

**PENNY BROHN CANCER CARE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 NOVEMBER 2020**

# PENNY BROHN CANCER CARE

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## PENNY BROHN CANCER CARE

### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 NOVEMBER 2020

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**Trustees**

Rev Dr Victor Barley<sup>2</sup>  
Jessica Brohn (appointed 13 November 2020)  
Rebecca Granger<sup>3</sup>  
Jacqueline Graves<sup>2</sup>  
Katherine Groombridge<sup>3</sup>  
Ken Guy<sup>1</sup>  
Alex Hamilton-Baily<sup>2</sup>  
Stephen Rosser<sup>1,3</sup>  
Charles Russell-Smith (appointed 13 November 2020)<sup>3</sup>  
Mohammed Saddiq<sup>1</sup>  
Charlotte White<sup>1</sup>  
Caroline Sapsed (resigned 21 May 2020)<sup>2</sup>

<sup>1</sup> Finance & Audit Committee

<sup>2</sup> Remuneration and Appointments Committee

<sup>3</sup> Shop@PennyBrohn Ltd

**Company registered number** 01635916

**Charity registered number** 284881

**Registered office** Chapel Pill Lane  
Pill  
Bristol  
BS20 0HH

**Company secretary** Gail Boulton

**Chief executive officer** Julie Worrall

**Independent auditors** Bishop Fleming LLP  
Chartered Accountants  
Statutory Auditors  
10 Temple Back  
Bristol  
BS1 6FL

**TRUSTEES REPORT  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**Cancer: a life changing event**

Being diagnosed with cancer affects so much more than just our body. It affects how we think and feel with potentially devastating consequences for our quality of life.

Following a diagnosis, research shows that one in three people experience a mental health problem such as depression or anxiety before, during or after treatment and many survivors face post-traumatic stress. In addition, 25% of people will be left with poor health or with a physical disability due to their cancer and its treatment.<sup>1</sup>

The impact of cancer is related to four main factors<sup>2</sup>:

- The existential threat of the disease
- Its psychosocial consequences such as the potential effects on employment, family role and social life
- Consequences of the disease process, such as pain, fatigue and shortness of breath
- The treatment and its effects, such as nausea, hair loss, body changes, or loss of fertility.

Coping with this impact means an intense period of adjustment to the challenges faced. It also means coming to terms with a perceived loss of control and living with uncertainty about the future.

**Our purpose: To bring improved health and enrichment to every life affected by cancer**

**Our vision: To reach out to as many people affected by cancer as possible with our Bristol Whole Life Approach**

The Bristol Whole Life Approach provides a powerful combination of physical, emotional, psychological and spiritual support that is designed to help people to play an active role in their health and wellbeing, bringing them a renewed sense of hope and control.

*Thank you for making cancer a less scary thing and offering the hope and opportunity for individuals to empower themselves and live better. Maddi*

<sup>1</sup> Supporting the emotional and mental health needs of people with cancer, 2018, Mental Health Foundation, Scotland accessed 21 March 2021

<sup>2</sup> Psychological Support: Sharing Good Practice, Macmillan, 2015  
[www.macmillan.org.uk/documents/aboutus/health\\_professionals/macvoice/psychological-support-sharing-good-practice.pdf](http://www.macmillan.org.uk/documents/aboutus/health_professionals/macvoice/psychological-support-sharing-good-practice.pdf), accessed 16 March 2021

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**CHAIR'S STATEMENT**

**Welcome to our 2020 Annual Report and Accounts for the period 1 December 2019 and 30 November 2020**

During this financial year, the Covid-19 pandemic challenged every aspect of our daily life, including the safe delivery of cancer support. In March 2020, we were forced to suspend all face-to-face support and close our National Centre in Bristol. At the same time, the NHS focused its resources on the critical care of people with coronavirus and the huge and additional challenges that people living with cancer would face due to the pandemic emerged. I am extremely proud of the effective and compassionate way our people responded to the emergency. This annual report and accounts tell the story of the past twelve months - the highs and lows - of a year like no other, as we continue in our commitment to bring health and enrichment to every life affected by cancer.

The impact of Covid-19 on people with cancer during this year was profound. Being there for them and also ensuring the survival of our organisation were the foundation on which every decision we made was based. The Charity moved quickly to protect employees and clients, whilst also moving essential services online throughout those early weeks of the pandemic. Within three weeks of the first lockdown, we had adapted our face-to-face cancer support to deliver our first virtual session. The virtual programme was shaped in response to what people were telling us they needed, prioritising online sessions to support resilience, self-care and to promote connection and community.

Our weekly programme has grown over the past twelve months to provide trusted information, practical support - nutrition and physical exercise - and a safe space for people with cancer to come together for emotional and peer support. From the first session with nine participants to sessions of over 150, we are now reaching out beyond our geographical boundaries to reach people where they are - at home and abroad.

As demand for support grew, our ability to raise funds from events and community, hospitality and trading came to almost a full stop. At the time our clients needed us most, our very survival was in question and sustainability became key. To protect front line services and reduce costs, the Charity started a programme of restructure in the summer of 2020 which enabled us to reduce the cost base in preparation for recovery. Sadly, the casualty of a restructure is that we lost wonderful people as several roles were made redundant. At present the charity is operating at a reduced capacity having removed 32% of the workforce

These measures, together with additional funding from Covid-19 emergency response grants, meant we were able to end the year with a small surplus of £130k. This was a huge achievement and would not have been possible without our dedicated staff, our loyal clients, supporters and partners and funding from several trusts and foundations including The Pilkington Trust. We are conscious that it will take time to build back; challenges around funding will continue into 2021 and this surplus will help mitigate risk over the coming year.

In October, we welcomed Julie Worrall as CEO. Julie is a strong strategic leader with expertise in driving change in the not-for-profit sector. Julie's own personal experience with cancer give her a unique perspective and a passion to take the charity forward.

For all of us, 2020 will forever be defined by the Covid-19 and its impact will continue. But for Penny Brohn UK, our response to the pandemic may come to define us as an organisation. We must now look forward. It is time to pioneer again, to refine our purpose and do more with less. To listen to people with cancer and focus our efforts on what will have the greatest impact for them. To build back better, stronger and sustainably so that we are here for people with cancer today, tomorrow and long into the future.

**Stephen Rosser**  
Chair

Date:

TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020

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**OUR ACHIEVEMENTS AND PERFORMANCE**

**The highlights**

- The first online zoom session in April 2020 was a resilience workshop with Penny Brohn UK MedicalLead, Dr Catherine Zollman. It had nine attendees. These weekly sessions now regularly have over 100 participants.
- We recorded over 22,600 therapeutic interventions with people affected by cancer during the year compared to 15,422 in 2019.
- Recent research of our online services on the impact of loneliness and isolation during the pandemic reports 86% of people said that online services helped them with feelings of loneliness or isolation, with 72% saying they had helped 'a great deal'.
- Penny Brohn UK opened its first Cancer Hub in Bristol in September 2020. This unique and innovative concept combines a stunning retail space with therapy rooms for cancer support. Retail sales of donated goods have exceeded expectations. To maximise revenue, we re-launched the Penny BrohnUK online shop. This includes a dedicated e-commerce site and online Depop Shop specialising in vintage and retro collectibles.
- We launched an emergency fundraising appeal at the end of March raising an incredible £155,000 in ten days. The Double your Money Campaign was made possible by a benefactor who agreed to match donations pound for pound. It was our most successful appeal to date with contributions from existing and new donors.
- We were successful in securing £56k in emergency response funding to support virtual support.
- Our annual sponsored walk ± Stomp went ahead; albeit Stomp with a twist as Stomp went virtual. We asked supporters to walk 4 miles in a location of their choice on October 11th. Or, to walk 40 miles throughout the month of October. The simple act of going for a walk in a green space can do wonders for our wellbeing and its great exercise, improving mood, sleep quality, reducing stress, and boosting immunity. We are thrilled to report the Stomp 2020 raised almost £19k.

