

## **Action Cancer**

**(A company limited by guarantee and not having a share capital)**

### **Report and Financial Statements**

31 March 2013

WEDNESDAY



\*J2LISWR5\*  
JNI 20/11/2013 #187  
COMPANIES HOUSE

## Council of Management and Other Information

### Directors and Council of Management

Mr Norman Carson (Chairman)  
Mrs Marion Fisher (Secretary)  
Mr Nick Hanna (Treasurer)  
Mr Quentin Coey  
Mrs Rosemarie McGirr (Resigned June 2013)  
Mrs Christine McCafferty  
Mr Brian Barry  
Mr Robert Kennedy  
Ms Siobhan Barronwell  
Ms Geraldine Haire

### Patrons

Dr Lindy Burton-Edelstyn  
Ms Nuala McKeever  
Mr James Nesbitt  
Ms Zoe Salmon  
Mr Dennis Taylor

### Honorary life members

Mrs Myrtle Allen  
Mrs Maura Gillan  
Mrs Elizabeth Hill  
Miss Alison McCrystal  
Mr John Patton

### Chief Executive Officer

Mr Gareth Kirk

### Registered Office

1 Marlborough Park  
Belfast  
BT9 6XS

### Solicitors

Worthingtons Solicitors  
24-38 Gordon Street  
Belfast  
BT1 2LG

### Statutory Auditors

J L Grant & Co  
Unit 1, Building 10  
Central Park  
Mallusk Road  
Co. Antrim  
BT36 4FS

### Investment Managers

Cunningham Coates  
32-38 Linenhall Street  
Belfast  
BT2 8BG

### Principal Bankers

Danske Bank Limited  
Donegall Square West  
Belfast  
BT1 6JS

Barclays Wealth and Investment Management

Barclays House  
Victoria Street  
Douglas  
Isle of Man  
IM99 3ZX

## Directors' Report

The Directors present their report and financial statements for the year ended 31 March 2013.

### Results

Details of the surplus for the year are set out in the Statement of Financial Activities on page 16 and in the related notes.

### Public Benefit

The key charitable purpose of Action Cancer is to save lives and to support people and families directly or indirectly affected by cancer. The charity exists for the public benefit of citizens primarily in Northern Ireland. The strategic aims of the charity and the activities directed towards the achievement of these aims are set out in pages 4 to 10 of this report. The achievements and measurable outputs of the charity's activities demonstrate very substantial and tangible benefits to the public in areas of breast cancer detection, cancer awareness and prevention and, physical and psychological support. All services are provided free to the public at the point of delivery. The Directors of the charity receive no personal benefit for their involvement in the charity.

### Structure, Governance and Management

#### Structure

The charity was incorporated as a company limited by guarantee on 5<sup>th</sup> February 1985. The company is exempt under this legislation from using 'limited' as part of its name.

The Directors have registered the company as a charity with the Inland Revenue, registration No. XN 48533.

#### Governance and Management

The role of the Board of Directors / Council of Management is to ensure that Action Cancer is effectively governed; to ensure that the charity complies with all relevant legislation, its own Articles of Association and the requirements of good practice; and to ensure that the charity works to agreed Strategic and Operational Plans.

The Articles of Association allow for up to ten Directors to be appointed, three of whom should be fundraising group representatives with other Directors being from a variety of clinical and professional backgrounds. Directors are elected at the AGM on the basis of nominations from the membership and through the Council of Management. The Directors operate in accordance with the rules set down in the Articles of Association and the Standing Orders.

The charity has a 'Guide for Council Members' and 'Internal Control Procedures' documentation, which, along with the Articles of Association, assists the Directors in the management of the charity. The Council of Management meets at least four times per annum, and delegates Audit, Professional Services and Health and Safety to sub-committees, which operate under specific Terms of Reference. Operational matters are delegated to the charity's Management Team.

#### Director Induction and Training

When new Directors are appointed, they are given an introduction to the work of Action Cancer. There is a robust induction to brief them about the key aspects of the charity and the context within which it operates. This is led by the Chief Executive and covers:

## Directors' Report

- Obligations as Directors under applicable laws and regulations;
- The obligations of the Directors on the Council of Management;
- The main documents which set out the strategic and operational framework of the charity including its Strategic Plan and Articles of Association;
- The current financial position as set out in the latest published financial statements;
- Future plans and objectives of the charity.

### Risk Management

The charity's Directors and Management Team have considered the major risks to which the charity is exposed, have reviewed those risks and established systems and procedures to manage those risks.

Principal risks are identified and ranked in terms of their potential impact and likelihood. Risks, for this purpose, are those that may have a significant impact on the charity and include:

- Governance and Management;
- Financial;
- Operational, including medical malpractice;
- Reputational;
- External and Environmental;
- Legal and regulatory compliance.

The ultimate responsibility for the management and control of Action Cancer rests with the Directors and as such their involvement in the key aspects of the risk management process is essential, particularly in setting the parameters of the process and in the review and consideration of the results. This should not be interpreted as meaning the Directors must undertake each aspect of the process themselves.

In the case of Action Cancer, the Directors have delegated elements of the risk management process to the Chief Executive and Management Team, whilst ensuring that they, as Directors, review and consider the key aspects of the process and results.

The task of monitoring the charity's financial control systems and procedures is delegated to the Audit Committee, supported by the Management Team. The Committee recognises that a sound internal control system that can respond to significant risks, is embedded in operational activities, is capable of reacting to external and internal changes and will immediately report major control weaknesses, is a key and essential component of risk management.

Key controls used by the charity include:

- Formal agendas, minutes and action plans for all Committee and Council activity;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure, lines of reporting, segregation and delegation of duties;
- Formal written policies for Human Resources, Finance, Risk Management, Health and Safety and all Professional Services, etc;
- Key performance management indicators;
- Clear authorisation and approval levels.

## Directors' Report

### Organisational Structure

The Board of Directors meet regularly to agree the broad strategy of the charity and to monitor its activities. During 2012/13 the Board of Directors met on five occasions. An Annual General Meeting was held in October 2012, reporting on year ended 31 March 2012 and to which the membership were invited.

The Chief Executive is responsible for managing the charity's day to day operations and resources on behalf of the Directors. During the year, the charity employed on average 83 full and part time staff covering professional services, fundraising and communications and, finance and administration.

