

ARC Cancer Support Centres
(A company limited by guarantee, not having a share capital)
Report and Financial Statements
for the year ended 31 December 2016

Company Number: 505230
Charity Number: CHY 10857
Charities Regulatory Authority Number: 20028428

ARC Cancer Support Centres
(A company limited by guarantee, not having a share capital)
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ARC Cancer Support Centres

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REFERENCE AND ADMINISTRATIVE INFORMATION

Directors	Vincent Joseph Carroll George Kerwin Barbara Cosgrave Sarah Murphy Eamonn deLoughry Michael Lyons Orla McMahon Patrick Kenny Patrick Cafferky Kevin McLoughlin (Resigned 9 August 2017) Conor Brady Cliona Grant Deirdre Murray (Appointed 17 January 2017) Simon O'Flaherty (Appointed 22 March 2017) Ian Martin (Appointed 17 May 2017)
Company Secretary	Ian Martin (Appointed 17 January 2017) Sarah Murphy (Resigned 17 January 2017)
Chief Executive Officer	Deirdre Grant
Charity Number	CHY 10857
Charities Regulatory Authority Number	20028428
Company Number	505230
Registered Office and Principal Address	65 Eccles Street Dublin 7
Auditors	Somers Murphy & Earl Limited Chartered Accountants and Registered Auditors 46 Upper Mount Street Dublin 2
Bankers	AIB Bank plc Bankcentre Branch Ballsbridge Dublin 4 Ireland
Solicitors	McKeever Rowan 5 Harbourmaster Place IFSC Dublin 1

ARC Cancer Support Centres
(A company limited by guarantee, not having a share capital)
DIRECTORS' ANNUAL REPORT
for the year ended 31 December 2016

The directors present their Directors' Annual Report and the audited financial statements for the year ended 31 December 2016.

The company is a registered charity and hence the report and results are presented in a form which complies with the requirements of the Companies Act 2014 and, although not obliged to comply with the Statement of Recommended Practice Charities SORP (effective January 2015), the organisation has implemented its recommendations where relevant in these financial statements.

Principal Activities

The company is limited by guarantee not having a share capital.

ARC Cancer Support Centres (ARC) is a charitable organisation and a Company Limited by Guarantee with a Board of Directors. The Board meets six times a year and it also has four sub-committees, which are HR, Finance and General Purposes, Services, Strategy and Development, with a Corporate Governance, Audit, Risk Sub-Committee and a Nominations, Ad-hoc and Ethics Sub-Committee being established in 2017. Responsibility for the day-to-day management is delegated by the Board to the CEO, Deirdre Grant, who is supported by staff, therapists and volunteers.

ARC's mission is to offer practical and emotional support, complementary therapies and counselling services to people affected by cancer and those who care for them in a warm, welcoming and professional environment.

ARC offers:

Drop-In Centres

ARC has two drop-in centres - ARC Eccles Street and ARC South Circular Road - where everyone is encouraged to call in and have a confidential chat with one of the trained volunteers or staff members to find out more about ARC's services and to discuss their concerns with someone who understands. Visitors may also meet others in similar circumstances to their own and benefit from mutual support or simply sit in a calming space with a cup of tea or coffee.

Therapies

ARC's qualified therapists provide a wide array of complementary therapies to help alleviate clients' stresses and concerns. The aim is to give the patient, family member, friend or care-giver the support that they need to enhance their coping skills and to improve their quality of life.

Our one-to-one therapies include:

Counselling
Acupuncture
Manual Lymph Drainage
Bio-energy Therapy
Metamorphosis
Indian Head Massage
Reflexology

Our programmes and classes include:

Mindfulness
Stress Management and Relaxation
Living Life with Secondary Cancer Programme
Living with Prostate Cancer Programme
Yoga
Relaxation and Visualisation
Carer's Stress Management Programme
CLIMB® Children's Programme
Pink Pilates*
Mater Private & ARC Survivorship Programme*

Various Support Group and Peer Support Groups include:

Open Men's Group
Open Women's Group
Knitting Support Group
Myeloma Support Group

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 for the year ended 31 December 2016

Our series of talks and workshops include topics such as:

- Nutrition
 - Positive Appearance
 - Fatigue*
 - Benefits and Entitlements*
 - Bereavement*
 - Talking to Children about Cancer*
 - Pharmacist's advice*
- (* = new in 2016)

All of ARC's services are provided by professional, qualified staff, therapists and trained volunteers, are free of charge, and are available to anyone in Ireland who is affected by cancer.

Directors

The directors who served throughout the year, except as noted, were as follows:

- Conor Brady
- Patrick Cafferky
- Vincent Joseph Carroll
- Barbara Cosgrave
- Eamonn deLoughry
- Cliona Grant
- Patrick Kenny (Chairman)
- George Kerwin
- Michael Lyons
- Ian Martin (Appointed 17 May 2017)
- Kevin McLoughlin (Resigned 9 August 2017)
- Orla McMahon
- Sarah Murphy
- Deirdre Murray (Appointed 17 January 2017)
- Simon O'Flaherty (Appointed 22 March 2017)

In accordance with the Articles of Association, one-third of the Directors retire by rotation and, being eligible, offer themselves for re-election.

Achievements and Performance

Demand for ARC's services grew again in 2016. There were 15,525 visits to the centres in 2016 by 2,279 people affected by cancer. This was an increase of 14% on 2015, and a 194% increase on the number of visits since 2012. While the majority of these clients came from Dublin, a significant 22% came from other counties across Ireland.

