

The remaining funds, known as the Accumulated Fund, may be used at the discretion of the directors in furtherance of the general objectives of the Centre. The Accumulated Fund acts as a reserve fund to cover future expenditure. The Accumulated Fund at 31st March 2021 was £254,119 compared to an amount of £201,062 at 31st March 2020.

Reserves Policy

The Centre's Policy is to maintain the Accumulated Fund at no less than six months' budgeted unrestricted core expenditure for the following year. Unrestricted core expenditure is total expenditure less that which is covered by restricted funds or other specific identifiable income. This allows for the members, staff and volunteers to be assured of reasonable continuity of employment and services despite the unpredictable flow and scale of donations, legacies and monies raised through fundraising activities.

The Reserves Policy is reviewed annually after the end of the financial year and may be changed if appropriate. The current Policy was agreed by the Board at its meeting on 25th May 2021 and remains the same policy in place as for the previous year.

Level of reserves held

The Accumulated Fund at 31st March 2021 amounted to £254,119. Budgeted core expenditure for the year ending 31st March 2022 is £168,025 which is much lower than it would normally be as a result of the Centre remaining closed until the partial reopening in September 2020. The Accumulated Fund was therefore still above the target limit of six months cover set in our Reserves Policy.

The Trustees are monitoring the level of reserves carefully and are prepared to take appropriate action if the situation necessitates.

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Level of reserves held/cont'd...

In order to achieve these aims, the Centre will:

- 1) Maintain sufficient funds in the bank current account to cover all short-term needs. In general, the balance should be kept between £10,000 and £20,000 though it may be necessary to exceed these parameters when appropriate.
- 2) Place any surplus funds on deposit provided they meet the following criteria:
 - i. Investments which the Trustees shall from time to time decide are appropriate in accordance with the terms of the Memorandum of Association and having regard to the content of the Charity Commission document CC 14 entitled "Investment of Charitable Funds: Basic Principles.
 - ii. Such deposits should be with widely recognised responsible financial institutions which are covered by the FSCS guarantee scheme for amounts up to £85,000.
 - iii. No such deposit will be above £85,000 with any one institution.
 - iv. Whilst the highest interest rate return possible should be sought, it must also be balanced against the creditworthiness of the provider – the highest rate is not necessarily the best rate for the Centre.

Deposits will be for terms, as determined by the Trustees having regard to both the short-term and long-term funding requirements of the Centre.

At 31st March 2021, as well as the Company's bank current account, the Centre had deposits with Metro Bank, United Trust Bank, Hampshire Trust Bank and COIF which were all below the FSCS guarantee. The Centre's deposits with UTB had exceeded the FSCS guarantee at the beginning of the financial year but was re-financed in December 2020 to bring the overall exposure to this bank below the guarantee limit,

The Trustees will consider all the investments to be made under 2) above and review this Policy on an annual basis after the end of each financial year and otherwise during the financial year if and when circumstances require them to do so.

The Policy was re-confirmed by the Board at its meeting on 25th May 2021 and it was agreed this policy be reviewed on an annual basis.

Investments and cash deposits held

Cash deposits held at 31st March 2021 principally comprised the following fixed rate investments;

United Trust Bank	2 yr fixed maturing in Jul 2021	£79,346
Hampshire Trust Bank	2 yr fixed maturing in November 2022	£15,000
Hampshire Trust Bank	2 yr fixed maturing in February 2023	£70,000

The Centre also has an on-call deposit with the Metro Bank which, at 31st March 2021 amounted to £80,599 and an at-call cash deposit with COIF of £6,706.

There is also a current account with Lloyds Bank for day to day funding requirements.

These arrangements were re-confirmed by the Board at its meeting on 25th May 2021

Interest is accrued on these deposits in the Accounts on a daily basis.

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Statement of directors' responsibilities

The directors (who are also trustees of South East Cancer Help Centre Limited for the purposes of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the directors to prepare financial statements for each financial year. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the 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 directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2019;
- Make judgements and estimates that are reasonably prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- Prepare financial statements on a going concern basis unless it is appropriate to assume that the charitable company will not continue in operation.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company to 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.