### Income and Expenditure

Underpinning all of the charity's activities is income generation, the aim of which is to raise sufficient funds in the most cost effective manner to meet the aims and objectives of the charity. Principal funding sources during the year included from legacies, Action Cancer shops and local fundraising groups, the general public of Northern Ireland and major corporate partners.

Expenditure during the year was in support of the key charitable objectives as identified below.

### Strategic Plan 2010-2013

During 2012/13 the charity has been guided and directed by its three year Strategic Plan, A Continuing Future, 2010-2013. Developed in 2010, the Plan details how for the three year period to 31 March 2013, Action Cancer would provide services in the following areas:

- Early detection of cancers, with special emphasis upon our Breast Screening Programme;
- Education and awareness of healthy lifestyles to reduce the incidence of cancer;
- Provision of therapeutic and counselling services for those affected by cancer;
- Support, evaluation and research into the effectiveness of cancer services;
- Promotion and lobbying around relevant healthcare issues.

Centred on service and operational delivery the Plan identifies 8 Strategic Aims and a further 39 Objectives, all to be achieved through partnership working with a range of government agencies, other cancer charities and by our own staff and volunteers. The Aims and Objectives to be achieved by funding received from the general public of Northern Ireland, the charity's local fundraising groups, its retail activities and from charitable trusts and corporate sponsors etc.

## Directors' Report

### Our Mission, Vision and Values

#### Mission:

"To save lives and support people in Northern Ireland affected by cancer"

#### Vision:

"A future where cancer is preventable, detectable and treatable and people with cancer and their families can be supported"

#### Values:

##### To offer Services which are:

- Person-centred by treating people with respect and dignity;
- Accessible by all who need them;
- Influenced by various stakeholders;
- Of excellent quality and standard;
- Delivered by staff and volunteers who are committed and valued.

#### Our Strategic Aims:

1. To encourage people to self refer for early detection of breast cancer;
2. To enable and support the people of Northern Ireland to make positive lifestyle choices around the prevention and early detection of cancer;
3. To establish Action Cancer as a centre of excellence in therapeutic support;
4. To ensure that all service provision is regularly audited and evaluated;
5. To develop services in line with Health and Social Care strategies;
6. To generate sufficient income and deploy resources to achieve strategic aims;
7. To manage a planned and sustained range of communications with a variety of stakeholders;
8. To ensure that Action Cancer has sound business systems and procedures in place to comply with good practice.

In support of these Strategic Aims a further 39 Objectives were been identified in the Strategic Plan 2010-13.

#### **These aims are to be achieved by the provision of charitable activities delivered through the following programmes and services:**

**Breast Screening** – The screening of women in the age ranges of 40 to 49 and 70 plus for breast cancer both at Action Cancer House, Belfast and across Northern Ireland using our state of the art mobile screening facility "the Big Bus".

**Health Checks** – A range of health checks carried out across the province using "the Big Bus" and Community settings. Checks include tests and advice relating to blood pressure, weight, BMI, cholesterol, lung capacity and skin condition.

**Health Awareness and Education** – To reduce the incidence of cancer and related diseases in Northern Ireland, through a structured programme of health and healthy living related messages and activities targeted at school children under the age of 16. To provide information on cancer and related issues to the public, to cancer patients and their families and to nurses and doctors who work within the sector.

## Directors' Report

**Therapeutic Support (Coaching, Counselling and Complementary Therapy)** – To enhance the quality of life of those living with cancer and their families through high quality therapeutic, coaching, counselling and Listening Ear Support services.

These services are provided at Action Cancer House, Belfast and since March 2013 in various Community locations in Londonderry/Derry.

**Health Promotion and Campaigning** – To deliver important messages and lobby around relevant cancer and healthcare issues.

**Research and Evaluation** – To improve the prevention, detection, treatment and understanding of cancer through the provision and dissemination of information in support of local cancer research activity.

### Achievements and Performance

#### Overview of Activities and Achievements in the Financial Year 2012/13

Action Cancer operates a system of yearly operational planning in which the actions and activities for the year are aligned to each of the 8 Strategic Aims and 39 Objectives detailed in the Strategic Plan. The Operating Plan identifies the actions necessary to achieve the Objectives, the required timeframes and how each objective is to be measured. A qualitative and quantitative overview of the achievements and performance of the charity against its 8 Strategic Aims is detailed below.

#### **Strategic Aim 1. "To encourage people to self - refer for early detection of breast cancer".**

In 2012/13 we screened 8,168 (2011/12 - 7,878) women for breast cancer, 290 above last year and the highest number of women ever screened by the charity in any year. An excellent performance greatly assisted by contract work undertaken on behalf of the Northern Ireland Breast Screening Programme and several very successful breast awareness campaigns and events including Breast Cancer Awareness Month (BCAM) a Mother's Day walk and the annual Moonlight Walk which in itself attracted nearly 1,000 participants.

Screening was undertaken at both Action Cancer House, Belfast, and throughout Northern Ireland onboard our Big Bus. It is well researched and documented that women in more rural and disadvantaged areas of the province are less likely to avail of screening than those from the Greater Belfast and more affluent areas. Accordingly, our Big Bus visited some 225 (2011/12 - 193) locations throughout the province and in doing so undertook 4,318 (2011/12- 3,588) screenings, over 65% of which are deemed to be of women in hard to reach categories. In addition to the screening undertaken on board the Big Bus, our unique "Special Clinics" providing breast screening for women with special needs or from ethnic minority groups continued to be available throughout the year.

To ensure that women deemed to be "hard to reach" including those with physical or learning disabilities are able to avail of our screening services "Special Clinics" are scheduled regularly at Action Cancer House. Undertaken in conjunction with the Women's Resource and Development Agency (WRDA) these clinics were reviewed and audited during the year by the NI Quality Assurance Reference Centre (QARC) of the Public Health Authority who concluded, "These clinics are highly valued by women who attend them and they provide an important service to women who may not attend the Northern Ireland Breast Screening Programme".