*I absolutely know that PB has made these past few months not only feel do-able, but it's given me so many opportunities for learning and loving! I don't have a feeling of time wasted any more, it's all just time, no good, no bad, and being here is enough.*

*And I think it's satisfying a really deep need in us all (as we know from PB's whole life approach) for a true sense of connection and community... I really don't think I'd have got to this point of acceptance or be able to feel that earthy, solid sense of ultimate safety without PB, and in particular these regular practices with a familiar crew. So, I feel like expressing gratitude for this cancer, it's brought so many gifts. Never thought I'd say that, 6 years ago...' (A relaxation room regular)*

**Progress against strategic aims**

To pursue our purpose, to bring improved health and enrichment to every life affected by cancer, we identified the following strategic aims for 2020:

1. Reaching more people with cancer
2. Championing the needs of our clients
3. Education through our Academy

Although our strategic aims remained unchanged, the impact of the pandemic resulted in a reprioritisation of many of the initiatives that sat under them, both in recognition of the immediate needs of people with cancer and our own financial constraints.

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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Most significantly, our priority focus became to maintain our ability to reach people with cancer by pivoting our face-to-face service delivery to a completely virtual model and increasing our digital marketing efforts. Consequently, we had to suspend certain planned activities including:

- The ongoing rollout of our Community Engagement pilot
- The launch of our More Than Medicine campaign
- A full review of our residential programme

The following section reports on what we achieved between December 2019 and the end of November 2020 against our three strategic aims.

**Strategic Aim 1: To reach more people with cancer**

**What we achieved in 2020**

**1. Move to virtual service delivery**

The temporary closure of the National Centre in March 2020 accelerated our digital response. We realised that to reach people we had to innovate quickly. An online programme of support was assembled using various digital platforms: zoom, website, YouTube, and social media and we optimised telephone and email for one-to-one support.

This response was, in the first instance, to mitigate the restriction to face to face support imposed by the pandemic. However, it soon became clear that access to virtual support improved and increased access for people shielding and unwell.

**Strategic Aim 1: To reach more people with cancer**

The virtual programme soon focused on reassurance, emotional and practical support and provision reliable information. Its development was informed by talking to people with cancer to establish a better understanding of their top concerns and challenges, which included exacerbated feelings of loneliness and isolation. Over the twelve months we have collaborated with sector experts in complementary, integrative and nutritional medicine to deliver specialist sessions and worked in partnership with synergistic organisations.

The Penny Brohn UK weekly virtual programme has grown to include:

- Resilience Room - interactive sessions led by one of our Integrative Doctor team
- Nutrition Know How - interactive sessions led by our lead Nutritional Therapist
- Relaxation Room - Daily guided practices to help manage stress and increase parasympathetic tone
- Your Self-Care Toolbox - interactive sessions with information and practical application of self-care techniques e.g. reflexology, mindfulness, Emotional Freedom Technique, massage, shiatsu
- Physical activity sessions including "Stretch and Relax" and "Strength and Stamina" in partnership with BodyWorks and Qigong
- Access to additional sessions in partnership with Yoga for Life, Move Dance Feel, We Get It and GenesisCare
- Other sessions have included: A virtual choir, Self-healing, Biodanza
- Relaxation sessions for healthcare professionals.

**2. Increased access to digital health tools and online resources**

Having recognised the value of digital health tools and online resources at a time when people are shielding and self-isolating at home, we launched a new resources section of our website in March 2020 combining all downloadable content, e-books, pdf and multi-media to create a one-stop-shop of self-serve content that could be accessed at any time.

We additionally partnered with Headspace and Big Health to offer free subscriptions to digital wellbeing tools Headspace, Sleepio (an evidence-based sleep support programme) and Daylight (an anxiety support app) to any Penny Brohn UK clients.

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**3. Increased presence in and understanding of our community**

We maintain our belief that being embedded in the heart of the community and easily accessible will enable Penny Brohn UK to become a trusted, recognisable face for those needing support. Despite the challenges of the year, we were able to progress two important initiatives to support our development in this area.

Penny Brohn UK opened its FIRST high street hub in Bristol, a ten minute walk from the Bristol Oncology and Haematology Centre at the Bristol Royal Infirmary. More than a charity shop, the financially self-sufficient Hub fuses the traditional charity shop offering with access to cancer therapies in purpose-built therapy rooms. We will be evaluating this innovative venture over the coming year.

Additionally, in 2019 we commenced a pilot project in Bristol to understand the cultural barriers that prevent discussion and openness about cancer and accessing support. With great regret, the impact of the pandemic in 2020 resulted in a suspension of the project. However, we continue to recognise our responsibility to do more to create change and deliver better outcomes for all people living with cancer. As part of developing our wider strategy for equality, diversity, inclusion and belonging we will be reviewing how we progress the objectives of this pilot project in 2021.

**4. Enhanced partnership working**

Penny Brohn UK's partnership with GenesisCare continued to go from strength to strength, with the access to Penny Brohn UK's support, both virtual and face to face, now available in 14 GenesisCare Centres. Over 5,500 GenesisCare patients benefited from this invaluable support in 2020 with 90% of patients expressing that the Penny Brohn UK service had made a positive difference to the way they viewed their health and wellbeing. This is a remarkable figure, especially in the light of the difficulties of the pandemic.

*Flexible nature of the wellbeing support incredibly helpful – looking at all other aspects of a person. Having someone to talk with when attending for treatment has been very helpful. Benefited from relaxation sessions and particularly after exercise clinic sessions. Really appreciate the counselling referral too. Overall an excellent service.*

GenesisCare Patient – Elstree

**Strategic Aim 2: To champion the needs of our clients**

**What we achieved in 2020**

We aim to support our clients to voice their holistic and living well needs and take control wherever possible of their own cancer experience.

In 2020 we worked with Channel 4 on two news packages raising awareness of the needs of people with cancer. The first in January focused on the hidden financial costs of a cancer diagnosis and the second focused on the worries about future treatment as the NHS focused on Covid-19. The news platform gave us the opportunity to invite people with cancer to "tell their story and the challenges they face living with a cancer diagnosis.

*Helped me to talk about how worried I am and how I find it difficult to take time out for myself with a young child. Glad to be referred for counselling and that an appointment has been made just before I complete radiotherapy which I hope will help me to manage how I'm feeling about my treatment ending...*

In September, Dr Catherine Zollman, Penny Brohn UK Medical Lead, together with many of the Penny Brohn UK community, took part in the first Your Life and Cancer Conference. The online event brought together over 40 international cancer care experts in lifestyle, complementary and holistic approaches, and people living with cancer and was designed to shine a light on the benefits of integrating holistic and lifestyle practices alongside conventional medicine such as chemotherapy, radiotherapy and surgery.

### TRUSTEES REPORT (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2020

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Dr Catherine Zollman, sits on the committee of the British Society of Integrative Oncology (BSIO)<sup>4</sup>. In addition, the SIO Global Development Task Force has appointed Dr Zollman, as National Ambassador to the United Kingdom. Catherine is the second ambassador to be named in the growing SIO International Ambassador Program, which will unite and support key integrative oncology colleagues in collaboration with the SIO regional Ambassadors.

BSIO is the leading professional organisation for integrative oncology in the UK. Their goal is to promote the integration of conventional, nutritional, lifestyle and complementary medicine to improve the lives of people affected by cancer. This synergy of purpose provides a platform from which to amplify the voice of people with cancer and to champion their holistic needs by proving the efficacy and impact of an integrated approach to cancer care. And show how people can see clinically significant improvement in their quality of life and cancer experience by focusing on ways to support the mind, spirit and emotions as well as the body by telling their stories.

