

REGISTERED COMPANY NUMBER: 153568 (Scotland)
REGISTERED CHARITY NUMBER: SCO12867

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2014
FOR
CANCER SUPPORT SCOTLAND (TAK TENT)**

CANCER SUPPORT SCOTLAND (TAK TENT)
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For The Year Ended 30 April 2014

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CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES For The Year Ended 30 April 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

153568 (Scotland)

Registered Charity number

SCO12867

Registered office

Calman Cancer Support Centre
75 Shelley Road
Glasgow
G12 0ZE

Trustees

K McGugan
M Buchanan
D Semple
W S Ferguson
S N Macdonald
C R Mackie
J Matheson
D Millar
P W Thomson
L A Jack

- appointed 7.10.13

Company Secretary

C Graham

Independent examiner

Margaret Logan
Chartered Accountant
Cook & Co Limited
Suite 525 Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The company is limited by guarantee and governed by its Memorandum and Articles of Association. The liability of members is limited to £1 each. The company is accepted as a charitable body by the Inland Revenue. The Board of Directors set the policies of the company and the day to day running of the company is controlled by the management executives.

Recruitment and appointment of new trustees

The charity has a policy in place whereby the constitution of the board of trustees is reviewed on an annual basis. The trustees undertake an informal skills audit with a view to appointing new members.

CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES For The Year Ended 30 April 2014

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

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

OBJECTIVES AND ACTIVITIES

Our objectives are to:

- improve access to and up take of our services;
- provide information and support to people affected by cancer;
- provide specialist support within people's communities;
- improve the skills and knowledge of our staff and volunteers who support people affected by cancer;
- ensure the effective involvement of volunteers;
- ensure we manage and target our resources to maximise effect;
- diversify our income streams and ensure fundraising ratios are at least better year on year
- influence legislation, policy and practice to improve the lives of people affected by cancer
- maintain good quality internal and external communications

Our aims are to:

- promote the care of cancer patients, their families, friends and the staff involved professionally in cancer care by providing practical and emotional support;
- support good quality communication between clinicians and people who have undergone cancer treatment for the benefit of both;
- expand and improve our services both locally and throughout Scotland, including further development of partnership working;
- improve the quality and continuity of our services;
- improve the quality and frequency of education and training provided to staff and volunteers to ensure that the best possible support is available to all;
- signpost those whom we cannot support to organisations which can help them.

ACHIEVEMENT AND PERFORMANCE

2013/14 has been a very positive year for Cancer Support Scotland. We have been able to build on the success of owning our own building and delivering the services we offer. The active promotion of our services has meant that we have seen a 29% growth in those wishing to access our services (from 502 to 644 during this year). We now offer in excess of 4500 treatments and consultations per year. As we have grown and word of mouth has spread, waiting lists have grown for many of our services. This is particularly true of our counselling service. Demand for this service has grown by 200%. We have been able to introduce new, additional services and we now have seven talking therapists working from the centre and five working in our outreach projects in partnership with Macmillan. In order to try and alleviate waiting times we have recruited additional therapists for both our complementary and talking therapy services. With demand still growing we shall need to raise significantly more funds to meet these ever-increasing services.

Our partnerships with other organisations continue to flourish. As a result of our partnership with Glasgow Life and Macmillan Cancer Support we now have outreach projects in five locations across Glasgow and a further three are scheduled to open in 2014/15. A Headstrong partnership with Breast Cancer Care has been formed and we are now seeing people with hair loss issues every second week. A new support group has been created to help people affected by head and neck cancers; this brings the number of support groups up to five.

Fundraising continues to be a challenge; however we have managed to make a small surplus and that will be partially invested in new service provision planned for 2014/15 and will also partially contribute to the modest reserves which the Trustees have undertaken to build upon and maintain. During the year, we hosted several well attended events within the centre including a Christmas Fair, coffee morning and other networking events. We developed several corporate partnerships including one with the St Enoch Centre. However these are challenging economic times and we all too often lose out to other charities that are better known than we are. Our trusts and foundations income remains sustainable and we are delighted that so many continue to see the value of our work. The growth in our fundraising income has also come from individuals setting up regular giving and people taking part in either our organised events (such as our Zip Wire and Battle of the Bands) or taking up the challenge to raise funds for us by participating in the BUPA Women's 10k, Great Scottish Run and Edinburgh Marathon. We would like to express our sincere thanks to everyone who has made a donation during this year.

CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES
For The Year Ended 30 April 2014

ACHIEVEMENT AND PERFORMANCE

Our Volunteers and our internship programme continue to play a vital role within the organisation. During the year 6,997 hours were given freely - a significant increase on the 4,000 hours recorded in 2012/13. Over the course of the year we have developed our volunteer programme and were awarded the Volunteer Friend Award in recognition of the work we do to support of our volunteers. In addition we were awarded the Clydesdale Bank, Spirit in the Community Programme for our Internship Programme.

During 2013/14 our building has been recognised by several organisations including winning the National Lottery - UK's Best Heritage Project, and commended by the Royal Institute of Chartered Surveyors.

Our plans for 2014/15 are ambitious. We need to serve more people. We need to increase the services we provide and the locations we offer them from. We can only do this with the continued support of our volunteers and donors.

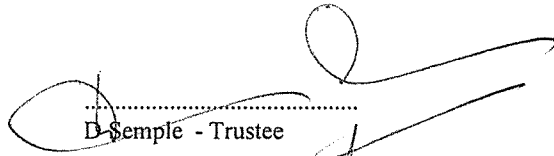
Again we must pay tribute to the Chief Executive and his most vibrant and willing staff who have been responsible for delivering the achievements mentioned above. To every one of them, Cancer Support Scotland also owes a large "thank you and well done".

FINANCIAL REVIEW

Reserves Policy

The trustees establish the level of reserves that the charity ought to have. Reserves are needed to bridge the funding gaps between spending and receiving resources. The trustees therefore consider the ideal level of operational reserves would be three months operating costs which is the level the charity is working towards.

ON BEHALF OF THE BOARD :


.....
D Semple - Trustee
Date: *28th August 2014*

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CANCER SUPPORT SCOTLAND (TAK TENT)**

I report on the accounts for the year ended 30 April 2014 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

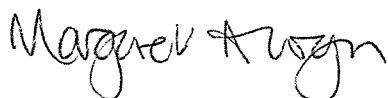
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Margaret Logan
Chartered Accountant
Cook & Co Limited
Suite 525 Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Date: 8 September 2014

CANCER SUPPORT SCOTLAND (TAK TENT)

STATEMENT OF FINANCIAL ACTIVITIES

For The Year Ended 30 April 2014

	Notes	Unrestricted fund £	Restricted funds £	30.4.14 Total funds £	30.4.13 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		265,578	68,551	334,129	95,662
Activities for generating funds	2	1,149	-	1,149	371,064
Investment income	3	461	-	461	607
Total incoming resources		267,188	68,551	335,739	467,333
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising	4	59,961	14,719	74,680	87,419
Charitable activities					
Services provided		133,548	68,551	202,099	170,271
Governance costs		720	-	720	1,137
Other resources expended		13,113	6,506	19,619	16,832
Total resources expended		207,342	89,776	297,118	275,659
NET INCOMING/(OUTGOING) RESOURCES		59,846	(21,225)	38,621	191,674
RECONCILIATION OF FUNDS					
Total funds brought forward		31,745	351,773	383,518	191,844
TOTAL FUNDS CARRIED FORWARD		91,591	330,548	422,139	383,518

The notes form part of these financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

