

**YOUNG LIVES**

**vs CANCER**

**CLIC SARGENT**

**ANNUAL  
REPORT AND  
ACCOUNTS**

**2017/18**

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\* The Trustees' Report incorporates the Strategic Report (see pages 5–15).



# OUR PROMISE AND VISION

## OUR PROMISE

When cancer strikes young lives, CLIC Sargent helps families limit the damage it causes beyond their health.

We fight tirelessly for children and young people with cancer, often when they feel they can't. We do this individually, locally and nationally, so that they can focus on the important things, like getting well.

## OUR VISION

Everyone under 25 with cancer, and their families, will get the support and help they need during their cancer treatment and beyond, including bereaved families living with emotional pain.

We want them to thrive, not just survive, and for everyone to join in that mission.

# CHAIR'S INTRODUCTION



Welcome to our 2017/2018 Annual Report and Accounts. It's been another incredible year for CLIC Sargent. Thanks to our supporters, we helped over 7,000 children and young people, and their families, through the devastation of a cancer diagnosis.

Over the last two years we've rebuilt our finances. I'm pleased to report we are now in a much stronger position, and we continue to work hard to balance making savings with investing in our vital services for children and young people with cancer, and their families.

Generating the income needed to run our services is always a challenge, and last year we raised £28.9 million to limit the damage a cancer diagnosis causes to young lives.

Our activities ranged from launching a new grant to help young cancer patients and their families cover essential costs at home, through winning a new charity partnership with Societe Generale, to receiving a gold commendation from the Children's Commissioner for a special Takeover Day that saw children take over some of the top roles at the charity. Putting children and young people's voices at the heart of everything we do is something we strive very hard to achieve, so we were delighted to gain this award.

We also persuaded the government to create a children's funeral fund helping parents cope with funeral costs during the toughest times, and started rolling out our nurse educator programme to spread best practice in nursing for childhood cancers.

These are just a few of the highlights, and you can read many more on pages 5–15. We couldn't have achieved any of this without the support of the thousands of people across the UK who make up Team Young Lives, so thank you from all of us at CLIC Sargent.

We're proud of everything we've achieved this year, but we know there is much more to do. We currently reach about 70% of children and young people with cancer in the UK, which is a huge achievement. But it also means there are over 1,000 16- to 24-year-olds out there, struggling with the devastating impact of cancer, who we're not reaching. Being there for every child and young person with cancer, and their families, has been our vision for some time and we have made great progress. In the coming year we will be launching a project to make this vision a reality and make sure everyone who needs our vital support can get it.

A handwritten signature in black ink, appearing to read 'Peter Hollins'.

**Peter Hollins**  
Chair

# STRATEGIC REPORT

## OUR ACHIEVEMENTS AND PERFORMANCE

We stop cancer destroying young lives. A child or young person's cancer diagnosis is devastating for the whole family. We're there to help them face it together. And we do this in six ways:

- When the doctor says cancer
- There's no place like home
- Helping young lives thrive, not just survive
- Cancer costs
- When a child dies
- Making change happen.

These are explained in more detail below. We'll be reporting our achievements for 2017/2018 against these.

### Public benefit

In reviewing our aims and objectives and planning our future activities, we have referred to and complied with the duty in section 17 and the Charities Act 2011. This relates to having due regard to the Charity Commission's published general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

## WHEN THE DOCTOR SAYS CANCER

It's a time of fear, anxiety and confusion for young cancer patients and their families. We're ready to step in from the start. Our care teams provide expert support tailored to each child, young person and family, helping them navigate the turmoil of a cancer diagnosis.

### Our aims for 2017/2018 were to:

- Make the most of digital opportunities to create engaging content and reach young cancer patients and their families wherever they are
- Maximise opportunities to support the delivery of our 'six ways we help' through our information resources, with particular focus on information about money and finances for our young people and families
- Scope and design our future digital support for young cancer patients and their families with the help of parents and young people.

### What we achieved in 2017/2018

This year we supported 2,982 newly diagnosed young cancer patients. We know that when the doctor says cancer it can feel like the world is falling apart, so we reach out with our support offer as quickly as possible: we reached 90% of children and 83% of young people within two weeks of referral to us.

Our care teams gave individual, tailored support to 7,010 children and young people, and their families, to help them cope with their cancer diagnosis and get their lives back on track. Nearly 80% of parents and carers felt they could cope better with their child's cancer diagnosis because of our support.

Our research *Coping with Cancer* showed that nearly four in five young people who seek help online want to connect and interact with other young people in similar situations, using social media and forums to share experiences. This

is why we're investing in our digital channels to support every child and young person with cancer, wherever they are in the UK.

We worked with young people and their families to explore and design digital information services to make sure anything we develop meets their needs and preferences. We held sessions with our Young People's Reference Group (YPRG) and Children's Advisory Group (CAG) to identify key content for our new website, inform design of the homepage and user journey, and the language we use in our content.

We tested several ways of making the most of digital opportunities to create engaging content, like launching a new online advice platform for young people on looking after yourself both during and post treatment. Young people made their own videos to share their experiences around issues like hair loss, eating well, alcohol and body confidence.

We also trialled seven Ask the Expert sessions with our Facebook groups and the online community. Young people and parents were able to ask questions relevant to them about topics like finances and life after cancer, and got live advice and guidance. We've used what we learnt from these sessions to develop a programme of Ask the Expert sessions for the next year.

We know that parents also value the opportunity to talk with other parents, which is why we created a parents' Facebook group. At time of writing, this had over 700 members. Following feedback from a father who said he often didn't talk enough about the impact his child's cancer was having on him, we also launched a specific Facebook group for fathers, Mind the Chaps, which had 125 members in March 2018. In total, 900 parents have connected via our groups, providing peer support and a participation space.

#### **Our aims for 2018/2019 are to:**

- Launch our new website with exceptional content so those we support can find the answers to their questions easily
- Develop our digital peer-support communities, so that young cancer patients and their families can have convenient access to advice and support from their peers

- Reshape our digital content to bring it in line with our brand and with what young people and their parents want, and package it so it can be used across digital channels to maximise its accessibility
- Find out what information children with cancer need, especially online
- Increase access to expert advice and guidance by delivering our Ask the Expert programme, using young people and families' preferred digital channels.

## **THERE'S NO PLACE LIKE HOME**

School runs, bedtime stories and hogging the sofa. It's not just special occasions that cancer disrupts. But it doesn't have to be like this. Our nurses will make home visits to take blood tests and administer chemo, so families can stay together. And our free Homes from Home are havens during the toughest times.

#### **Our aims for 2017/2018 were to:**

- Complete the development of our new Home from Home in Edinburgh with the aim to open it in the middle of 2018
- Start the development of our Home from Home in Southampton with the aim to open it at the end of 2018
- Secure outstanding funds for the relocation of our Edinburgh and Southampton Homes from Home
- Establish three nurse educator roles across the UK and collect data to inform a project evaluation in 2019.

#### **What we achieved in 2017/2018**

By delivering care closer to home, we reduce the disruption cancer treatment can have on children's and young people's lives, so they don't miss out on school and family time, and can keep in touch with friends. This year, our nurses supported 1,081 young cancer patients, attending nearly 6,673 home visits and arranging 7,832 visits by other professionals like community nurses, GPs and palliative care teams.

To make sure as many children and young people with cancer can get this care, we recruited three Outreach Nurse Educators to spread best nursing practice for childhood cancers among local

services supporting children with cancer. This year, Outreach Nurse Educator Linda Sanderson delivered 50 specialist education sessions to 308 health, social care and educational professionals in the North of England. We recently welcomed Chelsea Hammond and Hannah Dear, who will be covering South West England, West Midlands and the North West, and North Wales.

1,213 families stayed in our 10 Homes from Home this year, and we estimate that they saved on average £2,719 per family. Our homes not only help families avoid having to pay for travel and accommodation, but also allow them to stay together as a family during treatment. 91% parents who stayed in our homes felt they maintained a sense of family life and 85% of young people felt more relaxed there.

We're always looking to improve the service we can offer at our Homes from Home, so we commissioned an external review to explore this: *Building the Future: A review of CLIC Sargent Homes from Home*. One of the learnings we took from the report is to open our Homes from Home to parents staying on hospital wards, so they can get basic home comforts like access to washing machines, a kitchen to cook in and a quiet area to sit and have a cup of coffee. As a result, we launched Home Comforts with the support of our charity partner, Morrisons, giving more families of children with cancer staying on the wards those opportunities. So far, families have used our Home Comforts offer nearly 50 times. Findings from the report will also inform our 10-year strategic plan for our Homes from Home, 'There's no place like home'.

We started building our new Home from Home in Old Dalkeith Road, Edinburgh, which is on track to open at the end of 2018, alongside the relocation of the hospital. Following a public vote, we're going to call it Ciaran's House.

Building work also started on Jean's House, our new Home from Home in Southampton. This will have more space than the current one, with seven family bedrooms. It's due to open in autumn 2018.

#### **Our aims for 2018/2019 are to:**

- Successfully complete and launch our two relocated Homes from Home – Ciaran's House (Edinburgh) and Jean's House (Southampton)

- Fundraise for and plan the delivery of essential works and refurbishment of Paul's House in London
- Make sure our Home Comforts offer is available wherever possible, so families of children with cancer staying on the wards can access it
- Secure lead gifts to kick-start our 10-year strategic 'There's no place like home' plan
- Sell CLIC Villa in Edinburgh and reinvest the funds into Ciaran's House and our other services in Scotland
- Recruit a dedicated social worker for children and young adults receiving proton beam therapy at The Christie Hospital in Manchester
- Recruit the final three Outreach Nurse Educators and collect evidence to inform evaluation in 2019/20.

## **HELPING YOUNG LIVES THRIVE, NOT JUST SURVIVE**

Young cancer patients' education, relationships and futures can suffer. Being in and out of hospital is the new normal. And watching friends moving on with life without them, as they struggle to keep up and stay in touch, shatters their confidence. We get them back on track.

#### **Our aims for 2017/2018 were to:**

- Review our end-of-treatment support for parents and young people to define how we'll help young cancer patients to thrive, not just survive cancer
- Complete the CLIC Sargent Outcomes Star and embed this new assessment tool across our work with young people and parents
- Develop participation of parents and work with more children and young people from different backgrounds, with varying levels of involvement.

#### **What we achieved in 2017/2018**

This year, our nurses and care teams helped children and young people get back into education. They made 1,288 visits to schools, colleges and universities, delivering care to students to stop them missing classes. They also developed 294 individual school health-care plans

and talked to staff, students and pupils to ensure a smoother transition back into education, and to help parents feel empowered and informed.

Our care teams arranged three teacher days for over 280 education professionals to help them learn more about childhood cancer and its impact. They supported 262 children by liaising with schools during treatment and 315 young people with employment and education support, getting their lives back on track.

Young people and families tell us that our support changes their lives. But they also tell us there are times we're not there when they need us, like when cancer treatment finishes. In order to identify these gaps in our support, we launched our Young Lives Pathway project. We've been talking to parents and young people – 48 this year – about their experience of cancer, listening to what has been most important to them and how they feel they've been supported.

Mapping out parents' and young people's experiences in this way shows where our support is most effective. But it also shows where there are critical gaps and areas of unmet need from diagnosis to when treatment finishes. With this information, we'll be able to prioritise our work, making sure we develop areas with the most need and biggest impact.

To help parents and young people identify the support they need and understand how CLIC Sargent can help them, our care teams now also complete Outcomes Stars with every family and young person. This empowers parents and young people to work together with their care team to create positive changes in their lives. It also helps us understand where we're making the greatest difference.

The voices of children and young people, and their parents, are at the heart of everything we do. This year, we engaged 136 children and young people, and 110 parents/carers. Together, they had 1,411 opportunities to participate over the year, influencing significant projects across the charity like developing our digital services. Two young people and a parent joined our Digital Services Development Group, helping to shape this work by running workshops and involving their peers. Our Young Person's Reference Group (YPRG) welcomed new members from across the UK, and two YPRG members were appointed to

the NHS Youth Forum. We also welcomed our second young Trustee with a lived experience of cancer.

