

**Registered number:  
4697468  
England and Wales**

**KENT CANCER TRUST  
(A Company Limited by Guarantee)**

**Report and unaudited accounts  
for the year ended  
31 March 2008**

**Charity number: 1105730**

**KENT CANCER TRUST  
(A Company Limited by Guarantee)**

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**KENT CANCER TRUST**  
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**Reference and Administrative information**

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**Charity Name** Kent Cancer Trust

**Charity registration number** 1105730

**Company registration number** 4697468

**Principal Address**

Woodstock House, Kent Science Park, Sittingbourne, Kent ME9 8AG

**Trustees**

Dr Mary Buchanan, Chairman  
Mr Tim Bentley  
Dr Mark Hill  
Prof. Roger James  
Mr Kevin Jackson  
Mr Alan Smith

**Secretary**

Mr Tim Bentley

**Directors**

Mr Tim Bentley  
Dr Mary Buchanan

**Scientific Adviser**

Prof. Bill Gullick

**Registered Office**

Lancasters, West End Lane, Henfield, West Sussex, BN5 9RB

**Bankers**

Lloyds TSB, 49 High Street, Canterbury, Kent, CT1 2SE

**Accountants**

The Accountancy Practice  
Lancasters, West End Lane, Henfield, West Sussex, BN5 9RB

**KENT CANCER TRUST**  
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**Report of the directors and trustees for the year ended 31 March 2008**

The trustees, of whom Mr T Bentley and Dr M Buchanan are also directors of the charity for the purposes of the Companies Act, present their report and unaudited accounts for the year ended 31 March 2008.

The legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

**Structure, Governance and Management**

The organisation is a charitable company limited by guarantee. It was incorporated on 13 March 2003 and registered as a charity on 3 September 2004.

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.

**Directors and trustees**

The directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

**Recruitment and Appointment of new trustees**

Under the requirements of the Memorandum and Articles of Association the trustees are elected to serve for a period of three years after which time they must be re-elected at the next Annual General Meeting.

**Risk management**

The trustees carry out an annual review of the risks which the charity may face and have established systems and procedures designed to minimise any potential impact on the charity should any risks materialise.

**KENT CANCER TRUST**  
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**Report of the directors and trustees for the year ended 31 March 2008**  
**(continued)**

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**Objectives and Activities**

The company's objects and principal activities are as follows:

To relieve the suffering of cancer patients and improve the provision of cancer care within the Kent area particularly but not exclusively by the following:

1. The promotion of the development and training of cancer clinicians, medical staff and students in the disease.
2. The promotion of research into the cause and treatment of cancer and the dissemination of the results with a view to the development of new treatments and diagnostic aids.
3. The advancement of education and awareness of the public in the cause and treatment of cancer.
4. Such other assistance as the trustees shall deem necessary.

**Achievements and performance**

As indicated in last year's report, the focus for this past year has been in raising the profile of the charity and in recruiting a fundraiser. We have not, however, managed to raise our level of fund raising to the extent that we had hoped but certainly now we have a much clearer idea of the kinds of activities that are effective in the different areas of Kent.

The result of this activity has been to achieve an increase in overall giving to Kent Cancer Trust, but inevitably this has been at a higher cost than in previous years. At least £10,000 of last year's gross income came from one off donations that were not repeated during 2008. We are pleased, therefore, that we have succeeded in broadening the base of giving to the charity during the current year. As more of our promotional efforts are translated into tangible giving we hope to be able to reduce overall costs as a percentage of income generated during the upcoming year. It must, however, be noted that in the harsh economic environment, charitable giving is inevitably going to be restricted.

Notable events during the year included well-attended talks by our Scientific Adviser, Professor Bill Gullick at the University of Kent Open lecture series that was repeated again in West Kent, continued positive working with the Kent Oncology Pumps Appeal and the development of a range of initiatives ranging from Golf days to securing sponsorship from members of the public who wished to run for charity to selling raffle tickets for the Alexandra Rose Day Appeal.

Further details of these events and upcoming events can be found on our web site at:  
[www.kentcancertrust.org.uk](http://www.kentcancertrust.org.uk)

**KENT CANCER TRUST**  
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**Report of the directors and trustees for the year ended 31 March 2008**  
**(continued)**

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**Financial Review**

**Reserves Policy**

Given the limited funds available to the charity at this point, no formal reserves policy has been adopted, but the intention is that spending commitments will be fully covered before they are undertaken.

**Investment Powers**

The trustees and directors have the power to invest monies of the organisation in such investments as may be thought fit.

**Financial position**

The accounts set out the income and expenditure and balances at the year end.

**Directors' responsibilities in relation to the financial statements**

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The directors 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.