## Directors' Report

### **Strategic Aim 2. To enable and support the people of Northern Ireland to make positive lifestyle choices around the prevention and early detection of cancer.**

Our Health Promotion team continued to deliver a very wide range of programmes including health checks, "Why Weight", cancer awareness sessions, cook it and smoking cessation sessions throughout Northern Ireland and across a wide spectrum of age ranges from pre-school children to very senior and mature adults. Over 30,000 boys, girls, men and women engaged with or availed of our Health Promotion programmes and services. Significant demand was experienced for our Health Checks with 3,329 (2011/12 - 2,227) carried out either on board the Big Bus or in Community or Workplace settings.

Our Cancer Awareness sessions are delivered in workplace and community group settings and focus on male and female specific cancers as well as general cancers. Breast and testicular awareness is taught and healthy lifestyle messages are also covered. These sessions encourage people to become proactive and visit their GP if they have any concerns. In the year, 34 sessions were undertaken with approximately 900 people participating.

The Healthy Living Programme covers various aspects of health including the risks associated with smoking, the importance of healthy eating and exercise, body awareness and how to reduce stress. The programme is ideal for use in community settings and allows groups of men and women to address some of their health behaviours. In the year, 5 sessions were undertaken with 63 people participating.

The Cook it Programme is a six week course which is delivered in community group settings. The sessions combine theory about healthy eating with examples of practical low-budget cookery and food preparation. In the year only 1 session was undertaken with 11 people participating.

Our smoking cessation programmes are tailored to either adult or youth settings. They are run by trained smoking cessation counsellors who provide information and advice on quitting as well as exploring reasons for smoking and wanting to quit. These are available as school, group or one to one sessions. In the year, 3 sessions were undertaken with 26 people participating.

Our Health Promotion staff provide leaflets and advice on cancer and healthy lifestyles at health fairs and other events. In the year, 40 sessions were undertaken with approximately 2,300 people participating.

Our "Safe Sun" Road Shows are held in conjunction with Gordon's Chemists and aimed at highlighting the dangers associate with over exposure to sunlight. In the year 6 road shows were held with approximately 500 people receiving advice and information.

### **School Programmes**

In addition to the work undertaken onboard the Big Bus, in the community and in work places, the Health Promotion team also delivers a very substantial health awareness and educational programme in schools, ranging from pre primary to secondary school levels. Eight different health related programmes are offered. During the course of the year some 22,000 school children were spoken to and engaged with.

Our pre and primary school programme, "Mambo and Jazz" uses two hand held puppets to relay critical messages around the importance of Healthy Eating, Exercise, being Sun Aware and Smoking, approximately 30 minutes long and suitable for Key Stage 1 & Key Stage 2 groups of up to 100 pupils, 232 sessions were undertaken with approximately 15,500 children engaged.



## Directors' Report

The Primary Health Action is a more in-depth health programme targeted at Key Stage 2 pupils, being the next stage up from the Mambo and Jazz puppet show. It focuses on healthy eating, exercise, sun safety and smoking. It helps children learn how to lead a healthy lifestyle in their formative years. The programme also includes work around building up social skills, providing self confidence and self esteem to make the right lifestyle choices. In the year, 90 sessions were undertaken with approximately 2,500 students participating.

The Parents Lunch Box Session is a one off two-hour session developed for parents of children in pre-school and primary schools. It includes a presentation on good health, lunchbox ideas and how to prepare a healthy meal. In the year, 31 sessions were undertaken with approximately 400 parents participating.

The Secondary Single "Health Action" programme is aimed at students between the ages of 11 to 18. The programme covers strong core messages on early detection and cancer prevention including the effects of smoking and alcohol, the importance of exercise and a balanced diet. Information on the prevention and detection of testicular, breast, cervical and skin cancer is included as appropriate to the group. In the year, 53 sessions were undertaken with approximately 1,550 students participating.

The Secondary three Week "Health Action" Programme is an extended programme of 4 sessions covering a range of health issues relating to cancer prevention and general wellbeing. Each programme is run over a number of weeks or during a single day, each session lasts approximately 45 minutes. In the year, 33 sessions were undertaken with approximately 1,000 students participating.

### **Strategic Aim 3. To establish Action Cancer as a centre of excellence in therapeutic support.**

Work was ongoing throughout the year in establishing the charity as a centre of excellence in therapeutic support. The counselling and complementary therapy provision at Action Cancer House was further developed, the provision of complementary therapy at the Royal Belfast Hospital for Sick Children successfully continued whilst the Children and Young People counselling service continued to support children from 5 plus.

Significantly, working in conjunction with local Community Groups in Londonderry and in partnership with the Derry based Pink Ladies Charity, new Action Cancer counselling and complementary therapy services commenced in the city. The "partnership" model used has proved most effective and to date demand for the services excellent, subject to a positive evaluation, we will be seeking to rollout similar models in other locations.

Our highly successful life coaching programme "Positive Living Programme" was expanded during the year with two day workshops held in Belfast, Derry, Portadown and Enniskillen. The programme using life coaching tools and techniques aims to support people affected by a cancer diagnosis, helping them to focus on rebuilding their lives, on personal needs, goals and achievements, rather than on cancer as an acute illness.

### **Strategic Aim 4. To ensure that all service provision is regularly audited and evaluated.**

Throughout the year our programmes and activities continued to be formally assessed and evaluated by our Research and Evaluation Officer Dr Caroline Hughes. Research projects with the local universities continued with the successful completion of undergraduate and master's level projects.

## Directors' Report

In October 2012, our Breast Screening Services and our "Special" Breast Screening Clinics held in conjunction with the WRDA for hard to reach and disadvantaged women were the subject of an independent Audit by the Northern Ireland Quality Assurance Reference Centre (QARC) of the Public Health Authority. The Audit was very positive and where recommendations were made these have now been implemented. The Audit specifically commented on a number of areas of good practice which included:

- The high quality of documentation regarding policies, processes and work instructions.
- The quality of systems for data collection, monitoring and Quality Assurance.
- The excellent supportive environment for women attending the "Special Clinics".
- The high standard of mammography and low technical repeat rates.
- The robust checking system and audit processes in place to ensure right results.

The Audit concluded by reporting and stating that "Action Cancer" provides a highly valued service to women".

### **Strategic Aim 5. To develop Services in line with Health and Social Care strategies.**

Services and service levels throughout the year continued to be developed and refined to ensure alignment with need and published Health and Social Care strategies, including Transforming Your Care.