After the success of the young people's Executive Takeover Challenge in 2016, for which we received a gold commendation from the Children's Commissioner this year, our Children's Advisory Group took over CLIC Sargent in November. They worked directly with our executive team and Trustee Board to share their views. We also tested and implemented our parents' and carers' participation service, including a Parents Advisory Group and a family participation residential for the first time.

Our music programme helps build the resilience of young people by dealing with their cancer experience through music, meeting others with similar experiences and being supported to share their stories through song, interviews and speeches at events. This year, we ran a residential workshop for 20 young musicians delivered by 10 professional music leaders. The final performance aired live across the UK.

#### **Our aims for 2018/2019 are to:**

- Following on from the Young Lives Pathway project, we'll prioritise the areas of greatest need and test new ways of working to make sure we support children and young people with cancer when they need it most
- Celebrate 10 years of Participation at CLIC Sargent with a charity-wide Participation Week
- Continue involving children, young people and parents at every stage of our digital development.

## **CANCER COSTS**

Cancer costs parents an average £600 extra a month during their child's treatment. CLIC Sargent fights tirelessly for young cancer patients and their families, providing grants and unlocking financial support.

#### **Our aims for 2017/2018 were to:**

- Provide young people and families faster access to our grants, including by introducing a new grants database



- Increase the financial support we offer by scoping and introducing a new grant for young cancer patients and their families
- Work in partnership with the Smile of Arran Trust and offer grants to those who are eligible
- Develop and test financial and welfare advice models to ensure better access to high-quality advice for young cancer patients and families.

### What we achieved in 2017/2018

This year we gave 5,303 CLIC Sargent grants totalling £1,075,962, with 59% going to parents/carers and 41% to young people. We know that the financial costs of cancer start stacking up from day one and cause huge anxiety to young people and families who are already under unbelievable emotional pressure. This is why we provide our grants as quickly as possible: 92% of our standard grants are sent to families in five working days. But we know we can do more. This year, work started on developing our new grants database that will process grants electronically so families can access the money immediately rather than having to cash in cheques.

We know that on average, parents spend an additional £600 a month when their child has cancer, and pressures such as heating, energy and food bills don't disappear. In order to better support families and young people, we introduced a new Home Essentials grant for families and young people. With the support of our charity partner Morrisons, we gave Home Essentials grants totalling £7,500.

We continued to work in partnership with the Smile of Arran Trust and provided grants totalling over £13,000 specifically for those children and young people diagnosed with brain cancer.

Our care teams make sure the families and young people we support can cope with increased cancer costs. This year, we secured an additional £525,000 from other organisations to help. But we want every family and young person to have access to this support, no matter where they live in the UK. So we launched a grant search and benefit calculator in partnership with Turn2Us, to help families and young people understand the benefits and grants they are entitled to.

We also continued to work in partnership with Hammersmith and Fulham Citizens Advice Bureau to extend our support so that families can access it from the comfort of their own homes through

Skype and our first Ask the Expert 'Managing Money' Facebook Live and Q&A. Those families who joined the Q&A told us they felt more informed about how to manage their money as a result.

This year we provided advice on 1,900 enquiries on benefits, housing, immigration, employment, debt and other welfare issues and secured an estimated £1.43 million in financial benefits for families and young people. We also engaged more children, young people and their families by asking them to test and shape future cancer costs campaigns, seeking improved wifi at hospitals and collaborating with MPs more than ever before.

### Our aims for 2018/2019 are to:

- Launch our new online grant service enabling both parents and young people to apply online for our registration CLIC Sargent grant for the first time, no matter where they are in the UK
- We'll further increase the financial support we offer to young cancer patients and their families by introducing two new grants. The first grant will help young people to achieve their education and employment goals that were put on hold or have changed since being diagnosed with cancer. The second grant will be scoped later this year
- Continue to test delivering welfare advice support through other channels including Skype and scoping more face-to-face appointments.

## WHEN A CHILD DIES

Sadly, nine children and young people die from cancer every week in the UK. This is one of the hardest things any parent will ever have to deal with. We're here for families. We help them prepare and come to terms with the loss, at a pace that feels right for them, and we encourage them to think about how their child can be remembered.

### Our aims for 2017/2018 were to:

- Explore partnership opportunities aimed at providing skilled, tailored and flexible bereavement support for families wherever they live

- Plan a review of our bereavement support to define how we will support families when their child dies.

### What we achieved in 2017/2018

To help families cope when a child dies we provided compassionate grants to 466 families totaling £140,100 and bereavement support through over 350 home visits. Our grants reduce the financial stress parents experience trying to pay for their child's funeral at a time when they are coming to terms with devastating loss.

Our support helps families come to terms with the loss of a child at a pace that feels right for them. Our care teams provided palliative care support to around 260 children and young people. Through our partnership with Child Bereavement UK, we've provided specialist training for 64 of our social care professionals to make sure they have the skills and knowledge to support families when a child dies from cancer.

We arranged 39 bereavement groups and memory days for over 1,050 people. The groups provide an opportunity for families to talk about the death of their child with other parents, develop coping strategies to face the future and come together to remember their child. Our memory days allow families to come together to remember their child.

We launched another partnership with Child Bereavement UK to pilot face-to-face bereavement support with specifically trained social workers in the North West of England and a telephone and Skype support service across the UK. The findings from developing our parents' Facebook groups will help us shape our Facebook group for bereaved parents, and we've already welcomed bereaved parents to the Parents Advisory Group and our other Facebook groups. The pilots will be evaluated in 2018/2019.

### Our aims for 2018/2019 are to:

- Launch a new Facebook group for bereaved parents, so they can connect and talk with others who've lost their child to cancer from across the UK
- In partnership with Child Bereavement UK, review the enhanced face-to-face and digital bereavement support service and roll out next steps.

## MAKING CHANGE HAPPEN

We take our fight for young lives to those with the power to make changes. We get young voices heard in the debates around their experiences of cancer and their futures. Because we believe that young cancer patients and their families should have a say in the decisions that affect them.

### Our aims for 2017/2018 were to:

- Campaign on the financial impact of a cancer diagnosis on young cancer patients and their families, including raising awareness of funeral costs
- Publish research into the mental health impact of a cancer diagnosis on young cancer patients
- Work with the NHS across the UK to ensure children and young people's voices and experiences are heard when developing services.

### What we achieved in 2017/2018

2017/2018 saw a real impact for CLIC Sargent's policy and influencing work, achieving policy changes which will positively impact on young people with cancer and their families and help alleviate the financial impact of cancer.

Because of our evidence-based campaigning work on the financial impact of funerals we successfully achieved four changes in Government policy and one change in a company policy:

- the Prime Minister announced that the Government would be creating a Children's Funeral Fund in England
- the Welsh and Scottish Governments ended child burial fees
- the Department for Work and Pensions made positive changes to the application form for the Social Fund for funeral expenses, which we proposed
- the Co-operative extended their free funeral provision to 16- and 17-year-olds.

We worked together with Carolyn Harris MP and Fair Funerals UK to make these policy changes happen. We also worked in partnership with Teenage Cancer Trust to establish the first ever All Party Parliamentary Group on Children, Teenagers and Young Adults with Cancer. The Group launched in October 2017 and brings together parliamentarians from all political parties to

raise awareness of the issues impacting the lives of children and young people with cancer and their families.

This year, we invited over 650 young people and their families to help us shape the direction of our work. We created a Campaigns Toolkit for starting your own campaign and hosted campaigning masterclasses to teach young people and their families to be effective campaigners and to stand up for themselves and all young lives against cancer. Participants reported a 38% rise in confidence in engaging in campaigning and making change happen. 14 of these young people directly influenced change by speaking at parliamentary events, meeting politicians, giving evidence to a Select Committee and talking to the Financial Conduct Authority.

We published research on young cancer patients' mental health, which found that:

- 70% of young people experienced depression during their treatment
- 41% didn't get help for the impact their cancer diagnosis and treatment had on their mental health.

We're now using these findings to raise awareness of the impact cancer has on young people's mental health needs of young people with cancer. We also enabled two young people to present on our research at external conferences.

This year we worked with NHS England to support the development of a methodology for collecting patient experience data from children and young people with cancer. We also made sure their voices were heard within the Children, Teenage and Young Adults Clinical Reference Group (CTYA CRG) Service Review through Facebook live sessions with the group chair.

### **Our aims for 2018/2019 are to:**

- Work to achieve lasting policy and system change in the areas of travel costs, hospital car parking and funeral costs to alleviate the financial impact of a cancer diagnosis
- Support the All Party Parliamentary Group (APPG) on Children, Teenagers and Young Adults with Cancer to launch a report on patient experience, in partnership with the Teenage Cancer Trust
- Publish research into the financial impact of relapse on young people and families.

## OUR FUTURE PLANS

In 2015 we published a vision for where we would like CLIC Sargent to be by 2025, *Aiming High: Our ambitions for children and young people with cancer*. We've already made three years of great progress against this strategy and by 2020 we'll be halfway to *Aiming High*. We've set some clear priorities to guide our work between now and 2020.

Across all of these is an important piece of work to listen – listening to children, young people and families about their experience of cancer so that we can tailor what we fight for and what we do, and listening to supporters to build stronger relationships and build a strong foundation for income and support in the future. We are:

1. Aiming to reach everyone who needs us.  
Currently, only around two out of three children and young people who are diagnosed with cancer receive a service from us. Most of those we don't reach are aged 16–24. This isn't good enough. We want to reach three out of three and make sure that our services are accessible and relevant for everyone. We know we can increase our reach **and** provide services that all our service users want by innovating and investing in new technology, including a new website – to make the work we do now more accessible and develop new services
2. Making change happen. Fighting for policy change to make things better for all children and young people with cancer and their families on the issues that matter to them, including the important campaign to reduce the costs of cancer
3. Expanding the reach of our Homes from Home by making plans for new homes and helping the homes we already have be more available and accessible to families who don't need to stay there, but who do need home comforts
4. Employing new Nurse Educators in different parts of the UK to do even more work to improve local specialist knowledge and practice on how to support children with cancer

5. Balancing our budget:

- Ensuring that we deliver our projected income through a relationship approach to fundraising; engaging, cultivating and retaining long-term supporters
- Raising our public profile and awareness, and strengthening our brand.

Doing all of these means we must embed our new values, in particular creating a true One Team culture, so we that we can attract and retain the best staff.

## OUR APPROACH TO SAFEGUARDING

In a year when safeguarding in charities has been under lots of scrutiny from the media and the public, we've continued to make sure that safeguarding is everyone's responsibility across the whole charity and taken further steps to ensure that CLIC Sargent is a safe place for children, young people and vulnerable adults.

In 2017/2018, we:

- Commissioned an external safeguarding peer review completed by a charity partner, Rainbow Trust
- Established a safeguarding committee as a sub-committee of our Trustee Board
- Provided tailored Level 1–3 Safeguarding training for colleagues across the charity
- Commissioned a report about digital safeguarding
- Continued oversight and review of all safeguarding incidents and concerns by our Safeguarding Lead
- Introduced a traffic light evaluation of all safeguarding concerns.

## OUR APPROACH TO FUNDRAISING

CLIC Sargent is a member of the Fundraising Regulator.



We have long-term goals to help us reach our mission set out in our 10-year strategy *Aiming High*. To achieve these, we need to increase our net income. This was the principal driver behind the creation of our fundraising strategy, *One Team One Target*, which is making good progress in terms of delivering a shift from transactional to relational fundraising. A key aspect of this work has been to understand who's most likely to join our fight for young lives against cancer, and what do they need to form long-term relationships with us.

