

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period								
Period start date			Period end date					
Day	Month	Year	Day	Month	Year			
From	01	4	2024	To	31	3	2025	

Reference and administration details

Charity name	West Galloway Cancer Drop In Centre
Other names charity is known by	Stranraer Cancer Drop-in Centre
Registered charity number	SC028856
Charity's principal address	Macmillan Suite Galloway Community Hospital Dalrymple Street Stranraer Postcode DG9 7DQ

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chair		
2		Treasurer		
3		Secretary		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name

Dates acted if not for whole year

Structure, governance and management

Type of governing document

The Association is a charitable unincorporated association whose purpose and administration arrangements are set out in our constitution. The structure is one where the members elect a management committee each year and then appoint the key positions of chair, secretary and treasurer from these elected members. These management committee members are also the trustees.

Trustee recruitment and appointment

Trustees are appointed for a three-year term by the members at the AGM. On average, one third of trustees are appointed or reappointed each year.

Objectives and activities

Charitable purposes

The purpose of the charity is to support those whose lives are affected by cancer in any way. This includes patients, carers and families. We aim to ensure local access to top quality support along with comprehensive and appropriate information.

Summary of the main activities in relation to these objects

Operation of the drop-in service is staffed by a qualified NHS Nurse Manager and volunteers. We currently operate for part of week, providing support on a strictly confidential manner without the need for pre-booked appointments, although these can be booked where client prefers to do so. We also offer supplementary services such as Cognitive Behaviour Therapy, Clinical Psychology, Reflexology and Acupuncture sessions, in addition to walking and crafts groups for any patient who would benefit from these. These are delivered by qualified professionals.

APPENDIX 1

Achievements and performance

Our move to 4 days a week opening has seen a significant increase in client activity. This in turn saw a major increase in operating costs, but due to fund raising efforts, and extremely strong support from the local community, we were again able to generate a small surplus this year and maintain our financial stability.

Partnership working with other local charities has enabled us to offer further support to our most vulnerable clients.

We now see an increasing demand for 1 to 1 sessions from our clients and have adjusted our sessions to reflect this.

Increased use of social media has enabled us to provide regular updates to our clients, and our client numbers are now above pre-covid levels.

As always, the Management Committee is extremely grateful to everyone who gives practical or financial support to our Drop-in Centre, especially our valued group of volunteers, Friends of the Association who unfailingly contribute to all our activities and to those in the wider community who are so generous with their time, their money and their energy.

Financial review

Brief statement of the charity's policy on reserves

We have a positive sum in reserve, and our aim is to keep this figure above £ 25,000 which is around half of our annual revenue expenditure.

Details of any deficit

Donated facilities and services (if any)

The team of trained volunteers operate a rota which involves at least one volunteer attending each half day we are open. These volunteers are an essential element of the service. All members of the management committee are also volunteers and receive no financial reward of any kind.

3

APPENDIX 1

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (e.g. Chair)

Chair

Treasurer

Date

15 May 2025

15 May 2025

West Galloway Cancer Drop In Centre

Scottish Charity Number - - SC028856

Receipts and Payments Account for the year ended 31st March 2025

	2024/2025		2023/2024
	£	£	£
RECEIPTS			
Fund Raising - Afternoon Tea		1,607	2,188
Donations			
Individuals	6583		4,545
Company or Association	9716		15,741
Third Party Fund Raising	19507		15,640
Group " Collections "	24155		9,400
		59,961	45,326
Bank Interest (deposit account)		887	1,606
Other - Gift Aid Refunds		0	931
TOTAL RECEIPTS		<u>62,455</u>	<u>50,051</u>
PAYMENTS			
Fund Raising Costs - Afternoon Tea		144	204
Donation costs - Just Giving monthly fee		216	216
Costs to deliver charitable activities			
Liability insurance	695		646
Travel+Subsistence costs	209		0
Training	398		0
Service Publicity	1,335		1,523
Stationery/Posters	309		313
Office Supplies / Furnishings	3,623		1,131
Fees	32,475		30,500
Client Services	9,178		13,069
Hospitality (AGM etc)	402		326
Sundry Expenses	510		0
Total to deliver Charitable services		49,134	47,508
Goverance Costs		0	0
Trustee Remuneration / Expenses		0	0
TOTAL PAYMENTS		<u>49,494</u>	<u>47,928</u>
SURPLUS (DEFICIT) for YEAR.		<u>12,961</u>	<u>2,123</u>
EXCEPTIONAL RECEIPTS			
Legacy		10500	246
OVERALL SURPLUS (Deficit) for YEAR		<u>23,461</u>	<u>2,369</u>

West Galloway Cancer Drop In Centre

Scottish Charity Number - SC028856

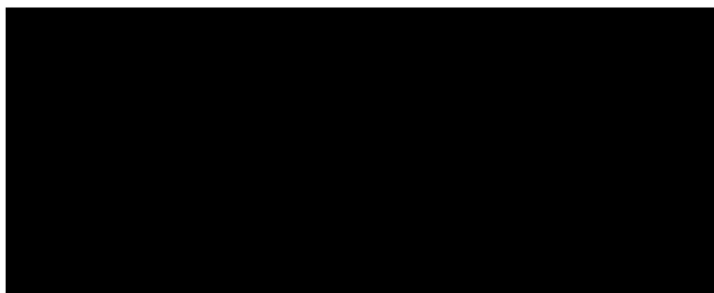
Statement of Balances as at 31st March 2025

	2024/2025		2023/2024
	£	£	£
Opening Balances	78,092		75,723
Surplus / (deficit) for year	<u>23,461</u>		<u>2,369</u>
Closing Balances		<u>101,553</u>	<u>78,092</u>
Reserves			
Bank Account	26,553		28,092
Deposit Account	<u>75,000</u>		<u>50,000</u>
General Funds Total		<u>101,553</u>	<u>78,092</u>

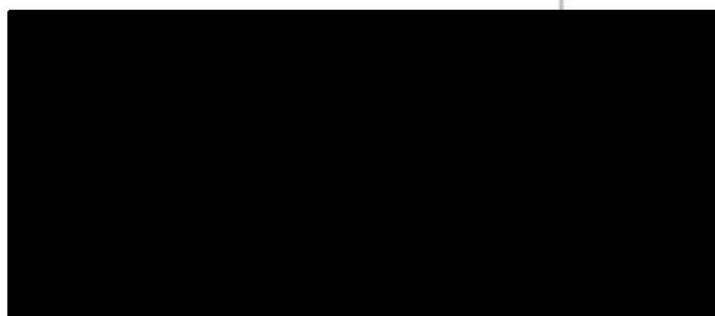
Notes

- 1). All funds are unrestricted - no conditions were attached to Legacies.
- 2). The Association does not hold any other assets apart from the monies held on bank deposit and in the bank current account.

Approved by the Trustees and signed on their behalf



29 May 2025



29 May 2025

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Office of the Scottish Charity Regulator

Independent examiner's report on the accounts

v2

Report to the
trustees/members of

Charity name

West Galloway Cancer Drop In Centre

Registered charity
number

SC028856

On the accounts of the
charity for the period

Period start date

Day

Month

Year

to

Period end date

Day

Month

Year

01

April

2024

31

March

2025

Set out on pages

Receipts & Payments - 1 page and
Statement of Balances - 1 page(remember to include the page
numbers of additional sheets)Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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 audit opinion on the accounts.

Independent examiner's
statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper conclusion to be reached.

Signed:

Date:

Name:

01-05-25

Relevant professional
qualification(s) or body
(if any):

Address: