

**FULL CIRCLE FUND THERAPIES
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2020**

**CHARITY NUMBER 1162010
COMPANY NUMBER 09554871**

Full Circle Fund THERAPIES
Supporting quality of life

FULL CIRCLE FUND THERAPIES

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2-5
Independent examiner's report	6
Statement of financial activities	7
Balance Sheet	8
Notes to the Financial Statements	9-10

FULL CIRCLE FUND THERAPIES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:

B H Brennan
T L DI Lorenzo
A F P Dunn
M C McCann
G D Norton
K Prasad
S A Ruggles
N Sharma
F M Willis

Charity registration number: 1162010

Company registration number: 09554871

Registered office address: 12 Northfields Prospect
Putney Bridge Road
London
SW18 1PE

Operational address: c/o The Ruth Myles Unit
2nd Floor
St. James's Wing
St. George's University Hospitals NHS Foundation Trust
London
SW17 0QT

Independent examiner: **S B Chicksand, F.C.A**
Chicksand Gordon Avis Ltd
12 Northfields Prospect
Putney Bridge Road
London
SW18 1PE

FULL CIRCLE FUND THERAPIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30 APRIL 2020

The trustees who are also directors of the Charity for the purposes of the Companies Act 2006, present their report and the financial statements of the Charity for the year ended 30 April 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is a company limited by guarantee governed by its memorandum and articles of association, a deed of trust and is registered as a Charity with the Charity Commission.

Recruitment and appointment of new trustees

New trustees are selected and appointed by the existing trustees. Appointment of members of the Committee is governed by the Constitution dated 22 April 2015. The Committee is authorised to appoint new members to fill vacancies arising through resignation or death of any existing member.

Relevant interests

Any trustee with a relevant interest is required to disclose such interest and withdraw from any decisions where conflict may arise.

Risk management

The trustees continue to assess and monitor the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's twin objectives, as set out in the Governing Document, are

a - to relieve those in need by reason of ill health, or disability, and to preserve the health of patients, carers and staff at St. Georges Hospital, London, and N.H.S. Hospitals regionally and nationally through funding and through the advancement of research into supportive and complementary therapies, and

b- to advance the education of health care professionals, including supportive therapists, patients, their carers and the general public about the role and benefits of supportive and complementary therapies.

There is no means testing relating to provisions, support is available at the point of need to all referred to the Full Circle service at St. George's Hospital.

Public benefit

The trustees, as required by section 4 of the Charities Act 2006, have paid due regard to the Charity Commission's guidance on providing public benefit when reviewing the Charity's aims and objectives in deciding what activities the Charity should undertake and how the donations made have advanced the objects of the Charity.

FULL CIRCLE FUND THERAPIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30 APRIL 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

It is with great pride that the Charity continued its main function: to deliver highly skilled therapists and know-how to increase support, coping, resilience and wellbeing for very sick patients with major, life limiting conditions. For our patients, the anxieties and distress around Covid-19 have added significantly to already heightened anxieties of living with and receiving complex treatments for a life-threatening condition.

For the first 10 and a half months of the year (1 May to 11 March 2020) and prior to the WHO declaring Covid-19 a global pandemic, the charity provided a total of 2148 treatments for life-limited children, adults and their carers at our primary Hospital site (St George's NHS Foundation Trust) and our second NHS Hospital Site (The Royal Sussex, Brighton and Sussex University Hospital).

At St George's this represented an increase of 19.5% in the number of treatments compared with the same period in 2019. At Brighton, the uptake and support for the service also went from strength to strength in its first full year with 873 number of treatments being delivered. Trustees are delighted to report that on the anniversary of this pilot project's first year the Trustees of The Sussex Cancer Fund agreed to continue the funding of our advanced Full Circle practitioner.

Delivering Differently: postCovid-19

As the pandemic was declared, hospital wards closed to protect vulnerable patients. The majority of our patients are immune-compromised and the withdrawal of an 'in-person' service was mutually agreed to ensure protection of our extremely vulnerable patient groups at both the Charity's NHS hospital sites.

As a small charity we have the benefit of being nimble, agile and entrepreneurial in our response and immediately began to develop and re-deploy our service to an online resource known as Full Circle's 'Wellbeing Hub' and designed to be freely accessed via the charity's website: www.fullcirclefund.org.uk/wellbeing-hub. The aim is to provide a trusted, expert-led continuity of support for our patients as well as our NHS colleagues, many of whom are on the frontline.

In the first wave, content was invited, curated and delivered by three of Full Circle's advanced practitioners in (1) Mindfulness to reduce anxiety and improve sleep, (2) Chair based yoga techniques to improve mobility and lung health and reduce anxiety (3) Self-care techniques to improve mobility and reduce anxiety.

Within its first month an average of 57.79% of traffic was tracked to the new Wellbeing Hub, of which Mindfulness and Breath-Focused techniques were the most frequently visited. The charity is committed to updating resources regularly and disseminated to over four hundred of our medical, nursing and psychology colleagues as well as patients and their carers through the Charity's GDPR compliant mailing list. Dissemination is in addition to the usual social media channels.