BALANCE SHEET

At 30 April 2014

	Notes	Unrestricted fund £	Restricted funds £	30.4.14 Total funds £	30.4.13 Total funds £
FIXED ASSETS					
Tangible assets	8	18,207	312,308	330,515	338,184
CURRENT ASSETS					
Debtors	9	9,373	6,000	15,373	4,544
Cash at bank and in hand		141,966	12,240	154,206	128,602
		<u>151,339</u>	<u>18,240</u>	<u>169,579</u>	<u>133,146</u>
CREDITORS					
Amounts falling due within one year	10	(18,955)	-	(18,955)	(16,812)
NET CURRENT ASSETS					
		<u>132,384</u>	<u>18,240</u>	<u>150,624</u>	<u>116,334</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		150,591	330,548	481,139	454,518
CREDITORS					
Amounts falling due after more than one year	11	(59,000)	-	(59,000)	(71,000)
NET ASSETS					
		<u>91,591</u>	<u>330,548</u>	<u>422,139</u>	<u>383,518</u>
FUNDS					
Unrestricted funds	12			91,591	31,745
Restricted funds				330,548	351,773
TOTAL FUNDS					
				<u>422,139</u>	<u>383,518</u>

The notes form part of these financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

BALANCE SHEET - CONTINUED

At 30 April 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2014.


The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 25th August 2014 and were signed on its behalf by:


.....
D Semple -Trustee

CANCER SUPPORT SCOTLAND (TAK TENT)

Notes to the Financial Statements For The Year Ended 30 April 2014

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

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

Resources expended

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

Tangible fixed assets

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

Freehold property	- 2% on cost
Plant and machinery	- 15% on reducing balance
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 25 % on reducing balance
Computer equipment	- 15% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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

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

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

2. ACTIVITIES FOR GENERATING FUNDS

	30.4.14	30.4.13
	£	£
Fundraising events	-	44,021
Social lotteries	1,149	1,723
Funds to purchase Calman Cancer Support Centre	-	325,320
	<u>1,149</u>	<u>371,064</u>

3. INVESTMENT INCOME

	30.4.14	30.4.13
	£	£
Deposit Account Interest	<u>461</u>	<u>607</u>

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

For The Year Ended 30 April 2014

4. FUNDRAISING

	30.4.14	30.4.13
	£	£
Equipment Hire	458	661
Bank Charges	-	2
Depreciation	1,104	723
Direct costs	6,572	11,718
Wages	36,375	64,019
Post, printing and stationery	927	1,685
Telephone and IT expenses	485	704
Advertising and subscriptions	867	1,076
Sundry Expenses	253	-
Consultancy fees	4,520	1,920
Premises expenses	2,729	2,742
Repairs and maintenance	1,336	1,430
Travel and motor expenses	484	239
Sundry expenses	702	500
Support costs	17,868	-
	74,680	87,419
	74,680	87,419

5. NET INCOMING/(OUTGOING) RESOURCES

	30.4.14	30.4.13
	£	£
Net resources are stated after charging/(crediting):		
Independent examiner's fee	720	740
Depreciation - owned assets, as per note 7	9,909	10,123
	9,909	10,123
	9,909	10,123

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2014 nor for the year ended 30 April 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2014 nor for the year ended 30 April 2013.

7. STAFF COSTS

	30.4.14	30.4.13
	£	£
Wages and salaries	169,991	169,044
	169,991	169,044
	169,991	169,044

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

	30.4.14	30.4.13
Staff	8	9
	8	9
	8	9

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

For The Year Ended 30 April 2014

8. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £
COST			
At 1 May 2013	325,320	20,319	18,030
Additions	-	-	2,240
	325,320	20,319	20,270
At 30 April 2014	325,320	20,319	20,270
DEPRECIATION			
At 1 May 2013	6,506	18,499	3,181
Charge for year	6,506	255	2,661
	13,012	18,754	5,842
At 30 April 2014	13,012	18,754	5,842
NET BOOK VALUE			
At 30 April 2014	312,308	1,565	14,428
At 30 April 2013	318,814	1,820	14,849
	Motor vehicles £	Computer equipment £	Totals £
COST			
At 1 May 2013	4,019	3,148	370,836
Additions	-	-	2,240
	4,019	3,148	373,076
At 30 April 2014	4,019	3,148	373,076
DEPRECIATION			
At 1 May 2013	2,748	1,718	32,652
Charge for year	284	203	9,909
	3,032	1,921	42,561
At 30 April 2014	3,032	1,921	42,561
NET BOOK VALUE			
At 30 April 2014	987	1,227	330,515
At 30 April 2013	1,271	1,430	338,184

