

The Elizabeth Coteman Fund



Trustees' Annual Report and Accounts Year ending March 2018

Registered Charity Number 1171840

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1. Reference and Administrative Details

The Trustees who served during the year ended 31 March 2018 were:

Emma Lane
Gemma Coteman
Gerald Coteman – acting Director (unpaid)
Laura Coteman
Mark Coteman

Secretary: Julie Moir (unpaid)

Registered Office:

27 Thornton Court
Cambridge CB3 0NS

Accountants:

PG Associates
William James House
Cowley Road
Cambridge CB4 0WX

Bank:

The Co-operative Bank
1 Balloon Street
Manchester M60 4EP

2. Annual Report of the Trustees

Objectives:

"The preservation and protection of good health for the public benefit and the relief of need among individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis by:

- Offering grants to those groups working with individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis.
- Offering grants to NHS clinical pancreatic cancer services where this will directly improve services and support for individuals and families living with a diagnosis of pancreatic cancer or pancreatitis, and where funding would not otherwise be available.
- Supporting research into pancreatic cancer with selected grants for research teams and pancreatic cancer patients participating in clinical trials and promoting the publication of the useful results of that research.
- Raising awareness of pancreatic cancer and its effects.
- Providing financial, practical and emotional support to those diagnosed with pancreatic cancer and their families and carers through appropriate referral and signposting in a way that will improve quality of life.
- Working in partnership with other relevant charities and groups to achieve better outcomes for those diagnosed with pancreatic cancer and their families and carers".

Overview

The year was characterised by further growth in referrals to our services and programmes. As the charity has grown in recent years, so has its reputation for providing relevant and targeted support. Referral by health professionals, and through self-referral and recommendation, has increased on the back of our record of finding or providing solutions to a range of challenges encountered by families facing a diagnosis of pancreatic cancer. In the past year the range of 'issues' we have tackled (successfully) has expanded. Our geographical coverage has increased, including via a joint national grants programme with Macmillan Cancer Support.

Income continues to be strong, with regular supporters continuing their fundraising activity, and a steady stream of one-off or occasional donations. The Charity has no salary or staff costs and reserves are currently higher than the Trustees would like. The principal reason for this position, in recent years, has been the challenge of trying to reach potential recipients of our support (and funds) through the NHS. Whilst some health professionals are regular 'referrers', referrals are patchy from this source. The Trustees' solution to this dilemma has been to work harder with key charitable partners as a way of reaching more patients and families. These (growing) partnerships have been very successful and will continue to underpin our grants programmes in particular. As a result Trustees expect to see lower (although still adequate) reserves but significantly increased impact in our target areas of benefit.

Governance

The Trustees operate on a light but robust model of governance to ensure that decisions relating to those we seek to support are made quickly and effectively – given the nature of the disease we are dealing with, this is essential if we are to continue to increase our impact. Relevant policies and procedures are in place, and followed, to ensure openness, accountability, and relevant compliance. Trustees are also mindful of the Charity Commission's public benefit test, which is adhered to.

Risk

The Trustees have adopted a policy of low exposure to risk and have put in place a risk management framework that covers:

- Financial Risk
- Operational Risk
- Reputational Risk
- Compliance Risk

There are currently no major strategic risks to report. At an operational level, a foreseeable risk concerns the level of capacity available to manage day to day requirements, given the current (total) reliance on volunteers. The Trustees feel confident that they will be able to address this matter in a timely and effective manner should the risk escalate.

Performance

Meeting Objectives:

1. Grants to groups working with individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis – **86% increase**
2. Grants to NHS clinical pancreatic cancer services where this will directly improve services and support for individuals and families living with a diagnosis of pancreatic cancer or pancreatitis, and where funding would not otherwise be available – **maintained**
3. Supporting research into pancreatic cancer with selected grants for research teams and pancreatic cancer patients participating in clinical trials and promoting the publication of the useful results of that research - **maintained**
4. Raising awareness of pancreatic cancer and its effects – **increased awareness raising, events, public presentations and media coverage**
5. Providing financial, practical and emotional support to those diagnosed with pancreatic cancer and their families and carers through appropriate referral and signposting in a way that will improve quality of life – **76% increase in individuals/families supported**
6. Working in partnership with other relevant charities and groups to achieve better outcomes for those diagnosed with pancreatic cancer and their families and carers – **our partnerships with Maggie's, Macmillan, Pancreatic Cancer UK, Something To Look Forward To, Be-Wise, and others, as well as with NHS partners, continue to grow and reach more individuals and families living with, and beyond, pancreatic cancer.**

Trustees have a rolling objective to secure stable income and manage the Charity's finances in a prudent manner – **the Charity has strong reserves and a financial plan to achieve sustainability.**

Impact

The Trustees gather, record and analyse feedback on services and support provided but agree that this process needs to be more comprehensive. Feedback forms are issued direct and via our partners although, given the nature of pancreatic cancer and its effect on families, it is sometimes difficult to encourage respondents to complete them. However, feedback received is, without exception, positive and values highly the support provided by the Charity. See examples at Appendix 1.

