

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

Report of the Trustees and
Unaudited Financial Statements For The Year Ended 30 April 2012
for
Cancer Support Scotland (Tak Tent)

Richard G. Beattie & Co.
121 Moffat Street
Glasgow
G5 0ND

Cancer Support Scotland (Tak Tent)

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for the Year Ended 30 April 2012

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Cancer Support Scotland (Tak Tent)

Report of the Trustees for the Year Ended 30 April 2012

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 2012. 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
Flat 5
30 Shelley Court
Gartnavel Complex
Glasgow
G12 0YN

Trustees
Mrs K McGugan
M Buchanan
Mrs C Wilmot
D Semple
C Salveta - resigned 30.1.12
K Hendry - resigned 23.10.11
D McKinnon
J Matheson - appointed 31.10.11
N Barrett - appointed 31.10.11

Company Secretary
C Graham

Independent Examiner
Richard G Beattie
Chartered Accountant
Richard G. Beattie & Co.
121 Moffat Street
Glasgow
G5 0ND

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.

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.

ACHIEVEMENT AND PERFORMANCE

On the 1st August 2011 work commenced on the former Gartnavel Royal Hospital Chapel to develop this unused building into the Calman Cancer Support Centre. Work on the building is due to be completed by the end of the summer 2012. The key focus for the organisation has been to raise the funds needed to purchase and refit the building. This has been and is a massive task due to the global financial challenges faced by all organisations. A new fundraising strategy and marketing plan has been implemented, with emphasis being placed on improved fundraising returns on investment.

The Board of Trustees has appointed a new Chief Executive to lead the organisation during this period to ensure the funding is in place for the completion date. The remit of the new CEO also includes the development of new and existing services Cancer Support Scotland offer to its clients and quality assurance for all of these services.

ACHIEVEMENT AND PERFORMANCE

Once again, the organisation has seen some staff changes with May Buchanan retiring after 19 years of remarkable service. The Fundraising & Marketing Manager and Assistant have both left the organisation to be replaced by a dedicated Trusts & Community Fundraising Officer, Major Donor & Corporate Fundraising Manager and a Centre Administrator. This has been supported by a new internship programme, which has seen 4 graduates having 13 week placements with us supporting key functions of graphic design, corporate fundraising, media relationships and celebrity liaison. This team has achieved success especially raising income from Trusts & Foundations, improving our fundraising, marketing and communication materials and the launch of a new community based fundraising initiative.

Cancer Support Scotland has moved temporarily to new accommodation (within Gartnavel General Hospital) in the old Renal Unit opposite Shelley Court, our former premises, until the organisation moves permanently to the Calman Cancer Support Centre. Although the current accommodation is better suited being on the ground floor it has the disadvantage of being shared with the Diabetes unit. However NHSGGC generously agreed to our request to have premises that could be accessed by everyone. The biggest advantage to our move has been the location and we have seen an increase of people visiting the temporary accommodation as we are visible from the Beatson.

Significant changes have been made with our service provision and the complementary therapy service has been brought in-house. It has also been agreed to appoint a Service Coordinator who will develop the service portfolio. This will cap the charity's expenditure on complementary therapies, will improve the governance and quality control and will also allow the organisation to invest in training & development for the service staff. Our partnership with Macmillan Cancer Support in Easterhouse and Renfrew continues and has been evaluated exceptionally well and now Cancer Support Scotland is in discussion on how we can support this partnership further. The support groups continue and a number of challenges still exist. These are being addressed by the introduction of the Service Co-ordinator and subsequent marketing to encourage groups to be formed and developed.

Overall the charity is making progress towards its goals, however with the current global financial climate it might take longer to achieve our financial target.

ON BEHALF OF THE BOARD :



Trustee

25 September 2012

Independent Examiner's Report to the Trustees of
Cancer Support Scotland (Tak Tent)

I report on the accounts for the year ended 30 April 2012 set out on pages four to ten.

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.

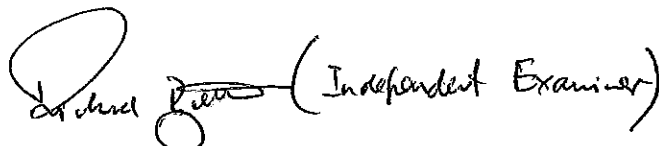
Independent examiner's statement

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.



