

**FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND  
MYELOMA**

**Charity Reg. No. 509071**

**TRUSTEES' REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH NOVEMBER 2022**

**FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA**

**Annual report and financial statements for the year ended 30<sup>th</sup> November 2022**

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# **FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA**

## **Report of the trustees for the year ended 30<sup>th</sup> November 2022**

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The Trustees present their report and independently examined accounts for the year ended 30<sup>th</sup> November 2022.

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **Trustees**

The Trustees at 30th November 2022 were:-

D A Fox	Chairman
M C Baker	Treasurer
C Bilbrough	Secretary
R G Owen	
D R Norfolk	
G M Smith	
J M Harris	
R Johnson	
C Ferris	

None of the trustees had any personal beneficial interests in the Charity.

#### **Principal Office**

Thornton House  
Shaw Mills  
Harrogate  
North Yorkshire  
HG3 3HR

#### **Independent Examiner**

Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

#### **Bankers**

Barclays Bank Plc  
25 James Street  
Harrogate  
North Yorkshire  
HG1 1QX

## **FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA**

### **Report of the trustees for the year ended 30<sup>th</sup> November 2022 (Continued)**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Constitution**

The Friends of the Leukaemia and Lymphoma Unit (The General Infirmary at Leeds) was established under a Trust Deed dated 31st July 1979 and registered with the Charity Commissioners as a Charitable Trust, number 509071. During 2008, the charity changed its name to Friends of the Leeds Centre for Leukaemia, Lymphoma and Myeloma. Going forward, this shall be the official name of the charity.

The trustees are appointed by the Board of Trustees. The Trust Deed provides for a minimum of 5 trustees, to a maximum of 15 trustees.

The trustees shall hold a meeting at least twice a year. Any trustee who is absent from all the meetings of the trustees during a period of 2 years or who is adjudged bankrupt or who is incapacitated or resigns shall cease to be a trustee.

Details of the trustees who have served during the year are listed on page 1.

Trustees are considered the key management personnel of the charity and receive no remuneration for their time.

The Board of Trustees keeps the skill requirements for the Trustee Body under review and will seek new trustees when necessary.

The induction of new trustees includes a meeting with the Chairman and other members of the Board. New trustees are provided with a brief history of the Trust, copy Board minutes, most recent annual report and accounts and a copy of the governing Trust Deed.

##### **Risk Management**

The Trustees have examined the major strategic, business, and operational risks which the charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

#### **OBJECTIVE AND ACTIVITIES FOR PUBLIC BENEFIT**

##### **Objectives**

The charity is established for the relief of persons suffering from leukaemia, lymphomas, and related disorders (haematological malignancies) as set out in the Trust Deed.

The charity aims to achieve this objective by:

- promoting and setting up, furnishing, fitting out and maintaining a ward for the treatment of such persons at The Leeds Teaching Hospital.
- Endowing, providing, maintaining, or managing such other wards, hospitals, or other accommodation for the treatment of such persons as the Trustees from time to time think fit.
- Furnishing or fitting out with any necessary furniture or other equipment any such wards, hospitals, or other accommodation.
- advising, supporting, or assisting such persons.
- promoting, assisting, or encouraging research into leukaemia and haematological malignancies.

## FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

### Report of the trustees for the year ended 30<sup>th</sup> November 2022 (*Continued*)

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#### **Objectives (*continued*)**

- advising, supporting, or assisting any organisations or persons having charitable objectives similar to the objectives of the charity.

and in such other ways as the Trustees from time to time think fit, provided always that no charity monies shall be applied for purposes which are not exclusively charitable.

#### **Activities**

The charity supports the work of the Leeds Centre for Leukaemia, Lymphoma and Myeloma in the Bexley Wing at St James's Hospital, Leeds by the provision of medical equipment for research and diagnostics, the funding of salaries for specialist support staff and the provision of patient welfare and other items required for their benefit.

There have been no material policy changes in how the charity intends to achieve the above objects.

#### **ACHIEVEMENT AND PERFORMANCE**

Detailed reports from the Chairman and Treasurer and a specialist medical report will be circulated at the forthcoming meeting and be made available on request to the Secretary.

#### **FINANCIAL REVIEW**

The financial statements have been prepared in accordance with the accounting policies set out on pages 9 and 10 of the financial statements and comply with the charity's trust deed, the Charities Act 2011, and the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102).

Total contributions to the units amounted to £47,179 as detailed in note 4 of the financial statements.

The Trustees consider that, at the date of this report, the financial position of the Charity is satisfactory.