### **Strategic Aim 6. To generate sufficient income and deploy resources to achieve strategic aims.**

The charity recognises that 2012/13 was financially very challenging and difficult for many in Northern Ireland and that the current economic and financial uncertainty is likely to continue for several more years to come. Despite the economic climate and the reduced ability, but not desire, of many to give to charitable and good causes our total income for the year was an incredible £5,180,198 (2011/12 - £3,751,934) a 38.1% increase on the previous year. As a result of this excellent performance all planned services, activities and targets were successfully delivered and achieved and £1,630,194 set aside in reserves for future expenditure on our charitable objects.

Approximately 96% of the charity's income is directly raised and generated from a range of sources including our 13 retail shops, corporate organisations, individual giving, treks, marathons, public run events, community groups, legacies / D.I.L.O.G, charitable trusts and foundations. With no main stream Public Sector funding the charity has over time, developed and built up a strong and mixed portfolio of income streams. This is an undoubted strength of the charity and whilst such a portfolio reduces overall financial risk, it nevertheless requires substantial maintenance and constant refreshing, this too was successfully achieved.

The charity has in place a very professional, passionate and motivated fundraising team. Key to their success is the maintenance of existing relationships, the developing of new opportunities and the servicing of all supporters with the appropriate level of help.

## Directors' Report

### **Strategic Aim 7. To manage a planned and sustained range of communications with a variety of stakeholders.**

The organisation successfully exceeded its target of £1.5m advertising media equivalent value for PR stories in both print and broadcast mediums. This was achieved by co-ordinating human interest stories, producing compelling copy for media outlets and working alongside journalists to ensure appropriate management of Action Cancer ambassadors.

Public Relation activity was a key element of our marketing strategy and was when appropriate very effectively used to highlight key cancer messages, to share compelling and heart warming testimonials, to highlight our services, the local availability of the Big Bus or to promote fund raising activities and events.

### **Strategic Aim 8. To ensure that Action Cancer has sound business systems and procedures in place to comply with good practice.**

The business systems and corporate governance processes continued to be reviewed throughout the year. The Audit Committee met on six occasions during the year reviewing in particular processes and controls around corporate and operational risk and general governance issues.

Training for Staff, Directors and Volunteers on internal procedures, risk management and health and safety was ongoing throughout the year.

In October 2012 the charity was reassessed under the Investors in People (IIP) framework, a universally recognised benchmark of good Human Resource and Corporate Governance. The report was very positive and highly complementary of the charity and in particular its leadership, management and processes, as a result Silver level accreditation was awarded.

The charity was subject to a number of other financial and operational reviews and audits during the year, all of which were highly satisfactory with no material or significant issues being identified.

### **Plans for the Future**

#### **Strategic Plan 2013 – 2016**

A new Strategic Plan "for Now and the Future" covering the three year period April 2013 to March 2016 was researched, consulted upon and developed during the year and subsequently approved by the Council of Management in March 2013. Built around three key themes of Saving and Supporting, People and Engagement and, Strength and Impact, progress against the Plan will be reported upon in future Annual Reports.

The charity recognises that the current and ongoing difficult economic climate will present particular challenges in the year ahead. The charity however remains confident that with a continued focus on delivering quality services that make a genuine and profound difference towards Saving Lives and Supporting People with cancer, coupled with the generous giving of our many supporters and a continuing tight control on costs and expenditure, that the Key Goals and Key Actions detailed in the new three year Strategic Plan and specifically those outlined in the supporting 2013/14 Operating Plan will be achieved.

## Directors' Report

### Financial Review

2012/13 was an exceptional year for Action Cancer, a year unlikely to be repeated again. Action Cancer is not a legacy driven or dependent charity, with legacy incomes being historically below £100,000 per annum. In the past two financial years however £2,269,860 has been received from legacies, with £1,753,201 received in the current year. Whilst the Council of Management determines the most effective and efficient use of this exceptional legacy money it has been set aside and included in Reserves

For its core funding Action Cancer continues to rely totally on the generous donations received from our supporters and corporate sponsors. During the year the charity had net positive movement in funds of £1,630,194 (2011/12 - £493,721). The gross income for the year at £5,180,198, increased by £1,428,264 or 38.1% (2011/12 increased by £411,053 or 12% increase). Expenditure on charitable activities increased by £233,679 or 12.4%, mainly as a result of increased numbers of breast screenings and health checks undertaken. Total resources expended increased by £309,283 or 9.5%.

### Reserves

The Directors have reviewed the reserves of the charity and concluded that a general reserve equivalent to six months of running costs and six months of salary costs should be held. This would allow the charity to be managed efficiently and provide a buffer for uninterrupted services. This requires free reserves totalling £1,705,975 based on 2012/13 levels of expenditure. At 31 March 2013 the total free reserves amounted to £3,574,400 (2012 – £1,840,268), a surplus of £1,868,425 (109%).

Unrestricted funds have increased by £1,668,309 and are detailed in note 17 to the financial statements.

### Financial Risk Management

Given the nature and locations of its operations the charity is not significantly exposed to price risk, foreign exchange risk or credit risk. Nor are liquidity or interest rate risks of concern while the charity has no external funding. Surplus funds are invested in short term bank deposits in UK Banks and in a range of low risk financial instruments managed on behalf of the charity by its professional investment advisors.

### Investment Policy

The management of the charity's investment funds is delegated to professional investment managers. The current investment policy is to manage the investments with a balance of income and growth, on a low risk basis and subject to an ethical stance that excludes investment in armaments and tobacco.

### Going Concern

The Directors believe there are no material uncertainties that cast significant doubt about the company's ability to continue as a going concern and the financial accounts have been prepared on that basis.

### Directors

The Directors who served the company during the year are listed on page 1.

## Directors' Report

### Volunteer Contribution

The operation of the charity would not be as successful without the dedication and commitment of circa 400 volunteers who freely and regularly give up of their time to support the charity. The directors are very grateful and appreciative of everyone and all that they do. The tasks undertaken are numerous but include for example local fundraising, staffing of shops, driving and collecting goods, answering phones, manning reception desks, collecting or counting money and providing Listening Ear and counselling support. It is difficult to quantify and value the cost of the services provided free by our volunteers, however the Directors estimate that the annual cost would be in the region of circa £0.75m.