(Independent Examiner)

Richard G Beattie
Chartered Accountant
Richard G. Beattie & Co.
121 Moffat Street
Glasgow
G5 0ND

25 September 2012

Cancer Support Scotland (Tak Tent)

Statement of Financial Activities
for the Year Ended 30 April 2012

	Notes	Unrestricted funds £	Restricted funds £	30.4.12 Total funds £	30.4.11 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		105,498	85,147	190,645	103,185
Activities for generating funds	2	43,520	7,359	50,879	97,547
Investment income	3	250	-	250	294
Total incoming resources		149,268	92,506	241,774	201,026
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	7,924	-	7,924	5,038
Fundraising trading: cost of goods sold and other costs		15,146	50,088	65,234	75,228
Charitable activities					
Services provided		115,399	-	115,399	4,356
Governance costs		14,664	16,058	30,722	44,316
Other resources expended		13,084	8,335	21,419	102,831
Total resources expended		166,217	74,481	240,698	231,769
NET INCOMING/(OUTGOING) RESOURCES					
		(16,949)	18,025	1,076	(30,743)
RECONCILIATION OF FUNDS					
Total funds brought forward		104,359	86,409	190,768	221,511
TOTAL FUNDS CARRIED FORWARD		87,410	104,434	191,844	190,768

The notes form part of these financial statements

Cancer Support Scotland (Tak Tent)

Balance Sheet
At 30 April 2012

	Notes	Unrestricted funds £	Restricted funds £	30.4.12 Total funds £	30.4.11 Total funds £
FIXED ASSETS					
Tangible assets	8	4,347	-	4,347	5,180
CURRENT ASSETS					
Debtors	9	-	8,454	8,454	49,790
Cash at bank		88,175	95,980	184,155	154,685
		<u>88,175</u>	<u>104,434</u>	<u>192,609</u>	<u>204,475</u>
CREDITORS					
Amounts falling due within one year	10	(5,112)	-	(5,112)	(18,887)
		<u>83,063</u>	<u>104,434</u>	<u>187,497</u>	<u>185,588</u>
NET CURRENT ASSETS					
		<u>87,410</u>	<u>104,434</u>	<u>191,844</u>	<u>190,768</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>87,410</u>	<u>104,434</u>	<u>191,844</u>	<u>190,768</u>
NET ASSETS					
		<u>87,410</u>	<u>104,434</u>	<u>191,844</u>	<u>190,768</u>
FUNDS					
Unrestricted funds	11			87,410	104,359
Restricted funds				104,434	86,409
				<u>191,844</u>	<u>190,768</u>
TOTAL FUNDS					
				<u>191,844</u>	<u>190,768</u>

The notes form part of these financial statements

Cancer Support Scotland (Tak Tent)

Balance Sheet - continued

At 30 April 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2012.


The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2012 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 25 September 2012 and were signed on its behalf by: *David Semple, Joint Chair of Trustees*


Trustee

Cancer Support Scotland (Tak Tent)

Notes to the Financial Statements
for the Year Ended 30 April 2012

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 each asset over its estimated useful life.

Plant and machinery etc - 25% on reducing balance and 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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	30.4.12	30.4.11
	£	£
Fundraising events	42,860	92,563
Social lotteries	8,019	4,984
	<u>50,879</u>	<u>97,547</u>

3. INVESTMENT INCOME

	30.4.12	30.4.11
	£	£
Deposit Account Interest	<u>250</u>	<u>294</u>

Cancer Support Scotland (Tak Tent)

Notes to the Financial Statements - continued
for the Year Ended 30 April 2012

4. COSTS OF GENERATING VOLUNTARY INCOME

	30.4.12	30.4.11
	£	£
Insurance & licences	-	412
Light and heat	337	203
Telephone	1,186	1,830
Postage and stationery	2,789	-
Rent	523	1,264
Support costs	3,089	1,329
	<u>7,924</u>	<u>5,038</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	30.4.12	30.4.11
	£	£
Accountants' remuneration	750	1,751
Depreciation - owned assets	1,033	1,269
Hire of plant and machinery	2,840	2,993
Other operating leases	-	13
	<u>-</u>	<u>13</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2012 nor for the year ended 30 April 2011 .

Trustees' Expenses

There were no trustees' expenses paid for the year ended 30 April 2012 nor for the year ended 30 April 2011 .

