

BRAY CANCER SUPPORT AND INFORMATION CENTRE

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2014**

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BRAY CANCER SUPPORT AND INFORMATION CENTRE

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2014**

GENERAL INFORMATION

BOARD OF TRUSTEES:

Veronica O'Leary
Brendan O'Leary
Una Connolly
Rosaleen Kilkenny
Maureen O'Toole
Carmel Robinson
Ann O'Neill
Caroline Twamley
Stephanie Curran
Margaret Crean
Shay Hart

BANKERS:

Bank of Ireland,
Bray,
Co. Wicklow.

Permanent Tsb
Bray,
Co. Wicklow.

AUDITORS:

Fitzsimons Howick McEvoy
Chartered Certified Accountants
Suite 3
Market Court
Bray
Co. Wicklow

SOLICITORS:

Kenny Sullivan Solicitors
Market Court
Bray
Co. Wicklow

BUSINESS PREMISES:

Aubrey Court,
Parnell Road
Bray,
Co. Wicklow.

BRAY CANCER SUPPORT AND INFORMATION CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014

REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees submit their Report and Audited Financial Statements for the year ended 31st December 2014.

1. Review of the Development of the Business

The Bray Cancer Support Centre is a registered charity (number 12589). We provide cancer support services and facilities free of charge to people affected by cancer in the greater Bray, South Dublin and Leinster areas. The Centre has been in existence for over 23 years. Annually we help over 2,500 people throughout the Leinster region, availing of emotional support, practical help, counselling, complimentary therapies as well as other classes. Bereavement counselling and support groups are also an integrated part of our services. We work in partnership with the HSE, the Irish Cancer Society and other relevant agencies. Like all organisations, our Centre would not be able to survive without the commitment and dedication of our team of staff and volunteers and professional counselors and therapists. We are also very grateful for the massive support we receive from the local community.

2. Results for the Period and State of Affairs as at 31st December 2014

The Income & Expenditure Account and Balance Sheet for the period ended 31st December 2014 are set out on pages 7 & 8. The surplus for the period ended 31st December 2014 amounted to €16,031 compared with a surplus of €7,025 for the previous accounting period. As a result the excess on the income and expenditure a/c carried forward was increased by €16,031.

3. Dividends and Retention

The members of the Board of Trustees are not entitled to payment by way of dividend.

4. Important Events since the period end

From 1st January 2015 all activities are carried out through Purple House Cancer Support Limited, previously Bray Cancer Support and Information Centre Limited.

5. Future Developments in Activities

No major changes are planned in the coming 12 months.

6. Taxation Status

The Bray Cancer Support and Information Centre is exempt from Corporation Tax / Income Tax. This has been formally confirmed by notification from the taxation authorities.

BRAY CANCER SUPPORT AND INFORMATION CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014

REPORT OF THE BOARD OF TRUSTEES

7. Statement of Trustees Responsibilities

The centre's constitution requires the management to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the organisation and of the surplus or deficit of the organisation for that period. In preparing those financial statements, the management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are responsible and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The management are responsible for safeguarding the assets of the centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accounting Records

We maintain all source documentation and prepare our books and records from the source documents of the centre. Our books and records are kept at Aubrey Court, Parnell Road, Bray, Co. Wicklow.

8. Auditors

Fitzsimons Howick McEvoy have expressed their willingness to continue as auditors.

On Behalf of the Management Committee:

Maureen O'Toole
Maureen O'Toole
Board Member

Rosaleen Kilkenny
Rosaleen Kilkenny
Board Member

Date: *16th July 2015*

BRAY CANCER SUPPORT AND INFORMATION CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014

INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF TRUSTEES

We have audited the financial statements of Bray Cancer Support and Information Centre for the year ended 31st December 2014, which comprises the Income and Expenditure Account, the Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the Board of Trustees. Our audit work has been undertaken so that we might state to the Board of Trustees those matters set out below and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board of Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Responsibilities of the Board of Trustees

As described on page 4 the trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the management in preparation of the financial statements and of whether the accounting policies are appropriate to the organisation's circumstances consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

BRAY CANCER SUPPORT AND INFORMATION CENTRE

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2014**

INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF TRUSTEES

Opinion

In common with many organisations of similar size and nature, Bray Cancer Support and Information Centre derives a substantial proportion of its income from voluntary donations and fund raising which cannot be fully controlled until they are entered in the accounting records, and are not therefore susceptible to independent audit verification.