#### **Investment Policy and Performance**

The Trust Deed allows trustees absolute discretion with regard to holding investments. The trust holds no specific ethical stance with regard to investments and excess funds not required in the near future are held in interest bearing deposit accounts or national savings bonds.

The trustees are satisfied with the investment income of £561 (2021: £193)

## **FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA**

### **Report of the trustees for the year ended 30<sup>th</sup> November 2022 (Continued)**

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#### **Reserves Policy**

The charity maintains sufficient reserves in order to allow long term sustainable support of the work carried out in the Bexley Wing at St James University Hospital. The reserves of the charity are continually monitored and reviewed within the context of the requirements of the Unit.

#### **ACCOUNTABILITY UNDER PUBLIC BENEFIT REQUIREMENTS**

In accordance with their duties pursuant to section 4 of the Charities Act 2011, the Trustees have considered the charity's objects and activities in light of the Charity Commission's general guidance on public benefit, "Charities and Public Benefit."

In relation to the first limb of the public benefit test set out in the guidance, the object of the charity is "the relief of persons suffering from leukaemia" as specified in the Trust Deed and the trustees are satisfied that this objective is clearly of benefit to the public. The objective was further broken down within the Trust Deed as detailed in the "Objective and Activities" section above and the Trustees are satisfied that the activities of the charities are achieving the intended objective.

In relation to the second limb of the test, the trustees ensure that the public at large benefits from the activities of the Charity and that there is no private benefit, incidental or otherwise. Within the context of supporting the work of the Leeds Centre for Leukaemia, Lymphoma and Myeloma in the Bexley Wing at St James's Hospital, Leeds the charity places no restrictions on the individuals who benefit from the work of the Charity.

The trustees regularly keep the activities the Trust funds under review, to ensure that they are of sufficient benefit to the public.

#### **PLANS FOR THE FUTURE**

The Friends charity remains in a very strong financial position and continues to support the Unit in the Bexley wing at the St James's Hospital site. The Friends charity will continue to support the purchase of specialist equipment not provided by the NHS as well as "pump priming" the salaries of specialist staff required for new development in treatments.

#### **INDEPENDENT EXAMINERS**

Messrs. Thomas Coombs Limited, Chartered Accountants have indicated their willingness to continue as Honorary Independent Examiners and a resolution for their reappointment will be proposed at the forthcoming Annual General Meeting.

Approved by the Board of Trustees on 27th September 2023 and signed on its behalf by:

.....

**Chairman of Trustees**

## FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

### Statement of trustees' responsibilities

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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).

Charity law requires the trustees in England and Wales to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the result of the Charity for that year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable 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 Charity will continue in operation.

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**Chairman of Trustees**

.....

**Treasurer**

Date: 27th September 2023

## **FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA**

### **Independent Examiner's Report to the Trustees of Friends of the Leeds Centre for Leukaemia, Lymphoma, and Myeloma**

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I report to the charity trustees on my examination of the accounts of the company for the year ended 30th November 2022 which are set out on pages 7 to 14.

#### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Christopher Darwin FCA**

**Thomas Coombs Limited**

Chartered Accountants and Statutory Auditor

3365 The Pentagon, Century Way, Thorpe Park, Leeds, West Yorkshire, LS15 8ZB

Date: 27th September 2023

## FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

### Statement of financial activities for the year ended 30<sup>th</sup> November 2022

	Notes	2022 Restricted Funds £	2022 Unrestricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>Income and endowments from:</b>					
Donations and legacies	2	53,825	25,202	<b>79,027</b>	65,148
Investment income	3	-	561	<b>561</b>	193
<b>Total income</b>		<u>53,825</u>	<u>25,763</u>	<u><b>79,588</b></u>	<u>65,341</u>
<b>Expenditure on:</b>					
Charitable activities cost	4	22,440	27,297	<b>49,737</b>	35,328
<b>Total expenditure</b>		<u>22,440</u>	<u>27,297</u>	<u><b>49,737</b></u>	<u>35,328</u>
Net income for the year		31,385	(1,534)	<b>29,851</b>	30,013
<b>Reconciliation of funds:</b>					
Total Funds at 1 <sup>st</sup> December 2021		<u>29,621</u>	<u>263,900</u>	<u><b>293,521</b></u>	<u>263,508</u>
<b>Total Funds at 30<sup>th</sup> November 2022</b>		<u>61,006</u>	<u>262,366</u>	<u><b>323,372</b></u>	<u>293,521</u>

All amounts relate to continuing activities.

The notes on pages 9 to 14 form part of these financial statements.

## FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

### Balance sheet at 30<sup>th</sup> November 2022

	Note	2022 £	2021 £
<b>Fixed Assets</b>			
Investments	7	<b>75,000</b>	75,000
		<hr/>	<hr/>
<b>Current Assets</b>			
Debtors	8	<b>902</b>	683
Cash at bank		<b>271,802</b>	237,142
		<hr/>	<hr/>
		<b>272,704</b>	237,825
<b>Liabilities: amounts falling due within one year</b>	9	<b>(24,330)</b>	(19,304)
		<hr/>	<hr/>
<b>Net Current Assets</b>		<b>248,374</b>	218,521
		<hr/>	<hr/>
<b>Total Assets less Current Liabilities</b>		<b>323,374</b>	293,521
<b>Liabilities: amounts falling due after more than one year</b>		-	-
		<hr/>	<hr/>
<b>Net Assets</b>		<b>323,374</b>	293,521
		<hr/> <hr/>	<hr/> <hr/>
<b>Funds</b>			
Unrestricted		<b>262,366</b>	263,900
Restricted		<b>61,006</b>	29,621
		<hr/>	<hr/>
<b>Total Funds</b>		<b>323,372</b>	293,521
		<hr/> <hr/>	<hr/> <hr/>

Approved by the board of trustees on 27th September 2023 and signed on its behalf by

D A Fox  
**Chairman of Trustees**

M C Baker  
**Treasurer**

The notes on pages 9 to 14 form part of these financial statements.

**1 Accounting policies**

**Accounting convention**

The charity constitutes a public benefit entity as defined by FRS 102. 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

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**

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Where a claim for repayment of income tax has or will be made, such income is grossed up for the tax recoverable.

The following accounting policies are applied to income:

***Donations, legacies and similar income***

Donations, subscriptions, legacies and similar income are included in the statement of financial activities when:

- the charity is told it is to receive the donation;
- the trustees are reasonably certain of the amount to be received;
- the trustees are reasonably certain they will receive the money and;
- any conditions for receipt are met.

***Investment income***

Investment income is accounted for when receivable. Interest receivable on restricted funds is accounted for separately and is attributed to the relevant funds in the statement of financial affairs.

**Expenditure recognition**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Grants payable are accounted for when the trustees have accepted a legal or moral obligation to make the grant. Where there is an obligation to make a grant, which has not been paid to the recipient at the balance sheet date, the amount of the award is shown in grants payable.

## FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

### Notes to the financial statements for the year ended 30<sup>th</sup> November 2022 (*Continued*)

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#### 1 Accounting Policies (*Continued*)

##### **Charitable activities**

Costs of charitable activities include grants made and other contributions to the Bexley Wing at St James's Hospital Leeds.

##### **Governance costs**

Governance costs relate to expenditure incurred in the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

##### **Investments**

Fixed asset investments are included in the accounts at market value. Realised and unrealised gains and losses on investments are disclosed separately in the appropriate section of the statement of financial activities.

##### **Voluntary help**

Voluntary help is not included in the financial statements but is described in the trustees' annual report.

##### **Taxation**

The trust is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

##### **Fund accounting**

###### (i) Restricted funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

###### (ii) Unrestricted fund

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Notes to the financial statements for the year ended 30th November 2022 *(Continued)*

**2 Donations, legacies and similar income**

	2022 Restricted Funds £	2022 Unrestricted funds £	<b>2022 Total funds £</b>	2021 Total funds £
Donations and legacies	53,825	23,985	<b>77,810</b>	64,240
Subscription income	-	1,217	<b>1,217</b>	908
	-----	-----	-----	-----
	53,825	25,202	<b>79,027</b>	65,148
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**3 Investment income**

	2022 Restricted Funds £	2022 Unrestricted funds £	<b>2022 Total funds £</b>	2021 Total funds £
National Savings interest	-	487	<b>487</b>	52
Short term deposit interest	-	74	<b>74</b>	141
	-----	-----	-----	-----
	-	561	<b>561</b>	193
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**FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA**