### Disclosure of Information to the Auditors

So far as each person who was a Director at the date of approving this report is aware, there is no relevant audit information, being information needed by the auditor in connection with preparing its report, of which the auditor is unaware. Having made enquiries of fellow directors and the company's auditor, each director has taken all the steps that he/she is obliged to take as a director in order to make himself/herself aware of any relevant audit information and to establish that the auditor is aware of that information.

### Small company exemption

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the Board



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Marion Fisher  
Secretary

Date: 30/9/13

## Statement of Directors' Responsibilities

The Directors are responsible for preparing the Directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping proper accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Independent Auditors' Report**

to the members of Action Cancer

We have audited the financial statements of Action Cancer for the year ended 31 March 2013 on pages 16 to 30. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the 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 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

As explained more fully in the Trustees/ Directors Annual Report, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the reports and financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at year ended 31 March 2013 and of its incoming resources and application of resources 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.

## Independent Auditors' Report

to the members of Action Cancer

### OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

*JL Grant 30/9/13*

**JL GRANT (Senior Statutory Auditor)**

For and on behalf of

JL GRANT & CO.

Chartered Certified Accountants & Statutory Auditor

Unit 1, Building 10  
Central Park, Mallusk Road  
Newtownabbey  
Co. Antrim  
BT36 4FS



## Statement of Financial Activities (incorporating an income and expenditure account)

for the year ended 31 March 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	2,671,607	257,533	2,929,140	1,369,128
Activities for generating funds	2	1,990,503	-	1,990,503	2,134,310
Investment income	2	38,988	-	38,988	24,084
Total incoming resources from generated funds		4,701,098	257,533	4,958,631	3,527,522
<b>Income from charitable activities</b>					
Breast screening		193,794	-	193,794	189,635
Coaching, Counselling and Comp Therapy		8,510	-	8,510	10,528
Health Promotion and Education		19,263	-	19,263	24,249
Total income from charitable activities		221,567	-	221,567	224,412
<b>Total incoming resources</b>		4,922,665	257,533	5,180,198	3,751,934
<b>Resources expended</b>					
<b>Costs of generating voluntary income</b>	3	1,378,155	18,000	1,396,155	1,335,495
<b>Charitable activities</b>					
Breast Screening		718,111	210,674	928,785	768,014
Health Checks		110,816	-	110,816	79,655
Research and Evaluation		54,969	-	54,969	57,282
Coaching, Counselling and Comp Therapy		331,300	746	332,046	305,344
Health Awareness and Education		360,124	66,229	426,353	411,206
Health Promotion & Campaigning		261,467	-	261,467	259,256
Total Charitable activities	4	1,836,787	277,649	2,114,436	1,880,757
<b>Governance costs</b>	5	65,337	-	65,337	50,393
<b>Total resources expended</b>		3,280,279	295,649	3,575,928	3,266,645
<b>Net incoming resources for the year</b>		1,642,386	(38,116)	1,604,270	485,289
<b>Other recognised gains and losses</b>					
Unrealised gains/(losses) on investments:		25,924	-	25,924	8,432
<b>Net movement in funds</b>		1,668,310	(38,116)	1,630,194	493,721
<b>Reconciliation of movement in funds</b>					
Fund balances at 1 April 2012		2,461,121	340,270	2,801,391	2,307,671
Net movement in funds for the year		1,668,310	(38,116)	1,630,194	493,721
Closing balance at 31 March 2013	17	4,129,431	302,154	4,431,585	2,801,392
All amounts relate to continuing operations.					

## Balance Sheet


As at 31<sup>st</sup> March 2013

	Notes	2013 £	2012 £
<b>Fixed assets</b>			
Tangible assets	10	857,185	961,124
Investments	11	1,113,751	84,756
		<u>1,970,936</u>	<u>1,045,880</u>
<b>Current assets</b>			
Debtors	12	124,282	236,744
Cash on deposit	13	2,284,565	1,573,426
Cash at bank and in hand	13	504,165	307,979
		<u>2,913,012</u>	<u>2,118,149</u>
<b>Creditors: amounts falling due within one year</b>	14	<u>(452,363)</u>	<u>(362,637)</u>
<b>Net current assets</b>		<u>2,460,649</u>	<u>1,755,512</u>
<b>Net assets</b>		<u>4,431,585</u>	<u>2,801,392</u>
<b>Funds employed</b>			
Restricted funds	16	302,154	340,270
Unrestricted funds – other charitable funds	17	4,129,431	2,461,122
	18	<u>4,431,585</u>	<u>2,801,392</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved and authorised for issue by the Board and were signed on its behalf by:

  
 \_\_\_\_\_  
 Mr Nick Hanna  
 Director and Treasurer

  
 \_\_\_\_\_  
 Mrs Siobhan Barronwell  
 Director

Date 30/9/13

Date 30/9/13

## Cash flow statement

For the year ended 31<sup>st</sup> March 2013

	<i>Notes</i>	<b>2013</b> <b>£</b>	<b>2012</b> <b>£</b>
<b>Net cash inflow from operating activities</b>	21	<u>1,957,373</u>	<u>680,605</u>
<b>Returns on investments and servicing of finance</b>			
Interest Received		34,749	21,811
Dividends Received		4,239	2,273
		<u>38,988</u>	<u>24,084</u>
<b>Capital expenditure and financial investment</b>			
Purchase of tangible fixed assets		(67,540)	(7,129)
Proceeds from sale of fixed assets		7,500	-
Proceeds from sale of investments		67,024	4,118
Purchase of investments		(1,096,019)	(5,591)
		<u>(1,089,035)</u>	<u>(8,602)</u>
<b>Net cash inflow before financing</b>		<u>907,326</u>	<u>696,087</u>
<b>Financing</b>			
Repayment of principal under hire purchase & finance lease agreements		-	-
<b>Increase in cash in year</b>	22-23	<u>907,326</u>	<u>696,087</u>

## Notes to the Financial Statements

As at 31<sup>st</sup> March 2013

### 1. Accounting Policies

#### *Basis of preparation*

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and follow the recommendations in the Statement of Recommended Practice: Accounting by Charities (Revised). This requires all branch transactions and assets and liabilities to be accounted for in the main charity's own financial statements for the year ended 31 March 2013. The majority of group income derives from donations, the amount of which cannot be ascertained until it is received by the group.