In 2017/2018, we commissioned audience insight research to understand who our supporters are, what motivates them, how they like to be communicated with and where our potential growth areas lie. This insight is enabling us to put our supporters at the heart of our fundraising and engagement approach.

At the same time we are committed to continued investment in attracting new long-term supporters, and developing and securing sustainable income sources to help us realise our ambitions. We have continued to engage external professional organisations to support this long-term relationship fundraising approach.

Specifically, we have continued to work closely with Door to Door and Venue fundraising agencies, ensuring a focus on high standards of professionalism and absolute compliance. Our direct marketing Direct Debit investment generated positive results with income from these committed givers growing by £526,000 in the financial year.

CLIC Sargent ensured that all fundraising activities of the professional fundraising agencies we contract with were monitored through regular meetings, the measurement of service level agreements, mystery shopping by staff and trustees and a thorough complaint handling analysis.

Agencies are contractually required to ensure all fundraising activity is in accordance with all applicable legal requirements and relevant binding codes of practice issued by the Fundraising Regulator. Policies are in place with professional fundraising agencies to protect vulnerable people and other members of the public from unreasonable behaviour. All agencies must have a documented and up-to-date vulnerable people's policy and adherence to these policies is monitored on an on-going basis.

CLIC Sargent has a supporter code of conduct, which is updated annually and clearly displayed on our website. This code of conduct outlines our promise and commitment to how we will engage with donors.

In 2017/2018 CLIC Sargent received 59 (2016/2017: 65) complaints about its fundraising programme, all of which are now closed. Of that number, we received 40 complaints about face-to-face fundraising, accounting for 0.38% of sign-ups achieved through this method. In line with regulation requirements the number of complaints, and type of fundraising that generated the complaints, was submitted to the Fundraising Regulator in May 2018.

## RISKS AND UNCERTAINTIES

Our plans are all about balancing risks and opportunities so that we can deliver on our promise to young lives and take new opportunities to increase our reach and impact.

Our Board of Trustees and Executive Team together identify and review the risks to our current strategic objectives looking at our impact, our financial sustainability and our governance and compliance. In 2017/2018 the Board of Trustees and Executive Team held a joint session to debate and determine our appetite for risk, and the Board regularly reviews a register of strategic risk. The management of our risks is underpinned by a Controls and Assurance Framework.

The biggest risks we are managing in 2018/2019 are:

- **Income forecasts not being achieved and not building sustainable income for the future**

We have a strategy for income generation, *One Team One Target*, that's all about creating a relationship fundraising approach, engaging, cultivating and retaining long-term supporters so that we can continue on a more sustainable footing.

At the same time as we deliver *One Team One Target*, we'll be **income led**. This means we're making new ongoing expenditure commitments only when new sources of income have been received, keeping our free reserves at the right level so that we can withstand short-term income fluctuations and respond to opportunities.

- **Not being able to increase our reach to everyone who needs us, and not being able to increase our impact on young lives**

It's not right that there are young people with cancer who aren't receiving our services. We're determined to reach everyone who wants and needs our support, so we're setting some exciting plans for the next two years to increase our reach and the impact that we have by innovating and using new digital channels. Our Impact Report will set out some of the key challenges and ambitions for improving impact.

- **Not being able to safeguard children and young people**

We take safeguarding very seriously. We set up a safeguarding subcommittee of the Board that reports directly to the Board of Trustees on our safeguarding arrangements. We also carried out a peer review with another charity, which involved critically assessing each other's safeguarding arrangements. This process culminated in a workshop on safeguarding with the full Board of Trustees and agreeing a programme of work to further strengthen our already robust approach to safeguarding.

- **Implementation of General Data Protection Regulation.**

Throughout 2017/2018, a cross-organisational team worked together to ensure we were ready to comply with the higher standards that are set out in GDPR. We are now really clear on the legal basis for processing all of the personal data we hold, and used this as an opportunity to engage with supporters. The programme of work will continue in 2018/2019 to ensure our new processes are fully embedded.

The Board of Trustees have set out the appetite for risk, how risks are managed, and how we'll know when things are going well or are off-track.

Our Board of Trustees identifies, manages and monitors the risks to our strategic objectives, regularly reviewing a register of strategic risk which looks at our impact, our financial sustainability and our governance and compliance. This is underpinned by a Controls and Assurance Framework.

## FINANCIAL REVIEW AND RESULTS FOR THE YEAR

The Consolidated Statement of Financial Activities (SOFA) shows the financial results for CLIC Sargent and its active trading subsidiaries, CLIC Sargent Promotions Limited, CLIC Sargent Developments Limited and CLIC Sargent Lottery Limited.

This year marked a record high for our income, at £28.9 million (2017: £27.5 million). The increase from last year was largely due to our partnership with Wm Morrison Supermarkets, generating an income of £3.6 million (2017: £245,000).

We were also pleased to receive £1 million from Children with Cancer UK, for capital work at our Homes from Home in London and Edinburgh, towards our grants to beneficiaries and to continue our partnership with People's Postcode Lottery (PPL), which generated income of £2.3 million (2017: £2.5 million).

Excluding PPL income, our income from Other Trading Activities this year was in line with 2016/2017 at £4.1 million, while our legacy income fell from £4.3 million to £3.4 million this year owing to a lower average estate value.

Total expenditure is unchanged from last year at £25.6 million. Amounts spent directly on our charitable activities have decreased marginally to £13.7 million (2017: £13.8 million) but with £2.2 million designated funds due to be spent on charitable activity in the coming year. We also invested £1.4 million (2017: £100,000) directly in the construction of our Homes from Home in Edinburgh and Southampton, as the building work at these sites began during the year.

The charity's cash position has strengthened by £737,000 to £5.7 million at the year end, reflecting the increased surplus for the year. This is reflected in the total funds increasing from £17.1 million to £20.4 million, of which £2.2 million of the increase is designated for projects funded by Morrisons and £1.1 million of the increase is fixed assets (the construction work for Edinburgh and Southampton Homes from Home).

CLIC Sargent Promotions Limited performs trading activity and receives cause-related marketing income on behalf of the charity. The company had a turnover of £839,000 (2017:

£784,000) and net profit of £532,000 (2017: £411,000), all of which will be donated to the charity.

CLIC Sargent Developments Limited manages the design and build of new Homes from Home and during 2017/2018 started the construction of our new Homes from Home in Edinburgh and Southampton. The company had a turnover of £665,000 (2017: £3,000) and a net profit of £1,000 (2017: net loss of £2,000).

CLIC Sargent Lottery Limited was incorporated on 26 May 2017 to hold lotteries and raffles on behalf of the charity and had a turnover and net profit of £3,000 during the year, all of which will be donated to the charity.

### Reserves

Free reserves comprise the total reserves available to the charity, less those reserves for which use is restricted or else designated for specific purposes.

Each year the Trustees review the policy for maintaining free reserves, taking into consideration the major risks faced by the charity, their likely impact on income and planned expenditure, and an assessment of the ways to mitigate such risks. A detailed review was performed during 2017/2018 to ensure the reserves policy is fit for the future given the charity's current and forecast level of activity. As a result of this significant review, the Trustees agreed a revised policy that would ensure the safeguarding of charitable commitments and the funding of operational expenditure during a period of significant downturn. The reserves would also provide working capital and build a strategic fund for developments. The Trustees felt that in order to meet the objectives of this policy the charity should aim to build free reserves to between £4.8 million and £6.0 million, but with a temporary reduction in free reserves to £2.5 million if agreed by the Board.

Total funds at 31 March 2018 amounted to £20.4 million (2017: £17.1 million), of which £3.8 million (2017: £2.7 million) was restricted to specific purposes and £12.8 million (2017: £10.7 million) was designated, of which £2.4 million (2017: £260,000) is set aside for specific future projects, mostly funded by our partnership with Morrisons, and the remaining £10.4 million (2017: £10.4 million) representing fixed assets.

Free reserves at 31 March 2018 amounted to £3.8 million, consistent with the previous year. This level is expected to increase to be within the target range during early 2018/2019 following the sale of property which is currently vacant and being prepared for sale. The Trustees continue to consider the balance of risk between financial resilience and investment in the development of activities and consider the current level of free reserves appropriate for the current needs of the charity.

### **Going concern**

The charity's financial position and performance has been outlined in the financial review above. The Trustees have assessed projected future income, expenditure and cash flows over the period to June 2019 and analysed the charity's reserves position and liquid assets and its ability to withstand a material decline in income. Consideration has been given to the stability, predictability and diversity of various income streams in making this assessment.

The Trustees have concluded that CLIC Sargent and its active trading subsidiaries, CLIC Sargent Promotions Limited, CLIC Sargent Developments Limited and CLIC Sargent Lottery Limited, have adequate resources to continue activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the accounts.

### **Financial investments**

The Finance Committee is responsible for overseeing the overall investment strategy and for the oversight of its implementation.

The Trustees have continued to adopt a conservative investment policy that seeks to protect the reserves of the charity, aiming to maximise return based on the risk. During 2017/2018 the charity continued to hold liquid assets due to the prevailing market conditions; this approach is expected to be maintained during 2018/2019.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

CLIC Sargent Cancer Care for Children ("CLIC Sargent") is a registered charity in England and Wales (No. 1107328) and in Scotland (SC039857) and a company (No. 05273638) limited by member guarantee and is governed by revised Articles of Association adopted in June 2012.

Our Trustees, honorary presidents, vice presidents, ambassadors and senior executives of CLIC Sargent are listed within the Reference and Administrative section of the accounts.

As disclosed in note 9 to the Financial Statements, CLIC Sargent owns 100% of the issued share capital of CLIC Sargent Promotions Limited and CLIC Sargent Developments Limited. CLIC Sargent also has control over CLIC Sargent Lottery Limited. Information presented on the organisational structure below is based on the group and includes CLIC Sargent Promotions Limited, CLIC Sargent Developments Limited and CLIC Sargent Lottery Limited.

### **The Board**

The Board of Trustees for the charity and the Boards of Directors for CLIC Sargent and the subsidiaries ('the Board') are responsible for the overall governance of CLIC Sargent and meet at least four times each year. The number of Trustees cannot be fewer than six or more than 14. The Governance Committee is responsible for the selection and recruitment of new Trustees, using a transparent recruitment process with input from young people who have, or have had, cancer. All appointments are approved by the full Board. A skills audit is used to identify the skills, experience, characteristics and backgrounds that are needed to provide high-quality, effective governance, and diversity is taken into account.

New Trustees are provided with a comprehensive induction pack with information about the charity and their role as a Trustee. New Trustees must also complete an induction programme which includes meetings with staff from different areas of the charity, site visits and safeguarding training. Any development needs that they may have during their time as a Trustee are discussed as part of their appraisal with the Chair. Trustees also attend conferences such as the Trustee Exchange and a Trustee workshop is held each year, part of which is focused on Trustee development and



Board effectiveness. Trustees are also provided with regular briefings and information about relevant events.

Trustees are initially appointed to a term of office of three years' duration and may be re-appointed by the Board for a further term of office. A Trustee who has served for two consecutive terms shall remain out of office for at least one year unless the Board resolves by a two-thirds majority vote. A Chair of the Board shall be eligible to be re-appointed for a third term as a Trustee.

The Trustees may also determine that the term of office of the presiding Chair of the Board be extended for up to two years, save that if the term is so extended and they then cease to be the Chair, they would automatically cease to be a Trustee.

### **Strategic management**

The Board is responsible for setting an appropriate strategy for the charity. It also ensures that relevant performance measures are in place. The Trustee Board has delegated consideration of specific issues to four sub-committees, who then make recommendations to the Board. The Board receives regular reports on all aspects of the charity's work. The terms of reference for these committees are summarised below.

