

DISTRICT PARTNERSHIP  
**Councillors Funding Proposal Form**

COUNCILLOR(S) NAME YOU ARE APPLYING TO:

Cllrs. Briggs, Dawson and McMahon (DISTRICT PARTNERSHIP)

NAME OF ORGANISATION REQUESTING FUNDING

Oldham Cancer Support Centre

PROJECT TITLE: Oldham Cancer Support Centre

DESCRIPTION OF THE PROJECT REQUIRING FUNDING setting out: what the project will deliver. Who will benefit, and how? How many people will benefit etc. Please provide as much detail as possible and continue on a separate sheet if required.

The OCSC provides emotional and practical support for cancer patients and/or their families/carers - including those bereaved by cancer.

Please see accompanying letter/newsletter/leaflets for more detailed information about the services we offer.

At OCSC we offer responsible management of a service which is badly needed by all the communities in Oldham (and, judging by feedback, much appreciated by all the users)

Because of the present demand we would like to be able to offer counselling and therapies on a second 'late night' (Tuesdays) and on Saturday mornings. This would particularly help those clients who are well enough to return to work, but who still need our support. This would add a further £11,376 p.a. to our salaries' expenditure.

NB Re the Financial Statements:

- The balance in April 2012 was £82,458.38 – by 31.01.13 it was £53,278.42. This reduction was mainly due to rent (one year's rent invoice was sent to us in arrears, followed by one in advance)
- We still owe £14,334 rent before the end of this financial year.
- Most of the £7,500 Transition Fund Grant from VAO will have to be returned to them because it was awarded to us to help when we were hoping to move to different premises last year
- As a charity we need to keep enough funding in reserve to cover one year's running costs

**Total Project Cost Present Annual Costs approx: £55,000**

**Amount requested from the Councillors £3,000**

**DETAILS OF THE ORGANISATION WHICH WILL DELIVER THE ACTIVITY**

**ORGANISATION:** Oldham Cancer Support Centre

**NAME OF CONTACT PERSON:** Mrs P. A. Williams

**POSITION IN ORGANISATION:** Secretary of Board of Trustees

**ADDRESS FOR CORRESPONDENCE:** 15 Buttercup Drive  
Moorside  
Oldham  
OL4 2QS

**CONTACT TEL NO:** 0161 652 4737

**E-MAIL ADDRESS:** pam.a.w@sky.com

**PAYMENT ARRANGEMENTS**

**HOW WOULD YOU LIKE ANY FUNDING AGREED TO BE PAID? Please provide a copy of your recent audited accounts or recent bank statement.**

BACS PAYMENT INTO BANK ACCOUNT <input type="checkbox"/>
CHEQUE <input checked="" type="checkbox"/>

<b>DETAILS FOR BACS PAYMENT</b>	
NAME OF BANK ACCOUNT	
BANK	
ACCOUNT NUMBER	
SORT CODE	
PAYMENT REFERENCE	

<b>DETAILS FOR CHEQUE PAYMENT</b>	
NAME OF BANK ACCOUNT	Oldham Cancer Support Centre (Nat. West Bank)
ADDRESS TO SEND CHEQUE TO	Mrs S. Abbott (Treasurer of Board of Trustees) 25 Chichester Crescent Chadderton Oldham OL9 0RW

<p><b>IS YOUR ORGANISATION REGISTERED FOR VAT?</b></p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If Yes, any sum awarded will <b>exclude</b> your VAT costs. If your organisation is not VAT registered, the Council will make arrangements to pay suppliers/contractors directly so that no VAT is incurred.</p>
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Please check that you have included all the necessary enclosures and return this form to your District Co-ordinator

**Charity Registration Number: 1117993**

**Oldham Cancer Support Centre  
Report and Financial Statements  
Year Ended 31 March 2012**

# OLDHAM CANCER SUPPORT CENTRE

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## OLDHAM CANCER SUPPORT CENTRE

### MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

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<b>Registered Charity Name</b>	Oldham Cancer Support Centre
<b>Charity Number</b>	1117993
<b>Registered Office</b>	Failsworth Primary Care Resource Centre Ashton Road West Failsworth Manchester M35 0AD
<b>Trustees</b> (See below)	Mrs D Pleasant Mrs B Vale Mrs P Williams Mrs Carmel Hobbis Mrs S Abbott Mr M Crean
<b>Accountants</b>	Oldham Community Accountancy Service Unit 12 Manchester Chambers West Street Oldham Lancashire OL1 1LF
<b>Bankers</b>	Natwest 8 Rochdale Road Royton Oldham OL2 6WA

## OLDHAM CANCER SUPPORT CENTRE (OCSC)

*Registered Charity no 1150581*

*Tel: 0161 906 2940*

### Board of Trustees:

Beryl Vale	Chairman
Sandra Abbott	Treasurer
Pam Williams	Secretary
Diane Pleasant	Co-secretary
Joyce Hill	Trustee
Richard Roberts	Trustee
Michelle Mellor	Trustee (Co-opted)

## OLDHAM CANCER SUPPORT CENTRE

### REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF OLDHAM CANCER SUPPORT CENTRE

YEAR ENDED 31 MARCH 2012

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We report on the accounts for the year ended 31 March 2012 set out on pages 4 to 5.

#### Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under s144(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 s145 of the 2011 Act
- Follow the procedure laid down in the General Directions given by the Charity Commissioners (under s145(5)(b) of the Act, and
- To state whether particular matters have come to my attention.

#### Basis of Independent Examiners Opinion

My examination was carried out in accordance with 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 of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion 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 Examiners 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 s130 of the 2011 act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jane Pickering BA, ACA  
Oldham Community Accountancy Service  
Unit 12 Manchester Chambers  
West Street  
Oldham  
OL1 1LF

25th July 2012

**OLDHAM CANCER SUPPORT CENTRE**

**RECEIPTS AND PAYMENTS ACCOUNT**

**YEAR ENDED 31 MARCH 2012**

	<i>Notes</i>	<b>Unrestricted Funds 2012 £</b>	<b>Restricted Funds 2012 £</b>	<b>Total Funds 2012 £</b>	<b>Total Funds 2011 £</b>
<b>RECEIPTS</b>					
Grant Income	2	3,690	7,500	11,190	400
Donations	3	28,710	-	28,710	86,837
Therapist Income		906	-	906	324
Investment Income		42	-	42	37
Other Income		<u>93</u>	<u>-</u>	<u>93</u>	<u>-</u>
<b>TOTAL RECEIPTS</b>		<b>33,441</b>	<b>7,500</b>	<b>40,941</b>	<b>87,598</b>
<b>PAYMENTS</b>					
Charitable Service		-	-	-	431
Charitable Source		-	-	-	1,272
Clinical Sup. Counselling		4,255	-	4,255	1,147
Consumables		1,405	-	1,405	1,754
Fundraising Expenses		1,120	-	1,120	26,967
Grant Carers		317	-	317	736
Grant OCFH Funding		-	-	-	7,253
Just Giving Standing		216	-	216	195
Office Computer & Info		33	-	33	62
Postage		281	-	281	186
Printing And Stationary		777	-	777	3,144
Professional Charges		1,594	-	1,594	2,310
Running Costs		5,901	-	5,901	2,155
Staff Costs		10,953	-	10,953	36,150
Staff Volunteers Expenses		-	-	-	1,853
Sundries		574	-	574	84
Therapist		11,232	-	11,232	6,907
Therapy Equipment		127	-	127	568
Training Exp		<u>350</u>	<u>-</u>	<u>350</u>	<u>-</u>
<b>TOTAL PAYMENTS</b>		<b>39,135</b>	<b>-</b>	<b>39,135</b>	<b>93,174</b>
<b>Net of receipts/(payments)</b>	<b>4</b>	<b>(5,694)</b>	<b>7,500</b>	<b>1,806</b>	<b>(5,579)</b>
<b>Cash funds at 31 March 2011</b>		<b>70,179</b>	<b>3,122</b>	<b>73,301</b>	<b>78,877</b>
<b>Cash funds at 31 March 2012</b>		<b><u>64,485</u></b>	<b><u>10,622</u></b>	<b><u>75,107</u></b>	<b><u>73,301</u></b>

The financial statements were approved by the Board of Trustees on ..... and signed on their behalf

Signed Trustee  (Sec.)