**Small company special provisions**

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

This report was approved by the directors on 5 August 2008 and signed on its behalf by:

.....  
**Timothy Bentley**  
**Company Secretary and director**

**KENT CANCER TRUST**  
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**Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2008**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
<b>Incoming resources from generated funds:</b>					
Voluntary income:					
Donations	2	37,129	-	<b>37,129</b>	35,377
Investment income and interest		1,284	-	<b>1,284</b>	311
<b>Total incoming resources</b>		<b>38,413</b>	-	<b>38,413</b>	35,688
<b>Resources expended</b>					
Governance costs		609	-	<b>609</b>	1,154
Costs of generating income		16,798	-	<b>16,798</b>	-
<b>Total resources expended</b>	3	<b>17,407</b>	-	<b>17,407</b>	1,154
<b>Net incoming resources</b>					
Net income for the year		21,006	-	<b>21,006</b>	34,534
<b>Net movement in funds</b>		21,006	-	<b>21,006</b>	34,534
<b>Total funds at 1 April 2007</b>		<b>38,353</b>	-	<b>38,353</b>	3,819
<b>Total funds at 31 March 2008</b>	7	<b>59,359</b>	-	<b>59,359</b>	38,353

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Movements in funds are disclosed in Note 8 to the financial statements.

**KENT CANCER TRUST**  
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**Balance Sheet as at 31 March 2008**

	Notes	2008 £	£	2007 £
<b>Current assets</b>				
Debtors	6	82		846
Cash at bank and in hand		59,277		37,507
		59,359		38,353
<b>Creditors: Amounts falling due within one year</b>		-		-
<b>Net current assets</b>		<u>59,359</u>		<u>38,353</u>
<b>Net assets</b>	7	<u>59,359</u>		<u>38,353</u>
<b>Unrestricted funds</b>				
General funds		<u>59,359</u>		<u>38,353</u>
<b>Total funds</b>		<u>59,359</u>		<u>38,353</u>

The directors are satisfied that the company is entitled to exemption from audit under section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Companies Act 1985; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions relating to small entities within Part VII of the Companies Act 1985.

Approved by the directors and signed on their behalf by

.....  
**Mary Buchanan**  
**Director and chairman**

5 August 2008

**KENT CANCER TRUST**  
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**Notes to the financial statements for the year ended 31 March 2008**

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**1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**a) Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Financial Reporting Standard for Smaller Entities (effective January 2005), the Companies Act 1985 and applicable accounting standards. The principal accounting policies adopted in the preparation of the financial statements are as follows:

**b) Incoming Resources**

Donations

Income received by way of donations and gifts is included in full in the Statement of Financial Activities when receivable.

Interest receivable

Interest is included when received by the charity.

**c) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.

**d) Fund Accounting**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**e) Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. The members of the company are the trustees named on page 1. In the event of the charity being wound up every member of the charity undertakes to contribute such amounts as may be required (not exceeding £10) to the charity's assets for the payment of the charity's debts and liabilities.

**KENT CANCER TRUST**  
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**Notes to the financial statements for the year ended 31 March 2008**  
**(Continued)**

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**2. Donations**

	Unrestricted £	Restricted £	2008 Total £	2007 Total £
General donations	36,815	-	<b>36,815</b>	30,638
Gift Aid	314	-	<b>314</b>	4,739
	<b>37,129</b>	<b>-</b>	<b>37,129</b>	<b>35,377</b>

**3. Total resources expended**

	2008 Total £	2007 Total £
Governance costs:		
Insurance	315	-
Accountancy fees	294	182
	609	182
Costs of generating income:		
Rent	180	538
Office costs	58	39
Staff wages and costs	13,378	-
Travel costs	1,576	-
Telephone	286	-
Postage and stationery	477	-
Website costs	12	19
Marketing and publicity	866	306
Companies House filing fee	-	15
Legal and professional	-	-
Bank charges	(35)	55
	17,407	1,154

**4. Trustees' remuneration**

The trustees neither received nor waived any emoluments during the year (2007:Nil) and no out of pocket expenses were reimbursed in either year. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2007:Nil).

**5. Taxation**

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

**KENT CANCER TRUST**  
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**Notes to the financial statements for the year ended 31 March 2008**  
**(Continued)**

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**6. Debtors**

	2008 Total £	2007 Total £
Other debtors and prepayments	<u>82</u>	<u>846</u>

**7. Analysis of net assets between funds**

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Current assets	59,359	-	-	35,359
Current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets at 31 March 2008</b>	<b><u>59,359</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>59,359</u></b>

**8. Movement in funds**

	At 1 April 2007 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2008 £
<b>Unrestricted funds</b>					
General funds	<u>38,353</u>	<u>38,413</u>	<u>17,407</u>	<u>-</u>	<u>59,359</u>
<b>Total unrestricted funds</b>	<b><u>38,353</u></b>	<b><u>38,413</u></b>	<b><u>17,407</u></b>	<b><u>-</u></b>	<b><u>59,359</u></b>