In addition to the online resource and dissemination pathways outlined above, the charity developed and established 'first wave' pathways to be ready to receive referrals for one-to-one telephone consultations and treatments for life-limited blood cancer in-patients undergoing bone marrow transplant or high dose chemotherapy. This adaptation of our service was requested by and

developed at the urgent request of the blood cancer patients' clinician. It includes guided relaxation and visualisation techniques and distant reiki aimed at reducing the potentially devastating impact of covid-19, distress and anxiety for patients already highly distressed with advanced cancer, enduring months of intensive chemotherapy in a sealed isolation room and unable to receive any family visits due to the risks associated with covid-19 on fully immune-compromised patients. The lead clinician voiced significant concern about the mental wellbeing and resilience of her patients and asked for the charity to develop a solution for this patient group's mental wellbeing. This was prioritised and developed by the Charity in consultation with clinical leads from two NHS Hospital sites and is closely co-ordinated by the Charity's Clinical Team Lead and Full Circle Lead Practitioners.

As we move through 2020-2021 and beyond, we are committed to finding new, innovative and responsive ways of supporting patients and their NHS carers as the charity has a proven track record in this 'twin-approach' to compassionate resilience based care in the medical environment. The charity is at the front end of actively contributing to, developing, and, pioneering evidence-based approaches to support the wellbeing and resilience of extremely sick patients during a pandemic. Part of our plan includes partnering with internationally acclaimed 'Thought Leaders' in Wellbeing and Resilience. The charity's Wellbeing Hub will remain responsive and relevant to the needs of our patients and NHS colleagues, to ensure it remains a trusted resource for our many extremely vulnerable patient groups who remain shielded for the foreseeable future, as well as a resource for our NHS colleagues too, who are expected to cope with the arduous circumstances as winter and a second pandemic wave is anticipated. Supporting the wellbeing and resilience of those who care for our patients has always been a focus for Full Circle since its inception, and this will continue to be a priority focus for our charity in the coming years.

The Charity received income of £66,614 this year. The overall income was higher in the financial year to April 2020 than in the previous year.

The Charity has continued its focus on the development of pioneering projects to address areas of significant unmet need – in areas where medicine cannot address the patients' need or quality of life. The importance of our work has been brought into sharp focus because of Covid-19. The Charity's work continues– as we believe it should be - to be directed by patient need and in full collaboration with clinicians and senior nurses. Most of our projects remain the first of their kind in the UK.

The Charity holds a leading position nationally in the evidence-based work it provides and continues to build on its position as an 'expert clinical provider'. In addition to recently presenting its work to the All-Party Parliamentary Group for Integrated Healthcare, the charity's CEO and Founder Suzanne Ruggles was a key-note speaker at the National Conference for the Federation of Holistic Therapists, and led a multi-award winning team of practitioners at the British Association for Surgical Oncologists International conference following which, all five abstracts submitted were accepted for publication in the prestigious European Journal of Surgical Oncology.

FULL CIRCLE FUND THERAPIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30 APRIL 2020

Trustees were delighted to welcome one new Trustee to the board in early 2020.

Barbara Brennan is a passionate advocate for the resilience and wellbeing of children and adults in healthcare. A speaker, writer and campaigner, Barbara has held Directorial posts in Integrated Commissioning leading on children's and adult mental health in one of the largest public sector areas in the country. She is a previous Chief Executive of Young Minds UK. At the Department of Health, and the Department of Children, Schools and Families, she was responsible for patient and young people's participation in healthcare and education. Alongside these positions, Barbara contributed to Research, Policy and Fundraising as a Trustee at the medical charity Asthma UK, where she chaired the Nominations and Governance Committee over several years. As a charity we are delighted to welcome Barbara to the Board of Trustees.

Additionally, Trustees were delighted to welcome two clinical experts to the Charity's Honorary Board of Directors:

Dr Afsana Elanko, Hon. Education and Strategic Director. Dr Elanko is a medical graduate and past President of the Royal Society of Medicine Trainees and Vice President of British Association of Surgical Oncologists Trainees at the Royal College of Surgeons. She has held various Leadership roles where she has been instrumental in developing, implementation and delivery of national and international projects, and has chaired various National medical teaching programmes. She is an inspirational leader, innovator and reviewer. In 2019, she was named recipient of the Zenith Global Healthcare Award for her outstanding work in the field of medical education.

Sebastian Elanko joins the charity as Hon. Research Education Lead. Sebastian trained as a pharmacist and research educator for Allied Health professionals at University level. His contribution will focus on practical research skills education for the Full Circle Therapies team.

Trustees feel that the Charity is exceptionally well placed to provide the level of support and 'evidence of need', that patients of all ages with life limiting or life-threatening conditions are facing during a pandemic of this current scale. As a charity we are committed to ensuring the vital need for our work is met. To achieve this, we will continue to deliver and innovate approaches which are desperately needed in collaboration with modern healthcare for both patients and those that care for them. Now more than ever the Full Circle model – an exemplar of compassionate, holistic, evidence-based care, which is wholly focused on the wellbeing and resilience of those that it supports - has never been more needed.