**OLDHAM CANCER SUPPORT CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**

**for the year ended 31 March 2012**

**1. Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2. Grants**

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Carer's Grant	1,020	-	1,020	-
Transitional Fund Grant VAO		7,500	7,500	-
MacMillan Cancer Support	<u>2,670</u>	<u>-</u>	<u>2,670</u>	<u>400</u>
	<u>3,690</u>	<u>7,500</u>	<u>11,190</u>	<u>400</u>

**3. Donations**

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Charitable Donations	20	-	20	-
Donations	12,438	-	12,438	10,451
Friends Donations	1,435	-	1,435	1,412
Fundraising	9,742	-	9,742	70,892
Giving Aid	3,269	-	3,269	4,082
Sundry Income	326	-	326	-
Just Giving	<u>1,480</u>	<u>-</u>	<u>1,480</u>	<u>-</u>
	<u>28,710</u>	<u>-</u>	<u>28,710</u>	<u>86,837</u>

**4. Restricted Fund Analysis**

Fund Name	Balance as at 1 April 2011 £	Receipts £	Payments £	Balance as at 31 March 2012 £
Grant O.C.F.H	3,122	-	-	3,122
Local Transition Fund	=	<u>7,500</u>	=	<u>7,500</u>

DATE	30.4.12	31.5.12	30.6.12	31.7.12	31.8.12	30.9.12	31.10.12	30.11.12	31.12.12
INCOME									
GRANT		1020.00							
DONATIONS	440.00	1101.50	22.40	80.00	7.00	62.00	720.00	69.00	24.82
FRIENDS	65.00	65.00	82.00	65.00	6.50	105.00	75.00	65.00	95.00
FUNDRAISING WALK/HOUSE	1143.23	1843.87	700.54	468.03	479.86	1345.79	2079.39	1230.34	848.06
FUNDRAISING EVENTS	4600.00	160.00	322.24	1339.05	1283.64	1283.64	2079.39	207.03	300.42
THEATRE MEMBERSHIP	324.00	320.00	285.00	406.00	312.00	288.00	294.00	120.00	210.00
CHURCH CONTRIBUTION			7.91			6.69			5.93
GIVING - COM	35.10	514.81	103.78	65.72					
CHURCH CONTRIBUTION	120.00								
TEMPLE	6727.33	6035.18	1530.27	2323.78	1054.06	3089.12	3213.39	1911.37	1514.23
EXPENDITURE									
C. REPS	187.20	41.76			162.80			160.00	143.25
CLINICAL	120.00	120.00	120.00	50.00	70.00	50.00	190.00	50.00	50.00
SUBSIDIARIES	495.00	285.00	330.00	870.00	430.00	630.00	395.00	225.00	255.00
CONTRIBUTION LPGES					159.70	421.55	214.53	24.68	55.26
RUNNING COSTS	36.56	58.00	56.39	570.30	18.00	18.00	18.00	18.00	18.00
JUST GIVING	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
THEATRIST MANAGES	480.00	744.00	1208.00	480.00	1164.00	636.00	1074.00	756.00	936.00
CONSUMABLES	27.00	38.84		22.55		116.00	77.36	342.23	134.27
PLANT		5000.00			13000.00		4500.00		
PLANT DRINK		322.80					100.00		200.00
STAFF TRAVEL			289.53	656.36	2584.53	307.88	809.59		
COST OF TRAVEL			289.54	47.65	28.00	225.00	30.00	81.25	340.00
DONATION							150.00		
TOTAL	1365.76	6628.40	4621.86	2814.86	17767.03	2404.43	7553.48	1657.16	2136.78
	82458.38	80885.16	77793.57	77802.49	60589.52	61214.21	56934.12	57188.35	56565.78