Subject to the foregoing, in our opinion, the financial statements of Bray Cancer Support and Information Centre give a true and fair view of the state of its affairs at 31st December 2014 and of its surplus for the period then ended.

Fitzsimons Howick McEvoy

Fitzsimons Howick McEvoy

Registered Auditors

Market Court

Main Street

Bray, Co. Wicklow

Date: *16th July 2015*

BRAY CANCER SUPPORT AND INFORMATION CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2014

	NOTES	Y/E 31/12/2014	Y/E 31/12/2013
		€	€
Income		318,850	343,038
Interest Received		<u>440</u>	<u>908</u>
		319,290	343,946
Staff Costs	2	173,703	176,809
Depreciation		4,194	4,077
Other Overheads		<u>125,362</u>	<u>156,035</u>
		303,259	336,921
Surplus/(Deficit) on Ordinary Activities before Taxation		16,031	7,025
Tax on Surplus/(Deficit) on Ordinary Activities		<u>-</u>	<u>-</u>
Surplus/(Deficit) for the Financial Period		16,031	7,025
Dividends: Paid		-	-
Proposed		<u>-</u>	<u>-</u>
Surplus/(Deficit) retained for period		16,031	7,025
Surplus/(Deficit) brought forward		<u>365,298</u>	<u>358,273</u>
Surplus/(Deficit) carried forward		<u>381,329</u>	<u>365,298</u>

Continuing operations

None of the centre's activities were acquired or discontinued during the above two financial periods.

Total recognised gains and losses

The centre had no recognised gains or losses other than the surplus or deficit for the above two financial periods.

Approved by the Management Committee on *16th July 2015*

On behalf of the Management Committee

Maureen O'Toole
Maureen O'Toole
Board Member

Rosaleen Kilkenny
Rosaleen Kilkenny
Board Member

BRAY CANCER SUPPORT AND INFORMATION CENTRE

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2014**

BALANCE SHEET AS AT 31ST DECEMBER 2014

	<u>NOTES</u>	<u>2014</u>	<u>2013</u>
		€	€
<u>Assets Employed:</u>			
<u>Fixed Assets:</u>			
Tangible Assets	3	13,476	16,309
<u>Current Assets:</u>			
Debtors & Prepayments	4	3,520	1,301
Cash at Bank and on Hand		<u>427,242</u>	<u>410,368</u>
		430,762	411,669
Current Liabilities (Amount falling due within one year)	5	<u>(13,314)</u>	<u>(13,085)</u>
Net Current Assets		<u>417,448</u>	<u>398,584</u>
Total Assets Less Current Liabilities		<u>430,924</u>	<u>414,893</u>
<u>Financed By:</u>			
Surplus/(Deficit) carried forward	6	381,329	365,298
Property Fund	1	<u>49,595</u>	<u>49,595</u>
		<u>430,924</u>	<u>414,893</u>

Approved by the Management Committee on *16th July 2015*

On Behalf of Management Committee

Maureen O'Toole
Maureen O'Toole
Board Member

Rosaleen Kilkenny
Rosaleen Kilkenny
Board Member

BRAY CANCER SUPPORT AND INFORMATION CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014

1. ACCOUNTING POLICIES

(a) **Accounting Convention**

The accounts are prepared under the historical cost convention.

(b) **Income from Government Grants towards Fixed Assets**

Income from these grants is credited to the Income and Expenditure account by instalments over the expected useful economic life of the assets on a basis consistent with the depreciation policy.

(c) **Property Fund**

A number of years ago the Management Committee decided to set aside funds for the purchase of a property in the future. In line with that decision some monies which were received from a bequest and a Health Board Grant were credited to a property fund account rather than being dealt with through the Income and Expenditure Account.

(d) **Fixed Assets and Depreciation**

Fixed assets are stated at cost and provision is made for depreciation at rates calculated to write off the cost less estimated residual value of each asset over its expected useful economic life as follows:

Office equipment and furniture	20% per annum reducing balance
Computers	33.3% per annum straight line
Motor Vehicle	20% per annum straight line

(e) **Pension**

The centre set up a pension scheme during this financial year for one staff member. The pension cost charge represents contributions payable by the company to the fund and amounted to €400 (2013 – nil) in the current period.

2. EMPLOYEES AND REMUNERATION

The average number of persons employed by the Company during the period was 9, including 3 full-time and 6 part-time. (2013-10). Total payments to Revenue for PAYE / PRSI in 2014 were €36,498.