### **Safeguarding Committee**

The Safeguarding Committee is a sub-committee of the Board with responsibility for:

- Recommending safeguarding policy and procedures for approval by the Trustee Board to safeguard children, young people and vulnerable adults and to ensure that CLIC Sargent is compliant with the law, guidance and good practice
- Regularly reviewing and critically scrutinising management information, data and analysis about safeguarding and safeguarding concerns
- Ensuring that policy and procedure are fit for purpose and are implemented effectively to safeguard children, young people and vulnerable adults
- Conducting operational or themed reviews about any aspect of safeguarding policy or practice

- Reviewing operational safeguarding risks and making recommendations to the Trustee Board for action and for consideration in its own review of strategic risks
- Ensuring that appropriate quality assurance processes for safeguarding are in place
- Ensuring that a Safeguarding Annual Report is provided which provides the Trustee Board with relevant data and commentary about safeguarding across the charity.

### **Finance Committee**

The Finance Committee is a sub-committee of the Board, with responsibility for assisting the Board to discharge its duties in the following areas:

- Financial and operational performance and procedures
- Annual plans and budgets
- Investments
- Reserves.

Power to act for the charity on financial matters has been delegated to this committee by the Board.

### **Audit Committee**

The Audit Committee is a sub-committee of the Board with responsibility for monitoring and reviewing:

- The policies and processes for the identification, assessment and management of risks including financial control
- The charity's accounts to assess the integrity of financial reporting
- The scope, results and effectiveness of external and internal audit
- The independence of the external auditors, their range of non-audit services and fees
- That appropriate insurance policies are in place for the charity.

### **Governance Committee**

The Governance Committee is a sub-committee of the Board with responsibility for:

- Ensuring that the Board governance structure of CLIC Sargent is fit for purpose
- Monitoring and reviewing the composition of the Board of Trustees to ensure that the Board has the appropriate blend of skills and experience

- Leading the process of identifying and recruiting new Trustees
- Taking responsibility for Trustee induction, support and development, including ensuring that an effective performance appraisal programme is in place
- Reviewing staff and volunteer governance issues and where necessary making appropriate recommendations to the Board.

### **Chief Executive**

Authority to conduct CLIC Sargent's day-to-day activities is delegated to the Chief Executive, who is responsible for ensuring that the agreed strategy and policies are carried out. An Executive Team reports to the Chief Executive and meets fortnightly.

### **Remuneration policy for key management personnel**

The Executive Team are considered to be the key management personnel for the charity. Remuneration of our Executive Team is benchmarked against the external market every two years, using two or more salary surveys representing the third sector. The review involves consideration of salary survey data at the median along with economic indicators, affordability, competitiveness and retention of those in key roles. Options for Executive Team pay are then considered by our Governance Committee and agreed by the Board of Trustees.

## **EMPLOYEES AND VOLUNTEERS**

### **Employees**

In 2017/2018, we focused on making sure we have the right things in place so people can effectively deliver their roles. This included restructuring some teams, introducing a new internal communications function and continuing to improve our learning and development offer. It's vital to us that our people are equipped, motivated and informed, so they can be the best they can be for children and young people with cancer, and their families.

We engaged and consulted with our teams when undertaking change programmes. We updated them regularly with strategic developments, using forums such as a quarterly update and question session with the Executive Team, the Staff Forum and directorate away days.

This year we also put in place a number of recommendations from the internal communications survey, and conducted our full staff survey to get staff feedback about all aspects of working at CLIC Sargent. The results were very positive, with 96% of staff being proud to work here and 97% understanding what we want to achieve as an organisation. We also saw clear improvements in our results around senior management, internal communications and staff feeling able to challenge how things are done.

The charity is fully committed to promoting and implementing diversity and equal opportunities for all staff in everything we do. We have a range of policies to support this. We work to ensure that no member of staff or job applicant receives less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic or national origin, religion or philosophical belief, disability, gender identity/reassignment, marital status, family circumstance or age, or be disadvantaged by conditions or requirements that cannot be shown to be justifiable.

### **Volunteers**

Our volunteers are vital to us, giving their time and commitment to our fight for young lives against cancer. 1,400 individual volunteers supported us this year, raising money as part of our voluntary fundraising groups, giving talks in the community on our behalf or supporting work in our offices with their unique skills.

We believe success comes from positive relationships, which is why we value the voice, input and time of each volunteer. They're a core part of CLIC Sargent.

## Gender pay gap

In 2017 CLIC Sargent had a mean gender pay gap of 11.1% and a median gender pay gap of 7.2%. Whilst we have a very consistent proportion of genders across our top three pay quartiles, the key factor affecting our gender pay gap is the higher representation of women in our lower salaried roles, for example in social care and retail. As we develop our people strategic plan we will look at strategies to reduce this gap as part of our commitment to equality, diversity and inclusion. Read our full gender pay gap report for 2017 at [clicsargent.org.uk/annualreview](http://clicsargent.org.uk/annualreview).

## Pensions

CLIC Sargent operates both a qualifying auto enrolment and a defined contribution pension scheme for our employees.

## DISCLOSURE OF INFORMATION TO AUDITORS

With regard to the preparation of this Annual Report and Accounts:

- As far as each Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware.
- Each Trustee has taken all of the steps that a Trustee might reasonably be expected to have taken to be aware of relevant audit information and to establish that the charity's auditors are aware of that information.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors for the purposes of company law) are responsible for preparing the Strategic Report, the Trustees' Report and the accounts in accordance with applicable law and regulations. Company and charity law requires the Trustees to prepare accounts for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102) and applicable law.

Company law requires the Trustees to prepare financial statements for each financial year. Under company and charity law the Trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the group, and of the group's net incoming/outgoing resources for that period. In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles of the Charities SORP 2015
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity and the group will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the transactions of the charity and the group, and disclose with reasonable accuracy at any time the financial position of the charity and the group and enable them to ensure that the accounts comply with the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and the group, and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees have overall responsibility for ensuring that the charity has appropriate systems and controls, financial and otherwise, to provide reasonable assurance that:

- The charity is operating efficiently and effectively
- Proper records are maintained and financial information used within the charity, or for publication, is reliable
- The charity complies with relevant laws and regulations.

Internal controls over all forms of commitment and expenditure continue to be refined to improve efficiency. Processes are in place to ensure that performance is monitored and that appropriate management information is prepared and reviewed regularly by both the Executive Team and the Board of Trustees. The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

These include:

- A strategic plan and annual budget approved by the Trustees
- Regular consideration by the Trustees of financial results, variances from budgets, non-financial performance indicators and benchmarking reviews
- Delegation of day-to-day management authority and segregation of duties
- Identification and management of risks.

This Annual Report of the Trustees, under the Charities Act 2011 and the Companies Act 2006, has been approved by the Trustees including approving in their capacity as company directors the Strategic Report contained therein, and is signed as authorised on their behalf by:



**Peter Hollins**  
Chair

Date: 29 June 2018

# INDEPENDENT AUDITOR'S REPORT

## TO THE MEMBERS AND TRUSTEES OF CLIC SARGENT

### Opinion

We have audited the financial statements of CLIC Sargent Cancer Care for Children for the year ended 31 March 2018 which comprise the Consolidated Statement of Financial Activities, the Group and Charity Balance Sheets, the Consolidated Cash Flow Statement and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with chapter 3 of part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- Give a true and fair view of the state of the group's and the charitable company's affairs as at 31 March 2018 and of the group's incoming resources and application of resources for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland)

Act 2005 and Regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (amended).

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least 12 months from the date when the financial statements are authorised for issue.

### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion based on the work undertaken in the course of our audit:

- the information given in the Trustees' report, which includes the directors' report and the strategic report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the Trustees' report have been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In light of the knowledge and understanding of the group and the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or

- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of Trustees**

As explained more fully in the Trustees' responsibilities statement set out on page 29, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

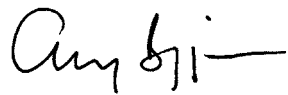
In preparing the financial statements, the Trustees are responsible for assessing the group's or the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.



**Guy Biggin**  
**Senior Statutory Auditor**

For and on behalf of  
**Crowe U.K. LLP**  
Carrick House, Lypiatt Road, Cheltenham,  
Gloucestershire GL50 2QJ

Date: 11 July 2018

Crowe U.K. LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**

(incorporating an income and expenditure account)

For the year ending 31 March 2018

	Notes	Unrestricted funds £'000	Restricted funds £'000	2018 £'000	2017 £'000
<b>Income from:</b>					
<b>Donations and legacies</b>					
Donations and other voluntary income	2	15,969	2,805	18,774	16,501
Legacies	2	2,911	445	3,356	4,285
<b>Other trading activities</b>					
Retail trading	2	2,611	-	2,611	2,510
Fundraising trading	2	1,469	2	1,471	1,603
Lottery income	3	2,550	-	2,550	2,556
<b>Investments</b>		5	-	5	8
<b>Other</b>	4	117	-	117	28
<b>Total income</b>		<b>25,632</b>	<b>3,252</b>	<b>28,884</b>	<b>27,491</b>
<b>Expenditure on:</b>					
<b>Raising funds</b>					
Donations and legacies	2	8,691	-	8,691	8,536
Retail trading	2	2,543	-	2,543	2,506
Fundraising trading	2	667	-	667	804
		11,901	-	11,901	11,846
<b>Net income available for charitable activities</b>		<b>13,731</b>	<b>3,252</b>	<b>16,983</b>	<b>15,645</b>
<b>Charitable activities:</b>					
When the doctor says cancer		2,140	270	2,410	2,462
There's no place like home		4,167	606	4,773	5,040
Helping young lives thrive, not just survive		1,382	253	1,635	1,658
Cancer costs		2,781	777	3,558	3,509
When a child dies		536	117	653	551
Making change happen		571	56	627	561
<b>Total direct charitable expenditure</b>	6	<b>11,577</b>	<b>2,079</b>	<b>13,656</b>	<b>13,781</b>
<b>Total expenditure</b>	6	<b>23,478</b>	<b>2,079</b>	<b>25,557</b>	<b>25,627</b>
<b>Net income/(expenditure)</b>	5	<b>2,154</b>	<b>1,173</b>	<b>3,327</b>	<b>1,864</b>
Transfers between funds	17,19	-	-	-	-
<b>Net movement between funds</b>		<b>2,154</b>	<b>1,173</b>	<b>3,327</b>	<b>1,864</b>
Total funds brought forward	17,19	14,425	2,690	17,115	15,251
<b>Total funds carried forward</b>		<b>16,579</b>	<b>3,863</b>	<b>20,442</b>	<b>17,115</b>

All amounts shown above relate to continuing operations.

Fund comparatives are provided in last year's Consolidated Statement of Financial Activities on the next page.

Notes 1 to 25 on the following pages form part of these financial statements.



**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**

(incorporating an income and expenditure account)

For the year ending 31 March 2017

	Notes	Unrestricted funds £'000	Restricted funds £'000	2017 £'000
<b>Income from:</b>				
<b>Donations and legacies</b>				
Donations and other voluntary income	2	14,103	2,398	16,501
Legacies	2	4,128	157	4,285
<b>Other trading activities</b>				
Retail trading		2,510	-	2,510
Fundraising trading	2	1,603	-	1,603
Lottery income	3	2,556	-	2,556
<b>Investments</b>				
Other	3	28	-	28
<b>Total income</b>		<b>24,936</b>	<b>2,555</b>	<b>27,491</b>
<b>Expenditure on:</b>				
<b>Raising funds</b>				
Donations and legacies	2	8,536	-	8,536
Retail trading		2,506	-	2,506
Fundraising trading	2	804	-	804
		11,846	-	11,846
<b>Net income available for charitable activities</b>		<b>13,090</b>	<b>2,555</b>	<b>15,645</b>
<b>Charitable activities:</b>				
When the doctor says cancer		2,257	205	2,462
There's no place like home		4,415	625	5,040
Helping young lives thrive, not just survive		1,520	138	1,658
Cancer costs		2,804	705	3,509
When a child dies		506	45	551
Making change happen		506	55	561
<b>Total direct charitable expenditure</b>		<b>12,008</b>	<b>1,773</b>	<b>13,781</b>
<b>Total expenditure</b>	5	<b>23,854</b>	<b>1,773</b>	<b>25,627</b>
Net gains/(losses) on investments		-	-	-
<b>Net income/(expenditure)</b>	4	<b>1,082</b>	<b>782</b>	<b>1,864</b>
Transfers between funds		3,393	(3,393)	-
<b>Net movement between funds</b>		<b>4,475</b>	<b>(2,611)</b>	<b>1,864</b>
Total funds brought forward		9,950	5,301	15,251
<b>Total funds carried forward</b>		<b>14,425</b>	<b>2,690</b>	<b>17,115</b>

All amounts shown above relate to continuing operations.

