



The Elizabeth Coteman Fund



Trustees' Annual Report and Accounts Year ending March 2019

Registered Charity Number 1171840

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1. Reference and Administrative Details

The Trustees who served during the year ended 31 March 2019 were:

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

Administrator: 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

Activity

The year saw increased activity. In addition to continued growth in referrals to our services and programmes, the charity expanded its partnerships and joint working with both the third sector and the NHS. The latter activity (with the NHS) has been particularly welcome as the NHS has been somewhat slow to 'join in', except for some notable and most welcome exceptions. It is vital for patients and families that these partnerships grow and prosper.

The year has also seen growing participation by the charity in research programmes and key pancreatic cancer events, which has much to do with our growing reputation as an effective and credible organisation. Our (UK) geographical coverage continues to increase, including via our joint national grants programme with Macmillan Cancer Support, and focused NHS partnership work in Ipswich, Norwich, Newcastle and, most recently, in Stoke-on-Trent.

Finance

Income continues to be strong, with regular supporters continuing their fundraising activity, alongside our own fundraising programmes. As usual, there have been one-off or occasional donations. The Charity has no salary or staff costs and reserves remain quite high, although not worryingly so. The Charity plans to review its financial plan during 2019/20.

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 will keep this issue under review.

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.**

Performance

Meeting Objectives:

1. Grants to groups working with individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis – **46% 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 – **10% increase.**
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 – **maintained.**
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 – **26% 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 work with partners has almost doubled during the year as a result of expanded joint working with the NHS in particular – the NHS is one of the Charity's priority targets for joint working. We continue to work successfully with Maggie's, Macmillan, Pancreatic Cancer UK, Something To Look Forward To, Be-Wise, and the World Pancreatic Cancer Coalition. Purple Rainbow joined us this year as a partner.**

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: 08/01/2020

The Elizabeth Coteman Fund

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Income & Expenditure

From: Month 12, March 2019 **To:**
Month 12, March 2019

Chart of Accounts:

Default Layout of
Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Donations	478.01	12,641.27	
Grants	500.00	500.00	
Fund Generation - Fund Raising	0.00	1,000.00	
	978.01		14,141.27
Purchases			
Charitable Expenditure - Grants Payable	775.00	9,015.00	
	775.00		9,015.00
Direct Expenses			
Cost of Fund Generation - Fund Raising	0.00	710.15	
	0.00		710.15
Gross Surplus/(Loss):			
Overheads			
	203.01		4,416.12
Support Costs - Travelling Expenses	0.00	1,750.49	
Support Costs - Printing and Stationery	0.00	201.03	
Support Costs - Telephone and	5.99	485.88	
Computer charges	0.00	3,219.25	
Support Costs - General Expenses			
Management & Admin - Bank Charges	0.00	(15.85)	
and Interest	0.00	(800.00)	
Suspense & Mispostings			
	5.99		4,840.80
Net Surplus/(Loss):			
	197.02		(424.68)

Balance Sheet

Date: 08/01/2020

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The Elizabeth Coteman Fund
Balance Sheet

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From: Month 12, March 2019

To: Month 12, March 2019

Chart of Accounts:Default Layout of
Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
		0.00	0.00
Current Assets			
Stock	0.00	800.00	
Debtors	500.00	0.00	
Deposits and Cash	0.00	59,015.85	
Bank Account	0.00	6,443.67	
		500.00	66,259.52
Current Liabilities			
Creditors : Short Term	0.00	300.80	
Bank Account	302.98	0.00	
		302.98	300.80
Current Assets less Current Liabilities:		197.02	65,958.72
Total Assets less Current Liabilities:		197.02	65,958.72
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		197.02	65,958.72
Capital & Reserves			
Funds	0.00	66,383.40	
I & E Account	197.02	(424.68)	
		197.02	65,958.72

Appendix 1**Satisfaction and Impact Survey, 2019 – (Example completed by patient's sister)**

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?

My late sister found out about you through Addenbrooke's Hospital.

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

Initially financial in the form of a grant, then help dealing with life insurance paperwork and housing for my late sister's children.

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

Very much so as it removed the burden from us as a family while trying to process and deal with everything.

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

Excellent, so caring and supportive as they knew exactly what we were going through.

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

Yes

Thank you for your help.

27 Thornton Court Cambridge CB3 0NS

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Registered Charity Number 1171840

“We have learnt that memories are the most important things to create in our situation.”

Charlotte's Story

My name is Charlotte I am 31 years old; I have moved back home with my Mum to care for her.

My Mum was diagnosed with pancreatic cancer in April 2019, she had surgery in June to remove the tumour, however this could not go ahead as it had grown around a main artery.

It has impacted greatly on family and friends. Mum and I have a very close family & friend network.

The 'gift'

Mum was gifted a trip to York staying in a 5* luxury hotel, 1st class train tickets and a £100 voucher to spend at the hotel's restaurant by the charity 'Something To Look Forward To' and the 'The Elizabeth Coteman Fund'.

“Mum currently does get some help from the government, but this does not top up her half salary to a full salary.”

We cannot thank you enough for allowing this trip to happen, and make dreams become a reality.

“My mum is now down to half pay and I am now helping to cover her bills on her house. From April she will not receive a salary and I will have to help out more financially.”

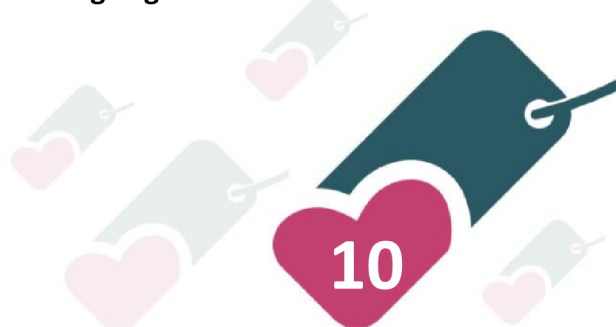
How happy were you before and after you applied for your gift?



We spent the whole weekend together laughing and smiling, it was lovely to have some much-needed mother and daughter time.

This is something we so desperately needed, away from the house, hospital appointments etc. The hotel was luxurious, and we were able to chill out, have an amazing meal and explore.

How do you rate your experience of receiving a 'gift' out of 10?



You are all diamonds and we couldn't thank you enough for making this happen for us. Without the 'The Elizabeth Coteman Fund' this wouldn't have been possible.

Becoming Mums carer made this even more worthwhile to see how happy this made her was just lovely, I couldn't thank you all enough.

“I can't stop saying thank you, honestly from the bottom of my heart your charity is amazing and makes a huge difference.”