Approved by order of the board of trustees and signed on its behalf by:

T L Di Lorenzo - Treasurer and Trustee

24 July 2020

FULL CIRCLE FUND THERAPIES

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts for the year ended 30 April 2020 set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S B Chicksand, F.C.A
Chicksand Gordon Avis Ltd
12 Northfields Prospect
Putney Bridge Road
London
SW18 1PE

Date: 24 July 2020

FULL CIRCLE FUND THERAPIES

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		37,707	22,943	60,650	34,776
Activities for generating funds		5,964	-	5,964	16,894
Total incoming resources		<u>43,671</u>	<u>22,943</u>	<u>66,614</u>	<u>51,670</u>
RESOURCES EXPENDED					
Cost of generating funds					
Fundraising		804	-	804	2,741
Charitable activities					
Therapists		24,185	13,925	38,110	39,747
Governance costs		17,002	-	17,002	30,127
Other resources expended		10,145	-	10,145	20,486
Total resources expended		<u>52,136</u>	<u>13,925</u>	<u>66,061</u>	<u>93,101</u>
NET INCOMING RESOURCES	2	(8,465)	9,018	553	(41,431)
Total funds brought forward		44,826	-	44,826	86,257
TOTAL FUNDS CARRIED FORWARD		<u>36,361</u>	<u>9,018</u>	<u>45,379</u>	<u>44,826</u>

FULL CIRCLE FUND THERAPIES

BALANCE SHEET AS AT 30 APRIL 2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Intangible assets	3	-	-
Tangible assets	4	-	-
		<u>-</u>	<u>-</u>
CURRENT ASSETS			
Cash at bank and in hand		47,970	55,737
CREDITORS			
Amounts falling due within one year		(2,591)	(10,911)
		<u>45,379</u>	<u>44,826</u>
NET CURRENT ASSETS			
		<u>45,379</u>	<u>44,826</u>
NET ASSETS			
		<u>45,379</u>	<u>44,826</u>
FUNDS			
Unrestricted funds	5	36,361	44,826
Restricted funds	5	9,018	-
		<u>45,379</u>	<u>44,826</u>
TOTAL FUNDS			
		<u>45,379</u>	<u>44,826</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 24 July 2020 and were signed on its behalf by:

S Ruggles - Trustee
T Di Lorenzo - Treas. / Trustee

FULL CIRCLE FUND THERAPIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2020

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost over its expected useful life, as follows:

Computer Software 33.33% straight-line

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor/provider of funding or when funds are raised for particular restricted purposes.

2. NET INCOMING RESOURCES

This is stated after charging:

	2020	2019
	£	£
Trustees remuneration	16,042	29,167

3. INTANGIBLE FIXED ASSETS

Trade mark:

£

Cost

At 1 May 2019 and 30 April 2020

9,868

Amortisation

At 1 May 2019 and 30 April 2020

9,868

Net book value

At 1 May 2019 and 30 April 2020

-

FULL CIRCLE FUND THERAPIES

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2020**

4. TANGIBLE FIXED ASSETS

Equipment:

	£
Cost	
At 1 May 2019 and 30 April 2020	<u>1,683</u>
Depreciation	
At 1 May 2019 and 30 April 2020	<u>1,683</u>
Net book value	
At 1 May 2019 and 30 April 2020	<u>-</u>

5. MOVEMENT IN FUNDS

	2020 £	2019 £
Unrestricted funds		
Brought forward	44,826	86,257
Net (outgoing) resources for the year	(8,465)	(41,431)
	<u>36,361</u>	<u>44,826</u>
Carried forward		
Restricted funds		
Brought forward	-	-
Net incoming resources for the year	9,018	-
	<u>9,018</u>	<u>-</u>
Carried forward		

6. RELATED PARTY DISCLOSURES

During the year trustee' s salaries amounting to £16,042 were paid to S A Ruggles, as executive officer.

During the year the following trustees were paid fees:

- T L DI Lorenzo - £6,506 as therapist
- N Sharma - £11,366 as administrator

FULL CIRCLE FUND THERAPIES

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2020

	2020 £	2019 £
INCOMING RESOURCES		
Charitable trusts	10,000	24,715
Corporate support	-	-
Fundraising events	5,964	16,894
Bequests	-	-
Other donations	50,650	10,061
Total incoming resources	<u>66,614</u>	<u>51,670</u>
RESOURCES EXPENDED		
Administration and fundraising	804	2,741
Therapists	38,110	39,747
Trustees salaries	16,042	29,167
Social security costs	1,618	3,188
Consultancy	3,450	11,270
Accountancy / independent examiner	960	960
Bank charges	840	815
Computer running costs	911	389
Motor and travel	-	25
Printing, postage and stationery	288	388
Sundry expenses	255	532
Public relations	1,750	2,031
Insurance	767	782
Telephone	78	76
Legal and professional	188	990
Total resources expended	<u>66,061</u>	<u>93,101</u>
NET INCOMING RESOURCES	<u>553</u>	<u>41,431</u>