

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

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2015
FOR
CANCER SUPPORT SCOTLAND (TAK TENT)**

CANCER SUPPORT SCOTLAND (TAK TENT)
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For The Year Ended 30 April 2015

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CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES For The Year Ended 30 April 2015

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 2015. 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	- resigned 6.10.14
D Semple	
W S Ferguson	
S N Macdonald	
C R Mackie	
J Matheson	- resigned 2.2.15
D Millar	
P W Thomson	
L A Jack	
G Sutherland	- appointed 2.2.15

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 2015

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

2014/15 has been a very positive year for Cancer Support Scotland, building on the foundations successfully laid down over the last few years. Development of our one-to-one service portfolio has continued with new outreach services in areas of social need such as Drumchapel, Ibrox, Parkhead, Riddrie and Rothesay. By providing our services in these areas, we are supporting local people who otherwise would not access them.

Demand for our free, one-to-one services shows an increasing number of people seeking our assistance and our projections anticipate more people needing our services in the future as more people are diagnosed earlier and are living longer with the illness.

Currently, we have waiting lists for all our services and waiting times during this period have ranged, uncomfortably, from two to eight weeks. We have taken steps to reduce waiting times, for instance, by extending our opening hours and the Calman Centre is now open late on Thursdays and on Saturday mornings. We are witnessing a wave of people wanting to access our services on account of word of mouth referral, more marketing and better referral routes. During this financial period we have delivered 4836 appointments. This period has seen us helping in excess of 1000 patients, family members and carers, an increase of 40% over the same period last year. Our average footfall of people coming through the door of the Calman Centre was more than 2600 per month over the last year.

We see working in partnership with other organisations as vital and during this period we have extended our links with Macmillan Cancer Support, Breast Cancer Care, the NHS and have a service agreement in place with Prostate Cancer UK. It is our intention to further develop partnership working.

We engaged with our service users via a survey to obtain feedback, including new services development opportunities that would fulfil the greatest need. An increase in chiropody services was identified as desperately needed and we responded by doubling the number of available appointments.

The number of Support Groups has remained static at five but the number of people attending the groups has grown by 10%. The Support Groups have an essential role and we will continue to provide, assistance, training and guidance to them.

CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES For The Year Ended 30 April 2015

ACHIEVEMENT AND PERFORMANCE

Volunteering has a vital role within the organisation as qualified, trained and dedicated volunteers provide 46% of our services. Five interns went through our programme of whom three have gone on to find full-time employment within six months of completing it. Volunteers gave 10,442 hours freely, up from 6997 in 2013/14, marking a rise of 33%. Volunteering is vital as the organisation grows and we support our volunteers by holding training and thank you events. We would like to express our sincere thanks to all volunteers who have supported us during this period.

Over the coming financial year we will be scoping the possibility of extending our resources at the Calman Centre and other locations including the East of Scotland. This will require us to significantly invest in our fundraising and marketing team, further develop the make-up of our Trustee Board and continue to expand our core services which are in such high demand. We can only do this with the continued invaluable backing of our supporters and donors.

Fundraising continues to be a challenge. We can do more and this relies on raising more funding from a wider spread of people. Our Fundraising Strategy continues to develop as we seek new funding sources and request funding from existing donors. We are exceptionally grateful to all donors who gave us their backing during this financial period. We very much hope that these donors will see the value of their donations and consider repeating their generosity.

We hosted several well-attended events within the centre including Christmas and Spring Fairs, a race night, jumble sale, coffee mornings networking events and special interest talks. Several new events were added to the fundraising portfolio including our Moscow to Houston Cycle ride and Heel Appeal.

Once again we are delighted that Battle of the Bands, Summer Solstice and Zipwire were all successfully delivered and we are very grateful to everyone who helped organise and participate in them.

Income from Trusts and Foundations remains sustainable and we are delighted these bodies continue to see the value of our work. Growth in our fundraising income has come from individuals setting up regular giving donations and people taking part in organised events like the BUPA Women's 10k, Great Scottish Run and the Edinburgh and London marathons. We would like to express our sincere thanks to everyone who took part and raised funds for us.

We receive no government funding, nor lottery cash to fund our services, so every pound we raise relies on the generosity of the public.

Our accounts show we managed to make a small surplus of £11,861 that will be partly invested in new service provision planned for 2015/16 and also contribute to the modest reserves the Trustees have undertaken to build and maintain.

The Trustees are immensely appreciative of all the support that has so willingly been given to Cancer Support Scotland.

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.

Approved by order of the board of trustees on 6 July 2015 and signed on its behalf by:



W S Ferguson - Trustee

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

I report on the accounts for the year ended 30 April 2015 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.

