

Company number 05917877

**THE EMMA MALTBY  
MEMORIAL FUND**

for the year ending  
31st March 2012

( Registered charity number 1116414)

Adrian Ball  
130 High Street  
Boston Spa  
Wetherby  
West Yorkshire  
LS23 6BW

Dear Reader,

Emma Maltby (nee Rawson ) contracted Ewing's Sarcoma, a rare type of cancer usually found in younger adults. She died on 14<sup>th</sup> May 2003 aged 38, a month before her birthday.

To honour both Emma and her father's memory (who also died of cancer), the Fund which has been set up by her family, is working to achieve lasting benefits for children and teenage cancer patients in Yorkshire, with strong emphasis on providing learning opportunities. Education is an area which is rarely addressed, due to a shortage of funds from the NHS.

Therefore, in an attempt to redress the balance, the Fund has provided the Teenage Cancer Trust unit at St James's University hospital in Leeds with a Learning Mentor for the last seven years. The Mentor's role has proved to be very successful and as an increasing number of patients are benefiting from the service, in February 2007 the Fund expanded its service and appointed their second Mentor based on the Children's Wing at St James's University Hospital. Educational support is now given to patients from the ages of 5 to 25.

As well as funding two salaries the Fund also provides bursaries to those patients wishing to further their education at college or university once they have made a full recovery from their illness. Often, the Fund is asked to make a further contribution towards the cost of resources required at the first stage of the course.

Due to the Mentor's position being new to St James's it has meant that a resource bank was required to support the patient's learning. Our commitment to this project is ongoing.

We are very fortunate to have an increasing number of supporters for The Emma Maltby Memorial Fund, constantly helping us to raise our income and our profile not just in Yorkshire but all over the United Kingdom. This support is vital. Please write to Jane Stevens, The Emma Maltby Memorial Fund, Greenthwaite, Chantry Green, Main Street, Upper Poppleton, York YO26 6DL, email [Janestevens@tiscali.co.uk](mailto:Janestevens@tiscali.co.uk) or call 01904 270785.

You can visit our website at [www.emmf.org](http://www.emmf.org)

Thank you for taking the time to read this letter.

Yours sincerely

Jane Stevens  
Fundraising Manager and Emma's sister

# **The Emma Maltby Memorial Fund**

## **The Emma Maltby Memorial Fund**

The Fund is now into its ninth year and in total has raised circa £900.000. The local support we have had from businesses, charitable trusts and individuals has been very gratifying and we continue to fund two Learning Mentors at St James's Hospital, Leeds as well as offering bursaries to recovering patients.

Our aims going into the future are to continue funding the Learning Mentors at St James's. We have over the last few years attempted to fund further Learning Mentors in other parts of the country and in particular a Learning Mentor at the Christie Hospital in Manchester. Unfortunately due to the bureaucracy of the NHS and their funding limitations we have not been able to do this and given the current financial climate our aim now is to consolidate our financial position to ensure the funding at St James's continues for many years to come. For young people to be able to continue their education while undergoing treatment for cancer should be a high priority and it is our aim to provide this.

**Patron:** Ingrid Roscoe, Lord Lieutenant of West Yorkshire, Tina Gelder, TV Presenter on Calendar News.

**Trustees:** Wendy Morrell, Jane Stevens, Paul Stevens, Duncan Chapman

**Bankers:** Barclays, Harrogate

**Solicitors:** Wrigleys, Leeds

**Accountant:** Adrian Ball, 130 High Street, Boston Spa, Wetherby LS23 6BW

## Directors' Report

The Directors are pleased to report another successful year for the Fund with the role of the Learning Mentor expanding further and its success now being copied elsewhere. Financially, however, this has been a difficult year with the continued global economic situation taking its toll. The income generated by the Fund fell year on year although the annual expenditure was also lower.