**Strategic Aim 3: To educate healthcare professionals in the benefits of evidence informed complementary, lifestyle and holistic approaches to cancer care and support.**

#### What we achieved in 2020

We continue to deepen our relationship with the University of Bristol Medical School by offering placements to our doctors of the future with the aim of educating them about an integrated approach, and its clinical benefits, not only for cancer but wider healthcare challenges.

*It was the perfect place and person to help me be me. I felt safe, it felt confidentially safe, and I feel this kind of support should be on prescription. Everyone should be prescribed PB support, it is amazing.*

For the first time in 2020, we hosted a three week Student Choice Placement for 2nd year students. It was taught and mentored by the Penny Brohn UK doctor team who focussed learning on how to build resilience, both for themselves and their future patients. This is now in addition to the ongoing monthly long third and fourth year student Selected Component in Integrative Medicine that the charity has successfully run for the past three years.

#### 2020 in numbers

- Over 22,500 therapeutic interventions with people living with cancer, a 68% year on year increase in utilisation of our services.
- Over 11,000 attendances of our virtual group sessions. Our most popular sessions were focussed on building resilience, nutrition, relaxation and self-care.
- 1,854 1:1 appointments with our team of counsellors, doctors, nutritionists, exercise, and wellbeing specialists.
- Over 1,800 people supported
- 45 % of people supported were new to Penny Brohn UK.
- 2,517 calls to our help and information line.
- 82,000 unique visitors to the website with 302,000 page views
- 50% of our website visitors were new to Penny Brohn UK.
- 7,000 resources downloaded from the website.
- 2,300 self-help and do-along video views on YouTube.
- Over 5,500 interactions with GenesisCare patients through the Penny Brohn UK wellbeing service.

<sup>4</sup> Integrative oncology is a patient-centred, evidence-informed field of cancer care that utilises nutritional, lifestyle and complementary interventions alongside conventional cancer treatments to support better quality of life, improve resilience, minimise the side effects of treatment and improve outcomes. <https://www.bsio.org.uk/the-role-of-bsio> accessed 26 March 2021

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**2020 in client voices**

*My cancer recovery journey has been greatly enriched since I found your charity and its online programme. Resilience, nutrition, stamina, relaxation—all amazing offerings. As I live in Plymouth, your online presence has been invaluable to me at this time.*

*Exceptional. I was not expecting this kind of support. I didn't realise just how much I needed it, until I began talking. I was made to feel really safe and I just opened up.*

*Having a long-term cancer that you are stuck with for the rest of your life has a big impact on your mental health and you can feel very isolated if you do not have a strong support network. When I got in touch with Penny Brohn UK, I really liked the charity's holistic approach and how it helped me to take back some control over my health and wellbeing.*

**OUR FUTURE PLANS**

We recognise the long-lasting impact that the pandemic will have on us all, particularly on those who we exist to support. It is more critical than ever that we take the time to understand the needs of people with cancer and how we are uniquely positioned to support them.

The Charity is now undertaking detailed strategic work to understand the full impact of our services over the last year and to inform our decisions about the future. Over the coming months we will work with our beneficiaries, with our partners and with our funders to define how we need to adapt to make sure we can make the greatest tangible impact with our existing resources.

Protecting Penny Brohn's legacy and the sustainability the Charity has worked so hard to achieve will remain a priority, as will taking learnings from all we have delivered over our 40 years.

**THANK YOU**

**To all those using our services, who generously let us into their lives and who continue to inspire us on a daily basis.**

**We would also like to thank**

The Pilkington Family, The Julia and Hans Rausing Trust, Walk the Walk, Amethyst Trust, The Annett Trust, The Blair Foundation, Friends of Bristol Haematology & Oncology Centre, The Clothworkers' Foundation, Community Foundation in Wales, Douglas Arter Foundation, The Eagle Charity Trust, The Eveson Charitable Trust, The February Foundation, The Frogmal Trust, The Green Hall Foundation, Edith Lilian Harrison 2000 Foundation, The Inchcape Foundation, John James Bristol Foundation, Sir Charles Jessel Charitable Trust, The Langtree Trust, Ian Mactaggart Trust, The Medlock Charitable Trust, The Antony and Elizabeth Mellows, Charitable Settlement, The Gerald Micklem Charitable Trust, G M Morrison Charitable Trust, The Morrisons Foundation, Leanne & Winston Newman Charitable Trust, The Austin & Hope Pilkington Trust, Pink Ribbon Foundation, Postcode Local Trust The Prince of Wales's Charitable Foundation, Quartet Community Foundation and the Lord Merthyr Fund, The Rainford Trust, Renishaw Charities Committee, The Shanly Foundation, Florence Shute Millennium Trust, The Souter Charitable Trust, The Charity of Stella Symons, Tesco Bags of Help, Sir Jules Thorn Charitable Trust, Tim Tiley Bursary Fund, The Roger & Douglas Turner Charitable Trust, The Uxbridge Charitable Trust, VVW Charitable Trust, Wesport, The Will Charitable Trust, Yorkshire Building Society Charitable Foundation, The Elizabeth And Prince Zaiger Trust.

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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Everyone who donated to our “Double Your Money” campaign and, in particular, to our anonymous donor for their support and vision. Every single supporter who left a gift in their Will, or in memory of a loved one. All our Philanthropists and Corporate supporters. Our participants in the Bath Half Marathon and other running, walking and challenge events. Every supporter who shaved their head, baked cakes or raised money in other creative ways too numerous to mention. All those who took on our virtual events including our first virtual Stomp and the Virtual London Marathon. To our loyal Event Committee members for continuing to support the charity despite us not being able to run events during the Pandemic. To those who have hired our venue and bought tickets for fundraising events including 500 guests at our Christmas Concert in the Clifton College Chapel in Bristol and all those who performed at the event. All our events supporters who donated their ticket instead of requesting a refund. Everybody who shopped at the Hub or online, donated goods for resale. Everybody who donated to fund the Hub.

Genesis Care and our other partners for their belief and commitment to people with cancer and, our dedicated, loyal and committed Trustees, staff and volunteers.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Penny Brohn UK is the working name of Penny Brohn Cancer Care (the Charity) and is a company limited by guarantee, registered on 17 May 1982. It is governed by Memorandum and Articles of Association.

**Trustee Board**

Penny Brohn UK is governed by a Board of Trustees (the Board). The Board’s remit is to set the vision, strategy and objectives for the Charity in accordance with its objects, to manage the financial resources in the best interest of the charity and its beneficiaries and to ensure the Charity operates in a manner consistent with its objectives. During the year, formal meetings became remote. The Board met formally six times in 2020 (2019: five times).

Two committees also met regularly throughout the year. Finance and Audit Committee met once; the Remuneration and Appointments Committee also met once. Trustee committee members are listed on page 1.

**Appointment, Induction and Training**

Trustees are appointed to provide the skills identified as being necessary for the good governance of Penny Brohn UK. There is a formal recruitment process for identifying new Trustees and once appointed, an induction and training process. The induction of new Trustees is tailored to the needs of the individual but includes the provision of key documents and information relating to the Charity, a guided tour of the Centre, introduction to the Chair, Executive Team and other key staff and an outline of the duties, responsibilities and obligations of being a Trustee. Trustees are encouraged to attend external and internal development events where it is felt these will facilitate the execution of their governance role.

The term of office as Trustee is a three-year period and Trustees may serve up to three terms except in exceptional circumstances when the term of office can be longer. All Trustees give their time voluntarily and receive no remuneration or benefits from the Charity. Trustees are required to disclose all relevant interests and register them with the CEO and withdraw from decisions where a potential conflict of interest might arise. Any expenses reclaimed or related party transactions in the year are set out in note 24 to the financial statements.

