

## Record of the Penguins Against Cancer Trustees meeting held on 6 Dec 20 via Zoom, commencing at 1000 hrs

Item (a)	Description (b)	Action (c)
1	<b>Attendees:</b> P Gush, G Thomason, A Mistlin, C Small, S Hughes, DP Johnstone, D Littlejohns, C A Beardmore, C E Beardmore.	<b>All to note</b>
2	<b>Apologies for absence:</b> L Aaron, A Schaub, B Scholefield	<b>All to note</b>
3	<b>Matters Arising – All Items are covered elsewhere in the agenda or under AOB</b>	<b>All to note</b>
4	<b>Financial Position:</b> Treasurer’s report (attached) dated December 2020 was circulated in advance and was unanimously endorsed at the meeting. The meeting also unanimously endorsed that Mr Kim Swain, accountant, be formally engaged to inspect the PAC accounts, as he has done in previous years. A vote of Thanks was offered to Caroline Small for her continuing outstanding performance as PAC Treasurer. It was noted that Anita Combes has been replaced as a PAC account signatory by Alex Schaub.	<b>Treasurer</b>  <b>All to Note</b>
5	<b>Recent PAC activities:</b> The COVID-19 pandemic has curtailed much activity and has caused cancellation of: <ul style="list-style-type: none"> <li>• 2020 Penguins v Present (Scanlan Cup) match and dinner</li> <li>• 2020 Jersey Veterans Rugby Tournament.</li> <li>• 2020 PAC Golf Day and Pilates Day</li> <li>• 2020 Coast to Coast cycle challenge</li> </ul> The Fergus Cup match took place in February and saw another decisive Penguin XV victory against a spirited student side. Numerous Penguins, particularly the Gush family, David and Ginni Littlejohns, Pete Davis and family and Alex Schaub took part in the ‘2.6 Challenge’ [in place of the cancelled London Marathon] and raised nearly £2000 for PAC – further detail is on the PAC website <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a>	<b>All to note</b>
6	<b>Future Proposed activities:</b> <ul style="list-style-type: none"> <li>• Fergus Cup rugby match [Penguins v Freshers] in Feb 21 - <b>TBC</b></li> <li>• Scanlan Cup rugby match [Penguins v Present] in Apr 21 - <b>TBC</b></li> <li>• Guy’s Hospital to Portsmouth Cycle challenge – 30 May 21</li> <li>• King Alfred’s Way Cycle challenge – Jun 21</li> <li>• PAC Golf Day – Jun 21</li> </ul> [More detail under Future Events is on the PAC website <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a> ]	<b>All to note</b>
7	<b>Fergus Fund:</b> The Fergus Fund Research Bursary was awarded to Dr Sally George who is undertaking research into Genetic Targeting of Neuroblastoma, via the ICR [more detail under Fergus Fund on the PAC website <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a> Simon Hughes will scope nominations for the next award in the New Year noting that much research activity is currently suspended due to COVID-19 restrictions.	<b>All to Note</b>  <b>S Hughes</b>
8	<b>Recent PAC Grants Made:</b> <ul style="list-style-type: none"> <li>• Nov 20 - £3000 to St Peter and St James Hospice, Sussex</li> <li>• Nov 20 - £3000 to The Urology Foundation</li> </ul> Further detail is on the PAC website <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a>	<b>All to Note</b>

9	<p><b>Future proposed grants:</b> David Littlejohns proposed a grant of £3,000 in support of Myeloma UK, in honour of his friend who is currently receiving treatment. This was agreed unanimously. Appropriate letter to be drafted and sent with cheque.</p>	<p><b>Webmaster / President</b></p>
10	<p><b>Confirmation of previously elected Trustees [to serve for 4 year term (2 further years) proposed for annual re-election at PAC AGM]: All Trustees agreed to stand for re-election. There were no other nominations made</b>  President C E Beardmore  Vice President P Gush  Treasurer C Small  Secretary A Schaub  Assistant Sec DP Johnstone  Webmaster D Littlejohns  Social Sec C Gush  T Gibson  C Howell  A Mistlin  C A Beardmore  G Thomason  L Aaron  P Davis  B Thorpe  <b>Trustees with specific responsibility for the Fergus Scholefield Cancer Research Fund</b>  Lead Trustee S Hughes  B Scholefield  B Challacombe  I Abbs</p>	<p><b>All to Note</b></p>
11	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Paul Gillam, who designed the PAC logo, has offered to support PAC with some of the proceeds of a COVID cartoon book he has created. David Littlejohns agreed to confirm how this may best be achieved</li> <li>• Paul Johnston suggested that PAC members may be invited to consider increasing their subscriptions noting the loss of income to PAC due to COVID-19 restrictions. It was agreed that this issue required sensitive handling as many PAC members are already extremely generous with their support</li> </ul>	<p><b>Webmaster</b></p> <p><b>President / Webmaster</b></p>

