

Charity Registration No. 1087544

Company Registration No. 04215007 (England and Wales)

**ABOUT FACE - POOLE**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2015**

**MICHAEL KAY**  
— & —  
**COMPANY**

SATURDAY



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# ABOUT FACE - POOLE

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Mrs Frances Burden (Chair)  
Mrs Mavis Dale (Honorary Trustee)  
Mrs Josephine Bell  
Ms Christine Brienne  
Mrs Regina Ilankovan  
Professor Velupillai Ilankovan  
Mr David Brook  
Mr Peter Brooks  
Mr Philip Tucker  
Mr Sajjad Waljii  
Mr Peter Wood

### Secretary

Dr Anthony Pigott

### Charity number

1087544

### Company number

04215007

### Principal address

111 Longfleet Road  
Poole  
Dorset  
BH15 2HP

### Registered office

111 Longfleet Road  
Poole  
Dorset  
BH15 2HP

### Independent examiner

Michael Kay & Company Limited  
2 Water Court  
Water Street  
Birmingham  
West Midlands  
B3 1HP

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# **ABOUT FACE - POOLE**

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# **ABOUT FACE - POOLE**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 28 FEBRUARY 2015***

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The Trustees present their report and accounts for the year ended 28 February 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, governance and management**

The Charity is a company limited by guarantee and was set up on 11 May 2001. It is governed by a memorandum and articles of association.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mrs Frances Burden (Chair)  
Dr Anthony Pigott (resigned 31 December 2014)  
Mrs Mavis Dale (Honorary Trustee)  
Mrs Josephine Bell  
Ms Christine Brienne  
Mrs Regina Ilankovan  
Professor Velupillai Ilankovan  
Mr David Brook  
Mr Peter Brooks  
Mr Philip Tucker  
Mr Sajjad Walji  
Mr Peter Wood

New Trustees are appointed by the existing Trustees having due regard to their qualifications, experience and the contribution they are likely to make to the Board.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Trustees determine the general policy of the Charity and Board meetings are held at regular intervals.

Other than the Trustees, there are no other related parties.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Objectives and activities**

The Charity's objects include raising funds to provide support for people who have cancer of the head and neck, and the maintenance of The About Face Centre. Awareness of head and neck cancer issues and support for the training of head and neck cancer surgeons are important to the charity.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

#### **Achievements and performance**

About Face has continued to move from strength to strength over the reporting period. Its aims are always to support patients, and their families and carers who have been diagnosed with cancer of the head and neck. It has operated from the About Face Centre in Poole since 3rd December 2008 with a 24/7 emergency back-up. The twice weekly 'drop-in' on Tuesdays and Thursdays continued throughout the year as did the monthly evening support group. Progress was made in researching the growing need for regional support.

## ABOUT FACE - POOLE

### TRUSTEES' REPORT (CONTINUED)

#### FOR THE YEAR ENDED 28 FEBRUARY 2015

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Supporting the surgical training of health professionals as they progress in their careers remains an objective and this is available in the Charity's library and practical suite. In helping to train future surgeons About Face believes it not only supports patients of today but of tomorrow too. One of the founding trustees Professor Velupillai Ilankovan was honoured to become President of the British Association of Oral and Maxillofacial Surgeons for 2014 and the Charity was represented at the association's international conference in Edinburgh by trustee Philip Tucker and Chief Executive Ian Catley. The Charity's model of local support to surgical departments was promoted.

Awareness of head and neck cancer issues remained a priority. This was boosted by the loan of a brand new sign-written vehicle from the Westover Group, a regional motor dealership. The Trustees recognise the Group's generosity and foresight in support of cancer patients.

Raising funds remains essential in the absence of any statutory financial support for our important work. About Face's presence on the LocalGiving.com website has proved fruitful. A fundraising barn dance organised by the new Chair Frances Burden raised £4,000, the Jaguar Enthusiasts Club Dorset Region supported the Charity once again this year with a £1,000 donation following their successful Wessex Car Show and members of Didsbury Golf Club Seniors raised £2,450 in memory of former head and neck patient and Senior's Captain Basil Beeching. At the close of 2014 Ian Catley stepped down after seven years as Chief Executive and the Trustees appointed Annabelle Saunders to manage the Charity. Deputy Chair (and former Chair) Dr Anthony Pigott, who had given twelve months' notice to the Board that his time served as a Trustee would come to an end, stepped down at the close of the year. The Trustees thanked Dr Pigott and Ian Catley for the considerable contribution each had made throughout their time at About Face.

