

**FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND
MYELOMA**

Charity Reg. No. 509071

**TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2018**

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Annual report and financial statements for the year ended 30th November 2018

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FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Report of the trustees for the year ended 30th November 2018

The Trustees present their report and audited accounts for the year ended 30th November 2018.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

The Trustees at 30th November 2018 were:-

D A Fox	Chairman
M C Baker	Treasurer
C Bilbrough	Secretary
R G Owen	
B E Roberts	(Passed away 10 th January 2019)
D R Norfolk	
G M Smith	
J M Harris	
R Johnson	

None of the trustees had any personal beneficial interests in the Charity.

Charity's working name

Sunrisers

Principal Office

Thornton House
Shaw Mills
Harrogate
North Yorkshire
HG3 3HR

Independent Auditor

Thomas Coombs Limited
3365 The Pentagon
Century Way
Thorpe Park
Leeds
West Yorkshire
LS15 8ZB

Bankers

Barclays Bank Plc
2 Manor Square
Otley
West Yorkshire
LS21 3AP

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Report of the trustees for the year ended 30th November 2018 (*Continued*)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Friends of the Leukaemia and Lymphoma Unit (The General Infirmary at Leeds) was established under a Trust Deed dated 31st July 1979 and registered with the Charity Commissioners as a Charitable Trust, number 509071. During 2008, the charity changed its name to Friends of the Leeds Centre for Leukaemia, Lymphoma and Myeloma. Going forward, this shall be the official name of the charity. The charity operates under the working name of '*Sunrisers*'.

The trustees are appointed by the Board of Trustees. The Trust Deed provides for a minimum of 5 trustees, to a maximum of 15 trustees.

The trustees shall hold a meeting at least twice a year. Any trustee who is absent from all the meetings of the trustees during a period of 2 years or who is adjudged bankrupt or who is incapacitated or resigns shall cease to be a trustee.

Details of the trustees who have served during the year are listed on page 1.

Trustees are considered the key management personnel of the charity and receive no remuneration for their time.

The Board of Trustees keeps the skill requirements for the Trustee Body under review and will seek new trustees when necessary.

The induction of new trustees includes a meeting with the Chairman and other members of the Board. New trustees are provided with a brief history of the Trust, copy Board minutes, most recent annual report and accounts and a copy of the governing Trust Deed.

Risk Management

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

OBJECTIVE AND ACTIVITIES FOR PUBLIC BENEFIT

Objectives

The charity is established for the relief of persons suffering from leukaemia, lymphomas and related disorders (haematological malignancies) as set out in the Trust Deed.

The charity aims to achieve this objective by:

- promoting and setting up, furnishing, fitting out and maintaining a ward for the treatment of such persons at The Leeds Teaching Hospital.
- endowing, providing, maintaining or managing such other wards, hospitals or other accommodation for the treatment of such persons as the Trustees from time to time think fit.
- Furnishing or fitting out with any necessary furniture or other equipment any such wards, hospitals or other accommodation.
- advising, supporting, or assisting such persons.
- promoting, assisting, or encouraging research into leukaemia and haematological malignancies.

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Report of the trustees for the year ended 30th November 2018 *(Continued)*

Objectives *(continued)*

- advising, supporting or assisting any organisations or persons having charitable objectives similar to the objectives of the charity.

and in such other ways as the Trustees from time to time think fit, provided always that no charity monies shall be applied for purposes which are not exclusively charitable.

Activities

The charity supports the work of the Leeds Centre for Leukaemia, Lymphoma and Myeloma in the Bexley Wing at St James's Hospital, Leeds by the provision of medical equipment for research and diagnostics, the funding of salaries for specialist support staff and the provision of patient welfare and other items required for their benefit.

There have been no material policy changes in how the charity intends to achieve the above objects.

ACHIEVEMENT AND PERFORMANCE

Detailed reports from the Chairman and Treasurer and a specialist medical report will be circulated at the forthcoming meeting and be made available on request to the Secretary.

FINANCIAL REVIEW

The financial statements have been prepared in accordance with the accounting policies set out on pages 10 and 11 to the financial statements and comply with the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102).

Income for the year was £33,749. This represents a decrease of £2,617 on the previous year.

Total contributions to the units amounted to £(32,745) as detailed in note 4 of the financial statements, due to number of unrequested grants being written off in the year

The Trustees consider that, at the date of this report, the financial position of the Charity is satisfactory.

Investment Policy and Performance

The Trust Deed allows trustees absolute discretion with regard to holding investments. The trust holds no specific ethical stance with regard to investments and excess funds not required in the near future are held in interest bearing deposit accounts or national savings bonds.

The trustees are satisfied with the investment income of £909 (2017: £761)

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Report of the trustees for the year ended 30th November 2018 (Continued)

Reserves Policy

The charity maintains sufficient reserves in order to allow long term sustainable support of the work carried out in the Bexley Wing at St James University Hospital. The reserves of the charity are continually monitored and reviewed within the context of the requirements of the Unit.

