

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

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 APRIL 2013
FOR
CANCER SUPPORT SCOTLAND (TAK TENT)**

CANCER SUPPORT SCOTLAND (TAK TENT)
CONTENTS OF THE FINANCIAL STATEMENTS
For The Year Ended 30 April 2013

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 11
Detailed Statement of Financial Activities	12 to 13

CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES For The Year Ended 30 April 2013

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
153568 (Scotland)

Registered Charity number
SCO12867

Registered office
Calman Cancer Support Centre
Glasgow
G12 0ZE

Trustees	
K McGugan	
M Buchanan	
C Wilmot	- resigned 11.2.13
D Semple	
D McKinnon	- resigned 6.11.12
W S Ferguson	- appointed 10.12.12
S N Macdonald	- appointed 10.12.12
C R Mackie	- appointed 10.12.12
J Matheson	
D Millar	- appointed 10.12.12
P W Thomson	- appointed 10.12.12

Company Secretary
C Graham

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The company is limited by guarantee and governed by its Memorandum and Articles of Association. The liability of members is limited to £1 each. The company is accepted as a charitable body by the Inland Revenue. The Board of Directors set the policies of the company and the day to day running of the company is controlled by the management executives.

Recruitment and appointment of new trustees

The charity has a policy in place whereby the constitution of the board of trustees is reviewed on an annual basis. The trustees undertake an informal skills audit with a view to appointing new members.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES For The Year Ended 30 April 2013

OBJECTIVES AND ACTIVITIES

Our objectives are to:

- improve access to and up take of our services;
- provide information and support to people affected by cancer;
- provide specialist support within people's communities;
- improve the skills and knowledge of our staff and volunteers who support people affected by cancer;
- ensure the effective involvement of volunteers;
- ensure we manage and target our resources to maximise effect;
- diversify our income streams and ensure fundraising ratios are at least better year on year
- influence legislation, policy and practice to improve the lives of people affected by cancer
- maintain good quality internal and external communications

Our aims are to:

- promote the care of cancer patients, their families, friends and the staff involved professionally in cancer care by providing practical and emotional support;
- support good quality communication between clinicians and people who have undergone cancer treatment for the benefit of both;
- expand and improve our services both locally and throughout Scotland, including further development of partnership working;
- improve the quality and continuity of our services;
- improve the quality and frequency of education and training provided to staff and volunteers to ensure that the best possible support is available to all;
- signpost those whom we cannot support to organisations which can help them.

ACHIEVEMENT AND PERFORMANCE

It has been a momentous year for Cancer Support Scotland as we moved to and opened the Calman Cancer Support Centre allowing us to develop new and innovative services. The opening of our new centre has allowed us to treble our current capacity and deliver more services to cancer patients, their family and carers. By delivering additional services we are now able to directly support over 2,000 people each year. We are averaging 2,000 unique visitors to our website each month and over 1500 people are engaged with our social media and so we are able to communicate more widely. By reaching a wider audience we will be able to support more people, their families and carers affected by cancer.

During this period we delivered three new services including couples' talking therapy (counselling), online video talking therapy and hypnotherapy. We also now offer talking therapy (counselling) 5 days a week and have increased the number of complementary therapy sessions available. Our support groups continue to offer practical support in people's own community.

The organisation has partnered with Macmillan, Glasgow Life Libraries & NHS Greater Glasgow and Clyde following the evaluation from a pilot at the Bridge in Easterhouse. We now deliver 3 further outreach centres in Dennistoun, Easterhouse and The Mitchell. In a separate programme with Macmillan, and the NHS Greater Glasgow and Clyde we deliver complementary therapy at Renfrew Health Centre. This has allowed cancer patients, their families and carers access to services in their own community. This partnership will see up to 8 locations developed by the end of 2014. Our partnership working was further developed during the period with Breast Cancer Care and we now deliver their HeadStrong scarf tying service from our new centre.