#### *Incoming resources*

Voluntary income received by way of donations and gifts to the charity is recognised when received. Legacy and grant income are accounted for as soon as their amount and receipt are reasonably certain.

#### *Deferred income*

Income received in respect of future expenditure is credited to a deferred income account and released to income in the period to which it relates.

#### *Funds*

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of overheads and support costs, if applicable.

Unrestricted funds are donations and other incoming resources received or generated for charitable purposes.

Designated funds are unrestricted funds earmarked by the Directors for particular purposes.

#### *Resources expended*

Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

Costs of generating voluntary income relate to publicity, marketing and fundraising costs directly incurred in obtaining funds for the charity's work and include costs of special fundraising events, advertising, direct mail and related staff costs. This also includes retail expenditure. Retail expenses are the costs of selling donated goods through the charity's shops and include rent, staff costs and overheads.

The cost of charitable activities is met through the generated funds as well as income from charitable activities.

Governance costs relate to the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management functions. This includes the activities which allow the charity to operate and generate the information

## Notes to the Financial Statements

at 31 March 2013

required for public accountability, including the strategic planning process that contributes to the future development of the charity.

### 1. Accounting Policies (continued)

#### *Investments*

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

#### *Stocks*

Stocks of donated goods are not valued for accounting purposes.

#### *Liabilities*

Liabilities are recognised when there is a legal and constructive obligation committing the charity to the expenditure.

#### *Fixed assets and depreciation*

Fixed assets are stated at cost less accumulated depreciation. Such costs include costs directly attributable to making the asset capable of operating as intended.

Depreciation is calculated to write off the original cost less the estimated residual value, of the fixed assets on a straight line basis over their expected useful lives, as follows:

Freehold buildings	–	2% per annum
Fixtures and fittings	–	20% per annum
Computer equipment	–	33% per annum
Mobile unit and medical equipment	–	10% per annum
X-Ray equipment	–	20% per annum
Motor vehicles (owned)	–	25% per annum

The carrying values of tangible fixed assets are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable.

#### *Leasing and hire purchase commitments*

Rental payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

#### *Pension costs*

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. Contributions are charged to the income and expenditure account as they become payable.

## Notes to the Financial Statements

at 31 March 2013

### 2. Incoming resources from generated funds

	<b>2013</b>	<b>2012</b>
	£	£
<b>Voluntary Income</b>		
Donations	1,072,637	733,198
Legacies	1,753,201	516,659
Give as you earn	47,318	49,144
Other income	55,984	70,127
	<u>2,929,140</u>	<u>1,369,128</u>
	<u><u>2,929,140</u></u>	<u><u>1,369,128</u></u>
<b>Activities for generation funds:</b>		
Retail income	925,989	989,647
Fundraising income	1,064,514	1,144,663
	<u>1,990,503</u>	<u>2,134,310</u>
	<u><u>1,990,503</u></u>	<u><u>2,134,310</u></u>
<b>Investments:</b>		
Investment income	4,239	2,273
Interest received	34,749	21,811
	<u>38,988</u>	<u>24,084</u>
	<u><u>38,988</u></u>	<u><u>24,084</u></u>

### 3. Costs of generating income

	<b>2013</b>	<b>2012</b>
	£	£
Retail costs	737,919	723,907
Retail depreciation	8,754	4,836
Salaries	90,149	92,500
Depreciation	3,244	3,482
Training and recruitment	6,247	5,697
Travel	6,533	8,940
Other fundraising costs	48,390	35,413
IT costs	7,472	5,956
Postage and stationery	12,455	3,119
Telephone	164	170
Events and challenges	351,084	299,173
Corporate events	15,330	25,833
Regular giving	18,850	59,501
Christmas cards	3,080	3,335
Communication costs	45,863	20,855
Support costs (note 5)	40,621	42,778
	<u>1,396,155</u>	<u>1,335,495</u>
	<u><u>1,396,155</u></u>	<u><u>1,335,495</u></u>

## Notes to the Financial Statements

at 31 March 2013

### 4. Charitable activities

	<i>Breast Screening</i>	<i>Health Checks</i>	<i>Research &amp; Evaluation</i>	<i>Coaching, Counselling &amp; CT</i>	<i>Health Awareness &amp; Education</i>	<i>Health Promotion &amp; Campaigning</i>	<i>Total 2013</i>	<i>Total 2012</i>
Salaries	227,924	-	32,796	178,185	245,469	153,075	837,449	796,575
Depreciation & loss on disposal of fixed asset	131,970	-	-	4,325	7,106	-	143,401	123,888
Training & Subscriptions	3,835	-	836	9,059	7,109	2,082	22,921	11,231
Direct costs	206,241	48,422	100	32,258	83,667	39,527	410,215	310,678
Travel	9,275	-	148	4,140	17,399	1,268	32,230	40,612
Telephone	199	-	-	51	601	-	851	862
Postage & Stationery	20,810	5,999	3	-	512	5,999	33,323	17,553
IT Cost	53,258	-	-	-	-	-	53,258	2,581
Advertising & PR	4,018	-	-	-	156	-	4,174	4,748
Other	4,715	637	989	-	494	209	7,044	8,643
Support (note 5)	<u>266,540</u>	<u>55,758</u>	<u>20,097</u>	<u>104,028</u>	<u>63,840</u>	<u>59,307</u>	<u>569,570</u>	<u>563,386</u>
	<u>928,785</u>	<u>110,816</u>	<u>54,969</u>	<u>332,046</u>	<u>426,353</u>	<u>261,467</u>	<u>2,114,436</u>	<u>1,880,757</u>

## Notes to the Financial Statements

at 31 March 2013

### 5. Support Costs

The charity allocates its support costs on the basis of staff time spent on those activities.