Notes 1 to 25 on the following pages form part of these financial statements.

## BALANCE SHEETS

As at 31 March 2018

Company number: 05273638

	Notes	Group		Charity	
		2018	2017	2018	2017
		£'000	£'000	£'000	£'000
<b>Fixed assets</b>					
Tangible fixed assets	10	13,209	12,095	13,159	12,042
Investments	11a	-	-	150	153
		13,209	12,095	13,309	12,195
<b>Current assets</b>					
Investment assets	11b	14	14	14	14
Stock	12	75	63	-	-
Debtors	13	4,542	3,208	4,760	3,392
Cash at bank and in hand		5,664	4,927	5,340	4,637
		10,295	8,212	10,114	8,043
<b>Creditors</b>					
Amounts falling due within one year	14	(2,980)	(3,087)	(2,899)	(3,018)
Net current assets		7,315	5,125	7,215	5,025
<b>Creditors</b>					
Amounts falling due after one year	15	(82)	(105)	(82)	(105)
<b>Net assets</b>	<b>16</b>	<b>20,442</b>	<b>17,115</b>	<b>20,442</b>	<b>17,115</b>
<b>The funds of the charity</b>					
<b>Restricted income funds</b>					
	17	3,863	2,691	3,863	2,691
<b>Unrestricted funds</b>					
Free reserves	19	3,801	3,757	3,801	3,757
Designated funds	19	12,778	10,667	12,778	10,667
<b>Total charity funds</b>		<b>20,442</b>	<b>17,115</b>	<b>20,442</b>	<b>17,115</b>

The parent charity's income was £28.7 million (2017: £27.3 million) and expenditure was £25.4 million (2017: £25.5 million) resulting in a surplus of £3.3 million (2017: £1.8 million).

These financial statements were approved by the Board of Trustees and authorised for issue on 29 June 2018.



**Peter Hollins**  
Chair



**Graham Clarke MBA, FCMA, CGMA**  
Treasurer

Notes 1 to 25 on the following pages form part of these financial statements.

## CONSOLIDATED CASH FLOW STATEMENT

For the year ending 31 March 2018

	Notes	2018		2017	
		£'000	£'000	£'000	£'000
<b>Net cash provided by/(used in) operating activities</b>	22		<b>2,233</b>		<b>3,282</b>
<b>Cash flows from investing activities</b>					
Interest received		5		8	
Net sales proceeds from the sale of fixed assets		21		8	
Purchase of property, plant and equipment	10	(1,522)		(253)	
Cash released from long term deposit accounts		-		500	
<b>Net cash provided by/(used in) investing activities</b>			<b>(1,496)</b>		<b>263</b>
<b>Change in cash and cash equivalents for the year</b>	23		<b>737</b>		<b>3,545</b>
<b>Cash and cash equivalents at the beginning of the year</b>	23		<b>4,927</b>		<b>1,382</b>
<b>Cash and cash equivalents at the end of the year</b>	23		<b>5,664</b>		<b>4,927</b>

Notes 1 to 25 on the following pages form part of these financial statements.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018

### 1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### (a) Basis of accounting and going concern

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

CLIC Sargent Cancer Care for Children (“the charity” or “the parent”) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

After making enquiries, the Trustees are satisfied that there are no material uncertainties about the charity’s ability to continue as a going concern for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the accounts as outlined in the Trustees’ Report.

#### (b) Group financial statements

The group financial statements consolidate the results of the parent and its non-dormant subsidiaries, CLIC Sargent Promotions Limited, CLIC Sargent Developments Limited and CLIC Sargent Lottery Limited (see Note 9), on a line by line basis. All intra-group transactions are fully eliminated on consolidation in the group results.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity’s activities. No separate SOFA has been presented for the charity alone as permitted by Section 480 of the Companies Act 2006. The net result of the parent (the charity) is shown on the Balance Sheet.

The charity is a qualifying entity as defined in FRS 102 and therefore has taken advantage of the exemptions in FRS 102 from the requirement to present a charity-only cashflow statement.

#### (c) Legal status

CLIC Sargent Cancer Care for Children was incorporated in the United Kingdom as a company limited by guarantee (company no. 05273638). The entity is also a registered charity in England and Wales (charity no. 1107328) and Scotland (charity no. SC039857). The principle and registered office is shown on page 47.

The members of the company are the Trustees. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### (d) Estimates and judgements

Preparation of the financial statements requires management to make estimates and judgements. The items in the financial statements where the most significant estimates and judgements have been made are:

- Valuation of legacy income where cash is not yet received: see accounting policy (g) below for details of the judgement applied
- Valuation of provision for unfunded pension costs: see accounting policy (s) below for the judgement and estimates of future costs applied
- Allocation of support costs to Cost of Raising Funds and Charitable Activities: see accounting policy (k) below for details of the estimated consumption of support costs applied
- Valuation of tangible fixed assets: see accounting policy (l) below for details of the estimate of useful economic lives applied
- Valuation of debtors and creditors: see accounting policy (p) below for details of the judgement applied.

#### (e) Taxation

The company, which is a registered charity, is entitled to taxation exemptions on all income and gains properly applied for its charitable purposes. There are no taxation losses for the subsidiary companies as all of the taxable profits are gifted to the parent charity.

#### (f) Funds

Restricted funds are funds on which donors have imposed specific restrictions or which have been raised for particular purposes. The aim and use of each restricted fund is set out in Note 17.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 1. Accounting policies (continued)

#### (f) Funds (continued)

Designated funds represent unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in Note 19.

Free reserves are available for use at the discretion of the Trustees in pursuit of the general objectives of the charity.

#### (g) Income and deferred income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Legacy income is recognised when there is a grant of probate; the executors have established there are sufficient funds to distribute income from the estate; the legacy can be valued with reasonable accuracy and any conditions attached to the legacy have been met or are within the control of the charity.

Income from grants, whether capital or revenue in nature, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably. Grant income will be deferred if received in advance of meeting performance conditions or if the donor specifically states that the income must be spent in a future accounting period.

Contractual income is recognised when the goods or services as specified by the contract are delivered by the charity. This income is treated as unrestricted in the accounts.

Income relating to events is recognised in the period in which the event occurs.

Donations comprise gifts that will not provide any return to the donor other than the knowledge that someone will benefit from the donation. Income from donations includes gifts that must be spent on some particular area of work (ie restricted income funds). Donations include gifts in kind and donated services (see accounting policy (h) below).

Income from other trading activities includes income earned from both trading activities to raise funds for the charity and income from fundraising events. To fall within this analysis heading, the income must be received in exchange for supplying goods and services in order to raise funds for the charity.

Lottery income includes amounts raised from raffles and lotteries, including proceeds from lotteries held by People's Postcode Lottery (PPL). Fees and expenses for PPL lotteries are determined by PPL and CLIC Sargent receive proceeds net of costs, hence income is recognised on a net basis.

Other income includes profit from the sale of fixed assets and contractual income earned from our services that is immaterial and therefore classified as Other income.

Deferred income consists of cash received by the charity, where the income recognition criteria has not been met because entitlement to the income does not exist at the balance sheet date. Deferred income is not recognised in the SOFA until the charity is entitled to the income. Instead, deferred income is disclosed as a liability in the balance sheet.

#### (h) Donated services and facilities

The charity benefits from gifts in kind in the form of volunteer time and unclaimed out of pocket expenses. These are not recognised in the accounts as they cannot be reliably valued, but further information is provided in the Trustees' annual report.

In addition many individuals, companies and organisations provide facilities, equipment and services such as advertising free of charge. The charity recognises, where possible, the value of the gift, which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market. A corresponding amount is then recognised in expenditure in the period of receipt.

Items donated for resale are included in shop income when sold and no value is placed on stock at the year end. These items are not recognised in the accounts on receipt as it is impractical to do so given the high volume of low-value items received by the charity and the absence of a sophisticated stock control system to assist with documenting and valuing donated stock held. The Trustees consider that the cost of implementing such a system would outweigh the benefits. High value items of donated stock (with an individual value of £1,000 or more) are recognised on receipt if the income recognition criteria is met.

#### (i) Expenditure recognition and irrecoverable VAT

Liabilities are recognised when the charity has a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 1. Accounting policies (continued)

#### (i) Expenditure recognition and irrecoverable VAT (continued)

Expenditure on Raising Funds includes all expenditure (salaries, direct costs and overheads) incurred by the charity and its subsidiaries to raise funds for its charitable purposes. It includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

Costs allocated to Fundraising Trading are those relating to our Major Events, Challenge Events and other non-charitable trading activities such as cause-related marketing undertaken with our corporate partners.

Expenditure allocated to Retail Trading relates to the costs of running the charity's shops, recycling and product marketing activities.

All other expenditure on raising funds relates to the cost of bringing in donations and legacies.

Expenditure on Charitable Activities includes all costs incurred by the charity in undertaking activities that further its charitable aims.

Governance costs include expenditure incurred for and by the Board necessary for the strategic oversight of the charity.

Irrecoverable VAT and termination payments are accounted for in the period an obligation is made or liability incurred and are charged against the relevant activity.

#### (j) Grants payable

CLIC Sargent care grants are available to children, young people and their families who meet the eligibility criteria for registration with the charity. The need for financial support must be related to the child's illness and to support additional expenses incurred. CLIC Sargent does not pay costs of treatment, medical equipment, therapies or school fees.

Grants to children, young people and their families are charged in the year when the offer is conveyed to the recipient. These grants are not subject to conditions being fulfilled once the eligibility criteria has been satisfied.

Occasionally, grants are awarded to other third parties in the furtherance of the charitable objects of the charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.

#### (k) Expenditure Allocation including support costs

All expenditure is accounted for on an accruals basis and has been classified to expenditure categories on a direct basis where appropriate or allocated in line with managerial and budgetary responsibilities using several criteria, which include headcount and activity.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include IT support, finance, personnel, payroll and governance costs which support the Charity's services and fundraising activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. Costs have been allocated across each cost category on the basis of head count and activity.

#### (l) Tangible fixed assets, depreciation and revaluation

Individual items costing £2,000 or more are capitalised at cost. Where an item is below £2,000, but is combined with other items as part of a project or to create an asset, these items will be capitalised if the collective value is greater than £2,000. Property which is gifted to the charity is held at valuation and reviewed for impairment.

Depreciation is provided on all tangible fixed assets using a straight line basis over their expected useful economic lives as follows:

Land	nil
Freehold property	50 years
Furniture and fittings	3-5 years
Motor vehicles	4 years

Assets under construction represent those assets that are undergoing improvements prior to being made operational. During this phase no depreciation is charged.

Fixed assets are subject to periodic review for impairment where there is an indication of a reduction in their carrying value. Any significant impairment is recognised in the consolidated SOFA in the year in which it occurs.

#### (m) Investments

All the charity's investments are made in accordance with the powers contained within the Memorandum and Articles of Association.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 1. Accounting policies (continued)

#### (m) Investments (continued)

**Commercial investments** are initially stated at purchase value and then are restated at market value at the end of each financial year. Where it is the intention to realise an investment asset without reinvestment of the sale proceeds, the investment asset is classified as a current asset investment. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the SOFA. The historical cost of commercial investments is shown in the notes to the accounts.