# **OLDHAM CANCER SUPPORT CENTRE (OCSC)**

*Registered Charity no 1150581*

*Tel: 0161 906 2940*

Failsworth Primary Care Centre  
Ashton Road West  
Failsworth  
Manchester  
M35 0AD

01.03.13

## **OCSC Information:**

The Oldham Cancer Support Centre was opened at its present premises in 2008. It was started by a group of cancer patients from Oldham as a support group. The members were keen to provide emotional and practical help for cancer sufferers and also for members of their families/carers – including those bereaved by cancer. It is now a registered local charity.

Clients are referred to the Centre by their GP's, practice nurses, the Christie Hospital, the Oldham Christie, Macmillan nurses, and other hospitals or professional health workers – or they can self-refer.

Last year we supported over 1,100 local patients and their families.

At the moment the OCSC in Failsworth offers:

- Counselling sessions – by one of four highly qualified counsellors, who are also very experienced in counselling those with cancer and their families/carers (all the Counsellors are registered with the British Association of Counselling and Psychotherapists). These sessions are free of charge for as long as it takes, and the Centre has the added advantage of usually being able to offer help in emergencies (rather than the client being told that there is a waiting time of several weeks/months). We have also arranged to set up sessions, if required, at the Medical Centres at Royton and Moorside where cancer patients will be able to access OCSC's counselling service at their own surgeries. In addition we have, for the first time, extended the service to children who are affected by cancer – and they can choose to meet with the Counsellor at the Centre, in their own home or at school.
- Complementary Therapy sessions – by one of three therapists who are all members of the Federation of Holistic Therapies. They offer aromatherapy massage, Swedish body massage, reiki, reflexology, Indian head massage, hypnotherapy, EFT and hot and cold stones therapy. Each patient/client is offered six sessions completely free of charge – for any subsequent therapies there is a small charge of £12 per session. If this is a problem financially, we look at each case individually and confidentially.
- A Carers' Drop-in Group – which meets at the Centre on the last Monday of each month (10.00 a.m. – 2.00 p.m.) when a light lunch is provided. This offers an opportunity for anyone caring for a family member or a friend to have a break for a few hours. Most carers can feel quite isolated and the Drop-in provides companionship and the realisation that they are not alone. There are occasional speakers at the group and sometimes the members go out on visits to places of interest. The biggest advantage, however, is that there is advice and guidance available if needed – and always at least one listening ear. There are two facilitators who take on some responsibility for the group, but all decisions on every aspect of the group's activities are made by the carers themselves.

- A Patients' Group – this group meets on the last Wednesday of each month and there are two facilitators – one medically qualified (a chemotherapy sister from Christie's) and one a qualified counsellor at our Centre and former palliative care nurse.
- A cup of tea (with or without a chat!) with one of the friendly, trained volunteer receptionists. Anyone who has any involvement with cancer can drop in at any time between 9.30 a.m. and 3.30 p.m. on Mondays, Tuesdays, Wednesdays and Fridays, and between 12.30 and 6.00 p.m. on Thursdays. Advice and information is also available.
- Transport – there are two volunteers who will collect and return any patient/client who finds it difficult to reach our Centre.
- A twice yearly Newsletter

All of this is paid for from fundraising activities. The charity is supported by some wonderful people in the Oldham area who hold special events for us, who take us on as their annual charity, who take part in sponsored events, who give donations, or who help by making items for the Centre to sell.

There is also a small group of volunteers which meets regularly at the Centre to plan and organise fundraising events

We receive no on-going grants, Now, however, our rent has just been raised by 25% from £18,000 to £22,500 per year (for four small rooms). Our fundraising meets the costs of the counsellors' and therapists' salaries, and all daily/weekly/monthly outgoings. Not one penny from donations/fundraising is spent on anything else. The rent is now beyond our means, but we have recently met with, or contacted, local councillors, local MP's and senior NHS personnel. We have also had great support from the Oldham Chronicle newspaper, and from many members of the public, and are hoping that all of this might eventually translate into some financial assistance.