	<i>Salaries</i>	<i>Recruitment &amp; Training</i>	<i>Travel</i>	<i>Establishment costs</i>	<i>Other</i>	<i>Total 2013</i>
	£	£	£	£	£	£
<b>Charitable Activities:</b>						
Breast Screening	211,425	2,451	1,518	36,438	14,708	266,540
Health Checks	41,967	1,232	-	7,288	5,271	55,758
Research & Evaluation	13,989	411	-	3,644	2,053	20,097
Coaching, Counselling & Complementary therapy	89,127	1,364	-	7,288	6,249	104,028
Health Awareness & Education	51,558	888	-	7,288	4,106	63,840
Health Promotion & Campaigning	51,558	887	-	3,644	3,218	59,307
<b>Total</b>	<b><u>459,624</u></b>	<b><u>7,233</u></b>	<b><u>1,518</u></b>	<b><u>65,590</u></b>	<b><u>35,605</u></b>	<b><u>569,570</u></b>
<b>Other:</b>						
Governance	27,978	822	3,269	-	33,268	65,337
Cost of generating income	<u>27,978</u>	<u>821</u>	-	<u>7,288</u>	<u>7,778</u>	<u>43,865</u>
<b>Total</b>	<b><u>55,956</u></b>	<b><u>1,643</u></b>	<b><u>3,269</u></b>	<b><u>7,288</u></b>	<b><u>41,046</u></b>	<b><u>109,202</u></b>
<b>Total support costs</b>	<b><u>515,580</u></b>	<b><u>8,876</u></b>	<b><u>4,787</u></b>	<b><u>72,878</u></b>	<b><u>76,651</u></b>	<b><u>678,772</u></b>
<b>Total 2012</b>	<b><u>473,676</u></b>	<b><u>9,279</u></b>	<b><u>1,756</u></b>	<b><u>93,522</u></b>	<b><u>78,324</u></b>	<b><u>656,557</u></b>

### 6. Net Incoming Resources before Transfers

This is stated after charging/(crediting):

	<b>2013</b>	<b>2012</b>
	£	£
Depreciation	123,373	131,616
Hire of assets – operating leases	208,655	220,393
Interest receivable	(34,749)	(21,811)
Auditors remuneration	4,000	4,000
Loss on disposal of tangible fixed assets	40,606	1,537
	<u>          </u>	<u>          </u>



## Notes to the Financial Statements

at 31 March 2013

### 7. Staff Costs

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Wages and salaries	1,627,538	1,508,280
Social security costs	131,659	133,561
Other pension costs (note 19)	50,658	48,852
	<u>1,809,855</u>	<u>1,690,693</u>
	<u><u>1,809,855</u></u>	<u><u>1,690,693</u></u>

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

	<b>2013</b>	<b>2012</b>
	<b>No.</b>	<b>No.</b>
Cancer Detection Programmes and Education Administration	75	70
	8	7
	<u>83</u>	<u>77</u>
	<u><u>83</u></u>	<u><u>77</u></u>

There were no employee emoluments greater than £60,000.

### 8. Directors' Emoluments

One Director received expenses during the year ended 31 March 2013 amounting to £1,739 (2012 – £812).

### 9. Taxation

No provision for corporation taxation is required for the year ended 31 March 2013.

## Notes to the Financial Statements

at 31 March 2013

### 10. Tangible fixed assets

	<i>Freehold buildings</i>	<i>Fixture &amp; fittings</i>	<i>Computer equipment</i>	<i>Mobile unit and medical equipment</i>	<i>X-Ray equip</i>	<i>Motor vehicles</i>	<i>Total</i>
	£	£	£	£	£	£	£
<b>Cost:</b>							
At 1 April 2012	735,788	334,254	343,116	701,466	217,800	120,251	2,452,675
Additions	-	-	-	-	-	67,540	67,540
Disposals	-	-	-	(205,293)	-	(39,300)	(244,593)
At 31 March 2013	<u>735,788</u>	<u>334,254</u>	<u>343,116</u>	<u>496,173</u>	<u>217,800</u>	<u>148,491</u>	<u>2,275,622</u>
<b>Depreciation:</b>							
At 1 April 2012	176,914	328,627	338,238	440,712	87,120	119,940	1,491,551
Change for Year	14,716	3,747	3,162	49,434	43,560	8,754	123,373
Disposals	-	-	-	(157,187)	-	(39,300)	(196,487)
At 31 March 2013	<u>191,630</u>	<u>332,374</u>	<u>341,400</u>	<u>332,959</u>	<u>130,680</u>	<u>89,394</u>	<u>1,418,437</u>
<b>Net Book Value:</b>							
At 31 March 2013	<u>544,158</u>	<u>1,880</u>	<u>1,716</u>	<u>163,214</u>	<u>87,120</u>	<u>59,097</u>	<u>857,185</u>
At 1 April 2012	<u>558,874</u>	<u>5,627</u>	<u>4,878</u>	<u>260,754</u>	<u>130,680</u>	<u>311</u>	<u>961,124</u>

The net book value at 31 March 2013 represents fixed assets used for:

	£	£	£	£	£	£	£
<b>Direct Charitable Activities:</b>							
Breast screening	272,079	940	858	146,893	87,120	-	507,890
Health Checks	54,416	188	172	16,321	-	-	71,097
Coaching, counselling & CT	108,832	376	343	-	-	-	109,551
<b>Other purposes:</b>							
Costs of generating voluntary income	81,624	282	257	-	-	59,097	141,260
Governance	27,207	94	86	-	-	-	27,387
<b>Total</b>	<u>544,158</u>	<u>1,880</u>	<u>1,716</u>	<u>163,214</u>	<u>87,120</u>	<u>59,097</u>	<u>857,185</u>

## Notes to the Financial Statements

at 31 March 2013

### 11. Fixed Asset investments

	<b>2013</b>	<b>2012</b>
	£	£
Market value at 1 April	78,719	70,701
Additions in year	803,750	3,704
Disposals in year	(67,024)	(4,118)
Net unrealised investment gains	25,924	8,432
	<u>841,369</u>	<u>78,719</u>
Market value at 31 March	841,369	78,719
Cash on long-term deposit	272,382	6,037
<b>Total Market value at 31 March</b>	<b><u>1,113,751</u></b>	<b><u>84,756</u></b>
<b>Historical cost as at 31 March</b>	<b>1,090,093</b>	<b>65,830</b>

The investments of the company are managed and held on the company's behalf by Cunningham Coates and Barclays Plc. The market value of investments at the balance sheet date is made up as follows:

	<b>2013</b>	<b>2012</b>
	£	£
<b>Listed securities</b>		
United Kingdom securities	725,160	73,912
Non United Kingdom securities	116,209	4,807
	<u>841,369</u>	<u>78,719</u>

### 12. Debtors

	<b>2013</b>	<b>2012</b>
	£	£
Trade debtors	47,028	94,148
VAT receivable	21,792	19,538
Other debtors and prepayments	55,462	123,058
	<u>124,282</u>	<u>236,744</u>

### 13. Bank and Cash Balances

Cash on deposit and in hand in the balance sheet include those held by fundraising groups amounting to £65,223 (2012 - £70,136). In the Directors' opinion these funds are held for the direct benefit of and are under the control of Action Cancer and therefore it is considered appropriate to include sums received and not yet remitted to Head Office bank accounts within these financial statements.