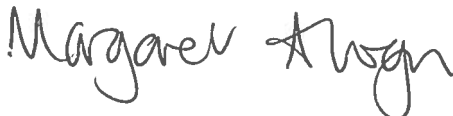
Independent examiner's statement

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

6 July 2015

CANCER SUPPORT SCOTLAND (TAK TENT)

**STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 30 April 2015**

	Notes	Unrestricted fund £	Restricted funds £	30.4.15 Total funds £	30.4.14 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		298,254	67,649	365,903	334,129
Activities for generating funds	2	4,054	-	4,054	1,149
Investment income	3	935	-	935	461
Total incoming resources		303,243	67,649	370,892	335,739
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising	4	70,023	18,239	88,262	74,680
Charitable activities					
Services provided		181,968	67,650	249,618	202,099
Governance costs		763	-	763	720
Other resources expended		13,882	6,506	20,388	19,619
Total resources expended		266,636	92,395	359,031	297,118
NET INCOMING/(OUTGOING) RESOURCES		36,607	(24,746)	11,861	38,621
RECONCILIATION OF FUNDS					
Total funds brought forward		91,591	330,548	422,139	383,518
TOTAL FUNDS CARRIED FORWARD		128,198	305,802	434,000	422,139

The notes form part of these financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

**BALANCE SHEET
At 30 April 2015**

	Notes	Unrestricted fund £	Restricted funds £	30.4.15 Total funds £	30.4.14 Total funds £
FIXED ASSETS					
Tangible assets	8	15,375	305,802	321,177	330,515
CURRENT ASSETS					
Debtors	9	49,047	-	49,047	15,373
Cash at bank and in hand		155,123	-	155,123	154,206
		<u>204,170</u>	<u>-</u>	<u>204,170</u>	<u>169,579</u>
CREDITORS					
Amounts falling due within one year	10	(44,347)	-	(44,347)	(18,955)
NET CURRENT ASSETS		<u>159,823</u>	<u>-</u>	<u>159,823</u>	<u>150,624</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		175,198	305,802	481,000	481,139
CREDITORS					
Amounts falling due after more than one year	11	(47,000)	-	(47,000)	(59,000)
NET ASSETS		<u>128,198</u>	<u>305,802</u>	<u>434,000</u>	<u>422,139</u>
FUNDS					
Unrestricted funds	12			128,198	91,591
Restricted funds				305,802	330,548
TOTAL FUNDS				<u>434,000</u>	<u>422,139</u>

The notes form part of these financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

BALANCE SHEET - CONTINUED
At 30 April 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2015 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 6 July 2015 and were signed on its behalf by:



W S Ferguson -Trustee

CANCER SUPPORT SCOTLAND (TAK TENT)

Notes to the Financial Statements For The Year Ended 30 April 2015

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

	30.4.15	30.4.14
	£	£
Social lotteries	4,054	1,149
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	30.4.15	30.4.14
	£	£
Deposit Account Interest	935	461
	<u> </u>	<u> </u>

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

For The Year Ended 30 April 2015

4. FUNDRAISING

	30.4.15	30.4.14
	£	£
Equipment Hire	532	458
Depreciation	567	1,104
Direct costs	8,430	6,572
Wages	46,919	36,375
Post, printing and stationery	863	927
Telephone and IT expenses	781	485
Advertising and subscriptions	574	867
Sundry Expenses	1,080	253
Consultancy fees	4,621	4,520
Premises expenses	4,471	2,729
Repairs and maintenance	843	1,336
Travel and motor expenses	341	484
Sundry expenses	-	702
Support costs	18,240	17,868
	<u>88,262</u>	<u>74,680</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):	30.4.15	30.4.14
	£	£
Independent examiner's fee	763	720
Depreciation - owned assets, as per note 8	9,338	9,909
	<u> </u>	<u> </u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2015 nor for the year ended 30 April 2014 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2015 nor for the year ended 30 April 2014 .

7. STAFF COSTS

	30.4.15	30.4.14
	£	£
Wages and salaries	<u>209,579</u>	<u>169,991</u>

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

Staff	30.4.15	30.4.14
	<u>12</u>	<u>8</u>

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 30 April 2015

8. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £
COST			
At 1 May 2014 and 30 April 2015	<u>325,320</u>	<u>20,319</u>	<u>20,270</u>
DEPRECIATION			
At 1 May 2014	13,012	18,754	5,842
Charge for year	<u>6,506</u>	<u>236</u>	<u>2,165</u>
At 30 April 2015	<u>19,518</u>	<u>18,990</u>	<u>8,007</u>
NET BOOK VALUE			
At 30 April 2015	<u>305,802</u>	<u>1,329</u>	<u>12,263</u>
At 30 April 2014	<u>312,308</u>	<u>1,565</u>	<u>14,428</u>

