



# **The Elizabeth Coteman Fund**



## **Trustees' Annual Report and Accounts Year ending March 2022**

**Registered Charity Number 1171840**

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## **1. Reference and Administrative Details**

The Trustees who served during the year ended 31 March 2022 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 - 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**

This was another difficult year for people and families coping with a cancer diagnosis, with (NHS) care and treatment playing catch up after the difficult periods of lockdown and the huge latent demand for services. Partly on account of Covid many cancer patients have tried to cope with their symptoms on their own and this has had, in some cases, a (further) negative impact on their mental wellbeing. NHS doctors and nursing staff continue to do their best but the fallout from Covid will have an impact on cancer patients and their families for a long time to come. The Charity has continued its support and advocacy for those who have found themselves in these circumstances. Whilst the challenges for these patients and families have increased, for the reasons given, we have seen fewer referrals and grant applications. We know that the NHS could refer more people to us than they do.

Satisfaction scores from those we have supported continues to be 100% and we have maintained a dynamic and effective service. Additionally, our work with the Cambridge Pancreatic Cancer Research Trials Programme has developed further and is a success story. Our partnership work, especially with the charity 'Something To Look Forward To,' has been hugely successful, enabling us to reach patients and families that we may not have reached otherwise.

#### **Finance**

For a second successive year our income has been well down. The Charity has no salary or staff costs and strong reserves and therefore retains a robust financial position. In line with normal practice, the Charity will continue to monitor its forward financial plan.

#### **Governance**

The Trustees operate a light-touch but robust model of governance to ensure that decisions relating to those we seek to support are made quickly and effectively. Relevant policies and procedures are in place, and followed, to ensure openness, accountability, data protection 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 risks to report. A foreseeable risk concerns the level of capacity available to manage day to day requirements, given the current reliance on volunteers. The Trustees will keep this issue under review. The Charity has a rolling objective to ensure its sustainability.

## Performance

### Meeting Objectives (by comparison with previous year):

1. Grants to groups working with individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis – **lower**.
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 – **lower**.
3. Supporting pancreatic cancer research with selected grants for research teams and pancreatic cancer patients participating in clinical trials and publicising the useful results of that research – **no grants this year but significant ‘in-kind’ support**.
4. Raising awareness of pancreatic cancer and its effects – increased awareness raising, events, public presentations, and media coverage – **increased**.
5. Providing financial, practical, and emotional support to those diagnosed with pancreatic cancer and their families/carers through appropriate referral/signposting to improve quality of life – **numbers of cases lower but with much higher levels of time input**.
6. Partnerships with other charities and groups to achieve better outcomes/quality of life for pancreatic cancer patients and their families – **our work with partners continues to increase**.

## Impact

The Trustees record and analyse feedback on services and support provided. 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 below – other examples are available on request.

A couple were gifted a day out at the Newmarket Races (Ladies Day) thanks to the support of The Elizabeth Coteman Fund:

*“I would just like to say a huge thank you for your lovely gift of the ladies day tickets we received. The event was amazing, myself and my husband had such a great time. The atmosphere was absolutely brilliant, and I felt very positive after our day out together. Unfortunately my cancer has come back and I’m back in chemo next week. It was lovely just to go for a day out and to not think about what’s to come. I want to thank you for all that you do. It’s nice to know there are people out there helping others in their time of need. I am so grateful. Thank you so very much.”*

### 3. Statement of Financial Activities – year ending March 2022

#### a) Income & Expenditure

#### The Elizabeth Coteman Fund Income & Expenditure

	<u>Period</u>	<u>Year to Date</u>	
<b>Income</b>			
Donations - Personal	375.51	1,360.80	
Fund Generation - Fund Raising	0.00	744.78	
Interest on Investments	0.00	20.35	
Other Income - Gift Aid	0.00	595.18	
	375.51		2,721.11
<b>Charitable Grants</b>			
Charitable Expenditure - Grants Payable	1,250.00	10,157.04	
	1,250.00		10,157.04
<b>Expenditure</b>			
	0.00		0.00
<b>Gross Surplus/(Loss):</b>	<u>(874.49)</u>		<u>(7,435.93)</u>
<b>Overheads</b>			
Support Costs - Travelling Expenses	28.73	117.68	
Support Costs - Printing and Stationery	5.00	88.72	
Support Costs - Telephone and Computer charges	65.97	184.08	
Support Costs - General Expenses	0.00	50.00	
	99.70		440.48
<b>Net Surplus/(Loss):</b>	<u>(974.19)</u>		<u>(7,876.41)</u>

b) Balance Sheet

**The Elizabeth Coteman Fund**  
**Balance Sheet**

	<u>Period</u>	<u>Year to Date</u>	
<b>Fixed Assets</b>			
		0.00	0.00
<b>Current Assets</b>			
Stock	0.00	300.00	
Deposits and Cash	0.00	58,962.07	
Bank Account	0.00	5,661.40	
		0.00	64,923.47
<b>Current Liabilities</b>			
Creditors : Short Term	(65.31)	334.53	
Bank Account	1,039.50	0.00	
		974.19	334.53
<b>Current Assets less Current Liabilities:</b>		(974.19)	64,588.94
<b>Total Assets less Current Liabilities:</b>		(974.19)	64,588.94
<b>Long Term Liabilities</b>			
		0.00	0.00
<b>Total Assets less Total Liabilities:</b>		(974.19)	64,588.94
<b>Capital &amp; Reserves</b>			
Funds	0.00	72,465.35	
I & E Account	(974.19)	(7,876.41)	
		(974.19)	64,588.94