**Key Management**

The Board delegates the day-to-day running of the Charity to a Chief Executive Officer and her Senior Management Team who report to the Board on a formal, regular basis. The Team is wholly comprised of non-statutory directors namely the CEO, Commercial Director, Services Operations Lead, Financial Controller and, GenesisCare/Penny Brohn UK Partnership Lead and Medical Lead.

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**Public Benefit**

The Trustees of Penny Brohn UK ensure that the Charity carries out its aims and objectives and that these provide public benefit. In doing so the Trustees take into consideration the Charity Commission's published guidance on the Public Benefit requirement under the Charities Act 2011.

**Our Charitable Purpose**

The Charitable objects of the Charity, as set out in the Articles of Association, are to advance health and to relieve sickness and distress, especially but not exclusively in regard to cancer and those affected by it, by such means as the Trustees in their discretion shall decide.

**Our core purpose: To bring improved health and enrichment to every person affected by cancer.**

**Our vision: To reach more people with our Bristol Whole Life Approach.**

We are the only charity in the UK to take an integrated whole person approach to cancer support using a pathway made up of appropriate, evidence-based therapies that work alongside standard medical treatment to achieve the best health and wellbeing.

Our Bristol Whole Life Approach shows that there is more to health than simply what is going on in our bodies and that to be resilient and to function as well as we can, we need to pay attention to our mental, emotional and spiritual health as well as our physical health.

We also help those supporting someone with cancer to manage the impact of cancer and build their own personal resources.

**Pay Policy**

The pay and remuneration of the Executive Team is subject to the same approach as used for employees generally and is controlled by the Executive Pay policy reviewed by the Remuneration & Appointments Committee and adopted by the full Trustee Board. The pay and remuneration of the CEO is reviewed by the Chair and Deputy Chair of Trustees and adopted by the Full Trustee Board. There were 58 (2019: 76) full time equivalent employees during the year.

**Trading subsidiary**

The Charity has a wholly owned trading subsidiary, Shop@PennyBrohn Ltd, which passes all its taxable profit by way of gift aid to further the aims of the Charity. Shop@PennyBrohn Ltd. has a board of directors, which during the year under review consisted of three Trustees and two independent Directors. Penny Brohn Cancer Care owns the entire share capital of the subsidiary.

**Risk Management**

The Trustees have adopted a risk management strategy which comprises:

- A risk policy, approved by the Trustees and subject to annual review;
- Maintenance of a risk register to review the risks the Charity may face and the mitigating actions the Charity has or can take; and
- Systems, policies and procedures designed to minimise the impact on the Charity should those risks materialise.

**Strategic Risk Register**

'Strategic' risks are the big, game-changing risks that influence the achievement of the charity's strategic aims. They might be major internal risks such as financial sustainability or compliance risks. Or they may be external events with high impact we cannot control and which we therefore need to respond to [1].

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

The risk register is submitted to Trustees four times a year or at the point of significant changes in risk likelihood or impact.

<b>Strategic Risk</b>	<b>Mitigation of Risk</b>
<p><b>Financial Sustainability</b></p> <p>Short to medium term income levels will not cover expected costs, threatening liquidity</p> <p>Medium to Long term income does not support our aims, threatening impact.</p>	<p>Projections for Trusts, Community and Legacies are based on established pipelines. £1 million mortgage arranged in 2019 £1 million revolving credit facility available</p> <p>Strategy and 5-year plan currently underway</p>
<p><b>Impact</b></p> <p>We are not investing in the most relevant services to make maximum impact, potentially due to a lack of information about the need and views of people with cancer and lack of opportunity to review where we are investing our efforts</p>	<p>Continue to develop the Client Voice and embed it across all we do Develop and embed Quality Assurance programme Use Board “Away Days” to review priorities</p>
<p><b>Governance and Compliance</b></p> <p>An incident arises because clients, volunteers or staff are not safeguarded as they should be by our organisation. Risk has changed due to increased digital contact</p>	<p>We are developing a safeguarding policy ensuring procedures and processes are in place</p>

**Fundraising Standards**

The Trustees are aware of current legislation and updated guidance from the Charity Commission.

Penny Brohn UK is a fully contributing member of the Fundraising Regulator and Institute of Fundraising. We adhere to the Codes of Fundraising Practice in all activity. We are fully compliant with all of the regulation where it applies to us. We do not contract with third party fundraising organisations.

We are committed to best practice in all areas of fundraising activity and are committed to delivering transparent, effective and ethical fundraising. Our supporters are at the heart of our fundraising and we take our responsibilities to them, and our relationships with them, very seriously.

**Staff**

We continue to develop strong engagement with our staff team. Our staff have shown remarkable resilience throughout the year as we implemented our transformation plan. 48 core staff have left the charity since January 2020 including 33 due to redundancy.

Core headcount has reduced by 40%. Staff have worked remotely wherever possible during periods of national restrictions. We have implemented measures to ensure staff are supported whilst working from home and are currently reviewing our flexible and remote working policies as we emerge from lockdown.

**Working with Volunteers**

Our volunteers continued to contribute vital support throughout 2020 including remotely during periods of National Restriction. Many of our volunteers live with, or support others living with, cancer. During the pandemic volunteers were a key support to enabling transfer to digital services. In addition, the gardens at the National Centre are in the capable hands of a committed group of gardeners who keep it beautiful and affordable.

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**FINANCIAL REVIEW**

**Statement of Financial Affairs (SoFA)**

During the year, the Charity received £2.7m unrestricted income (2019: £2.1m). Restricted income of £255k (2019: £568k) was donated resulting in total income of £2.9m (2019: £2.7m).

Major sources of funding were received from:

	<b>2020</b>	<b>2019</b>
	<b>£'000</b>	<b>£'000</b>
Walk the Walk	25	500
Pilkington Trust	470	
Trusts and Grants	492	576
Personal donations	456	348
Legacies	222	53
Community fundraising activities and events	140	322
Strategic partnerships	503	483

£477k was received from HMRC as grants under the Coronavirus Job Retention Scheme.

The impact of Coronavirus had a particularly negative impact on our community fundraising income due to the cancellation of events, notably the annual Long Table Lunch, Walk the Walk and the London Marathon. However, our first virtual event Stomp which took place in October 2020 raised £19k.

Personal donation income of £456k includes the income from the very successful "Double your Money" campaign which raised £155k.

Expenditure in the year was £2.8m (2019: £3.2m). The financial impact of the Transformation Plan and reduced staff costs will be seen in 2021 as the redundancies took place in the latter months of the financial year. Staff costs £2m (2019: £2.4m) are included gross of the CJRS grant (£477k) which is included as other income.

We closed the year with a surplus of £130k. This was higher than anticipated due to the generosity of our donors in the last quarter of 2020. The surplus ensures we have improved unrestricted reserves to meet the challenges of the coming year.

**Balance Sheet**

Our National Centre based outside Bristol at Pill was valued in 2019 at £6.1m. We spent £18k on fixtures and fittings and computer equipment during the year. Leasehold improvements to the Hub on Queens Road were £118k.

Current assets increased from £723k to £1,301k during the year, reflected predominantly by an increase in our cash balances.

Current Liabilities increased from £177k to £296k. Repayments commence for the drawdown of the mortgage commence in in January 2021. The mortgage has a 10-year term. The mortgage provided additional liquidity to fund the 2019 deficit of £470k and ensure adequate cash reserves through the duration of the pandemic.

Long Term Liabilities have increased from £600k to £944k which is the balance of the mortgage due after more than one year and reflects the additional liquidity which was drawn down in the year as a result of the pandemic.