3. Statement of Financial Activities

Date: 03/01/2019

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Income & Expenditure

From: Month 12, March 2018

To: Month 12, March 2018

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>
Income		
Donations	1,289.22	5,764.45
Grants	0.00	500.00
Fund Generation - Fund Raising	1,100.00	4,554.77
Other Income	0.00	68,714.40
	2,389.22	79,533.62
Expenditure		
Charitable Expenditure - Grants Payable	0.00	6,903.33
	0.00	6,903.33
Direct Expenses		
Charitable Expenditure - Stock & Fees	0.00	1,488.90
Cost of Fund Generation - Marketing	0.00	541.99
	0.00	2,030.89
Gross Surplus/(Loss):	<u>2,389.22</u>	<u>70,599.40</u>
Overheads		
Support Costs - Travelling & Subsistence	0.00	888.05
Support Costs - Printing and Stationery	0.00	204.84
Support Costs - Telephone and Computer	4.99	331.87
Support Costs - Maintenance	0.00	146.03
Support Costs - General Expenses	0.00	1,656.57
	4.99	3,227.36
Net Surplus/(Loss):	<u>2,384.23</u>	<u>67,372.04</u>

Note:

- a) The sum of £68,714.40 shown as income in the I&E report refers to funds transferred from Cambridgeshire Community Foundation (<https://www.cambscf.org.uk/home.html>) who managed the Charity's funds prior to the 2017/18 financial year

Balance Sheet

Date: 03/01/2019
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The Elizabeth Coteman Fund
Balance Sheet

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From: Month 12, March 2018
To: Month 12, March 2018

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
		0.00	0.00
Current Assets			
Stock	800.00	800.00	
Debtors	0.00	500.00	
Deposits and Cash	0.00	50,000.00	
Bank Account	0.00	16,383.40	
		800.00	67,683.40
Current Liabilities			
Creditors : Short Term	(3,381.90)	0.00	
Bank Account	998.67	0.00	
		(2,383.23)	0.00
Current Assets less Current Liabilities:		3,183.23	67,683.40
Total Assets less Current Liabilities:		3,183.23	67,683.40
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		3,183.23	67,683.40
Capital & Reserves			
I & E Account	3,183.23	67,683.40	
		3,183.23	67,683.40

The Elizabeth Coteman Fund - Satisfaction and Impact Survey

Monitoring our performance is important to us, helps us remain relevant and effective, and is good practice from a governance perspective – your help in completing this short survey would be greatly appreciated.

Q1 – How did you hear about The Elizabeth Coteman Fund?

Through Addenbrooke's Hospital in Cambridge where my husband attended the trials unit for treatment.

Q2 – What support did you request from The Elizabeth Coteman Fund/what support was offered/provided?

My husband and I requested help with our travelling expenses as we travelled by car from Sudbury to Cambridge sometimes twice every week.

Q3 – Was this support helpful, and if so, in what ways?

The financial support we received was extremely helpful as my husband had stopped working due to his illness and it helped us when we were finding our day to day finances difficult.

Q4 – How would you describe the services offered by The Elizabeth Coteman Fund (e.g. accessible, empathetic, relevant, responsive, supportive, caring – or otherwise)?

I would describe the services offered by The Elizabeth Coteman Fund accessible, very supporting and caring. At a time when things were extremely hard, both financially and emotionally the help we received from the fund was most helpful.

Q5 – On a scale of 1-10 (1 being not really important, and 10 being vital), how important are the services of The Elizabeth Coteman Fund (and other support groups) to the health and wellbeing of pancreatic cancer patients and their families?

I would rate The Elizabeth Coteman Fund at a 10. It is vital to have support like that given by the fund to help pancreatic cancer patients and their families.

Q6 – Would you recommend The Elizabeth Coteman Fund to other families who have experienced, or are experiencing, a diagnosis of pancreatic cancer?

I would definitely recommend The Elizabeth Coteman Fund to other families who have experienced, or are experiencing, a diagnosis of pancreatic cancer. The support at this difficult time helped to make things a little easier.

Thank you for your help.

A story from our partnership with ‘Something To Look Forward To’ –

<https://somethingtolookforwardto.org.uk/>

The family

I am 32 years old. My husband was diagnosed with stage 4 pancreatic cancer in February 2018 which has spread to other parts of his body. He has tumours in his sacrum, pancreas, bones, liver and lungs. We have been in disbelief since his diagnosis. Why him? We were all devastated when we found out.

The ‘gift’

We stayed in a suite at Hotel in We enjoyed a wonderful meal and breakfast too, which gave us time to switch off. We were so pleased to have been given this opportunity. The gift just lifted our mood so much. We had such a great time and were able to just enjoy our gift without having to think about my dear husband being ill. The hotel was always on a wish list to go to and it was made possible, which we are so grateful for.

It really did give us both something to look forward to.

We have had more costly heating bills as treatment makes Gary feel the cold more often and we have also had to purchase an orthopaedic electric chair which was expensive.

“Thank you so much from the bottom of our hearts.”