	<u>Y/E</u> <u>31/12/14</u>	<u>Y/E</u> <u>31/12/13</u>
The Staff costs were comprised of:	€	€
Gross Salaries: 3 Full Time & 6 Part Time Staff	157,725	163,624
Employer Social Welfare Costs	15,578	13,185
Pension Costs	<u>400</u>	<u>-</u>
	<u>173,703</u>	<u>176,809</u>

BRAY CANCER SUPPORT AND INFORMATION CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014

3. TANGIBLE FIXED ASSETS

	<u>TOTAL</u>	<u>COMPUTERS</u>	<u>FURNITURE & EQUIPMENT</u>	<u>MOTOR VEHICLE</u>
	€	€	€	
<u>Cost</u>				
At 1 st January 2014	67,629	13,368	37,761	16,500
Additions during period	<u>1,362</u>	<u>-</u>	<u>1,362</u>	<u>-</u>
At 31st December 2014	68,991	13,368	39,123	16,500
<u>Depreciation</u>				
At 1 st January 2014	51,321	13,368	34,653	3,300
Charge for period	<u>4,194</u>	<u>-</u>	<u>894</u>	<u>3,300</u>
At 31st December 2014	55,515	13,368	35,547	6,600
<u>Net Book Value</u>				
At 31 st December 2014	<u>13,476</u>	<u>-</u>	<u>3,576</u>	<u>9,900</u>
At 31st December 2013	<u>16,309</u>	<u>-</u>	<u>3,109</u>	<u>13,200</u>

4. DEBTORS & PREPAYMENTS

	<u>2014</u>	<u>2013</u>
	€	€
Prepayments	<u>3,520</u>	<u>1,301</u>

5. CREDITORS

	<u>2014</u>	<u>2013</u>
	€	€
Amount falling due within one period		
Accruals	4,336	4,465
PAYE / PRSI	<u>8,978</u>	<u>8,620</u>
	<u>13,314</u>	<u>13,085</u>

6. SURPLUS / (DEFICIT) CARRIED FORWARD

	<u>2014</u>	<u>2013</u>
	€	€
Surplus/(Deficit) for the financial period	16,031	7,025
Opening Balance	<u>365,298</u>	<u>358,273</u>
Closing Balance	<u>381,329</u>	<u>365,298</u>

7. APPROVAL OF FINANCIAL STATEMENTS

The Financial Statements were approved by the Board of Trustees on *16th July 2015*.

BRAY CANCER SUPPORT AND INFORMATION CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014

SUPPLEMENTARY INFORMATION NOT FORMING PART OF THE FINANCIAL STATEMENTS

OPERATING STATEMENT Y/E 31ST DECEMBER 2014

	<u>Y/E</u> <u>31/12/14</u> €	<u>Y/E</u> <u>31/12/13</u> €
Income		
Donations and Fundraising	235,969	252,226
HSE Grant	75,611	83,112
Tusla Grant	6,500	-
Dept. of Social & Family Affairs	-	7,700
Wicklow County Council Grant	500	-
Age & Opportunity Grant	270	-
Deposit interest	<u>440</u>	<u>908</u>
	319,290	343,946
Expenditure		
Salaries (See note 1 below)	173,303	176,809
Staff pension	400	-
Training and Computer Costs	1,117	-
Volunteer and administration expenses	2,796	5,513
Rent, rates, insurance and power	30,855	32,888
Telephone and postage	5,659	5,642
Printing and stationery	14,046	20,293
Audit and accountancy	5,516	6,984
Legal Fees	777	-
Bank charges /Refunded	735	753
Fund-raising expenses (Incurred generating income essential to survival of the Centre)	20,182	34,712
Transportation Expenses	3,362	1,901
Care Provision for our Clients	12,690	12,771
Clients Social, respite and therapeutic expenses	25,111	30,297
Health Promotion / Community Services / Events Costs	2,082	2,269
Repairs and maintenance	78	1,414
Depreciation	4,194	4,077
Sundries	<u>356</u>	<u>598</u>
	303,259	336,921
Surplus / (Deficit) for the period	<u>16,031</u>	<u>7,025</u>

Note 1 – Salaries - €173,303

This figure is for 9 staff – 3 full-time and 6 part-time.

Total payments to Revenue for PAYE / PRSI for 2014: €36,498 (incl. €15,578 Employer PRSI).