- In so far as the directors are aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

5. Plans for the future

The core long term objectives remain unchanged. These are to identify opportunities for increasing membership, maximising Centre usage and attracting adequate funding. This will require continuous promotional and marketing efforts to sustain and improve awareness of the services available.

We will continue to develop our services in line with the needs of our new and existing members and continue working in collaboration with GP hubs, Social Prescribing Boards, like minded organisations such as Maggie's and Penny Brohn.

As with many other organisations, the pandemic seriously restricted the provision of our normal range of services during the year, but the large number of on-line remote counselling and therapy sessions to support our members will continue until normal services can start to resume.

Our key staff will continue to work at our Purley Centre, handling administration, our members' needs, enquiries from the public and planning for a gradual reopening of the Centre when it is safe to do so. The Centre reopened in September 2021 on a limited basis and activities will be extended towards full capacity, hopefully over the next six months, when it is appropriate and safe to do so.

Our fundraising income is of concern, given the financial impact of Covid on many of the businesses that support us coupled with the restrictions that are placed on the usual fundraising events that are essential to maintain a regular income. As restrictions are lifted, we are mindful that the members of our Centre are very vulnerable and must be fully protected whilst Covid is still prevalent.

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6. Thanks

Our thanks are extended to the many individuals who have supported the work of the Centre during the past extremely difficult year and to the local organisations that hold fundraising events on our behalf. Their generosity enables us to maintain the services we offer.

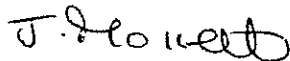
We are most grateful to Tesco for generously providing, free of charge, the Centre's excellent premises and for its continued efforts to support our activities in every way possible.

We wish to express our appreciation to all our volunteers who kindly provide their services free of charge. They give their time and talents in many different ways to make the Centre the friendly, informed and caring community it is. The time and effort given to ensure that the Centre continues to raise funds are also greatly appreciated.

The Centre is managed by a small team of paid staff. We are extremely grateful for their vital contribution to the running of the Centre over the year and acknowledge the generous commitment of their own time on so many occasions.

Our ability to offer a selection of services to members according to their personal needs and preferences is made possible only through the co-operation of the therapists and group leaders who bring dedication and expertise to the treatment of those people affected by cancer. We are most grateful to them for their contribution.

This report which has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to small companies was approved by the Board on 9th November 2021.



J. Mollett Chairman

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
SOUTH EAST CANCER HELP CENTRE LIMITED**

Opinion

We have audited the financial statements of South East Cancer Help Centre Limited (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021, 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
SOUTH EAST CANCER HELP CENTRE LIMITED**

.../Cont'd

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
SOUTH EAST CANCER HELP CENTRE LIMITED**

.../Cont'd


- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

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 charitable 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 anyone other than the charitable company and the charitable company's members as a body, for our audit work for this report, or for the opinions we have formed.


Stephen Jones FCA (Senior Statutory Auditor)
For and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditors
Norman House
8 Burnell Road
Sutton
Surrey, SM1 4BW

9th November 2021

SOUTH EAST CANCER HELP CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income					
Donations and grants	2	133,828	27,299	161,127	150,261
Charitable activities	3	25,968	-	25,968	42,945
Other trading activities	4	17,060	-	17,060	44,079
Investments	5	2,502	-	2,502	4,179
Government grants	6	26,168	-	26,168	-
Total		<u>205,526</u>	<u>27,299</u>	<u>232,825</u>	<u>241,464</u>
Expenditure					
Raising funds	7	28,655	-	28,655	58,822
Charitable activities	8	123,814	27,806	151,620	201,940
Total		<u>152,469</u>	<u>27,806</u>	<u>180,275</u>	<u>260,762</u>
Net income/(expenditure)	12	53,057	(507)	52,550	(19,298)
Transfers between funds		-	-	-	-
Net movement in funds		53,057	(507)	52,550	(19,298)
Reconciliation of funds					
Total funds brought forward	17	201,062	24,536	225,598	244,896
Total funds carried forward	17	<u>£254,119</u>	<u>£24,029</u>	<u>£278,148</u>	<u>£225,598</u>

