

Company number 05917877

**THE EMMA MALTBY  
MEMORIAL FUND**  
for the year ending  
31st March 2009

( 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 five years. The Mentor's role has proved to be so 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 21.

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, 98 High Street, Boston Spa West Yorkshire LS23 6DR, email [Janestevens@tiscali.co.uk](mailto:Janestevens@tiscali.co.uk) or call 01937 845268.

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

### Statement of Financial Activities for the year ended 31 March 2009

	Year ended 31 March 2009		Year ended 31 March 2008	
	£	£	£	£
<b>Income:</b>				
Donations from Charitable Trusts	7356		29139	
Midsummer Ball	50340		48475	
Third Party Events	29580		12077	
Gift Aid	1070		10797	
Business Donations	1875		1500	
Personal Donations	2695		1103	
Christmas Card Sales	638		353	
		<u>93554</u>		103444
Less:				
Cost of Midsummer Ball	32863		37528	
Christmas Cards	242		200	
		<u>33105</u>		37728
<b>GROSS PROFIT</b>		<u>60449</u>		<u>65716</u>
<b>Other Income:</b>				
Bank Interest	952		4069	
Investment Income	5866		5257	
		<u>6818</u>		9326
		<u>67267</u>		<u>56390</u>
<b>Expenditure:</b>				
Printing	7709		2578	
Bursaries and TCT Projects	2033		2396	
Salary of Fundraising Manager	15981		12445	
IT	3142		1295	
Cost of Other Events	1687		2100	
Stationery	535		597	
Just Giving	210		70	
Accountancy	500		500	
Sundry Costs	1644		849	
Travel	158		655	
Postage	151		0	
Bank charges & Interest	36		8	
Investment Management Fees	1048		466	
		<u>34834</u>		23959
		<u>32433</u>		<u>32431</u>
Reduction in value of investments		(41216)		(5222)
<b>carried forward</b>		<u>(8783)</u>		<u>27209</u>

## THE EMMA MALTBY MEMORIAL FUND

### Statement of Financial Activities for the year ended 31 March 2009

	Year ended 31 March 2009		Year ended 31 March 2008	
	£	£	£	£
Brought Forward		(8783)		45861
Accumulated Funds Brought Forward		250343		246830
		<u>241560</u>		<u>292691</u>
<b>Distribution of Funds:</b>				
Funding of Learning Mentors	42348		42348	
Charitable Donations	<u>0</u>		<u>0</u>	
		42348		42348
Accumulated Funds carried forward		<u>199212</u>		<u>250343</u>

**THE EMMA MALTBY MEMORIAL FUND**

**BALANCE SHEET**

**31 March 2009**

	<b>31 March 2009</b>	<b>31 March 2008</b>
	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS:</b>		
Managed Investments	<b>163172</b>	198880
Cash at Bank	<u>36540</u>	<u>51963</u>
	<b>199712</b>	250843
<b>CURRENT LIABILITIES:</b>		
Sundry creditors & Accruals	<b>(500)</b>	(500)
	<u>199212</u>	<u>250343</u>
<b>FINANCED BY:</b>		
<b>CAPITAL ACCOUNT</b>		
Balance carried forward	<u>199212</u>	<u>250343</u>

For the year ended 31 March 2009, the company was entitled to exemption under section 249a(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the period in question in accordance with Section 249b(2).

The trustees acknowledge their responsibility for:

- 1) Ensuring the company keeps accounting records which comply with section 221 and
- 2) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial period in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts so far as applicable to the company.

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Trustees

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# **The Emma Maltby Memorial Fund**

## **The Emma Maltby Memorial Fund**

The Fund is now into its sixth year and in total has raised £800,000. The local support we have had from businesses, charitable trusts and individuals has been very gratifying and has allowed us to fund another Learning Mentor at St James's Hospital, Leeds earlier than expected. The two posts have proved tremendously successful, so much so, that Education Leeds now also funds its own Learning Mentor at St James's.