ACCOUNTABILITY UNDER PUBLIC BENEFIT REQUIREMENTS

In accordance with their duties pursuant to section 4 of the Charities Act 2011, the Trustees have considered the charity's objects and activities in light of the Charity Commission's general guidance on public benefit, "Charities and Public Benefit."

In relation to the first limb of the public benefit test set out in the guidance, the object of the charity is "the relief of persons suffering from leukaemia" as specified in the Trust Deed and the trustees are satisfied that this objective is clearly of benefit to the public. The objective was further broken down within the Trust Deed as detailed in the "Objective and Activities" section above and the Trustees are satisfied that the activities of the charities are achieving the intended objective.

In relation to the second limb of the test, the trustees ensure that the public at large benefits from the activities of the Charity and that there is no private benefit, incidental or otherwise. Within the context of supporting the work of the Leeds Centre for Leukaemia, Lymphoma and Myeloma in the Bexley Wing at St James's Hospital, Leeds the charity places no restrictions on the individuals who benefit from the work of the Charity.

The trustees regularly keep the activities the Trust funds under review, to ensure that they are of sufficient benefit to the public.

PLANS FOR THE FUTURE

The Friends charity remains in a very strong financial position and continues to support the Unit in the Bexley wing at the St James's Hospital site. The Friends charity will continue to support the purchase of specialist equipment not provided by the NHS as well as "pump priming" the salaries of specialist staff required for new development in treatments.

AUDITORS

Messrs. Thomas Coombs Limited, Chartered Accountants and Statutory Auditors have indicated their willingness to continue as Honorary Auditors and a resolution for their reappointment will be proposed at the forthcoming Annual General Meeting.

Approved by the Board of Trustees on 23rd September 2019 and signed on its behalf by:

D A Fox

Chairman of Trustees

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Statement of trustees' responsibilities

The trustees 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).

Charity law requires the trustees in England and Wales to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the result of the Charity for that year. In preparing those financial statements, the trustees 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 accounting standards 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 Charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

D A Fox

Chairman of Trustees

M C Baker

Treasurer

Date: 23rd September 2019

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Independent Auditors' Report to the trustees of Friends of the Leeds Centre for Leukaemia, Lymphoma and Myeloma

Opinion

We have audited the financial statements of Friends of the Leeds Centre for Leukaemia, Lymphoma and Myeloma for the year ended 30th November 2018 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs at 30th November 2018 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 Charities Act 2011

Basis of 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 Auditor's responsibilities for the audit of the financial statement section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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 charity'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 trustees' report, other than the financial statements and our 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 that regard.

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Independent Auditors' Report to the trustees of Friends of the Leeds Centre for Leukaemia, Lymphoma and Myeloma (*Continued*)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; 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 set out on page 5, the trustees are responsible for the preparation of the financial statements which 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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 audit 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. This description forms part of our auditor's report.

Thomas Coombs Limited

Chartered Accountants and Statutory Auditor

3365 The Pentagon, Century Way, Thorpe Park, Leeds, West Yorkshire, LS15 8ZB

Date: 23rd September 2019

Thomas Coombs Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Statement of financial activities for the year ended 30th November 2018

	Notes	2018 Total Funds £	2017 Total Funds £
Income and endowments from:			
Donations and legacies	2	32,840	35,605
Investment income	3	909	761
		-----	-----
Total income		33,749	36,366
		-----	-----
Expenditure on:			
Charitable activities (credit) / cost	4	(32,745)	35,999
		-----	-----
Total expenditure		(32,745)	35,999
		-----	-----
Net income for the year		66,494	367
Reconciliation of funds:			
Total Funds at 1 st December 2017		171,533	171,166
		-----	-----
Total Funds at 30th November 2018		238,027	171,533
		=====	=====

All amounts relate to continuing activities.

The notes on pages 10 to 14 form part of these financial statements.

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Balance sheet at 30th November 2018

	Note	2018 £	2017 £
Fixed Assets			
Investments	7	75,000	75,000
Current Assets			
Debtors	8	2,250	2,089
Cash at bank		180,473	189,114
		182,723	191,203
Liabilities: amounts falling due within one year	9	(19,696)	(94,670)
Net Current Assets		163,027	96,533
Total Assets less Current Liabilities		238,027	171,533
Liabilities: amounts falling due after more than one year		-	-
Net Assets		£238,027	£171,533
Funds			
Unrestricted		238,027	171,533
Total Funds		£238,027	£171,533

Approved by the board of trustees on 23rd September 2019 and signed on its behalf by

D A Fox
Chairman of Trustees

M C Baker
Treasurer

The notes on pages 10 to 14 form part of these financial statements.

1 Accounting policies

Accounting convention

The accounts are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

Income recognition

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Where a claim for repayment of income tax has or will be made, such income is grossed up for the tax recoverable.

The following accounting policies are applied to income:

Donations, legacies and similar income

Donations, subscriptions, legacies and similar income are included in the statement of financial activities when:

- the charity is told it is to receive the donation;
- the trustees are reasonably certain of the amount to be received;
- the trustees are reasonably certain they will receive the money and
- any conditions for receipt are met.