**Notes to the financial statements for the year ended 30<sup>th</sup> November 2022 (Continued)**

**4 Charitable activities**

<b>Grants to the Leeds Centre</b>	2022 Restricted funds £	2022 Unrestricted funds £	<b>2022 Total funds £</b>	2021 Total funds £
<b>Medical and other equipment</b>				
Grievance Books	-	250	<b>250</b>	-
Dr Fisher PHD Fees	-	4,600	<b>4,600</b>	-
Mild Steel Infusion Stands	-	1,141	<b>1,141</b>	-
Thermometers, Infusion Stands & Observation Machines	-	2,771	<b>2,771</b>	-
Commodes, Shower chairs & Trolleys	-	8,909	<b>8,909</b>	-
Star of the months awards	-	1,050	<b>1,050</b>	-
Privacy screen & Sepsis trolley	-	-	-	1,756
Laptops x2	-	-	-	1,545
Camera & Mobility device	-	-	-	6,007
Chair & other equipment	-	-	-	3,090
Dynamap machines x5	-	-	-	5,000
Camera for Microscope	-	-	-	1,485
Overbed tables x20	-	-	-	9,746
Procedure Trolley	-	-	-	595
<b>Grant provision no longer required</b>				
Ward Expenses	-	-	-	(1,180)
7 Sets of patient weighing scales	-	-	-	(840)
3 Patient note easels	-	-	-	(1,791)
Digital morphology training	-	-	-	(2,500)
4 Drip stands & 2 saddle stools	-	-	-	(2,085)
Chemotherapy trolley	-	-	-	(423)
Pulse Oximeter & Camera	-	-	-	(5,077)
Exercise bikes x7	-	-	-	(819)
Recliner chairs	-	-	-	(4,000)
<b>Supporting attendance at conferences</b>	-	6,018	<b>6,018</b>	-
<b>Support for TV Services on the ward</b>	22,440	-	<b>22,440</b>	22,440
<b>Governance costs (see note 5)</b>	-	2,558	<b>2,558</b>	2,379
	<u>22,440</u>	<u>27,297</u>	<u><b>49,737</b></u>	<u>35,328</u>

## FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

### Notes to the financial statements for the year ended 30<sup>th</sup> November 2022 (*Continued*)

<b>5 Governance costs</b>	<b>2022</b>	<b>2021</b>
	£	£
Stationery and sundry costs	<b>558</b>	451
Independent examination fee - current year	<b>2,000</b>	1,928
	<b><u>2,558</u></b>	<b><u>2,379</u></b>
<b>6 Employment costs</b>		
The trustees (who are also considered to be the key management personnel) received no remuneration or reimbursements during the current or previous year.		
There were no employees during the current or previous year.		
<b>7 Fixed asset investments</b>	<b>2022</b>	<b>2021</b>
National Savings Income Bonds Cost and Market Value	<b>75,000</b>	75,000
	<u>          </u>	<u>          </u>
<b>8 Debtors</b>	<b>2022</b>	<b>2021</b>
	£	£
Taxation recoverable	<b>902</b>	683
	<u>          </u>	<u>          </u>
	<b>902</b>	683
	<u>          </u>	<u>          </u>
<b>9 Liabilities: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	£	£
Grants payable in respect of:		
- <b>Medical and other equipment</b>	<b>22,330</b>	17,354
Other equipment	-	-
- <b>Ward Expenses</b>	<b>2,000</b>	1,950
Accrued administration expenses		
Patient Welfare		
	<u>          </u>	<u>          </u>
	<b>24,330</b>	<b>19,304</b>
	<u>          </u>	<u>          </u>

## FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

### Notes to the financial statements for the year ended 30<sup>th</sup> November 2022 (Continued)

Reconciliation of grant liabilities	2022 £	2021 £
Opening	19,304	40,369
Awarded during the year	16,521	22,844
Grant provisions no longer required	-	(18,715)
Payments	<u>(13,495)</u>	<u>(25,194)</u>
Closing	<u>22,330</u>	<u>19,304</u>

Grant liabilities represent amounts awarded by the charity but not yet claimed by the recipient (NHS).

#### 10 Related parties

Dr Owen, Dr Johnson, and Mrs Ferris are trustees of the charity and are employed by the National Health Service in their capacity as doctors and as a nurse.

None of the trustees have any direct beneficial interest in the transactions of the charity.

#### 11 Funds

	Opening funds 01 Dec 2021	Income	Expenditure	Transfer	Closing funds 30 Nov 2022
<b>Unrestricted funds</b>	263,900	25,763	(27,297)	-	262,366
<b>Restricted funds</b>					
The Chevin Socialites fund raising	29,621	53,825	(22,440)	-	61,006
	<u>293,521</u>	<u>79,588</u>	<u>(49,737)</u>	<u>-</u>	<u>323,372</u>

The Chevin Socialites fund raising represents funds generated by the voluntary group on behalf of The Charity. The funds are directed to support the Hug on a Tray Services and the purchase of blocks of basic television channels for inpatients on the ward.