**Cash held on long-term deposit** is cash on deposit and cash equivalents with a maturity of three months or more held for investment purposes rather than to meet short-term cash commitments as they fall due.

**Investment properties** relate to shops owned by the charity that are used in part by CLIC Sargent Promotions Limited to undertake trading activities via the sale of new merchandise. A percentage of trading income relative to total income is calculated for each shop and applied to the book value to calculate the value of investment properties for the charity balance sheet. The cost of obtaining professional valuations to support the value of investment properties far outweighs the benefit, and hence no revaluation is performed.

#### (n) Stock

Stock consists of purchased goods for resale and is valued at the lower of cost and net realisable value. Items donated for resale or distribution are not included in the accounts until they are distributed or sold (see accounting policy (h) for further information).

#### (o) Cash at bank and in hand

Cash at bank and cash in hand includes petty cash, and cash in bank accounts and short term deposit accounts with a maturity of three months or less from the date of opening the account.

#### (p) Debtors, creditors and provisions

Debtors with the exception of prepayments are those amounts that satisfy the income recognition policy at (g) above, recognised at the settlement amount due, where funds have not been received at the year end.

Prepayments are expenditure paid in the current financial year relating to costs to be incurred in a future accounting period. These are valued at the amount prepaid net of any trade discounts due.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Debtors and creditors are reviewed at the year-end for evidence of required impairment to their settlement value.

#### (q) Dilapidations policy

An annual dilapidations liability assessment is undertaken and a provision is included in the financial statements for those properties where we expect to terminate the lease within 12 months of the year end.

#### (r) Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. The charity also has a small holding of commercial investments measured at market value. Further information is provided in Note 25.

#### (s) Pension costs and discounting to present value

The charity contributes to defined contribution personal pension schemes on behalf of its employees. The amount charged in the SOFA represents the contributions payable to the schemes in respect of the current accounting period. Costs are allocated to activities in line with wages costs.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 1. Accounting policies (continued)

#### (s) Pension costs and discounting to present value (continued)

The charity also has an obligation to provide two unfunded pensions. This has been included under creditors falling due after one year. Full disclosure has not been reflected in the accounts as the Trustees consider this to be immaterial against the costs of undertaking a full actuarial valuation. Instead, the Trustees regularly seek a market quotation of the cost to provide these pensions. The value obtained is then discounted so that the accounts represent what the liability is actually worth to the charity in today's money (present value). The amount is discounted using the best interest rate earned on the charity's funds and assumed mortality rates used for the quotation.

#### (t) Finance and operating leases

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

Rentals applicable to operating leases are charged to the accounts on a straight line basis over the lease term. Where an operating lease becomes an onerous contract, for example when the charity leases a property which it subsequently leaves unused and the property cannot be sub-let to recover its costs, the charity will recognise all irrecoverable costs immediately.

Assets purchased under finance leases are capitalised as fixed assets. Obligations relating to these agreements are included under creditors in the balance sheet. The difference between the capitalised costs and the total obligation under the leases represents the finance charges. Finance charges are recognised in the accounts at a constant rate over the lease term.



## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 2. Net fundraising income

During the year, donations and legacies increased by £1.3 million (2017: increase of £1.1 million); the main reason for the increase being a full year's income from the partnership with Morrisons supermarkets.

Net fundraising income, including trading income, for the group is as follows:

	Unrestricted	Restricted	2018	2017
	£'000	£'000	£'000	£'000
<b>Donations and legacies</b>				
Donations	15,662	1,673	<b>17,335</b>	15,192
Grants	111	1,131	<b>1,242</b>	1,060
Gifts in Kind	196	-	<b>196</b>	249
Legacies	2,911	445	<b>3,356</b>	4,285
<b>Total donations and legacies</b>	<b>18,880</b>	<b>3,249</b>	<b>22,129</b>	20,786
<b>Retail trading income</b>	<b>2,611</b>	-	<b>2,611</b>	2,510
<b>Lottery income</b>	<b>2,550</b>	-	<b>2,550</b>	2,556
<b>Fundraising trading income</b>				
Major fundraising events	718	-	<b>718</b>	732
Challenge events	404	2	<b>406</b>	618
Other fundraising trading income	347	-	<b>347</b>	253
<b>Total fundraising trading income</b>	<b>1,469</b>	<b>2</b>	<b>1,471</b>	1,603
<b>Total fundraising income</b>	<b>25,510</b>	<b>3,251</b>	<b>28,761</b>	24,899
<b>Less: donations and legacies' costs</b>	<b>(8,691)</b>	-	<b>(8,691)</b>	(8,536)
<b>Less: retail trading costs</b>	<b>(2,543)</b>	-	<b>(2,543)</b>	(2,506)
<b>Less: fundraising trading costs</b>				
Major fundraising events	(318)	-	<b>(318)</b>	(409)
Challenge events	(327)	-	<b>(327)</b>	(358)
Other fundraising trading expenditure	(22)	-	<b>(22)</b>	(37)
	<b>(667)</b>	-	<b>(667)</b>	(804)
<b>Total fundraising expenditure</b>	<b>(11,901)</b>	-	<b>(11,901)</b>	(11,846)
<b>Net fundraising income</b>	<b>13,609</b>	<b>3,251</b>	<b>16,860</b>	13,053

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 3. Lottery



Lottery income is all unrestricted. Amounts received for lotteries were as follows:

	People's Postcode Lottery	Other	2018	2017
	£'000	£'000	£'000	£'000
Gross proceeds	7,519	1,485	<b>9,004</b>	8,521
Expenses	(2,255)	(612)	<b>(2,867)</b>	(2,564)
Prize fund	(3,010)	(577)	<b>(3,587)</b>	(3,401)
Net proceeds received by the charity	2,254	296	<b>2,550</b>	2,556

See Note 1 (g) for further information on lottery income. Of the above prize fund, £nil (2017: £32,000) is being held by People's Postcode Lottery on behalf of the charity at the year-end. Expenses are incurred by People's Postcode Lottery and other external lottery providers on behalf of the charity.

### 4. Other income

	Unrestricted	Restricted	2018	2017
	£'000	£'000	£'000	£'000
Profit on the sale of fixed assets	-	-	-	8
Other income	117	-	<b>117</b>	20
	117	-	<b>117</b>	28

### 5. Net income/(expenditure)

	2018	2017
	£'000	£'000
<b>This is stated after charging / (crediting):</b>		
Depreciation	<b>387</b>	444
Profit on the disposal of fixed assets	-	8
<b>Payments under operating leases:</b>		
land and buildings	<b>787</b>	917
other	<b>14</b>	41
<b>Auditor's remuneration</b>	<b>21</b>	20

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 6. Analysis of total expenditure

	Staff Costs £'000	Support Costs (Note 7) £'000	Other £'000	2018 £'000	2017 £'000
<b>Cost of generating funds:</b>					
Fundraising costs	4,068	524	4,099	<b>8,691</b>	8,536
Retail trading	1,298	261	984	<b>2,543</b>	2,506
Fundraising trading	322	30	315	<b>667</b>	804
	<b>5,688</b>	<b>815</b>	<b>5,398</b>	<b>11,901</b>	<b>11,846</b>
<b>Charitable expenditure:</b>					
When the doctor says cancer	2,047	191	172	<b>2,410</b>	2,462
There's no place like home	3,236	385	1,152	<b>4,773</b>	5,040
Helping young lives thrive, not just survive	1,415	130	90	<b>1,635</b>	1,658
Cancer costs	1,720	285	1,553	<b>3,558</b>	3,509
When a child dies	566	52	35	<b>653</b>	551
Making change happen	447	50	130	<b>627</b>	561
	<b>9,431</b>	<b>1,093</b>	<b>3,132</b>	<b>13,656</b>	<b>13,781</b>
<b>Total expenditure</b>	<b>15,119</b>	<b>1,908</b>	<b>8,530</b>	<b>25,557</b>	<b>25,627</b>

In addition to the above, charitable expenditure of £1.4 million was incurred during the year on the development of two new Homes from Home, shown as assets under construction (see Note 10).

### 7. Analysis of support costs

Support costs	Office services £'000	Corporate £'000	Finance £'000	IT £'000	HR £'000	Governance £'000	2018 £'000	2017 £'000
<b>Cost of generating funds:</b>								
Fundraising costs	258	12	19	122	96	17	<b>524</b>	492
Retail trading	128	6	9	61	48	9	<b>261</b>	226
Fundraising trading	15	1	1	7	5	1	<b>30</b>	34
	<b>401</b>	<b>19</b>	<b>29</b>	<b>190</b>	<b>149</b>	<b>27</b>	<b>815</b>	<b>752</b>
<b>Charitable expenditure:</b>								
When the doctor says cancer	100	16	(3)	45	26	7	<b>191</b>	193
There's no place like home	201	33	(6)	93	51	13	<b>385</b>	396
Helping young lives thrive, not just survive	68	11	(2)	31	17	5	<b>130</b>	130
Cancer costs	146	24	(4)	71	38	10	<b>285</b>	276
When a child dies	27	4	(1)	13	7	2	<b>52</b>	43
Making change happen	26	4	(1)	12	7	2	<b>50</b>	44
	<b>568</b>	<b>92</b>	<b>(17)</b>	<b>265</b>	<b>146</b>	<b>39</b>	<b>1,093</b>	<b>1,082</b>
<b>Total support costs</b>	<b>969</b>	<b>111</b>	<b>12</b>	<b>455</b>	<b>295</b>	<b>66</b>	<b>1,908</b>	<b>1,834</b>

Finance support costs include recovered VAT.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 8. Employees

Group and charity	Employed**	Funded*	2018	2017
	£'000	£'000	£'000	£'000
<b>Staff costs consist of:</b>				
Wages and salaries	11,651	1,051	<b>12,702</b>	12,500
Social security costs	1,140	117	<b>1,257</b>	1,162
Pension costs	1,170	96	<b>1,266</b>	1,217
	<b>13,961</b>	<b>1,264</b>	<b>15,225</b>	<b>14,879</b>

The average number of employees on full-time equivalent basis during the year was as follows:

Group and charity	2018	2017
	No.	No.
Fundraising	<b>116</b>	100
Direct service provision – employed	<b>163</b>	150
Direct service provision – funded*	<b>65</b>	66
Corporate support services	<b>78</b>	84
Retail trading	<b>54</b>	45
Fundraising trading	<b>-</b>	5
	<b>476</b>	<b>450</b>

The average number of staff employed during the year was 535 (2017: 545).

\*Funded employees represent staff in CLIC Sargent care teams who are funded by CLIC Sargent but are employed by local authorities or by health trusts. The total cost of funded posts in 2017 was £1.3 million.

\*\*Employed costs include capitalised salaries.

During the year the charity made payments to employees of £31,710 (2017: £339,303) in relation to redundancy and termination payments, of which £24,087 was unpaid at year-end. In the previous year the charity closed its holiday service and made a number of restructures, including transforming its income generation activities, to ensure it is fit for purpose to deliver the strategic direction as set out in *Aiming High*. The process for this decision-making has been subject to independent internal audit.

Group and charity	2018	2017
	No.	No.
<b>Higher-paid employees:</b>		
<b>Employees receiving annual gross salaries in the following range:</b>		
£60,000 to £70,000	<b>3</b>	4
£70,001 to £80,000	<b>2</b>	1
£80,001 to £90,000	<b>1</b>	1
£90,001 to £100,000	<b>1</b>	1
£100,001 to £110,000	<b>-</b>	-
£110,001 to £120,000	<b>1</b>	1

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 8. Employees (continued)

#### Key Management Personnel:

We consider the directors (our Executive) to be the key management personnel for the charity.