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

All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements

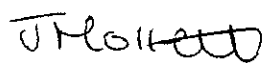
SOUTH EAST CANCER HELP CENTRE LIMITED

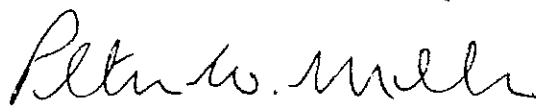
BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
CURRENT ASSETS					
Debtors	14	5,089		5,963	
Cash on Deposit		251,656		211,055	
Cash at Bank		31,852		18,724	
				<u>235,742</u>	
		<u>288,597</u>			
CURRENT LIABILITIES					
Creditors – amounts falling due within one year	15	10,449		10,144	
			<u>278,148</u>		<u>225,598</u>
NET ASSETS	16		<u>£278,148</u>		<u>£225,598</u>
CHARITY FUNDS					
Restricted Funds	17		24,029		24,536
Unrestricted Funds	17		254,119		201,062
			<u>£278,148</u>		<u>£225,598</u>
TOTAL FUNDS	17		<u>£278,148</u>		<u>£225,598</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and were approved by the Board on 9th November 2021 and signed on its behalf.


 J. Mollett
 Chairman


 P. W. J. Mills
 Treasurer

The notes form part of these financial statements.

SOUTH EAST CANCER HELP CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2021

1. ACCOUNTING POLICIES

General Information and basis of preparation

The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The charity is a company limited by guarantee. The members of the company are the Trustees. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis and under the historical cost convention. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Incoming resources represents income received by the organisation via fees, fundraising, subscriptions, donations, bequests, lunches and sundry items.

No amount is included in the financial statements for volunteer time in line with the SORP.

Donated facilities are included at an estimated value to the charity when it is practicable to do so.

The charity received government support through the Coronavirus Job Retention Scheme which is accounted for on the accruals basis.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise those costs associated with attracting voluntary donations and grants.
- Expenditure on charitable activities which comprises mainly of the costs associated with the delivery of the various activities and services for the charity's beneficiaries.

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on a basis appropriate to the circumstances.

SOUTH EAST CANCER HELP CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2021

1. ACCOUNTING POLICIES/ cont'd

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at the transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Fixed Assets

All tangible fixed assets are written off in the year in which the expenditure is incurred.

Pension Costs

The Charity operates a defined contribution pension scheme for the benefit of its employees. Contributions are charged to the Statement of Financial Activities in the year to which they relate.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

2. Donations and legacies	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations	80,252	27,299	107,551	121,010
Legacies	2,000	-	2,000	6,000
Tax refunds	1,576	-	1,576	3,251
Gifts in kind – donated facilities	50,000	-	50,000	20,000
	<u>£133,828</u>	<u>£27,299</u>	<u>£161,127</u>	<u>£150,261</u>

Of the £150,261 recognised in 2020, £139,841 was unrestricted fund income and £10,420 was restricted fund income.

3. Income from charitable activities	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Membership subscriptions	11,825	-	11,825	21,710
Members contributions to therapies	14,143	-	14,143	21,235
	<u>£25,968</u>	<u>£Nil</u>	<u>£25,968</u>	<u>£42,945</u>

All of the £42,945 recognised in 2020 was unrestricted fund income.

SOUTH EAST CANCER HELP CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2021

4. Other trading activities	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from social events	16,922	-	16,922	36,128
Other events - Healthy lunches	-	-	-	3,754
- Christmas lunch	-	-	-	1,320
- Hire of room	-	-	-	970
- Outings	-	-	-	570
- Outings (crafts)	-	-	-	470
- Cinema club	12	-	12	248
Sale of miscellaneous	83	-	83	408
Sale of donated goods	43	-	43	211
	<u>£17,060</u>	<u>£Nil</u>	<u>£17,060</u>	<u>£44,079</u>

All of the £44,079 recognised in 2020 was unrestricted fund income.

