

**Registered number:  
4697468  
England and Wales**

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

**Report and unaudited accounts  
for the year ended  
31 March 2014**

**Charity number: 1105730**

**KENT CANCER TRUST**  
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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**

Tanglewood, 121 Blean Common, Blean, Canterbury, Kent CT2 9JH

**Trustees**

Dr Mary Buchanan, Chairman

Mr Tim Bentley

Mr Nicholas Brindley

Dr Mark Hill

Mr Kevin Jackson

Mr Alan Smith

Dr Justin Waters

Dr Kate Winstone

**Secretary**

Mr Tim Bentley

**Directors**

Mr Tim Bentley

Dr Mary Buchanan

**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

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**Report of the directors and trustees for the year ended 31st March 2014**

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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 31st March 2014.

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 13th March 2003 and registered as a charity on 3rd 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 in 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.

**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:
- The promotion of the development and training of cancer clinicians, medical staff and students in the disease.
- 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.

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- The advancement of education and awareness of the public in the cause and treatment of cancer.
- Such other assistance as the trustees shall deem necessary.

It has proved difficult to maintain the same level of fund raising as achieved previously but this slowdown in fund raising has shown the wisdom of only committing to projects for which funds are available.

We acknowledge the continuing support for the annual golf day and the help received from the University of Kent's Ladies Hockey Team who kindly held another ball on behalf of Kent Cancer Trust. Further support has been received from local Rotary Clubs.

All of our events have helped to raise the profile of the charity within Kent and have helped achieve our charitable objective of educating the public in cancer related issues.

During the year Kent Cancer Trust has continued to support research activities in Kent, notably with the:

- finalisation of work on oligonucleotide delivery systems at the School of Pharmacy at Chatham
- provision of prizes for students working on the MSc in cancer biology
- continued support for the resistant cancer cell line where a previously supported MSc student has now moved on to study for a PhD by working with this unique and powerful tool for the investigation of anti-cancer drugs and for the decipherment of cancer cell drug resistance mechanisms.
- new support for a project to find ways of preventing a replacement larynx from being infected by fungi

In addition we have been active in providing promotional materials to help Kent hospital staff to promote the importance of bowel screening.

Note 3 to the accounts shows all the projects that have been supported by Kent Cancer Trust since its formation. The total cost of that support amounts to £130,080. As important as the monetary impact of that work in Kent is the fact that we have helped at least 10 students to develop careers in the field of cancer research.

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The following photograph shows a group of Trustees presenting awards to MSc students:



**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 estimate 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.

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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 2006. 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 (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

This report was approved by the directors on 17th July 2014 and signed on its behalf by:



**Timothy Bentley**

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**Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2014**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Incoming resources from generated funds:</b>					
Voluntary income:					
Donations	2	23,783	-	<b>23,783</b>	48,068
Investment income and interest		189	-	<b>189</b>	294
<b>Total incoming resources</b>		<b>23,972</b>	<b>-</b>	<b>23,972</b>	<b>48,362</b>
<b>Fund raising costs</b>		<b>(13,912)</b>		<b>(13,912)</b>	<b>(13,210)</b>
<b>Net Receipts</b>		<b>10,060</b>		<b>10,060</b>	<b>35,152</b>
<b>Resources expended</b>					
Governance costs		(731)	-	<b>(731)</b>	(728)
Project expenditure		(26,732)	-	<b>(26,732)</b>	(49,824)
<b>Total resources expended</b>	3	<b>(27,463)</b>	<b>-</b>	<b>(27,463)</b>	<b>(50,552)</b>
<b>Net incoming resources</b>					
Net (deficit)/income for the year		(17,403)	-	<b>(17,403)</b>	(15,400)
<b>Net movement in funds</b>		<b>(17,403)</b>	<b>-</b>	<b>(17,403)</b>	<b>(15,400)</b>
<b>Total funds at 1 April</b>		<b>50,043</b>	<b>-</b>	<b>50,043</b>	<b>65,443</b>
<b>Total funds at 31 March</b>	7	<b>32,640</b>	<b>-</b>	<b>32,640</b>	<b>50,043</b>

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.