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**Shop@PennyBrohn Ltd**

The trading subsidiary carries out all the trading activities of Penny Brohn Cancer Care. The trading subsidiary undertook the hire of room and associated services at the National Centre and continued running the shop at the National Centre. There was very little trading activity during 2020 due to the closure of the National Centre due to Covid-19; £76k (2019: £272k). Shop @ Penny Brohn Ltd generated a small profit of £2K during the year (2019: £7k) and made a donation under deed of covenant to Penny Brohn UK of £2k (2019: £7k).

**Reserves Policy**

Group reserves at 30 November 2020 amount to £6.3m (2019: £6.2m) of which £5.2m relates to the capital fund (2019: £5.6m). This increased in 2019 due to the valuation of our National Centre. £186k are restricted funds (2019: £288k). Restricted Funds are itemised in Note 20 of the financial statements. Free reserves have increased from £265k in 2019 to £882k. The increase in free reserves is due to the surplus generated during the year as well as the drawdown of capital monies from the capital fund.

The Trustees consider that free reserves of two months expenditure is desirable. A higher level of free reserves was achieved in 2020. However this does leave us with a contingency for the continued uncertainty in the coming financial year as the Pandemic continues. Our current year budget incorporates an assumption that we will continue to achieve reserves of £460k in 2020/21.

**Going Concern**

The Finance & Audit Committee regularly review various relevant financial reports from the Charity, including forecast cash flow scenarios, to attest positively to the Charity's going concern status. This review is shared with the full Trustee Board at each Trustee meeting.

The Charity has two committed loan facilities:

1. a mortgage of £1m with NatWest Bank. The mortgage has a 10-year term and an interest rate of 3.42%
2. a revolving loan facility of up to £1m with Triodos Bank which was not utilised during the year.

We have an excellent relationship with NatWest Bank and Triodos Bank.

The Charity plans to continue to hold these term debt facilities, secured on the National Centre, that are used to bridge timing gaps in revenue raising.

The Charity also received a £50,000 Bounceback loan in December 2020, to aid cash flow over the Winter of 2020/21. The loan is 100% guaranteed by the Government and repayments will commence in December 2021.

The Trustees have a structured approach to the financial strategy of the Charity, which includes the 5-year plan reviewed by Trustees annually from which the 12-month budget and cash flow forecast is prepared. Quarterly forecasts are also prepared. The Trustees review and monitor the budget and cash flows at each Trustees meeting, interrogating variances. This continuous monitoring and control ensures the Trustees can properly review the Charity's going concern status and its financial viability.

The Trustees review the Charity's forecasts and projections at each Board meeting and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for a period of at least 12 months following the date of approval of these financial statements. The Group therefore continues to adopt the going concern basis for preparing its consolidated financial statements.

**TRUSTEES REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**DISCLOSURE OF INFORMATION TO THE AUDITORS**

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The Trustees have taken all steps required to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by order of the members of the Board of Trustees and signed on their behalf, by:

**Stephen Rosser**  
Chair

Date:

**STATEMENT OF TRUSTEES' RESPONSIBILITIES  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees 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 Group and the Charity and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Charity 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 Group and the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:

**Stephen Rosser**

Chair

Date:

**OPINION**

We have audited the financial statements of Penny Brohn Cancer Care (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 30 November 2020 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Charity Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 30 November 2020 and of the Group's incoming resources and application of resources, including its income and expenditure 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.

**BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**CONCLUSIONS RELATING TO GOING CONCERN**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Group's or the parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**OTHER INFORMATION**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **PENNY BROHN CANCER CARE**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PENNY BROHN CANCER CARE (CONTINUED)**

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#### **OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company 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.

#### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Trustees' Responsibilities Statement, 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, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

#### **AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' Report.

## **PENNY BROHN CANCER CARE**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PENNY BROHN CANCER CARE (CONTINUED)**

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#### **USE OF OUR REPORT**

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an Auditors' 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

**David Butler FCA DChA (Senior Statutory Auditor)**

for and on behalf of

**Bishop Fleming LLP**

Chartered Accountants

Statutory Auditors

10 Temple Back

Bristol

BS1 6FL

Date:

**PENNY BROHN CANCER CARE**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

	Note	Unrestricted funds 2020 £000	Restricted funds 2020 £000	Total funds 2020 £000	Total funds 2019 £000
<b>INCOME FROM:</b>					
Donations and legacies	3	1,553	255	1,808	1,851
Charitable activities	4	536	-	536	523
Other trading activities	5	111	-	111	313
Other income	6	477	-	477	-
<b>TOTAL INCOME</b>		<b>2,677</b>	<b>255</b>	<b>2,932</b>	<b>2,687</b>
<b>EXPENDITURE ON:</b>					
Raising funds	7	499	-	499	792
Charitable activities	8	1,946	357	2,303	2,371
<b>TOTAL EXPENDITURE</b>		<b>2,445</b>	<b>357</b>	<b>2,802</b>	<b>3,163</b>
<b>NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS</b>					
		<b>232</b>	<b>(102)</b>	<b>130</b>	<b>(476)</b>
<b>OTHER RECOGNISED GAINS:</b>					
Gains on revaluation of fixed assets		-	-	-	1,424
<b>NET MOVEMENT IN FUNDS</b>		<b>232</b>	<b>(102)</b>	<b>130</b>	<b>948</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		5,920	288	6,208	5,260
Net movement in funds		232	(102)	130	948
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>6,152</b>	<b>186</b>	<b>6,338</b>	<b>6,208</b>

The Consolidated Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 23 to 42 form part of these financial statements.

**PENNY BROHN CANCER CARE  
REGISTERED NUMBER:01635916**

**CONSOLIDATED BALANCE SHEET  
AS AT 30 NOVEMBER 2020**

	Note	2020 £000	2019 £000
<b>FIXED ASSETS</b>			
Intangible assets	12	63	85
Tangible assets	13	6,205	6,170
Investments	14	7	7
		<u>6,275</u>	<u>6,262</u>
<b>CURRENT ASSETS</b>			
Stocks	15	13	16
Debtors	16	208	274
Cash at bank and in hand		1,080	433
		<u>1,301</u>	<u>723</u>
Creditors: amounts falling due within one year	17	(296)	(177)
<b>NET CURRENT ASSETS</b>		<b>1,005</b>	<b>546</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>7,280</b>	<b>6,808</b>
Creditors: amounts falling due after more than one year	18	(944)	(600)
<b>TOTAL NET ASSETS</b>		<b>6,336</b>	<b>6,208</b>
<b>CHARITY FUNDS</b>			
Restricted funds	20	186	288
Unrestricted funds	20	6,150	5,920
<b>TOTAL FUNDS</b>		<b>6,336</b>	<b>6,208</b>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**Stephen Rosser**  
Chair

**Ken Guy**  
Trustee

Date:

The notes on pages 23 to 42 form part of these financial statements.

**CHARITY STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 30 NOVEMBER 2020**

	Note	2020 £000	2019 £000
<b>FIXED ASSETS</b>			
Intangible assets	12	63	85
Tangible assets	13	6,205	6,170
Investments	14	7	7
		<u>6,275</u>	<u>6,262</u>
<b>CURRENT ASSETS</b>			
Debtors	16	249	343
Cash at bank and in hand		1,001	360
		<u>1,250</u>	<u>703</u>
Creditors: amounts falling due within one year	17	(248)	(161)
<b>NET CURRENT ASSETS</b>		<u>1,002</u>	<u>542</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>7,277</u>	<u>6,804</u>
Creditors: amounts falling due after more than one year	18	(944)	(600)
<b>TOTAL NET ASSETS</b>		<u><u>6,333</u></u>	<u><u>6,204</u></u>
<b>CHARITY FUNDS</b>			
Restricted funds	20	572	288
Unrestricted funds	20	5,761	5,916
<b>TOTAL FUNDS</b>		<u><u>6,333</u></u>	<u><u>6,204</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**Stephen Rosser**  
Chair

**Ken Guy**  
Trustee

Date:

The notes on pages 23 to 42 form part of these financial statements.