7. STAFF COSTS

	30.4.12	30.4.11
	£	£
Wages and salaries	<u>16,638</u>	<u>98,767</u>

Cancer Support Scotland (Tak Tent)

Notes to the Financial Statements - continued
for the Year Ended 30 April 2012

8. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 May 2011	26,676
Additions	200
At 30 April 2012	<u>26,876</u>
DEPRECIATION	
At 1 May 2011	21,496
Charge for year	1,033
At 30 April 2012	<u>22,529</u>
NET BOOK VALUE	
At 30 April 2012	<u>4,347</u>
At 30 April 2011	<u>5,180</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.12 £	30.4.11 £
Trade debtors	2,199	-
Other debtors	6,255	49,790
	<u>8,454</u>	<u>49,790</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.12 £	30.4.11 £
Taxation and social security	3,401	4,895
Other creditors	1,711	13,992
	<u>5,112</u>	<u>18,887</u>

11. MOVEMENT IN FUNDS

	At 1.5.11 £	Net movement in funds £	At 30.4.12 £
Unrestricted funds			
General fund	104,359	(16,949)	87,410
Restricted funds			
Chapel Fund	86,409	18,025	104,434
TOTAL FUNDS	<u>190,768</u>	<u>1,076</u>	<u>191,844</u>

Cancer Support Scotland (Tak Tent)

Notes to the Financial Statements - continued
for the Year Ended 30 April 2012

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	149,268	(166,217)	(16,949)
Restricted funds			
Chapel Fund	92,506	(74,481)	18,025
TOTAL FUNDS	<u>241,774</u>	<u>(240,698)</u>	<u>1,076</u>

Cancer Support Scotland (Tak Tent)

Detailed Statement of Financial Activities
for the Year Ended 30 April 2012

	30.4.12	30.4.11
	£	£
INCOMING RESOURCES		
Voluntary income		
Sale of Goods	254	2
Donations	180,158	46,312
Gift aid	5,836	22,238
Other Income	4,397	1,343
Grants	-	33,290
	<hr/>	<hr/>
	190,645	103,185
Activities for generating funds		
Fundraising events	42,860	92,563
Social lotteries	8,019	4,984
	<hr/>	<hr/>
	50,879	97,547
Investment income		
Deposit Account Interest	250	294
	<hr/>	<hr/>
Total incoming resources	241,774	201,026
RESOURCES EXPENDED		
Costs of generating voluntary income		
Insurance & licences	-	412
Light and heat	337	203
Telephone	1,186	1,830
Postage and stationery	2,789	-
Rent	523	1,264
	<hr/>	<hr/>
	4,835	3,709
Fundraising trading: cost of goods sold and other costs		
Delivery Exp-Therapies	-	52,435
Fundraising Expenses	12,538	18,574
Chapel Expenses	-	13
Delivery expenses- counselling	-	4,206
Lottery prize money paid	2,608	-
Wages	50,088	-
	<hr/>	<hr/>
	65,234	75,228
Governance costs		
Hire of plant and machinery	2,840	2,993
Training Costs	3,386	3,572
Recruitment Expenses	1,408	890
Legal, consultancy & prof fees	22,338	35,110
Accountants' remuneration	750	1,751
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	30,722	44,316

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 2012.

	30.4.12	30.4.11
	£	£
Other resources expended		
Wages	16,638	98,767
Postage,stationery & adverts	2,458	519
Publications & Subscriptions	1,288	2,250
Bank Charges	2	26
Plant and machinery	9	126
Fixtures and fittings	5	75
Motor vehicles	997	754
Computer equipment	22	314
	<hr/>	<hr/>
	21,419	102,831
Support costs		
Management		
Insurance & licences	1,526	1,314
Sundries	335	1,329
Motor Expenses	2,375	2,292
Uk Entertainment	142	670
Cleaning	-	80
Repairs and renewals	1,421	-
Hire of plant and machinery	1,420	-
Training Cost	1,693	-
Recruitment Expenses	704	-
Legal & Professional fees	11,170	-
Postage & Stationery	697	-
Wages	58,334	-
Delivery Exp-Therapies	35,735	-
Delivery Expenses-Counselling	2,936	-
	<hr/>	<hr/>
	118,488	5,685
Total resources expended	<hr/>	<hr/>
	240,698	231,769
	<hr/>	<hr/>
Net income/(expenditure)	<hr/>	<hr/>
	1,076	(30,743)
	<hr/>	<hr/>