Our aims going into the future are to continue funding the Learning Mentors at St James's, but also to be in a position to fund further Learning Mentors in other parts of the country. With this in mind, we hope to fund a part-time Learning Mentor at the University College Hospital in London during the second half of 2010.

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

## **Trustees' Report**

The Trustees 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.

Since the end of the financial year there have been some changes to the personnel of the Learning Mentors. Zuzana Panuskova returned from maternity leave to the position of Mentor for the 5-13 year age group. Lizzie Hackett, the Mentor for the 13 to 25 year age group, resigned in October 2009 to travel abroad with Bethany Ryder replacing Lizzie, starting in February 2010. Bethany is a BA graduate in German and Italian and has recently worked as a volunteer for the Salvation Army as a Project Leader for pupils with behavioural problems. Bethany has also assisted with an Inclusion Project at Wetherby High School and instigated a

new curriculum for pupils in need of learning and pastoral support.

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. Simon has this to say about his future:

'Although I am leaving the post I will still be involved in this area. With the support of the EMMF and the University of Leeds I am due to begin a PhD in November 2009, where I will look to provide some research evidence of the experiences of teenage cancer patients attempting to continue their education during treatment. There is very little research into this specific topic and I hope that by doing this project we can move forward the level of support in this area.'

The 2008 Midsummer Ball was again a great success with around 400 guests attending with the Ball being the most profitable thus far. The decision was taken to have a year off in 2009 while plans for the 2010 Ball are well under way.

The past twelve months have been another successful year for the charity and we remain well positioned going forward. However, it is fair to say that it was the Fund's most difficult year with the current economic climate resulting in Charitable Trusts in particular seeing their outgoing donations decline as their own income reduced. With the financial climate still in some turmoil, the next twelve months may also prove challenging. It is because of this scenario that we retain healthy reserves and the funding of the Learning Mentors is in place for the next three years.

As our profile nationwide increases we are consistently being approached by organisations for either funding or the provision of Learning Mentors. It would be very easy to agree to these requests and we only wish we could but there has to be balance between our current funding needs and reserves to ensure we are in a strong financial position going forward. Having said that, we feel we have sufficient reserves to support a Learning Mentor at University College Hospital London on a part-time basis. This will inevitably move the charity forward to a national status while widening the level of support.

**Income:** Our income from charitable trusts was reduced this year due to the current financial climate but remains an important area going forward.

**The Emma Maltby Midsummer Ball:** The summer of 2008 saw the fifth Midsummer Ball which again proved an outstanding success and thanks must go to the committee. It is very hard work organising such a large event but does provide a good source of income and as important is a very good public relations project.

**Third Party Events:** This was our most successful area of fundraising this year with a big increase in the number of events and also more importantly the income generated. We would like to thank all of the volunteers for their support and look forward to working with them again and in particular Helen Medd and Helen Chapman for the successful launch of the

“Naughty But Nice” cookbook and we look forward to continued sales.

**Gift Aid:** Donors are encouraged to complete a Gift Aid Form to increase the value of their donations by 25%.

**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 with the scope to fund a third position in London.

**Expenditure:** With the growth of the Fund, there has also been a growth in expenditure, although this has been kept in check.

**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 have developed a new website over the year and although this was at a cost to the Fund it will aid the Fund going forward and bring in further revenues.

**Gap:** We are pleased to announce that from October 2009 we have been chosen as the Charity of the year for the GAP stores in Harrogate.

**Goals for 2009/2010:** 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 new website.
- 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 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.
- Payroll Giving: This is an area which has not been developed, but could be important for the Fund going forwards.
- Legacy Programme: As with payroll giving this is an area which needs to be investigated.
- Closer links to the TCT in order to establish where the Fund may be able to assist going forward in the provision of further Learning Mentors. To some extent this has been achieved in the last twelve months and we look forward to being able to assist at the UCH College Hospital in London.



**THE EMMA MALTBY MEMORIAL FUND**

**For the year ended 31 March 2009**

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 2009**

**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.