	Motor vehicles £	Computer equipment £	Totals £
COST			
At 1 May 2014 and 30 April 2015	<u>4,019</u>	<u>3,148</u>	<u>373,076</u>
DEPRECIATION			
At 1 May 2014	3,032	1,921	42,561
Charge for year	<u>247</u>	<u>184</u>	<u>9,338</u>
At 30 April 2015	<u>3,279</u>	<u>2,105</u>	<u>51,899</u>
NET BOOK VALUE			
At 30 April 2015	<u>740</u>	<u>1,043</u>	<u>321,177</u>
At 30 April 2014	<u>987</u>	<u>1,227</u>	<u>330,515</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.15	30.4.14
	£	£
Other debtors	<u>49,047</u>	<u>15,373</u>

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 30 April 2015

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.15	30.4.14
	£	£
Loans	12,000	12,000
Social security and other taxes	2,915	2,637
Other creditors	29,432	4,318
	<u>44,347</u>	<u>18,955</u>

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

	30.4.15	30.4.14
	£	£
Loans	<u>47,000</u>	<u>59,000</u>

12. MOVEMENT IN FUNDS

	At 1.5.14	Net	At 30.4.15
	£	movement in	£
		funds	
		£	
Unrestricted funds			
General fund	91,591	36,607	128,198
Restricted funds			
Chapel Service Fund	18,240	(18,240)	-
Chapel Asset Fund	312,308	(6,506)	305,802
	<u>330,548</u>	<u>(24,746)</u>	<u>305,802</u>
TOTAL FUNDS	<u>422,139</u>	<u>11,861</u>	<u>434,000</u>

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

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			
General fund	303,243	(266,636)	36,607
Restricted funds			
Chapel Service Fund	67,649	(85,889)	(18,240)
Chapel Asset Fund	-	(6,506)	(6,506)
	<u>67,649</u>	<u>(92,395)</u>	<u>(24,746)</u>
TOTAL FUNDS	<u>370,892</u>	<u>(359,031)</u>	<u>11,861</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 2015**

	30.4.15	30.4.14
	£	£
INCOMING RESOURCES		
Voluntary income		
Sale of Goods	3,929	4,483
Donations	344,466	264,950
Gift aid	6,152	1,835
Other Income	11,356	62,861
	<hr/>	<hr/>
	365,903	334,129
Activities for generating funds		
Social lotteries	4,054	1,149
Investment income		
Deposit Account Interest	935	461
	<hr/>	<hr/>
Total incoming resources	370,892	335,739
RESOURCES EXPENDED		
Fundraising		
Equipment Hire	532	458
Depreciation	567	1,104
Direct costs	8,430	6,572
Wages	46,919	36,375
Post, printing and stationery	863	927
Telephone and IT expenses	781	485
Advertising and subscriptions	574	867
Sundry Expenses	1,080	253
Consultancy fees	4,621	4,520
Premises expenses	4,471	2,729
Repairs and maintenance	843	1,336
Travel and motor expenses	341	484
Sundry expenses	-	702
	<hr/>	<hr/>
	70,022	56,812
Governance costs		
Independent examiner's fee	763	720
Other resources expended		
Sundry expenses	675	630
Consultancy Fees	2,888	2,985
Equipment Hire	333	302
Depreciation	6,789	6,506
Repairs and maintenance	527	882
Travel and motor expenses	212	319
Telephone and IT expenses	489	320
Carried forward	11,913	11,944

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 2015**

	30.4.15	30.4.14
	£	£
Other resources expended		
Brought forward	11,913	11,944
Advertising and subscriptions	359	573
Premises expenses	2,795	1,802
Post printing & stationery	540	612
Wages	4,781	4,688
	<hr/>	<hr/>
	20,388	19,619
 Direct Charitable Expenditure		
Services Provided		
Direct Expenses	42,747	25,670
Wages	157,879	128,928
Advertising and subscriptions	2,654	4,289
Premises expenses	20,679	13,489
Repairs and maintenance	3,900	6,604
Travel and motor expenses	1,571	2,685
Post printing and stationery	3,996	4,439
Telephone and IT expenses	3,620	2,239
Sundry Expenses	4,996	4,716
Consultancy fees	21,371	22,344
Equipment Hire	2,462	2,264
Depreciation	1,983	2,300
	<hr/>	<hr/>
	267,858	219,967
 Total resources expended	<hr/>	<hr/>
	359,031	297,118
 Net income		
	<hr/>	<hr/>
	11,861	38,621
	<hr/>	<hr/>

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