As cancer statistics continue to rise, our services are increasingly in demand putting a constant pressure on us to raise the funds needed to allow us to continue to provide our services free of charge.

This year has seen a strong performance from trusts due to the capital appeal. However, overall, fundraising still remains challenging for the foreseeable future. The focus of the fundraising strategy still remains on raising income from trusts and foundations, corporate support, development of major donors, community activity and individuals. It is vital the charity can raise sustainable income from these various funding sources.

To help raise the income required, the organisation has invested in our external communications backed up by voluntary internship programme which has helped create sustained media coverage. This activity will continue as we build awareness of the charity.

CANCER SUPPORT SCOTLAND (TAK TENT)

REPORT OF THE TRUSTEES For The Year Ended 30 April 2013

ACHIEVEMENT AND PERFORMANCE

Our volunteering programme has been developed further with numerous new roles being created - from gardeners, meeters and greeters to fundraisers and therapists who deliver our services. During this financial year 3,835 hours of volunteers' time was donated to Cancer Support Scotland.

At this time we would like to thank all our supporters who have contributed this year in various forms from cash donations, in-kind donations, services or who have offered their time. Without their help and continued support we would be unable to offer help to the 1 in 2 people who will be diagnosed with cancer at some stage in their life.

The following people we would especially like to thank The Sunter Trust, Glasgow Building Preservation Trust, Robertson Trust, Garfield Weston Trust, PF Trust, WM Mann Foundation, Sir Hugh Fraser Foundation, Bank of Scotland Foundation, Commonweal Trust, Macmillan Cancer Support, Foster Wheeler, St Enoch Centre, Seric Systems and the Student Loans Company. Thank you all.

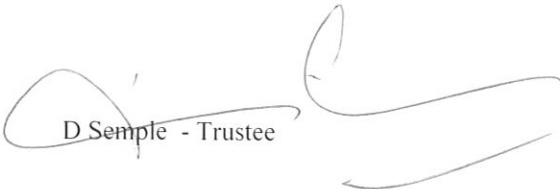
It would be inappropriate, following such a busy and successful year, not to pay tribute to the Chief Executive and his most vibrant and willing staff who have been responsible for delivering the achievements mentioned above. To every one of them, Cancer Support Scotland also owes a large "thank you and well done".

FINANCIAL REVIEW

Reserves Policy

The trustees establish the level of reserves that the charity ought to have. Reserves are needed to bridge the funding gaps between spending and receiving resources. The trustees therefore consider the ideal level of operational reserves would be three months operating costs which is the level the charity is working towards.

ON BEHALF OF THE BOARD:



D Semple - Trustee

4 September 2013

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

I report on the accounts for the year ended 30 April 2013 set out on pages five to ten.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.


Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

 RICHARD G BEATTIE (CHARTERED) ACCOUNTANT

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

INDEPENDENT EXAMINER

Date: 24 / 9 / 13

CANCER SUPPORT SCOTLAND (TAK TENT)

**STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 30 April 2013**

	Notes	Unrestricted funds £	Restricted funds £	30.4.13 Total funds £	30.4.12 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		95,662	-	95,662	190,645
Activities for generating funds	2	42,219	328,845	371,064	50,879
Investment income	3	607	-	607	250
Total incoming resources		138,488	328,845	467,333	241,774
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising		42,419	45,000	87,419	79,443
Charitable activities					
Services provided		140,271	36,506	176,777	131,387
Governance costs		1,137	-	1,137	8,204
Other resources expended		10,326	-	10,326	21,664
Total resources expended		194,153	81,506	275,659	240,698
NET INCOMING/(OUTGOING) RESOURCES					
		(55,665)	247,339	191,674	1,076
RECONCILIATION OF FUNDS					
Total funds brought forward		87,410	104,434	191,844	190,768
TOTAL FUNDS CARRIED FORWARD		31,745	351,773	383,518	191,844

The notes form part of these financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

BALANCE SHEET
At 30 April 2013

	Notes	Unrestricted funds £	Restricted funds £	30.4.13 Total funds £	30.4.12 Total funds £
FIXED ASSETS					
Tangible assets	7	19,370	318,814	338,184	4,347
CURRENT ASSETS					
Debtors	8	-	4,544	4,544	8,454
Cash at bank and in hand		101,898	26,704	128,602	184,155
		<u>101,898</u>	<u>31,248</u>	<u>133,146</u>	<u>192,609</u>
CREDITORS					
Amounts falling due within one year	9	(18,523)	1,711	(16,812)	(5,112)
NET CURRENT ASSETS		<u>83,375</u>	<u>32,959</u>	<u>116,334</u>	<u>187,497</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		102,745	351,773	454,518	191,844
CREDITORS					
Amounts falling due after more than one year	10	(71,000)	-	(71,000)	-
NET ASSETS		<u>31,745</u>	<u>351,773</u>	<u>383,518</u>	<u>191,844</u>
FUNDS	11				
Unrestricted funds				31,745	87,410
Restricted funds				<u>351,773</u>	<u>104,434</u>
TOTAL FUNDS				<u>383,518</u>	<u>191,844</u>

The notes form part of these financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

BALANCE SHEET - CONTINUED

At 30 April 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2013.

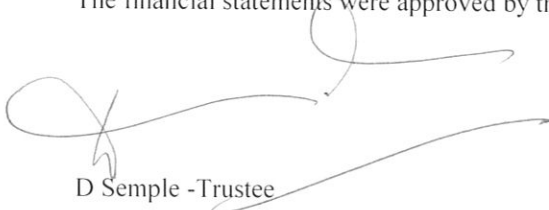
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 4 September 2013 and were signed on its behalf by:



D Semple -Trustee

CANCER SUPPORT SCOTLAND (TAK TENT)

Notes to the Financial Statements For The Year Ended 30 April 2013

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Plant and machinery - 25% on reducing balance and
15% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Comparative figures

To provide more detailed information overheads have been allocated across the different cost headings. As a result comparative figures have been adjusted accordingly.

2. ACTIVITIES FOR GENERATING FUNDS

	30.4.13	30.4.12
	£	£
Fundraising events	44,021	42,860
Social lotteries	1,723	8,019
Funds to purchase Calman Cancer Support Centre	325,320	-
	<u>371,064</u>	<u>50,879</u>

3. INVESTMENT INCOME

	30.4.13	30.4.12
	£	£
Deposit Account Interest	<u>607</u>	<u>250</u>

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 30 April 2013

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):	30.4.13	30.4.12
	£	£
Accountants' remuneration	740	750
Depreciation - owned assets, as per note 7	10,123	1,023
	<u> </u>	<u> </u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2013 nor for the year ended 30 April 2012.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2013 nor for the year ended 30 April 2012.

6. STAFF COSTS

	30.4.13	30.4.12
	£	£
Wages and salaries	169,044	125,565
	<u> </u>	<u> </u>

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

	30.4.13	30.4.12
Staff	9	6
	<u> </u>	<u> </u>

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 May 2012	-	26,876	26,876
Additions	325,320	18,640	343,960
	<u> </u>	<u> </u>	<u> </u>
At 30 April 2013	325,320	45,516	370,836
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 May 2012	-	22,529	22,529
Charge for year	6,506	3,617	10,123
	<u> </u>	<u> </u>	<u> </u>
At 30 April 2013	6,506	26,146	32,652
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 30 April 2013	318,814	19,370	338,184
	<u> </u>	<u> </u>	<u> </u>
At 30 April 2012	-	4,347	4,347
	<u> </u>	<u> </u>	<u> </u>