5. Investment income	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Bank interest	<u>£2,502</u>	<u>£Nil</u>	<u>£2,502</u>	<u>£4,179</u>

All of the £4,179 recognised in 2020 was unrestricted fund income.

6. Government grants	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Business rates grant	25,000	-	25,000	-
Job Retention Scheme grant	1,168	-	1,168	-
	<u>£26,168</u>	<u>£Nil</u>	<u>£26,168</u>	<u>£Nil</u>

7. Cost of raising funds	Direct costs £	Support costs £	Total 2021 £	Total 2020 £
Fundraising activities	<u>£27,125</u>	<u>£1,530</u>	<u>£28,655</u>	<u>£58,822</u>

All of the £58,822 expenditure recognised in 2020 was charged to unrestricted funds.

8. Cost of charitable activities	Direct costs £	Support costs £	Total 2021 £	Total 2020 £
Patient support services	<u>£70,145</u>	<u>£81,475</u>	<u>£151,620</u>	<u>£201,940</u>

Of the £201,940 expenditure recognised in 2020, £191,078 was charged to unrestricted funds and £10,862 was charged to restricted funds.

SOUTH EAST CANCER HELP CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2021

9. Analysis of direct costs	Raising funds	Charitable activities	Total 2021	Total 2020
	£	£	£	£
Wages and salaries	25,696	27,354	53,050	61,796
Other staff costs	-	2,087	2,087	1,848
Fundraising activities	1,429	-	1,429	25,998
Therapists and counsellors fees	-	41,094	41,094	89,553
Other patient support costs	-	-	-	1,704
Costs of healthy lunches	-	-	-	3,633
Cost of Christmas lunch	-	-	-	1,514
Outings and event costs	-	(390)	(390)	5,131
	<u>£27,125</u>	<u>£70,145</u>	<u>£97,270</u>	<u>£191,177</u>
10. Analysis of support costs	Raising funds	Charitable activities	Total 2021	Total 2020
	£	£	£	£
Office costs	-	11,186	11,186	16,559
Donated rent free premises	1,250	48,750	50,000	20,000
Other premises costs	280	10,933	11,213	25,639
Capital improvements	-	4,988	4,988	1,050
Advertising and marketing	-	1,895	1,895	1,928
Governance costs (note 10)	-	3,723	3,723	4,409
	<u>£1,530</u>	<u>£81,475</u>	<u>£83,005</u>	<u>£69,585</u>
11. Governance costs			Total 2021	Total 2020
			£	£
Wages and salaries			1,250	1,250
Annual review			575	575
Professional fees			-	486
Audit fees			1,898	2,098
			<u>£3,723</u>	<u>£4,409</u>
12. Net Income/(expenditure)			Total 2021	Total 2020
This is stated after charging:			£	£
Auditor's remuneration			<u>£1,898</u>	<u>£2,098</u>

SOUTH EAST CANCER HELP CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
31 MARCH 2021

13. Staff costs	Total 2021 £	Total 2020 £
Staff salaries	53,319	61,296
Social Security costs	-	1,577
Pension costs	981	1,193
Other staff costs	2,087	828
	<u>£56,387</u>	<u>£64,894</u>

No full-time and 3 part-time (2020: 1 full-time and 2 part-time) staff were employed by the Charity on average during the year. No employee received emoluments of more than £60,000.