Group and charity	2018 £'000	2017 £'000
<b>Key management personnel costs for the charity and group consist of:</b>		
Wages and salaries	461	490
Social security costs	54	51
Pension costs	30	31
	<b>545</b>	<b>572</b>

#### Trustees' remuneration and expenses

None of the members of the Board of Trustees received any remuneration. During the year, 14 Trustees (2017: 12) received reimbursements of travel and subsistence expenditure amounting to £6,844 (2017: £13,518).

### 9. Subsidiary companies

The charity owns 100% of the issued share capital of CLIC Sargent Promotions Limited and CLIC Sargent Developments Limited. Additionally the charity controls the board of CLIC Sargent Lottery Limited, incorporated on 26 May 2017, and therefore the results are consolidated within these accounts. All of these companies are incorporated in the United Kingdom.

CLIC Sargent Promotions Limited (company number 00957520) buys new merchandise for resale and receives cause-related marketing income from corporate partners for the benefit of the charity.

CLIC Sargent Developments Limited (company number 09106476) manages the design and build of new Homes from Home on behalf of the charity.

CLIC Sargent Lottery Limited (company number 10791106) holds lotteries and raffles on behalf of the charity. The company had income of £3,000 during the year and £nil expenditure. £3,000 was gifted to the charity, leaving £nil reserves.

A summary of CLIC Sargent Promotions Limited's trading results for the year ended 31 March 2018 is as follows:

	2018 £'000	2017 £'000
Turnover	839	784
Cost of sales	(144)	(175)
Gross profit	695	609
Administration expenses	(163)	(198)
Gift Aid donation to the charity	(532)	(411)
Operating profit/(loss) for the financial year	-	-
Other income	-	-
<b>Profit/(loss) for the year</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward at beginning of year</b>	<b>-</b>	<b>-</b>
<b>Balance carried forward at end of year</b>	<b>-</b>	<b>-</b>
Total assets	352	354
Total liabilities	(252)	(254)
<b>Net assets at 31 March 2018</b>	<b>100</b>	<b>100</b>

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 9. Subsidiary companies (continued)

A summary of CLIC Sargent Developments Limited's trading results for the year ended 31 March 2018 is as follows:

	2018	2017
	£'000	£'000
Turnover	665	3
Cost of sales	(652)	(3)
Gross profit	13	-
Administration expenses	(12)	(2)
Gift Aid donation to the charity	-	-
Operating profit/(loss) for the financial year	1	(2)
Other income	-	-
<b>Profit / (loss) for the year</b>	<b>1</b>	<b>(2)</b>
<b>Balance brought forward at beginning of year</b>	<b>(2)</b>	<b>-</b>
<b>Balance carried forward at end of year</b>	<b>(1)</b>	<b>-</b>
Total assets	399	55
Total liabilities	(400)	(57)
<b>Net liabilities at 31 March 2018</b>	<b>(1)</b>	<b>(2)</b>

The two former charities, Sargent Cancer Care for Children (charity number: 1085616, company number: 04173873) and CLIC – Cancer and Leukaemia in Childhood (charity number: 802396, company number: 02397331), are both companies limited by guarantee. They are dormant 100% subsidiaries of CLIC Sargent.

The charity is also trustee of the following three unincorporated dormant charities:  
 Cancer and Leukaemia in Childhood Trust  
 CLIC UK  
 CLIC International

All of the subsidiary companies have the same registered office address as the parent charity, shown on the final page.

### 10. Tangible fixed assets

Group	Land	Freehold property	Assets under construction	Fixtures and fittings	Motor vehicles	Total
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Cost or valuation</b>						
At 31 March 2017	2,612	9,434	729	2,079	54	14,908
Additions	-	4	1,400	118	-	1,522
Disposals	-	-	-	(229)	(41)	(270)
<b>At 31 March 2018</b>	<b>2,612</b>	<b>9,438</b>	<b>2,129</b>	<b>1,968</b>	<b>13</b>	<b>16,160</b>
<b>Depreciation</b>						
At 31 March 2017	-	1,274	-	1,509	30	2,813
Charge for year	-	154	-	230	3	387
Disposals	-	-	-	(229)	(20)	(249)
<b>At 31 March 2018</b>	<b>-</b>	<b>1,428</b>	<b>-</b>	<b>1,510</b>	<b>13</b>	<b>2,951</b>
<b>Net book value</b>						
<b>At 31 March 2018</b>	<b>2,612</b>	<b>8,010</b>	<b>2,129</b>	<b>458</b>	<b>0</b>	<b>13,209</b>
At 31 March 2017	2,612	8,160	729	570	24	12,095

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 10. Tangible fixed assets (continued)

Freehold property includes one gifted building held at valuation. This was valued at £950,000 in February 2013 by James Redman MRICS for Alder King, property consultants, on an existing use basis. There is no material difference between the carrying amount using this valuation model and the amount that would have been recognised under the cost model.

#### Charity

The charity owns all of the assets of the group. However some of the shops owned by the charity are partially occupied by CLIC Sargent Promotions Limited for the sale of new merchandise. £50,000 (2017: £53,000) of the net book value of the shops has been reclassified as investment property on the basis of trading income as a percentage of total shops income (see Note 11a).

The net book value of the fixed assets of the charity is £50,000 (2017: £53,000) less than the group total above, giving a total of £13,159,000 (2017: £12,042,000).

### 11. Investments

(a) Fixed Asset Investments		Group		Charity	
		2018	2017	2018	2017
		£'000	£'000	£'000	£'000
Charity investment in subsidiaries		-	-	100	100
Investment properties	Note 10	-	-	50	53
		-	-	150	153

The charity has a £100,001 investment in the subsidiaries (CLIC Promotions: £100,000 and CLIC Developments: £1).

#### (b) Current Asset Investments

Group and charity	Listed investments	Total
	£'000	£'000
<b>Market value at 1 April 2017 and at 31 March 2018</b>	<b>14</b>	<b>14</b>
<b>Historical cost</b>	<b>24</b>	<b>24</b>

It is the intention to sell shares in commercial investments in the near future. Sales proceeds will not be reinvested in new investments.

#### (c) Investments in subsidiaries (see Note 9)

Subsidiary name	% Share	Trading activity
a) CLIC Sargent Promotions Limited	100%	Buys new merchandise for resale and receives corporate advertising income
b) CLIC Sargent Developments Limited	100%	Manages the design and build of new charitable services properties.
c) Sargent Cancer Care for Children	100%	Dormant
d) CLIC-Cancer and Leukaemia in Childhood	100%	Dormant

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 12. Stock

	Group		Charity	
	2018	2017	2018	2017
	£'000	£'000	£'000	£'000
Shop inventories	75	63	-	-

### 13. Debtors

	Group		Charity	
	2018	2017	2018	2017
	£'000	£'000	£'000	£'000
Other debtors	317	301	295	246
Amounts owed by group undertakings	-	-	240	239
Prepayments and accrued income	4,225	2,907	4,225	2,907
	<b>4,542</b>	<b>3,208</b>	<b>4,760</b>	<b>3,392</b>

### 14. Creditors: amounts falling due within one year

	Group		Charity	
	2018	2017	2018	2017
	£'000	£'000	£'000	£'000
Trade creditors	1,084	1,052	725	1,003
Amounts owed to group undertakings	-	-	331	-
Taxation and social security	306	270	306	270
Accruals	996	1,225	943	1,205
Deferred income*	594	540	594	540
	<b>2,980</b>	<b>3,087</b>	<b>2,899</b>	<b>3,018</b>

\*Deferred income relates to income received in advance of events occurring in future periods. £594,000 will be treated as income in next year's accounts. The prior year balance was released to income in full during 2017/2018.

### 15. Creditors: amounts falling due after one year

	Group		Charity	
	2018	2017	2018	2017
	£'000	£'000	£'000	£'000
Unfunded pension obligation	82	105	82	105



## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 16. Analysis of net assets between funds

Fund balances at 31 March 2018 are represented by:

Group	Unrestricted Funds	Restricted Funds	Total
	£'000	£'000	£'000
Tangible fixed assets	10,360	2,849	13,209
Net current assets	6,301	1,014	7,315
Long-term liabilities	(82)	-	(82)
<b>Net assets</b>	<b>16,579</b>	<b>3,863</b>	<b>20,442</b>

Fund balances at 31 March 2017 are represented by:

Group	Unrestricted Funds	Restricted Funds	Total
	£'000	£'000	£'000
Tangible fixed assets	10,407	1,688	12,095
Net current assets	4,122	1,003	5,125
Long-term liabilities	(105)	-	(105)
<b>Net assets</b>	<b>14,424</b>	<b>2,691</b>	<b>17,115</b>

### 17. Restricted funds

Restricted funds at 31 March 2018 are represented by:

Group and charity	Balance 1 April 2017	Income	Expenditure	Transfers between funds	Balance 31 March 2018
	£'000	£'000	£'000	£'000	£'000
Edinburgh Home from Home – Project Fund	1,679	411	-	3	2,093
Edinburgh Home from Home – Revenue Fund	3	387	-	(3)	387
Southampton Home from Home – Project Fund	10	66	-	680	756
Southampton Home from Home – Revenue Fund	680	-	-	(680)	-
Northern Ireland Home from Home – Revenue Fund	-	26	(26)	-	-
Residential resource	-	299	(35)	-	264
Care teams	288	716	(648)	-	356
Grants	12	396	(402)	-	6
Projects	19	109	(127)	-	1
Programmes	-	358	(358)	-	-
Regional	-	483	(483)	-	-
	<b>2,691</b>	<b>3,251</b>	<b>(2,079)</b>	<b>-</b>	<b>3,863</b>

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 17. Restricted funds (continued)

Restricted funds at 31 March 2017 are represented by:

Group and charity	Balance 01 April 2016	Income	Expenditure	Transfers between funds	Balance 31 March 2017
	£'000	£'000	£'000	£'000	£'000
Northern Ireland Home – Revenue Fund	20	31	(51)	-	-
Northern Ireland Home – Project Fund	2,031	-	-	(2,031)	-
Edinburgh Home from Home – Project and Revenue Fund	1,592	40	-	50	1,682
Glasgow Homes from Home – Project Fund	1,412	-	-	(1,412)	-
Southampton Homes from Home Project and Revenue Fund	-	690	-	-	690
Residential resource	-	136	(136)	-	-
Care teams	246	896	(854)	-	288
Grants	-	426	(414)	-	12
Projects	-	90	(71)	-	19
Regional	-	245	(245)	-	-
	5,301	2,554	(1,771)	(3,393)	2,691

**Edinburgh Home from Home Project Fund** is for the acquisition and re-development of a new Home from Home in Edinburgh, Ciaran's House, for which construction is currently in progress and the home scheduled to open in 2018/2019. Site and construction costs are included as assets under construction (Note 10).

This balance also includes the market value (£950,000) of the current Home from Home in Edinburgh which was gifted to CLIC Sargent at the end of 2013. The donor requires that the property shall be used for the sole purpose of providing a Home from Home service for children and young people and their families receiving medical treatment in Scotland for Cancer or Leukaemia and/or for such other support for children and young people and their families in Scotland. In the event that CLIC Sargent sells this property, it shall apply any net proceeds of the sale to the Home from Home service for children and young people and their families in Scotland.

**Edinburgh Home from Home Revenue Fund** holds unspent funds at the year end and any additional funds received to be used toward the adaptation and running costs of the new Home.

**Southampton Homes from Home Project Fund** is for the acquisition and redevelopment of a new Home from Home in Southampton, Jean's House, for which the site was purchased during 2017/2018 and is currently under construction. This replaces our existing Home from Home in Southampton and is scheduled to open during 2018/2019. Depreciation will be allocated to this fund over the useful economic life of the assets from when the home opens. Funds transferred from the **Southampton Revenue Fund** reflect restricted income received prior to 2017/2018 which has been spent during the year.

**Northern Ireland Home** funds are for the acquisition, adaptation and running costs of two properties in Northern Ireland, one within walking distance of the Royal Belfast Hospital for Sick Children and the other to the Belfast City and Northern Ireland Cancer Centre where young people with cancer are treated.