We have maintained the two Learning Mentors with the Mentor for teenagers and young adults being Karen Thomas with Barbara Howarth working with children aged 5 – 12. While both Mentors support the children and young people on Ward 77 which is the bone marrow unit.

The post of the Learning Mentor at Leeds General Infirmary is an ongoing commitment. Originally, we started out with a Learning Mentor who worked 26 hours per week. In the third year of the Fund we were able to increase the Mentor's hours to 37 hours per week. We soon experienced the positive impact the Learning Mentor was having on teenage cancer patients and realising one Mentor was not enough we funded an additional Learning Mentor in 2007 to work with the under-13 cancer patients in the children's cancer unit at Leeds General Infirmary. The following year, St James's opened a new Cancer Centre, and a second Teenage Cancer Trust Unit forms part of this building. The new Unit specifically cares for the older age group, 17 -25 year olds. Karen is now based on both of these Teenage Cancer Units, allowing Barbara to care for the younger age group. Many of the cancer patients at both Leeds General Infirmary and St James's Hospital make full recovery from their illness and the Fund offers one off grants to those who wish to continue with their studies on completion of their treatment. Over the eight years the Fund has given around 25 bursaries ranging from £250 - £500.

Our First Learning Mentor, Simon Pini, continues to be associated with the Fund. Simon resigned in November 2009 and took a sabbatical as a research assistant working on projects to improve the overall care of adult cancer patients on a Psycho-Social Research Group based at St James's Hospital. He is now undertaking a PhD in research of teenage cancer patients and the role of the Learning Mentor in hospitals.

Although this was another challenging twelve months it has been another successful year for the charity and we remain well positioned going forward. We retain healthy reserves and the funding of the Learning Mentors is in place for at least the next three years.

**Income:** Our income from charitable trusts remains the second most important area after third party events. We must, however, consider that the income generated by charitable trusts themselves is probably falling and this may limit the amount they themselves can donate.

**Third Party Events:** The amount of funds raised was similar to the previous year although it was good to see the number of events increase. It remains one of the most important areas of fundraising and we would like to thank all of the volunteers for their support and look forward to working with them again. We would especially like to thank our fellow "three peakers" who helped raise nearly £20,000 climbing the highest peaks in Scotland, England and Wales all within 24 hours.

**Funding of Learning Mentors:** The cost of funding the Learning Mentors stands at £42,348 per annum. The Trustees' feel that with the reserves in place the Fund is in a position to continue to fund two Learning Mentors for at least the next three years.

**Expenditure:** With the growth of the Fund, there has over the years also been a growth in expenditure, this is something that must be kept in check and over the last twelve months expenditure actually fell.

**Bursaries and TCT Projects:** The provision of bursaries is one area where the Trustees feel that an increase can be achieved to assist patients in continuing their education.

**Website:** We continue to develop the website as it is an aid to the Fund and going forward should help to bring in further revenues.

**Goals for 2012/2013:** If the Fund is to continue to be successful there are a number of matters that need to be addressed in the coming year.

- The IT system needs to be maintained so that it continues to assist the Fund rather than hold it back. This can be seen through the development of the website making it easier to donate on-line.
- Collection Boxes are now in use and have been distributed to local shops and businesses. This increases our visibility as well as raising funds, but there is scope to increase the number of retail outlets where they are displayed.
- To maintain a close control over expenditure due to the current economic climate.
- To increase our visibility with businesses in the Leeds area and increase the amount of funding that can be achieved from the business community as a whole.
- Teenage Cancer Trust (TCT): Closer links to the TCT in order to establish where the Fund may be able to assist going forward.