Investment income

Investment income is accounted for when receivable. Interest receivable on restricted funds is accounted for separately and is attributed to the relevant funds in the statement of financial affairs.

Expenditure recognition

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Grants payable are accounted for when the trustees have accepted a legal or moral obligation to make the grant. Where there is an obligation to make a grant, which has not been paid to the recipient at the balance sheet date, the amount of the award is shown in grants payable.

Charitable activities

Costs of charitable activities include grants made and other contributions to the Unit at the Leeds General Infirmary.

Governance costs

Governance costs relate to expenditure incurred in the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Notes to the financial statements for the year ended 30th November 2018 *(Continued)*

Investments

Fixed asset investments are included in the accounts at market value. Realised and unrealised gains and losses on investments are disclosed separately in the appropriate section of the statement of financial activities.

Voluntary help

Voluntary help is not included in the financial statements but is described in the trustees' annual report.

Taxation

The trust is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Fund accounting

All of the funds of the charity are unrestricted:

Unrestricted funds

Unrestricted funds represent funds, which are expendable at the discretion of the trustees, in furtherance of the objects of the charity. Such funds may be spent on any legitimate charitable aim as laid down in the Trust Deed.

2 Donations, legacies and similar income

	2018 £	2017 £
Donations and legacies	31,913	34,722
Subscription income	927	883
	<hr/>	<hr/>
	£32,840	£35,605
	<hr/>	<hr/>

3 Investment income

	2018 £	2017 £
National Savings interest	748	653
Short term deposit interest	161	108
	<hr/>	<hr/>
	£909	£761
	<hr/>	<hr/>

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Notes to the financial statements for the year ended 30th November 2018 (Continued)

4 Charitable activities

	2018	2017
	£	£
Grants to the Leeds Centre		
Medical and other equipment		
HMDS - Electronic pipettes	4,326	-
3 New Carts/Trolleys	1,071	-
12 lead ECG machines Ward J88	-	2,200
7 Patient weighing scales	840	-
Digital chair scale	566	-
3 Patient notes easels	1,791	-
Fold away bed	695	-
Braun OBS Machine x 10	-	15,500
Immuno Onology statistical package	-	1,254
Smiths Medical CADD pump	-	7,500
Linc Medical Veiniplicity Device	-	1,640
2 Rise and Recliner Chairs	-	4,000
Grants not taken up by the Leeds Centre	(45,133)	-
Patients' welfare	2,668	400
Ward expenses		
Other	1,509	680
Chevin Socialites - Hug on a Tray	-	720
Grants not taken up by the Leeds Centre	(4,639)	(850)
Governance costs (see note 5)	3,561	2,955
	£(32,745)	£35,999

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Notes to the financial statements for the year ended 30th November 2018 (Continued)

5 Governance costs	2018	2017
	£	£
Stationery and sundry costs	1,521	857
Auditors' honorarium		
- current year	2,150	2,150
- previous year	(110)	(52)
	<u>£3,561</u>	<u>£2,955</u>
6 Employment costs		
The trustees (who are also considered to be the key management personnel) received no remuneration or reimbursements during the current or previous year.		
There were no employees during the current or previous year.		
7 Fixed asset investments	2018	2017
National Savings Income Bonds		
Cost and Market Value	£75,000	£75,000
	<u> </u>	<u> </u>
8 Debtors	2018	2017
	£	£
Taxation recoverable	2,250	2,089
	<u> </u>	<u> </u>
	£2,250	£2,089
	<u> </u>	<u> </u>
9 Liabilities: amounts falling due within one year	2018	2017
	£	£
Grants payable in respect of:		
- Medical and other equipment		
8 CADD Pumps	-	18,000
10 OBS Machines	-	15,500
Other equipment	13,289	53,601
- Ward Expenses		
Other Ward expenses	1,780	5,319
Accrued administration expenses	4,289	2,150
Patient Welfare	338	100
	<u> </u>	<u> </u>
	£19,696	£94,670
	<u> </u>	<u> </u>

FRIENDS OF THE LEEDS CENTRE FOR LEUKAEMIA, LYMPHOMA AND MYELOMA

Notes to the financial statements for the year ended 30th November 2018 *(Continued)*

Reconciliation of grant liabilities	2018	2017
	£	£
Opening	94,670	62,546
Awarded during the year	15,605	36,044
Payments	(40,807)	(3,070)
Grants not taken up by recipient	(49,772)	(850)
Closing	<u>£19,696</u>	<u>£94,670</u>

10 Related parties

Dr Owen, Dr Norfolk and Dr Smith are trustees of the charity and are employed by the National Health Service in their capacity as Doctors.

None of the trustees have any direct beneficial interest in the transactions of the charity.

11 APB Ethical Standards

In common with many other charities of our size and nature we use our auditors to prepare any necessary returns to the tax authorities and the annual financial statements.