**PENNY BROHN CANCER CARE**

**CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

	<b>2020</b>	2019
	<b>£000</b>	£000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net cash used in operating activities	<b>383</b>	(612)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of intangible assets	-	(49)
Purchase of tangible fixed assets	<b>(136)</b>	(32)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b>(136)</b>	<b>(81)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	-	-
<b>CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR</b>	<b>247</b>	<b>(693)</b>
Cash and cash equivalents at the beginning of the year	<b>(167)</b>	526
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>	<b>80</b>	(167)

The notes on pages 23 to 42 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**1. GENERAL INFORMATION**

Penny Brohn Cancer Care is a charity registered in England and Wales and a company limited by guarantee. It was incorporated on 17 May 1982 (company number 01635916) and registered as a charity on 30 June 1982 (charity number 284881). Penny Brohn UK is the working name of Penny Brohn Cancer Care.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

**2. ACCOUNTING POLICIES**

**2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Penny Brohn Cancer Care meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Charity has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

**2. ACCOUNTING POLICIES (continued)**

**2.2 GOING CONCERN**

The Charity's forecasts and projections show that the Charity expects to operate within the level of its current debt facility. As detailed in the annual report, the Charity seeks to increase income from fundraising to enable more people to access free support to help them live well with cancer, and allow us to influence the healthcare agenda.

The Finance & Audit Committee regularly review various relevant financial reports from the Charity, including forecast cash flow scenarios, to attest positively to the Charity's going concern status. This review is shared with the full Trustee Board at each Trustee meeting.

The Charity has two committed loan facilities. It plans to continue to hold these term debt facilities, secured on the National Centre, that are used to bridge timing gaps in revenue raising.

The Charity also received a £50,000 Bounceback loan in December 2020, to aid cash flow over the Winter of 2020/21. The loan is 100% guaranteed by the Government and repayments will commence in December 2021.

The Trustees have a structured approach to the financial strategy of the Charity, which includes the 5 year plan reviewed by Trustees annually from which the 12 month budget and cash flow forecast is prepared. Quarterly forecasts are also prepared. Trustees review and monitor the budget and cash flows at each Trustees meeting, interrogating variances. This continuous monitoring and control ensures the Trustees are able to properly review the Charity's going concern status and its financial viability. The Trustees review the Charity's forecasts and projections at each Board meeting and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for a period of at least 12 months following the date of approval of these financial statements. The Group therefore continues to adopt the going concern basis for preparing its consolidated financial statements.

**2.3 INCOME**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**2. ACCOUNTING POLICIES (continued)**

**2.4 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 INTEREST RECEIVABLE**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 INTANGIBLE ASSETS AND AMORTISATION**

Intangible assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020

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**2. ACCOUNTING POLICIES (continued)**

**2.6 INTANGIBLE ASSETS AND AMORTISATION (CONTINUED)**

Amortisation is provided on the following bases:

Website	-	25 %
Computer software	-	20 %

**2.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	-	2%
Long-term leasehold property	-	over the length of the lease
Fixtures and fittings	-	10%
Computer equipment	-	20%

**2.8 INVESTMENTS**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated Statement of Financial Activities.

**2.9 STOCKS**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**2.10 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.11 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2. ACCOUNTING POLICIES (continued)**

**2.12 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

**2.13 FINANCIAL INSTRUMENTS**

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.14 PENSIONS**

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

**2.15 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Investment income, gains and losses are allocated to the appropriate fund.

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**3. INCOME FROM DONATIONS AND LEGACIES**

	<b>Unrestricted funds 2020 £000</b>	<b>Restricted funds 2020 £000</b>	<b>Total funds 2020 £000</b>	Total funds 2019 £000
<b>DONATIONS</b>				
General donations	1,272	255	<b>1,527</b>	1,738
Donations from the Friends of Penny Brohn Cancer Care	59	-	<b>59</b>	60
Legacies	222	-	<b>222</b>	53
	<u>1,553</u>	<u>255</u>	<u><b>1,808</b></u>	<u>1,851</u>
TOTAL 2019	<u>1,851</u>	<u>-</u>	<u>1,851</u>	

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds 2020 £000</b>	<b>Total funds 2020 £000</b>	Total funds 2019 £000
Service generated income from partnerships	483	<b>483</b>	459
Service generated income from NHS	20	<b>20</b>	18
Service generated income from training	-	-	13
Management recharges	33	<b>33</b>	33
	<u>536</u>	<u><b>536</b></u>	<u>523</u>

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**5. INCOME FROM OTHER TRADING ACTIVITIES**

**Income from fundraising events**

	<b>Unrestricted funds 2020 £000</b>	<b>Total funds 2020 £000</b>	Total funds 2019 £000
Facilities income	26	<b>26</b>	41
The Hub	9	<b>9</b>	-
	<u>35</u>	<u><b>35</b></u>	<u>41</u>

**Income from non charitable trading activities**

	<b>Unrestricted funds 2020 £000</b>	<b>Total funds 2020 £000</b>	Total funds 2019 £000
Shop@PennyBrohn Ltd	76	<b>76</b>	272
	<u>76</u>	<u><b>76</b></u>	<u>272</u>

**6. OTHER INCOMING RESOURCES**

	<b>Unrestricted funds 2020 £000</b>	<b>Total funds 2020 £000</b>	Total funds 2019 £000
CJRS recovery grant	477	<b>477</b>	-
	<u>477</u>	<u><b>477</b></u>	<u>-</u>

## PENNY BROHN CANCER CARE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2020

#### 7. EXPENDITURE ON RAISING FUNDS

##### FUNDRAISING TRADING EXPENSES

	<b>Unrestricted funds 2020 £000</b>	<b>Total funds 2020 £000</b>	Total funds 2019 £000
Fundraising	65	<b>65</b>	177
Shop@PennyBrohn Ltd	74	<b>74</b>	266
The Hub	40	<b>40</b>	-
Wages and salaries	304	<b>304</b>	332
Pension costs	16	<b>16</b>	17
	<u>499</u>	<u><b>499</b></u>	<u>792</u>

#### 8. ANALYSIS OF CHARITABLE ACTIVITIES

	<b>Activities undertaken directly 2020 £000</b>	<b>Total funds 2020 £000</b>	Total funds 2019 £000
Face to Face and Remote Service delivery	1,096	<b>1,096</b>	826
Administration	614	<b>614</b>	461
Communications	102	<b>102</b>	174
Partnerships	101	<b>101</b>	381
Facilities	390	<b>390</b>	529
	<u>2,303</u>	<u><b>2,303</b></u>	<u>2,371</u>

#### 9. AUDITORS' REMUNERATION

	<b>2020 £000</b>	2019 £000
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	<b>13</b>	12

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020

10. STAFF COSTS

	<b>Group 2020 £000</b>	Group 2019 £000	<b>Charity 2020 £000</b>	Charity 2019 £000
Wages and salaries	1,831	2,187	1,831	2,187
Social security costs	128	163	128	163
Contribution to defined contribution pension schemes	87	109	87	109
	<u>2,046</u>	<u>2,459</u>	<u>2,046</u>	<u>2,459</u>

Redundancy costs in the year amounted to £77k (2019: £13k).