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**Balance Sheet as at 31 March 2014**

	Notes	2014 £	£	2013 £
<b>Current assets</b>				
Debtors	6	284		545
Cash at bank and in hand		32,356		49,498
		<u>32,640</u>		<u>50,043</u>
<b>Creditors: Amounts falling due within one year</b>		<u>-</u>		<u>-</u>
<b>Net current assets</b>			<u>32,640</u>	<u>50,043</u>
<b>Net assets</b>	7		<u>32,640</u>	<u>50,043</u>
<b>Unrestricted funds</b>				
General funds		<u>32,640</u>		<u>50,043</u>
<b>Total funds</b>			<u>32,640</u>	<u>50,043</u>

The directors are satisfied that the company is entitled to exemption from audit under section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006; 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 396 of the Companies Act 2006 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 15 of the Companies Act 2006.

Approved by the directors and signed on their behalf by



**Mary Buchanan**  
Director and chairman

Dated: 17th July 2014

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**Notes to the financial statements for the year ended 31 March 2014**

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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 issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 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.

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**Notes to the financial statements for the year ended 31 March 2014**  
**(Continued)**

**2. Donations**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
General donations	22,884	-	22,884	47,523
Gift Aid	899	-	899	545
<b>DONATIONS</b>	<b>23,783</b>	<b>-</b>	<b>23,783</b>	<b>48,068</b>

**3. Total resources expended**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Fund raising costs:</b>				
Consultancy costs	8,897	-	8,897	9,080
Marketing and publicity	521	-	521	216
Direct costs of staging events	4,494	-	4,494	3,914
	13,912	-	13,912	13,210
<b>Governance costs:</b>				
Insurance	131	-	131	131
Accountancy fees	600	-	600	597
	731	-	731	728
Governance costs as a percentage of incoming resources	3%		3%	2%
<b>Project expenses listed below</b>	<b>26,732</b>	<b>-</b>	<b>26,732</b>	<b>49,824</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>41,375</b>	<b>-</b>	<b>41,375</b>	<b>63,762</b>
	2014	2013	Prior years	Total project Expense
<b>Project expense analysis:</b>				
Prof Martin Michaelis RCCL work	5,000	5,000		10,000
Dr Dan Lloyd , MSc students	5,000	5,000		10,000
Dr Gourlay, laryngectomy project	5,000			5,000
Bowel screening promotion	746	1,071		1,817
Oligonucleotide delivery system	10,986	22,253	40,524	73,763
Xcelligence system		16,500		16,500
Effect of cancer treatment on male fertility			8,000	8,000
Specific targeting of tumour cells			5,000	5,000
<b>TOTAL</b>	<b>26,732</b>	<b>49,824</b>	<b>53,524</b>	<b>130,080</b>

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**Notes to the financial statements for the year ended 31 March 2014**  
**(Continued)**

**4. Trustees' remuneration**

The trustees neither received nor waived any emoluments during the year (2013: 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 (2013: Nil).

**5. Taxation**

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

**6. Debtors**

	2014 Total £	2013 Total £
Other debtors and prepayments	<u>285</u>	<u>545</u>

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

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Current assets	32,640	-	-	32,640
Current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets at 31 March 2014</b>	<u>32,640</u>	<u>-</u>	<u>-</u>	<u>32,640</u>

**8. Movement in funds**

	At 1 April 2013 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2014 £
<b>Unrestricted funds</b>					
General funds	<u>50,043</u>	<u>23,972</u>	<u>41,375</u>	<u>-</u>	<u>32,640</u>
<b>Total unrestricted funds</b>	<u>50,043</u>	<u>23,972</u>	<u>41,375</u>	<u>-</u>	<u>32,640</u>

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**Independent examiner's report to the trustees of Kent Cancer Trust**  
**(A Company Limited by Guarantee)**

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I report on the accounts of the company for the year ended 31 March 2014.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



**Jenny Naylor FCCA**  
**The Accountancy Practice**  
**Registered Certified Accountants**

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