In January of 2015 The Purbeck Rally and Autojumble organisers presented a cheque for £500, a fundraising dinner dance organised by Nick Levens from Poole Hospital raised £653 for About Face, £1,485 was received in donations from the Christmas Appeal, £500 received from The Autumn Trust, £400 from St Aldhelm's Masonic Chapter and £698 raised by Helen Woolf for a fund raising sky dive. In February £271 was received from a fundraising event at Putlake Farm in Dorset.

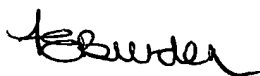
#### Financial review

The charity has recorded a deficit for the year of £3,462 which gives a net surplus fund balance of £370,468 at the year-end.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level which will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities, not just for the incumbent year but for all future years.

On behalf of the board of Trustees

Mrs Frances Burden (Chair)



Dated: 23 November 2015

# ABOUT FACE - POOLE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ABOUT FACE - POOLE

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I report on the accounts of the Charity for the year ended 28 February 2015, which are set out on pages 4 to 10.

### Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of About Face - Poole for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

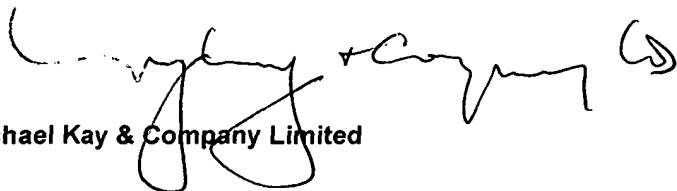
### Basis of independent examiner's report

My examination was carried out in accordance with the 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 or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given 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 examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael Kay & Company Limited

2 Water Court  
Water Street  
Birmingham  
West Midlands  
B3 1HP

Dated: 23 November 2015

## ABOUT FACE - POOLE

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 28 FEBRUARY 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<b><u>Incoming resources from generated funds</u></b>					
Investment income	2	409	-	409	916
Incoming resources from charitable activities	3	58,109	7,207	65,316	50,047
<b>Total incoming resources</b>		<b>58,518</b>	<b>7,207</b>	<b>65,725</b>	<b>50,963</b>
<b><u>Resources expended</u></b>					
Support costs	4	45,438	23,749	69,187	48,501
<b>Total resources expended</b>		<b>45,438</b>	<b>23,749</b>	<b>69,187</b>	<b>48,501</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>13,080</b>	<b>(16,542)</b>	<b>(3,462)</b>	<b>2,462</b>
Gross transfers between funds		(3,512)	3,512	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>9,568</b>	<b>(13,030)</b>	<b>(3,462)</b>	<b>2,462</b>
Fund balances at 1 March 2014		360,900	13,030	373,930	371,468
<b>Fund balances at 28 February 2015</b>		<b>370,468</b>	<b>-</b>	<b>370,468</b>	<b>373,930</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# ABOUT FACE - POOLE

## BALANCE SHEET

AS AT 28 FEBRUARY 2015

	Notes	2015 £	£	2014 £	£
<b>Fixed assets</b>					
Tangible assets	7		427,922		438,566
<b>Current assets</b>					
Debtors	8	2,751		2,324	
Cash at bank and in hand		120,782		112,327	
		<u>123,533</u>		<u>114,651</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(1,987)</u>		<u>(287)</u>	
<b>Net current assets</b>			<u>121,546</u>		<u>114,364</u>
<b>Total assets less current liabilities</b>			<u>549,468</u>		<u>552,930</u>
<b>Creditors: amounts falling due after more than one year</b>	10		<u>(179,000)</u>		<u>(179,000)</u>
<b>Net assets</b>			<u><u>370,468</u></u>		<u><u>373,930</u></u>
<b>Income funds</b>					
Restricted funds	11		-		13,030
<b>Unrestricted funds</b>			<u>370,468</u>		<u>360,900</u>
			<u><u>370,468</u></u>		<u><u>373,930</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 28 February 2015. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 23 November 2015

Mrs Frances Burden (Chair)



Company Registration No. 04215007



# ABOUT FACE - POOLE

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 28 FEBRUARY 2015

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#### 1 Accounting policies

##### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The Charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small Charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

##### 1.2 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost.

##### 1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. The charity's operating costs include premises and other related costs. Such costs are allocated between costs of activities in furtherance of the charity's objects, costs of generating funds and support costs. Other costs have been either specifically identified or apportioned on an appropriate basis to each category.

Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated

Freehold buildings	2% on cost
Fixtures, fittings & equipment	15% on cost

##### 1.5 Accumulated funds

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes.

# ABOUT FACE - POOLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2015

### 2 Investment income

	2015 £	2014 £
Interest receivable	409	916

### 3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Donations	57,439	7,207	64,646	49,497
Library hire	670	-	670	550
	<u>58,109</u>	<u>7,207</u>	<u>65,316</u>	<u>50,047</u>

### 4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2015 £	Total 2014 £
Support costs	<u>3,231</u>	<u>11,838</u>	<u>54,118</u>	<u>69,187</u>	<u>48,501</u>
				2015 £	2014 £
The major components of the "other support costs" are as follows:-					
Project management fees				38,249	17,650
Centre management fees				-	3,194
Property expenses				5,671	4,763
Sundry office expenses				10,198	11,146
				<u>54,118</u>	<u>36,753</u>

### 5 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

# ABOUT FACE - POOLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2015

### 6 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2015 Number	2014 Number
Administration	1	-
<b>Employment costs</b>	<b>2015 £</b>	<b>2014 £</b>
Wages and salaries	3,000	-
Social security costs	231	-
	<b>3,231</b>	-

There were no employees whose annual remuneration was £60,000 or more.

### 7 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 1 March 2014	483,295	13,884	497,179
Additions	-	1,192	1,192
<b>At 28 February 2015</b>	<b>483,295</b>	<b>15,076</b>	<b>498,371</b>
<b>Depreciation</b>			
At 1 March 2014	48,329	10,282	58,611
Charge for the year	9,666	2,172	11,838
<b>At 28 February 2015</b>	<b>57,995</b>	<b>12,454</b>	<b>70,449</b>
<b>Net book value</b>			
<b>At 28 February 2015</b>	<b>425,300</b>	<b>2,622</b>	<b>427,922</b>
At 28 February 2014	434,965	3,601	438,566

## ABOUT FACE - POOLE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2015

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<b>8</b>	<b>Debtors</b>	<b>2015</b>	<b>2014</b>
		<b>£</b>	<b>£</b>
	Prepayments and accrued income	<b>2,751</b>	<b>2,324</b>
		<u><u>          </u></u>	<u><u>          </u></u>
<b>9</b>	<b>Creditors: amounts falling due within one year</b>	<b>2015</b>	<b>2014</b>
		<b>£</b>	<b>£</b>
	Taxes and social security costs	<b>442</b>	-
	Other creditors	<b>1,258</b>	-
	Accruals	<b>287</b>	<b>287</b>
		<u><u>          </u></u>	<u><u>          </u></u>
		<b>1,987</b>	<b>287</b>
		<u><u>          </u></u>	<u><u>          </u></u>

# ABOUT FACE - POOLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2015

10	Creditors: amounts falling due after more than one year	2015 £	2014 £
	Other creditors	<u>179,000</u>	<u>179,000</u>
	In more than five years	<u>179,000</u>	<u>179,000</u>

The loan was interest free and secured on the freehold property of the company.

There are no provisions for repayments but half of the sales proceeds arising on the eventual sale of the freehold property will be due to the lender Valentine Trust.

### 11 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 March 2014	Movement in funds			Balance at 28 February 2015
	£	Incoming resources £	Resources expended £	Transfers £	£
Training volunteer/professionals/ public awareness	6,000	-	-	(6,000)	-
BAOMS surgeons conference (Edinburgh June 2014)	7,030	7,207	(23,749)	9,512	-
	<u>13,030</u>	<u>7,207</u>	<u>(23,749)</u>	<u>3,512</u>	<u>-</u>

### 12 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 28 February 2015 are represented by:			
Tangible fixed assets	427,922	-	427,922
Current assets	123,533	-	123,533
Creditors: amounts falling due within one year	(1,987)	-	(1,987)
Creditors: amounts falling due after more than one year	(179,000)	-	(179,000)
	<u>370,468</u>	<u>-</u>	<u>370,468</u>