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.14	30.4.13
	£	£
Other debtors	15,373	4,544
	15,373	4,544

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

For The Year Ended 30 April 2014

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.14	30.4.13
	£	£
Loans	12,000	12,000
Social security and other taxes	2,637	3,523
Other creditors	4,318	1,289
	<u>18,955</u>	<u>16,812</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	30.4.14	30.4.13
	£	£
Loans	<u>59,000</u>	<u>71,000</u>

12. MOVEMENT IN FUNDS

	At 1.5.13	Net movement in funds	At 30.4.14
	£	£	£
Unrestricted funds			
General fund	31,745	59,846	91,591
Restricted funds			
Chapel Service Fund	32,959	(14,719)	18,240
Chapel Asset Fund	318,814	(6,506)	312,308
	<u>351,773</u>	<u>(21,225)</u>	<u>330,548</u>
TOTAL FUNDS	<u>383,518</u>	<u>38,621</u>	<u>422,139</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	267,188	(207,342)	59,846
Restricted funds			
Chapel Service Fund	68,551	(83,270)	(14,719)
Chapel Asset Fund	-	(6,506)	(6,506)
	<u>68,551</u>	<u>(89,776)</u>	<u>(21,225)</u>
TOTAL FUNDS	<u>335,739</u>	<u>(297,118)</u>	<u>38,621</u>

The Chapel Fund represents funds received to enable us to open and run the Calman Cancer Support Centre.

CANCER SUPPORT SCOTLAND (TAK TENT)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 30 April 2014

	30.4.14 £	30.4.13 £
INCOMING RESOURCES		
Voluntary income		
Sale of Goods	4,483	1,601
Donations	264,950	45,399
Gift aid	1,835	39,588
Other Income	62,861	9,074
	334,129	95,662
Activities for generating funds		
Fundraising events	-	44,021
Social lotteries	1,149	1,723
Funds to purchase Calman Cancer Support Centre	-	325,320
	1,149	371,064
Investment income		
Deposit Account Interest	461	607
	461	607
Total incoming resources	335,739	467,333
RESOURCES EXPENDED		
Fundraising		
Equipment Hire	458	661
Bank Charges	-	2
Depreciation	1,104	723
Direct costs	6,572	11,718
Wages	36,375	64,019
Post, printing and stationery	927	1,685
Telephone and IT expenses	485	704
Advertising and subscriptions	867	1,076
Sundry Expenses	253	-
Consultancy fees	4,520	1,920
Premises expenses	2,729	2,742
Repairs and maintenance	1,336	1,430
Travel and motor expenses	484	239
Sundry expenses	702	500
	56,812	87,419
Governance costs		
Legal fees	-	397
Independent examiner's fee	720	740
	720	1,137

This page does not form part of the statutory financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 30 April 2014

	30.4.14	30.4.13
	£	£
Other resources expended		
Sundry expenses	630	250
Consultancy Fees	2,985	960
Equipment Hire	302	331
Bank charges	-	1
Depreciation	6,506	362
Repairs and maintenance	882	714
Travel and motor expenses	319	119
Telephone and IT expenses	320	352
Advertising and subscriptions	573	524
Premises expenses	1,802	1,371
Post printing & stationery	612	843
Wages	4,688	4,499
	<hr/>	<hr/>
	19,619	10,326
 Direct Charitable Expenditure		
Services Provided		
Direct Expenses	25,670	28,956
Wages	128,928	100,526
Advertising and subscriptions	4,289	3,667
Premises expenses	13,489	6,904
Repairs and maintenance	6,604	7,698
Travel and motor expenses	2,685	836
Post printing and stationery	4,439	5,898
Telephone and IT expenses	2,239	2,465
Sundry Expenses	4,716	1,749
Consultancy fees	22,344	6,720
Equipment Hire	2,264	2,314
Bank Charges	-	6
Depreciation	2,300	9,038
	<hr/>	<hr/>
	219,967	176,777
 Total resources expended	<hr/>	<hr/>
	297,118	275,659
 Net income	<hr/>	<hr/>
	38,621	191,674
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