**THE EMMA MALTBY MEMORIAL FUND**

**BALANCE SHEET**

**31 March 2012**

	<b>31 March 2012</b>	<b>31 March 2011</b>
	£	£
<b>CURRENT ASSETS:</b>		
Managed Investments	187844	202347
Cash at Bank	<u>9099</u>	<u>3597</u>
	<b>196943</b>	205944
<b>CURRENT LIABILITIES:</b>		
Sundry creditors & Accruals	<b>(525)</b>	(525)
	<u>196418</u>	<u>205419</u>
<b>FINANCED BY:</b>		
<b>CAPITAL ACCOUNT</b>		
Balance carried forward	<u>196418</u>	<u>205419</u>

For the year ended 31 March 2012 the company was entitled to exemption from audit under under Section 477(2) of the companies Act 2006.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibility for:

- 1) ensuring that the company keeps accounting records which comply with Section 386; and
- 2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

\_\_\_\_\_  
J Stevens

Trustees

\_\_\_\_\_  
P Stevens

## THE EMMA MALTBY MEMORIAL FUND

### Statement of Financial Activities for the year ended 31 March 2012

	Year ended 31 March 2012		Year ended 31 March 2011	
	£	£	£	£
<b>Income:</b>				
Donations from Charitable Trusts	16522		28650	
Midsummer Ball	0		23021	
Third Party Events	31236		10895	
Gift Aid	0		1113	
Business Donations	300		1300	
Personal Donations	3717		3123	
Christmas Card Sales	0		0	
Charity Calender	744		4497	
Cookbook sales	929		338	
		<b>53448</b>		72937
Less:				
Cost of Midsummer Ball	0		15549	
Christmas Cards	11		0	
		<b>11</b>		15549
<b>GROSS PROFIT</b>		<b>53437</b>		<b>57388</b>
<b>Other Income:</b>				
Bank Interest	0		1	
Investment Income	4133		5612	
		<b>4133</b>		5613
		<b>57570</b>		<b>63001</b>
<b>Expenditure:</b>				
Printing	1722		386	
Bursaries and TCT Projects	2262		7646	
Salary of Fundraising Manager	18217		18043	
Telephone & IT	1695		1384	
Cost of Other Events	2953		1376	
Stationery	345		89	
Just Giving	216		211	
Accountancy	525		525	
Sundry Costs	1513		1064	
Travel	417		35	
Postage	331		300	
Office Furniture	738		0	
Insurance	83		0	
Bank charges & Interest	70		0	
Investment Management Fees	1765		1483	
		<b>32852</b>		32542
Carried forward		<b>24718</b>		30459

**THE EMMA MALTBY MEMORIAL FUND**

**Statement of Financial Activities  
for the year ended 31 March 2012**

	Year ended 31 March 2012		Year ended 31 March 2011	
	£	£	£	£
Brought Forward		<b>24718</b>		30459
Increase in value of Investments		<b>8629</b>		5013
		<hr/> <b>33347</b>		<hr/> 35472
Accumulated Funds Brought Forward		<b>205419</b>		213890
		<hr/> <b>238766</b>		<hr/> 249362
<b>Distribution of Funds:</b>				
Funding of Learning Mentor's	<b>42348</b>		42348	
Charitable Donations	<u>0</u>		<u>1595</u>	
		<b>42348</b>		43943
Accumulated Funds carried forward		<hr/> <b>196418</b>		<hr/> 205419



**THE EMMA MALTBY MEMORIAL FUND**

**for the year ended 31 March 2012**

Accountant's Report

In accordance with instructions given to me, I have prepared without carrying out an audit the annexed Financial Statements from the accounting records of the Emma Maltby Memorial fund and from information and explanations supplied to me.

Adrian Ball A.C.A  
Chartered Accountant  
130 High Street  
Boston Spa  
Wetherby  
LS23 6BW

**THE EMMA MALTBY MEMORIAL FUND**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2012**

**ACCOUNTING POLICIES**

**Accounting Convention**

The Financial Statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities.

**Tangible Fixed Assets**

The Fund has no Tangible Fixed Assets.

**Trustees Expenses**

In order to keep costs down the Trustees have not claimed any expenses over the last year.

**Sundry Creditors and accruals**

Sundry creditors and accruals consist of accountancy fees.