The average number of persons employed by the Charity during the year was as follows:

	<b>Group 2020 No.</b>	Group 2019 No.
Staff	<u>113</u>	<u>142</u>

The average headcount expressed as full-time equivalents was:

	<b>Group 2020 No.</b>	Group 2019 No.
Delivery of face to face and remote client services	28	39
Fundraising and trading	8	11
Finance and administration	10	11
Facilities	11	15
The Hub	1	-
	<u>58</u>	<u>76</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>Group 2020 No.</b>	Group 2019 No.
In the band £70,001 - £80,000	-	1

The key management personnel of the group and parent charity comprise the Trustees, the CEO and 3 members of the Senior Management Team, the Commercial Director, Financial Controller and Services Lead. The total employee benefits of the key management personnel of the charity for the year was £271k (2019: £377k), including social security costs of £25k (2019: £36k).

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020

11. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 30 November 2020, no Trustee expenses have been incurred (2019 - £NIL).

12. INTANGIBLE ASSETS

Group and Charity

	Website £000	Computer software £000	Total £000
<b>COST</b>			
At 1 December 2019	39	86	125
At 30 November 2020	<u>39</u>	<u>86</u>	<u>125</u>
<b>AMORTISATION</b>			
At 1 December 2019	33	7	40
Charge for the year	5	16	21
At 30 November 2020	<u>39</u>	<u>23</u>	<u>62</u>
<b>NET BOOK VALUE</b>			
At 30 November 2020	<u>-</u>	<u>63</u>	<u>63</u>
At 30 November 2019	<u>6</u>	<u>79</u>	<u>85</u>

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**13. TANGIBLE FIXED ASSETS**

**GROUP AND CHARITY**

	Freehold property £000	Long-term leasehold property £000	Fixtures and fittings £000	Computer equipment £000	Total £000
<b>COST OR VALUATION</b>					
At 1 December 2019	6,424	-	373	186	6,983
Additions	-	118	9	9	136
Disposals	-	-	-	(73)	(73)
At 30 November 2020	<u>6,424</u>	<u>118</u>	<u>382</u>	<u>122</u>	<u>7,046</u>
<b>DEPRECIATION</b>					
At 1 December 2019	324	-	329	160	813
Charge for the year	72	12	8	9	101
On disposals	-	-	-	(73)	(73)
At 30 November 2020	<u>396</u>	<u>12</u>	<u>337</u>	<u>96</u>	<u>841</u>
<b>NET BOOK VALUE</b>					
At 30 November 2020	<u><u>6,028</u></u>	<u><u>106</u></u>	<u><u>45</u></u>	<u><u>26</u></u>	<u><u>6,205</u></u>
At 30 November 2019	<u><u>6,100</u></u>	<u><u>-</u></u>	<u><u>44</u></u>	<u><u>26</u></u>	<u><u>6,170</u></u>

It is Penny Brohn Cancer Care's policy to revalue freehold property every 5 years. The freehold property was revalued in August 2019 by Jones Lang LaSalle Limited, a firm of valuers external to the Charity. The property's open market value was considered to be £6,100,000 in accordance with the RICS valuation model.

The carrying amount under the cost model of the assets which have been revalued would have been £6,045,000 (2019 - £6,045,000).

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**14. FIXED ASSET INVESTMENTS**

<b>Group and Charity</b>	<b>Listed investments £000</b>
<b>COST OR VALUATION</b>	
At 1 December 2019	7
<b>AT 30 NOVEMBER 2020</b>	<u>7</u>
<b>NET BOOK VALUE</b>	
<b>AT 30 NOVEMBER 2020</b>	<u>7</u>
AT 30 NOVEMBER 2019	<u>7</u>

**15. STOCKS**

	<b>Group 2020 £000</b>	<b>Group 2019 £000</b>
Finished goods and goods for resale	<u>13</u>	<u>16</u>

**16. DEBTORS**

	<b>Group 2020 £000</b>	<b>Group 2019 £000</b>	<b>Charity 2020 £000</b>	<b>Charity 2019 £000</b>
<b>DUE WITHIN ONE YEAR</b>				
Trade debtors	113	76	111	67
Amounts owed by group undertakings	-	-	44	78
Other debtors	1	-	1	-
Prepayments and accrued income	94	198	93	198
	<u>208</u>	<u>274</u>	<u>249</u>	<u>343</u>

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Group 2020 £000</b>	Group 2019 £000	<b>Charity 2020 £000</b>	Charity 2019 £000
Bank loans	<b>56</b>	-	<b>56</b>	-
Trade creditors	<b>57</b>	60	<b>55</b>	54
Other taxation and social security	<b>31</b>	51	<b>31</b>	42
Other creditors	<b>14</b>	22	<b>14</b>	22
Accruals and deferred income	<b>138</b>	44	<b>92</b>	43
	<b>296</b>	177	<b>248</b>	161

Facilities with NatWest Bank and Triodos Bank, secured on the freehold property of the Charity, are in place.

	<b>Group 2020 £000</b>	Group 2019 £000
Deferred income at 1 December 2019	<b>7</b>	9
Resources deferred during the year	<b>19</b>	7
Amounts released from previous periods	<b>(7)</b>	(9)
	<b>19</b>	7

**18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>Group 2020 £000</b>	Group 2019 £000	<b>Charity 2020 £000</b>	Charity 2019 £000
Bank loans	<b>944</b>	600	<b>944</b>	600

The aggregate amount of liabilities payable or repayable wholly or in part more than five years after the reporting date is:

	<b>Group 2020 £000</b>	Group 2019 £000	<b>Charity 2020 £000</b>	Charity 2019 £000
Payable or repayable by instalments	<b>700</b>	356	<b>700</b>	356
	<b>700</b>	356	<b>700</b>	356

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020

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19. FINANCIAL INSTRUMENTS

	<b>Group</b> <b>2020</b> <b>£000</b>	Group 2019 £000	<b>Charity</b> <b>2020</b> <b>£000</b>	Charity 2019 £000
<b>FINANCIAL ASSETS</b>				
Financial assets measured at fair value through income and expenditure	<b>1,080</b>	433	<b>1,001</b>	360

Financial assets measured at fair value through income and expenditure comprise cash at bank and in hand.

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**20. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 December 2019 £000	Income £000	Expenditure £000	Transfers in/out £000	Balance at 30 November 2020 £000
<b>UNRESTRICTED FUNDS</b>					
<b>DESIGNATED FUNDS</b>					
Capital fund	5,600	-	(122)	(265)	5,213
<b>GENERAL FUNDS</b>					
General fund	261	2,600	(2,248)	265	878
Shop@Penny Brohn Ltd	4	76	(76)	-	4
Revaluation reserve	55	-	-	-	55
	<u>320</u>	<u>2,676</u>	<u>(2,324)</u>	<u>265</u>	<u>937</u>
<b>TOTAL UNRESTRICTED FUNDS</b>	<u>5,920</u>	<u>2,676</u>	<u>(2,446)</u>	<u>-</u>	<u>6,150</u>
<b>RESTRICTED FUNDS</b>					
Bursary fund	2	1	-	-	3
Living Well programme	20	1	(1)	-	20
Treatment support clinic	-	6	(6)	-	-
Relaxation chairs	5	-	-	-	5
Garden	2	7	(2)	-	7
Nutrition at Penny Brohn	-	10	(10)	-	-
Buildings	-	13	(9)	-	4
Bristol Whole Life Approach in Scotland	16	-	(3)	-	13
Living Well - National	2	12	(12)	-	2
Community engagement	37	80	(37)	-	80
Pre-treatment support clinic at BHOC	1	12	(4)	-	9
Remote services	-	56	(56)	-	-
Penny Brohn on the High Street	203	50	(213)	-	40
Trust income	-	3	(1)	-	2
Other small donations	-	4	(3)	-	1
	<u>288</u>	<u>255</u>	<u>(357)</u>	<u>-</u>	<u>186</u>
<b>TOTAL OF FUNDS</b>	<u>6,208</u>	<u>2,931</u>	<u>(2,803)</u>	<u>-</u>	<u>6,336</u>

**20. STATEMENT OF FUNDS (CONTINUED)**

**Capital Fund**

The capital fund represents the net book value of fixed assets, less loans secured on the freehold property plus the revaluation reserve.