**Glasgow Homes from Home Project Fund** relates to the net book value on the balance sheet of the new Glasgow Home from Home and associated fixtures and fittings. Depreciation is allocated to this fund over the useful economic life of the assets.

**Residential resource** includes funds to be spent at specific Homes from Home.

**Care teams** represent expenditure within the terms of geographically limited grants.

**Grants** represent funds provided to families and young people in specific geographical areas.

**Programmes** is funding given to support one of the Six Ways We Help programmes, which form the basis of our charitable activity (see note 6).

**Projects** represents funding secured for other specific projects.

**Regional** represents funding received that must be spent within a specific geographical area of operation. This funding has no further restrictions.

**Transfer between Funds:** The transfers represent the construction of the Edinburgh and Southampton Homes from Home, with restricted income being applied to the costs of construction and therefore balances transferred to the relevant Project Fund.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 18. Restricted fund contributions

We are grateful to all our donors for their support. We acknowledge the following contributions:

#### BBC Children in Need



£41,096

Supporting children with cancer and their families in North East England

#### BUPA UK



£41,757

To empower more young people to support each other, using a digital community

#### Big Lottery Fund



Big Lottery Fund – Northern Ireland (Reaching out and empowering young people – Moving on 2gether project)

	Balance 1 April 2017	Income	Expenditure	Balance 31 March 2018
	£	£	£	£
Big Lottery Fund – Northern Ireland (Reaching out and empowering young people – Moving on 2gether project)	-	86,005	(80,132)	5,873
<b>Total</b>	<b>-</b>	<b>86,005</b>	<b>(80,132)</b>	<b>5,873</b>

### 19. Unrestricted funds

Charity	Balance 1 April 2017	Income	Expenditure	Transfers between funds	Balance 31 March 2018
	£'000	£'000	£'000	£'000	£'000
<b>Free reserves:</b>	3,757	21,919	(21,548)	(327)	<b>3,801</b>
<b>Designated funds:</b>					
Fixed asset reserve	10,406	-	(387)	341	<b>10,360</b>
Morrison's	82	3,713	(1,543)	(5)	<b>2,248</b>
Other	179	-	-	(9)	<b>170</b>
	10,667	3,713	(1,930)	327	<b>12,778</b>
<b>Total</b>	<b>14,424</b>	<b>25,632</b>	<b>(23,478)</b>	<b>-</b>	<b>16,579</b>

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 19. Unrestricted funds (continued)

Charity	Balance 1 April 2016	Income	Expenditure	Transfers between funds	Balance 31 March 2017
	£'000	£'000	£'000	£'000	£'000
<b>Free reserves:</b>	2,689	24,690	(23,246)	(376)	3,757
<b>Designated funds:</b>					
Fixed asset reserve	7,261	-	(444)	3,589	10,406
Morrison's	-	246	(164)	0	82
Other	-	-	(1)	180	179
	7,261	246	(609)	3,769	10,667
<b>Total</b>	9,950	24,936	(23,855)	3,393	14,424

**Fixed asset reserve** – The Trustees have set aside funds to cover the net book value of tangible fixed assets, excluding those assets included within restricted funds.

**Morrison's** – CLIC Sargent became Morrison's charity partner during 2017/2018. Funds raised from the partnership are being set aside for specific projects, including wider family use of existing CLIC Sargent Homes from Home, a digital service provision and increased grant-making activity for beneficiaries.

**Other** – During 2016/2017, the Trustees approved a number of future initiatives, including software upgrades and purchases. These are set aside as designated funds and are expected to be spent during 2018/2019.

#### Transfers between funds:

£341,000 transfer to the fixed asset reserve represents fixed asset additions excluding £1.1 million funded from restricted funds. £327,000 from free reserves is the amount of these additions funded by free reserves.

### 20. Commitments

As at 31 March 2018 there were future minimum lease payments under non-cancellable operating leases for each of the following periods:

Group and charity	2018		2017	
	Land and buildings £'000	Other £'000	Land and buildings £'000	Other £'000
<b>Total commitments due:</b>				
Within one year	442	24	787	14
Within two to five years	557	14	987	14
After five years	-	-	13	-
	999	38	1,787	28

The value of capital commitments at 31 March 2018 was £1,243,596 (2017: £nil). These are the unspent amount under construction contracts for the new Edinburgh and Southampton Homes from Home and are held by CLIC Sargent Developments Limited.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 21. Grants

During the year, the charity committed to funding £40,000 (2017: £nil) for research to Children's Cancer and Leukaemia Group; this was unpaid at year-end. During the year, one grant was made to Cancer Care 52 for £2,500 (2017: £5,000) and grants totalling £2,066 were paid to four organisations. £1,038,000 (2017: £1,064,000) was granted and paid to individuals.

Grants awarded to families and young people in the period were as follows:

Group and charity	2018		2017	
	£'000	No. of grants	£'000	No. of grants
Standard	529	3,113	521	3,062
Community support and Exceptional	316	1,301	352	1,416
Compassionate crisis	140	466	120	402
Proton beam therapy	53	130	47	109
Other	38	293	28	159
	<b>1,076</b>	<b>5,303</b>	<b>1,068</b>	<b>5,148</b>

### 22. Reconciliation of net income/(expenditure) to net cash flow from operating activities

Group	2018	2017
	£'000	£'000
Net income for the year	3,327	1,864
Adjustments for:		
Depreciation charges	387	444
Interest received	(5)	(8)
Profit on the disposal of fixed assets	-	(8)
Increase in stock	(12)	-
(Increase) / decrease in debtors	(1,334)	675
(Decrease) / increase in creditors	(130)	315
Net cash provided by operating activities	<b>2,233</b>	3,282

### 23. Analysis of cash and cash equivalents

Group	At 1 April	Cash flows	At 31
	2017		March 2018
	£'000	£'000	£'000
Cash at bank and in hand	4,927	737	<b>5,664</b>

### 24. Related party transactions

#### Key Management Personnel

The charity pays the University Hospital Southampton NHS Foundation Trust ("The Trust") for the rental of a room and telephone costs relating to usage by CLIC Sargent Staff. The Chair of Trustees is also the Chair of the Trust. During 2017/2018 CLIC Sargent paid the Trust £3,284 (2017: £4,595).

Trustees paid a total of £5,513 (2017: £2,776) of unrestricted donations to the charity in the year.

## NOTES TO THE ACCOUNTS

For the year ending 31 March 2018 (continued)

### 24. Related party transactions (continued)

#### Subsidiaries

Transactions between the parent company CLIC Sargent Cancer Care for Children and the subsidiaries, CLIC Sargent Developments Limited, CLIC Sargent Promotions Limited and CLIC Sargent Lottery Limited, are as follows:

Management fee payable to the charity for staff and support services provided to the subsidiaries: £175,219 (2017: £209,977) from CLIC Sargent Promotions Limited and £6,932 (2017: £nil) from CLIC Sargent Developments Limited.

VAT paid by the charity on behalf of CLIC Sargent Promotions Limited: £115,377 (2017: £152,490).

Design and Build costs incurred by CLIC Sargent Developments Limited and recharged to the charity: £664,860 (2017: £3,330).

Profits in the subsidiaries to be donated to the charity: £532,790 (2017: £410,768) from CLIC Sargent Promotions Limited and £3,110 (2017: £nil) from CLIC Sargent Lottery Limited.

Audit fees paid by the charity on behalf of CLIC Sargent Lottery Limited: £1,000 (2017: £nil).

Balances repayable at the year end: £241,717 (2017: £241,784) to the charity from CLIC Sargent Promotions Limited; £330,849 (2017: £1,050) from the charity to CLIC Sargent Developments Limited.

There were no other related party transactions during the period.

### 25. Financial assets and liabilities

Group		2018	2017
		£'000	£'000
<b>Financial assets measured at fair value through profit or loss:</b>			
Investments in liquid equity instruments	Note 11b	14	14
<b>Financial assets measured at amortised cost:</b>			
Accrued income and other debtors	Note 13	3,214	1,801
Cash in hand and at bank	Note 23	5,664	4,927
<b>Financial liabilities measured at amortised cost:</b>			
Trade creditors and accruals due in less than one year	Note 14	2,080	1,668
<b>Financial liabilities measured at net present value:</b>			
Unfunded pension obligation due in more than one year	Note 15	82	105

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered name of the charity

CLIC Sargent Cancer Care for Children

**Charity number** 1107328

**OSCR number** SC039857

**Company number** 05273638

The Trustees of CLIC Sargent are the charity's Trustees under charity law and the directors of the charitable company.

### Members of the Board

#### Peter Hollins (Chair)

Graham Clarke MBA, FCMA, CGMA (Treasurer)

Jane Burt FCIPD

Will Carter

Dr Julia Chisholm

Keith Exford CBE CIHCM FRSA

Stephen George

Ian Gibson Dip Health Services Man, Cert Health Econ

Dominic Grainger

Anna Hancock (Appointed 26 October 2017)

Rachel Hollis

Peter Houghton

Harry Howard

Jason Loo

### Finance Committee

#### Graham Clarke MBA, FCMA, CGMA (Chair)

Will Carter

Stephen George

Peter Hollins

Rachel Kirby-Rider

Niamh Lawlor (Independent Member)

Kate Lee

Kevin O'Brien

### Audit Committee

#### Keith Exford CBE CIHCM FRSA (Chair)

Ian Gibson Dip Health Services Man, Cert Health Econ

Dominic Grainger

Anna Hancock

Peter Houghton

Farrah Kitabi (Independent Member)

### Governance Committee

#### Jane Burt FCIPD (Chair)

Ian Gibson Dip Health Services Man, Cert Health Econ

Peter Hollins

Rachel Hollis

Kate Lee

Jane Couling MBA, MA in HR, MCIPD (Retired 31 March 2018)

### Safeguarding Committee

#### Peter Houghton (Chair)

Will Carter

Helen McShane

Jane Couling MBA, MA in HR, MCIPD (Retired 31 March 2018)

Rachel Kirby-Rider

### Executive officers

#### Chief Executive

Kate Lee

#### Director of Finance

Kevin O'Brien

#### Director of Fundraising

Rachel Kirby-Rider

#### Director of Services

Dara de Burca DipSW, SW Practice Teacher Award, Dip Management Studies, Health and Social Care (Retired 31 December 2017)

Helen McShane (Interim, Appointed 1 January 2018)

#### Director of People and Learning

Jane Couling MBA, MA in HR, MCIPD (Retired 31 March 2018)

#### Company Secretary

Kevin O'Brien

### Founders

#### Sylvia Darley OBE

Sargent Cancer Care for Children

#### Bob Woodward

CLIC – Cancer and Leukaemia in Childhood

### Honorary Presidents

Gordon Morrison

Daphne Pullen

### Vice Presidents

Francesca and Andrea Brignone

Sara and Massimo Carello

Laura and Jonny Greenall

Nicola and Jonathan Plumtree

Mel and Andrew White

### Ambassadors

James Allen

Alice Beer

Angellica Bell

Nicola Benedetti

Ben Cajee

Mark Chapman

Chris Hollins

Jake Humphrey

Emma Johnson

Julian Lloyd Webber

Kai Owen

Patsy Palmer

Duncan Pow

Gaby Roslin

Michelle Ryan

Susan and Richard Young

### Principal professional advisers

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London E14 5HP

Royal Bank of Scotland

29 Old Brompton Road

London SW7 3JE

Lloyds TSB Bank Plc

25 Gresham Street

London EC2V 7HN

#### External auditors

Crowe U.K. LLP

Statutory Auditor

Carrick House, Lypiatt Road

Cheltenham

Gloucestershire

GL50 2QJ

#### Internal auditors

MHA MacIntyre Hudson

30-34 New Bridge Street

London EC4V 6BJ

#### Principal and Registered office

No. 1 Farriers Yard, Assembly London,

77-85 Fulham Palace Road

London W6 8JA