## Notes to the Financial Statements

at 31 March 2013

### 14. Creditors: amounts falling due within one year

	<b>2013</b>	<b>2012</b>
	£	£
Trade creditors	170,128	153,387
Taxes and social security	33,433	37,340
Accruals	205,046	80,656
Deferred income	43,756	91,254
	<u>452,363</u>	<u>362,637</u>

### Movement on deferred income

	<b>2013</b>	<b>2012</b>
	£	£
1 April	91,254	93,903
Arising during the year	43,756	91,254
Utilised	(91,254)	(93,903)
	<u>43,756</u>	<u>91,254</u>
31 March	<u>43,756</u>	<u>91,254</u>

### 15. Lease commitments

At 31 March 2013 the charity had annual commitments under non-cancellable operating leases as follows:

	<b>Buildings</b>	<b>Buildings</b>
	<b>2013</b>	<b>2012</b>
	£	£
Operating leases which expire:		
Within one year	35,480	67,500
In two to five years	126,667	158,770
In over five years	27,200	14,000
	<u>189,347</u>	<u>240,270</u>

The charity has commitments under various leases for shop premises with expiry dates between June 2013 and November 2022.

## Notes to the Financial Statements

at 31 March 2013

### 16. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants to be applied for specific purposes

	<i>At</i> <i>1 April</i> <i>2012</i> £	<i>Movements in funds</i>		<i>At</i> <i>31 March</i> <i>2013</i> £
		<i>Income</i> £	<i>Expenditure</i> £	
<b>Capital*</b>				
Capital Appeal	270,070	-	(14,716)	255,354
Breast Screening – X-Ray equipment	70,200	-	(23,400)	46,800
<b>Revenue</b>				
Women's Cancer Detection	-	172,558	(172,558)	-
Health Awareness and Education	-	66,230	(66,230)	-
Cancer Support Services	-	745	(745)	-
Fundraising	-	18,000	(18,000)	-
Administration	-	-	-	-
	<u>340,270</u>	<u>257,533</u>	<u>(295,649)</u>	<u>302,154</u>

\* Restricted funds relating to the Capital Appeal and Breast Screening are released in line with depreciation of buildings and X-Ray equipment.

### 17. Unrestricted funds

#### *Other charitable funds*

	<i>At</i> <i>1 April</i> <i>2012</i> £	<i>Movements in funds</i>			<i>At</i> <i>31 March</i> <i>2013</i> £
		<i>Income</i> £	<i>Expenditure</i> £	<i>Unrealised</i> <i>Income</i> £	
Other charitable funds	2,461,121	4,922,665	(3,280,279)	25,924	4,129,431
	<u>2,461,121</u>	<u>4,922,665</u>	<u>(3,280,279)</u>	<u>25,924</u>	<u>4,129,431</u>

## Notes to the Financial Statements

at 31 March 2013

### 18. Analysis of net assets between funds

	<i>Unrestricted funds</i>	<i>Restricted funds</i>	<i>Total funds</i>
	£	£	£
Fund balances at 31 March 2013 are represented by:			
Tangible fixed assets	555,031	302,154	857,185
Investments	1,113,751	-	1,113,751
Current assets	2,913,012	-	2,913,012
Current liabilities	(452,363)	-	(452,363)
<b>Total net assets</b>	<b>4,129,431</b>	<b>302,154</b>	<b>4,431,585</b>
Unrealised gains included above:			
On investment assets	25,924	-	25,924
<b>Total unrealised gains at 31 March 2013</b>	<b>25,924</b>	<b>-</b>	<b>25,924</b>
Reconciliation of movements in unrealised gains / (losses) on investment assets:			
Unrealised gains at 1 April 2012	18,926	-	18,926
Add: unrealised gains arising on revaluations in year	25,924	-	25,924
<b>Unrealised gain at 31 March 2013</b>	<b>44,850</b>	<b>-</b>	<b>44,850</b>

### 19. Shareholder Pension Scheme

The charity has a defined contribution pension scheme where the assets of the scheme are held separately from those of the charity in an independently administered fund. There were no unpaid contributions outstanding at the year end.

### 20. Guarantors

The company is a company limited by guarantee and not having a share capital. The liability of guarantors is limited to £10 per member in the event of the company being wound up.



## Notes to the Financial Statements

at 31 March 2013

### 21. Reconciliation of net outgoing resources to net cash outflow from operating activities

	2013 £	2012 £
Net incoming resources	1,630,194	493,721
Depreciation on tangible fixed assets	123,373	131,616
(Profit)/Loss on disposal of fixed assets	40,606	1,537
Investment income	(38,988)	(24,084)
Movement in debtors (reduction)	112,462	58,815
Movement in creditors (increase)	89,726	19,000
	<u>1,957,373</u>	<u>680,605</u>

### 22. Analysis of net funds

	01/04/2012 £	Cash flow £	31/03/2013 £
Cash at bank and in hand	<u>1,881,405</u>	<u>907,326</u>	<u>2,788,731</u>
Net Cash	1,881,405	907,326	2,788,731
HP & Finance lease	-	-	-
Net Debt	-	-	-
	<u>1,881,405</u>	<u>907,326</u>	<u>2,788,731</u>

### 23. Reconciliation of net cash flow to movement in net funds

	2013 £	2012 £
Increase in cash in financial year	907,326	696,087
Cash inflows from decrease in debt	-	-
Movement of net funds in the year	907,326	696,087
Net funds at beginning of year	1,881,405	1,185,318
	<u>2,788,731</u>	<u>1,881,405</u>

Further information and an Annual Review can be obtained from:

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