Transfers between funds are as follows:

- a) £135k to capital fund from general fund in respect of fixed asset additions
- b) £400k from capital fund in respect of revolving credit drawdown

**Restricted funds**

The Bursary fund is used to help fund client courses and to subsidise travel to the National Centre.

The Living Well programme fund is to enable us to carry out Living Well courses at our National Centre and regionally.

The Treatment Support Clinic fund contains donations to cover the cost of providing Treatment Support Clinic at our National Centre and was supported by grants from a number of trusts during 2020.

The Relaxation chairs fund is a grant to enable us to upgrade and replace our relaxation chairs.

The garden is maintained by a dedicated group of volunteers and brings peace and enjoyment to all visitors to the National Centre.

Our Nutritional programme offers advice on making realistic and sustainable lifestyle changes to support healthy eating. Our programme includes cookery demonstrations, healthy eating days, nutritional therapy and the creation and update of a 7 day recipe planner and was supported in 2020 by a grant from The Gerald Micklem Trust and Sir Charles Jessel Charitable Foundation.

Building expenditure - funds were received from the Postcode Local Trust to help make the National Centre 'COVID-safe' as we begin the process of opening it back up—first for commercial venue hire, and subsequently for cancer clients as soon as Government guidance indicates it is safe to do so.

Funds were received from the Green Hall Foundation to improve disabled access through the installation of automatic doors at the National Centre.

The Bristol Whole Life Approach in Scotland is a pilot project to work in partnership with Dumfries House in Ayrshire, giving us the chance to take our Bristol Whole Life Approach to men and women living with cancer in Scotland.

Living Well South Coast - Funding received from The Gerald Micklem Charitable Trust to deliver three Living Well courses on the South Coast, as well as investment into a new regional strategic partnership model. This funding was ultimately repurposed, with approval from the funder, to support our remote services programme.

Living Well Isle of Wight - To support Isle of Wight residents to attend national centre for LW course and Applegate Breast Cancer Support Group to attend "Food to lift the spirits" course. Four Isle of Wight residents attended LW course at NC.

Macmillan mindfulness project is a joint partnership with the National Centre for Integrative Medicine to provide a mindfulness based cognitive therapy programme for people living with cancer and supporters.

Community based health and wellbeing services offer an outstanding opportunity to access deprived communities most in need of our help, before their condition has reached late stage. Our community engagement project is supported by The Princes Trust and The Medlock Charitable Trust.

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**20. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 December 2018 £000	Income £000	Expenditure £000	Transfers in/out £000	Gains/ (Losses) £000	Balance at 30 November 2019 £000
<b>UNRESTRICTED FUNDS</b>						
<b>DESIGNATED FUNDS</b>						
Capital fund	4,782	-	(32)	-	850	5,600
<b>GENERAL FUNDS</b>						
General fund	383	1,847	(2,496)	-	527	261
Shop@Penny Brohn Ltd	4	272	(272)	-	-	4
Revaluation reserve	-	-	-	-	55	55
	387	2,119	(2,768)	-	582	320
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>5,169</b>	<b>2,119</b>	<b>(2,800)</b>	<b>-</b>	<b>1,432</b>	<b>5,920</b>
<b>RESTRICTED FUNDS</b>						
Bursary fund	1	1	-	-	-	2
Groups and 1:1 services	-	2	(2)	-	-	-
Music therapy and creative arts	-	5	(5)	-	-	-
Living Well programme	-	50	(30)	-	-	20
Living Well for TYA	4	-	(4)	-	-	-
Treatment support clinic	-	16	(16)	-	-	-
Relaxation chairs	4	1	-	-	-	5
Garden	-	3	(1)	-	-	2
Nutrition at Penny Brohn	-	11	(11)	-	-	-
Buildings	-	14	(14)	-	-	-
Bristol Whole Life Approach in Scotland	46	-	(30)	-	-	16
Living Well - National	11	47	(56)	-	-	2
Macmillan - Staffordshire	-	44	(44)	-	-	-

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**20. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR (CONTINUED)**

	Balance at 1 December 2018 £000	Income £000	Expenditure £000	Transfers in/out £000	Gains/ (Losses) £000	Balance at 30 November 2019 £000
Community engagement	25	92	(80)	-	-	37
Advocacy and information resources	-	15	(15)	-	-	-
Pre-treatment support clinic at BHOC	-	22	(21)	-	-	1
Remote services	-	8	-	(8)	-	-
Penny Brohn on the High Street	-	224	(21)	-	-	203
Trust income	-	13	(13)	-	-	-
	<u>91</u>	<u>568</u>	<u>(363)</u>	<u>(8)</u>	<u>-</u>	<u>288</u>
<b>TOTAL OF FUNDS</b>	<u>5,260</u>	<u>2,687</u>	<u>(3,163)</u>	<u>(8)</u>	<u>1,432</u>	<u>6,208</u>

**21. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD**

	Unrestricted funds 2020 £000	Restricted funds 2020 £000	Total funds 2020 £000
Tangible fixed assets	6,205	-	6,205
Intangible fixed assets	63	-	63
Fixed asset investments	7	-	7
Current assets	1,115	186	1,301
Creditors due within one year	(296)	-	(296)
Creditors due in more than one year	(944)	-	(944)
<b>TOTAL</b>	<u>6,150</u>	<u>186</u>	<u>6,336</u>

**PENNY BROHN CANCER CARE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**21. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD**

	Unrestricted funds 2019 £000	Restricted funds 2019 £000	Total funds 2019 £000
Tangible fixed assets	6,170	-	6,170
Intangible fixed assets	85	-	85
Fixed asset investments	7	-	7
Current assets	435	288	723
Creditors due within one year	(177)	-	(177)
Creditors due in more than one year	(600)	-	(600)
<b>TOTAL</b>	<u>5,920</u>	<u>288</u>	<u>6,208</u>

**22. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>Group 2020 £000</b>	Group 2019 £000
Net income/expenditure for the period (as per Statement of Financial Activities)	<b>130</b>	(476)
<b>ADJUSTMENTS FOR:</b>		
Depreciation charges	<b>100</b>	16
Amortisation charges	<b>22</b>	16
Decrease/(increase) in stocks	<b>3</b>	(2)
Decrease/(increase) in debtors	<b>65</b>	(140)
Increase/(decrease) in creditors	<b>63</b>	(26)
<b>NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES</b>	<u><b>383</b></u>	<u>(612)</u>

**23. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	<b>Group 2020 £000</b>	Group 2019 £000
Cash in hand	<b>1,080</b>	433
Notice deposits (less than 3 months)	<b>(1,000)</b>	(600)
<b>TOTAL CASH AND CASH EQUIVALENTS</b>	<u><b>80</b></u>	<u>(167)</u>

## PENNY BROHN CANCER CARE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2020

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#### 24. ANALYSIS OF CHANGES IN NET FUNDS

	At 1 December 2019 £000	Cash flows £000	At 30 November 2020 £000
Cash at bank and in hand	433	647	1,080
Debt due within 1 year	-	(56)	(56)
Debt due after 1 year	(600)	(344)	(944)
	<u>(167)</u>	<u>247</u>	<u>80</u>

#### 25. RELATED PARTY TRANSACTIONS

Trustees' remuneration and expenses is detailed in note 10.

Trustees are able to make use of the accommodation at the National Centre when attending on business and usually provide a donation in respect of this. No Trustees were provided any nights accommodation the year (2019: eight/six).

Donations from trustees and related parties amounted to £7k during the year (2019: £5k).