Although we envisage some struggles in the year ahead, one thing we will not easily consider doing is closing the Centre. Not whilst we have users telling us on a weekly basis that they don't know how they would survive without us.

Please do not hesitate to contact me on 0161 652 4737 if you need any further information. If you, or any of your representatives, would like to visit the Centre you will be made very welcome.

I am enclosing a copy of our latest Newsletter and a selection of our leaflets/flyers, which might give you another view of our work.

We would be so very grateful if the District Partnership could help us financially in any way – no matter how small the amount. Thank you for your consideration.

Yours sincerely



Pam Williams (Secretary – on behalf of the Board of Trustees, OCSC)

# OLDHAM CANCER SUPPORT CENTRE

Charity No: 1150581

Failsworth Primary Care Centre, Ashton Road West, M350AD

Tel: 0161 906 2940

## **THE CARERS' DROP-IN GROUP**

This is an established group where anyone who is looking after a family member or a friend who is not in good health, can come and receive advice, guidance and, most importantly, a listening ear

Many carers can feel isolated and our Drop-in provides companionship and the realisation that they are not alone. Everyone is welcomed and soon becomes a valued member of the group.

The group meets at the Centre on the last Monday of each month from 10.00 a.m. to 2.00 p.m. when a light lunch is provided.

All decisions on every aspect of the group's activities are decided by the carers. There are sometimes visiting speakers and occasionally the group members visit places of interest.

The facilitators for the group are Shirley Ryder and Marie Walmsley, who both started the group four years ago.

So don't forget, if you are taking care of a loved one who is ill, try to give yourself a few hours respite each month and drop in to the Centre. We can guarantee that you will enjoy it.

e-mail: [oldhamcancersupportcentre@hotmail.co.uk](mailto:oldhamcancersupportcentre@hotmail.co.uk)

[www.oldhamcancersupportcentre.com](http://www.oldhamcancersupportcentre.com)

# OLDHAM CANCER SUPPORT CENTRE

Charity No: 1150581

Failsworth Primary Care Centre, Ashton Road West, M35 0AD

Tel: 0161 906 2940

## PATIENTS' SUPPORT GROUP

This group for cancer patients (including those who have suffered from cancer in the last five years) takes place at the above Centre on the last Wednesday of each month from 11.00 a.m. to 2.00 p.m.

Tea, coffee and biscuits are served, but members of the group are welcome to bring a light lunch with them if they choose.

The facilitators are Becky Norris (Chemotherapy Sister from Christie's) and Ros Royle (Counsellor at OCSC and former palliative care nurse).

The agenda for each month is decided by the group members. Topics which have recently been suggested include:

- meditation
- hand and/or foot massage
- nail care
- mouth care
- nutrition
- skin care

but anyone in the group can put forward their own ideas.

The opportunity to speak to Ros or Becky on a one-to-one basis is also offered, but in addition it is a chance to meet new people socially for a cup of tea and a chat.

Please come along on the last Wednesday – you will be made very welcome.

e-mail: [oldhamcancersupportcentre@hotmail.co.uk](mailto:oldhamcancersupportcentre@hotmail.co.uk)

[www.oldhamcancersupportcentre.com](http://www.oldhamcancersupportcentre.com)

# **OLDHAM CANCER SUPPORT CENTRE (OCSC)**

*Registered Charity no 1150581*

*Tel: 0161 906 2940*

## **Counselling:**

We now offer counselling to children and young people who are affected in any way by cancer. With their parent's/guardian's permission the counselling can take place at a venue of their choice where they feel most comfortable - at the Centre, at home or (with the Headteacher's permission) at school.

Please also note that if any teacher is affected they, too, are welcome to come to the Centre for counselling sessions.