**Signed as accurate:**

**G Thomason**

**S Hughes**

**P Gush**

**Treasurers Report December 2020**

**Accounts for 6<sup>th</sup> April 2019 – 5<sup>th</sup> April 2020**

**Income**

During this year PAC has received an income of £25,540. We have continued to raise money through regular donations and fundraising events. However, our income has decreased considerably over this 12-month period. (Last year our income was £40,395.10).

<b>Income 12 months</b>	<b>£25,540.18</b>
Charitable donations to good Causes	£40,900.00
Operating costs expenditure	£0.00
Cash at Bank 06/04/2019	£25,791.89
Bank Balance at 05/04/2020	£10,432.07
Discrepancy (unaccounted Profit YTD )	£0.00

This year we have seen a decrease in our income of £14,855 and this can be attributed to two main differences. Firstly, we received a very sizable donation from RAG week (last year we received £8,919 from Kings College London). Secondly, I had put a large historic gift aid claim into the HMRC for 4 tax years (£5,085) but this was a one off claim. I am planning on submitting another gift aid claim to the HMRC for the last tax year but this will not be as significant.

We have had other notable donations during the period which are detailed in the accounts. see table below:

12 Month income	Sum
Golf	£ 4,630.00
Kings College London	£ 3,911.45
Mr Charles Beardmore (Annual Dinner)	£ 1,000.00
OTHER	£ 10,506.06
Virgin money giving	£ 5,492.67
<b>Grand Total</b>	<b>£ 25,540.18</b>

In this accounting period we received £5,492.67 via the online Virgin money donation route (approximately 21.5% of our income). We are however seeing an increase in the number of regular donations given via Virgin enabling the gift

aid to be claimed quickly and efficiently on each donation. Please let me know if anyone want to set up a giving page and I will set this up as it is easy and an excellent way to attract donations.

Virgin does charge a fee for this service which is fully detailed on the PAC website. The total charges during this period were £73.01. This breaks down to £40.35 for card processing fees and £32.66 for Virgin transaction fees.

Breakdown of Virgin Giving transactions	Sum of net amount	Sum of gift aid amount	Sum of total deductions	Gross
Donation to campaign	£ 287.67	£ 52.50	£ 2.33	£ 290.00
Donation to charity	£ 770.25	£ 112.50	£ 11.75	£ 782.00
Guy's Hospital Rugby Club November	£ 318.61	£ 71.00	£ 3.39	£ 322.00
Head shave and cake sale	£ 94.16	£ 15.00	£ 0.84	£ 95.00
LEJOG 2019	£ 1,843.97	£ 392.50	£ 11.03	£ 1,855.00
Manchester Marathon	£ 181.40	£ 37.50	£ 3.60	£ 185.00
Regular Donation	£ 951.93	£ 230.25	£ 40.07	£ 992.00
(blank)				
<b>Grand Total</b>	<b>£ 4,447.99</b>	<b>£ 911.25</b>	<b>£ 73.01</b>	<b>£ 4,521.00</b>

### Donations

During is accounting period we have made a total of £40,900 a significant increase from the previous year of £18,000 in donations to support the objectives of the charity and these are detailed below:

12 month expenditure	sum
Breast cancer Now	£ 11,900.00
Fair Haven's Hospice, Southend	£ 3,000.00
Frimley Park Hospital	£ 4,000.00
Guy's Hospital Cancer Centre (Fergus Fund)	£ 5,000.00
Lady Mc Adden Breast Screening Trust	£ 3,000.00
Lymphoma Action	£ 4,000.00
Princes Alice Hospice	£ 5,000.00
St Christopher's Hospice	£ 5,000.00
<b>Grand Total</b>	<b>£ 40,900.00</b>

The increase in the amount of donations made reflects the increase in the income last year. We continue to support the Fergus Fund as discussed at the last trustees meeting.

I have attached the accounts in an excel spread sheet and am happy to answer any questions. Once the accounts are approved at the AGM I will pass them to be audited by an Independent Examiner and then will be submitted to the Charities Commission.

PAC Treasurer

Dr Caroline Small, 4<sup>th</sup> December 2020.