14. Debtors	Total 2021 £	Total 2020 £
Payments in advance	3,773	3,155
Other debtors	1,316	2,808
	<u>£5,089</u>	<u>£5,963</u>

15. Creditors: Amounts falling due within one year	Total 2021 £	Total 2020 £
Taxation and Social Security	483	1,396
Other creditors and accruals	9,966	8,748
	<u>£10,449</u>	<u>£10,144</u>

16. Analysis of net assets between funds	Unrestricted Funds		Restricted Funds	Total Funds
	General £	Designated £	£	£
2021				
Current assets	264,568	-	24,029	288,597
Current liabilities	(10,449)	-	-	(10,449)
	<u>£254,119</u>	<u>£Nil</u>	<u>£24,029</u>	<u>£278,148</u>

Comparative information for the previous financial year is as follows:

	Unrestricted Funds		Restricted Funds	Total Funds
	General £	Designated £	£	£
2020				
Current assets	211,206	-	24,536	235,742
Current liabilities	(10,144)	-	-	(10,144)
	<u>£201,062</u>	<u>£Nil</u>	<u>£24,536</u>	<u>£225,598</u>

SOUTH EAST CANCER HELP CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2021

17. Reserves	1 April 2020 £	Incoming Resources (incl. Gains) £	Resources Expended £	Transfer of Funds £	31 March 2021 £
2021					
Restricted Funds					
Specific Donations Funds					
Refurbishment	8,078	-	-	-	8,078
Breast cancer counselling	-	4,000	-	-	4,000
Wellness centre, Croydon	-	5,149	(5,149)	-	-
Telephone counselling	400	17,150	(17,550)	-	-
Family counselling	4,781	-	-	-	4,781
Fire system upgrade	1,533	-	-	-	1,533
Car park refurbishment	500	-	-	-	500
Re IT upgrade project	4,081	-	(4,081)	-	-
Other funds	2,905	-	(26)	(2,795)	84
Members' outings	2,258	-	-	-	2,258
Joyful spirit workshops	-	-	-	2,795	2,795
Patient support	-	1,000	(1,000)	-	-
	<u>£24,536</u>	<u>£27,299</u>	<u>£(27,806)</u>	<u>£Nil</u>	<u>£24,029</u>
Unrestricted Funds					
Undesignated					
Accumulated fund	201,062	205,526	(152,469)	-	254,119
Total Reserves	<u>£225,598</u>	<u>£232,825</u>	<u>£(180,275)</u>	<u>£Nil</u>	<u>£278,148</u>

Comparative information for the previous financial year is as follows:

	1 April 2019 £	Incoming Resources (incl. Gains) £	Resources Expended £	Transfer of Funds £	31 March 2020 £
2020					
Restricted Funds					
Specific Donations Funds					
Refurbishment	8,078	-	-	-	8,078
Defibrillator	1,000	-	(1,000)	-	-
Nutrition workshops	477	-	(477)	-	-
Telephone counselling	-	400	-	-	400
Family counselling	5,207	-	(426)	-	4,781
Fire system upgrade	1,533	-	-	-	1,533
Bereavement counselling	-	4,800	(4,800)	-	-
Car park refurbishment	500	-	-	-	500
Re IT upgrade project	4,081	-	-	-	4,081
Other funds	110	4,220	(1,425)	-	2,905
Members' outings	3,992	1,000	(2,734)	-	2,258
	<u>£24,978</u>	<u>£10,420</u>	<u>£(10,862)</u>	<u>£Nil</u>	<u>£24,536</u>
Unrestricted Funds					
Undesignated					
Accumulated fund	219,918	231,044	(249,900)	-	201,062
Total Reserves	<u>£244,896</u>	<u>£241,464</u>	<u>£(260,762)</u>	<u>£Nil</u>	<u>£225,598</u>

A full description of the Reserves and their usage is given in the Directors' Report.

SOUTH EAST CANCER HELP CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2021

18. Trustee Remuneration

No trustee received any remuneration or expenses during the year.

19. Key Management Personnel Remuneration

The total amount of employee benefits received by key management personnel was £12,481 (2020 : £32,862).

Under FRS 102, employee benefits includes gross salary, benefits in kind, employers national insurance and employers pension contributions.

20. Taxation

The company is registered with the Charity Commissioners No: 1011509 and as such is exempt from taxation on its charitable activities.

21. Lease commitments

The company has a long term lease commitment with Tesco Stores Limited which terminates in December 2036 and provides for the rent free use of its premises in Purley, Surrey.