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 30 April 2013

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.13	30.4.12
	£	£
Trade debtors	-	2,199
Other debtors	4,544	6,255
	<u>4,544</u>	<u>8,454</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.13	30.4.12
	£	£
Loans	12,000	-
Social security and other taxes	3,523	3,401
Other creditors	740	1,711
Company credit card	549	-
	<u>16,812</u>	<u>5,112</u>

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

	30.4.13	30.4.12
	£	£
Loans	<u>71,000</u>	<u>-</u>

11. MOVEMENT IN FUNDS

	At 1.5.12	Net movement in funds	At 30.4.13
	£	£	£
Unrestricted funds			
General fund	87,410	(55,665)	31,745
Restricted funds			
Chapel Fund	104,434	247,339	351,773
	<u>191,844</u>	<u>191,674</u>	<u>383,518</u>
TOTAL FUNDS			

CANCER SUPPORT SCOTLAND (TAK TENT)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 30 April 2013

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	138,488	(194,153)	(55,665)
Restricted funds			
Chapel Fund	328,845	(81,506)	247,339
 TOTAL FUNDS	 <u>467,333</u>	 <u>(275,659)</u>	 <u>191,674</u>

CANCER SUPPORT SCOTLAND (TAK TENT)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 30 April 2013

	30.4.13	30.4.12
	£	£
INCOMING RESOURCES		
Voluntary income		
Sale of Goods	1,601	252
Donations	45,399	180,160
Gift aid	39,588	5,836
Other Income	9,074	4,397
	<hr/>	<hr/>
	95,662	190,645
Activities for generating funds		
Fundraising events	44,021	42,860
Social lotteries	1,723	8,019
Funds to purchase Calman Cancer Support Centre	325,320	-
	<hr/>	<hr/>
	371,064	50,879
Investment income		
Deposit Account Interest	607	250
	<hr/>	<hr/>
Total incoming resources	467,333	241,774
RESOURCES EXPENDED		
Fundraising		
Equipment Hire	661	852
Bank Charges	2	-
Depreciation	723	207
Direct costs	11,718	19,298
Wages	64,019	50,093
Post, printing and stationery	1,685	237
Telephone and IT expenses	704	505
Advertising and subscriptions	1,076	684
Consultancy fees	1,920	5,211
Premises expenses	2,742	481
Repairs and maintenance	1,430	284
Travel and motor expenses	239	482
Sundry expenses	500	1,109
	<hr/>	<hr/>
	87,419	79,443
Governance costs		
Legal fees	397	7,454
Accountants' remuneration	740	750
	<hr/>	<hr/>
	1,137	8,204

This page does not form part of the statutory financial statements

CANCER SUPPORT SCOTLAND (TAK TENT)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 30 April 2013

	30.4.13	30.4.12
	£	£
Other resources expended		
Sundry expenses	250	554
Consultancy Fees	960	2,605
Equipment Hire	331	426
Bank charges	1	-
Depreciation	362	103
Repairs and maintenance	714	142
Travel and motor expenses	119	241
Telephone and IT expenses	352	119
Advertising and subscriptions	524	342
Premises expenses	1,371	241
Post printing & stationery	843	253
Wages	4,499	16,638
	<hr/>	<hr/>
	10,326	21,664
 Direct Charitable Expenditure		
Services Provided		
Direct Expenses	28,956	37,868
Wages	100,526	58,834
Advertising and subscriptions	3,667	2,394
Premises expenses	6,904	1,684
Repairs and maintenance	7,698	995
Travel and motor expenses	836	1,688
Post printing and stationery	5,898	1,769
Telephone and IT expenses	2,465	830
Sundry Expenses	1,749	3,381
Consultancy fees	6,720	18,238
Equipment Hire	2,314	2,982
Bank Charges	6	1
Depreciation	9,038	723
	<hr/>	<hr/>
	176,777	131,387
 Total resources expended	<hr/>	<hr/>
	275,659	240,698
 Net income	 <hr/>	 <hr/>
	191,674	1,076
	<hr/>	<hr/>

This page does not form part of the statutory financial statements