At the Eccles Street and South Circular Road centres, there were 4,277 one-to-one visits and 7,843 group session visits (a 24% and 17% increase respectively on 2015). Some summary statistics are outlined below:

One-to-one sessions	4,277
Counselling sessions	1,847
Reflexology	1,057
Acupuncture	708
Other	665
Attendees at group therapies/classes	7,843
Relaxation & Visualisation	2,078
Stress Management	1,717
Yoga	770
Mindfulness	585
Other	2,693

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for the year ended 31 December 2016

Due to the increase in clients attending ARC's centres and presenting with various needs, ARC expanded some of its support services by increasing the number of therapies and classes and adding new workshops, programmes and talks, as noted in the principal activities section earlier.

Supporting family members and carers of people with cancer is very important to ARC. In conjunction with delivering the Carer's Stress Management Programme, ARC also built on the success of the introduction in 2015 of the CLIMB® programme for children of primary school-going age who have a parent or a significant adult with a diagnosis of cancer. ARC delivered several of these programmes in 2016 and over 70 children participated.

More and more often in recent years, ARC has found that many clients trying to deal with a cancer diagnosis have often felt overwhelmed with financial problems. Thus, this year ARC introduced regular workshops on State benefits and entitlements that were delivered by a staff member from the Citizens Information service. These sessions provided information on access, rights and entitlements in relation to social welfare, health services, housing services, taxation, etc. Clients found these sessions extremely helpful and were often signposted to further supports in the community, as well as to further assistance by the Citizens Information service.

To help deliver more services, ARC expanded its team. Additional therapists joined to offer their work on a pro-bono basis and a Head of Services was also appointed to manage the increasing level of services and resources. The role is a busy one, managing services and planning for future demand, while also building on links with the community, primary care and hospital services.

ARC was fortunate to have obtained the services of senior KPMG consultants on a pro-bono basis to assist in conducting a review of its current strategy and to formulate a three-year strategy for the period 2017-2019. ARC is grateful not only to KPMG's personnel but also to the many stakeholders who participated in the review including participants from the Department of Health, the Health Service Executive, and the Irish Cancer Society, as well as healthcare professionals such as consultants, GPs and nurses in oncology, hematology and palliative care, ARC staff, board members, therapists, clients and other people with cancer. A considerable amount of work was undertaken in developing a new strategy and as a result, ARC now has a roadmap for the next three years. This will enable ARC to work on its key objectives that will help meet the increasing support requirements of people affected by cancer in the community.

During 2016, ARC's Head of Fundraising & Communications represented the patient forum on the steering committee of the National Cancer Strategy 2017-2026. The Strategy's aim is to have integrated care pathways for patients between the hospitals, primary care and community supports including the voluntary services such as ARC, and on more holistic survivorship plans and programmes for cancer patients. In ARC we believe every person diagnosed with cancer should have timely signposting and access to quality psycho-oncology services in hospitals and in the community, irrespective of their means or geographic location. Therefore, it is vital that a comprehensive psycho-oncology and psychosocial support service plan is prioritised for early implementation in conjunction with the voluntary sector. ARC looks forward to playing its part in ensuring the Strategy's success.

ARC established new relationships with major corporate donors who, through their corporate social responsibility programmes, assisted in not only raising funds but also in providing their expertise on a pro-bono basis and by volunteering their time with ARC.

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DIRECTORS' ANNUAL REPORT
for the year ended 31 December 2016

Financial Review

In 2016 income was €834,203 against expenditure of €791,283 for the same period, resulting in a surplus of €42,920 for the year. This compares to a surplus of €138,607 in 2015.

The increased services expenditure and significant renovations and repairs in one of ARC's centres was balanced by a reduction in the cost of generating funds by €31,128 and an income that was higher than projected, thus resulting in a surplus and increased cash reserves.

ARC was once again very grateful to receive a grant from the HSE Northern Area for €186,840, amounting to 22% of ARC's income. In non-statutory funding, the fundraising team's goal of diversifying ARC's income streams has been very successful. In 2016, fundraising events accounted for 59% of income while grants from other organisations accounted for 14% and donations for 4%.

Cash reserves at the end of 2015 were €404,419 and rose by €53,615 in 2016 to €458,034.

The company is, in the main, reliant on various forms of fundraising together with grants to fund its activities throughout the year. By coincidence, cash reserves in the company tend to be at their highest in December each year as the receipt of fundraising income maximises then. The Board considers it prudent at all times to have contingency cash available equal to at least one hundred days of normal activity in case of unforeseen circumstances. This is to ensure continuity of services as far as possible.

The Board reserves €50,000 as an emergency fund for renovations and repairs of the two premises from which ARC mainly operates, both being large, ageing buildings.

The Board also considers it prudent to accumulate funds for the projected growth of ARC's services. ARC has seen a significant increase in the numbers of people accessing its services in the past few years as highlighted above. With increasing numbers of people being diagnosed with cancer, and living longer with and beyond it, it is anticipated that demand for services will only continue to rise.

In late 2016 ARC was in receipt of donations for specific purposes of €42,373 which could not be expended until 2017 and these are treated as restricted grants as outlined in Note 17 of the accounts.

As an established charity, ARC's future planning is focused on key issues of sustainability, quality and growth to meet the demands of its vital services. Reserves, and strong cashflow forecasts, are part of that strategy. The Board is currently engaged in developing a strategy to expand the services of ARC beyond the two locations which will require an amount of research, preparation and financial expenditure.

Structure, Governance and Management

On the 26th of November 2016, ARC Cancer Support Limited, with the approval of the Registrar of Companies, changed its name and is now incorporated under the name ARC Cancer Support Centres. ARC also amended its constitution in accordance with the Companies Act 2014.

The team comprises of a staff of 11 (4 full-time and 7 part-time), a panel of 49 drop-in volunteers, 30 voluntary therapists, 17 voluntary group therapists and 15 independent therapists who are engaged for their services on a regular basis.

ARC's volunteers are the heroes of the service. Without them, ARC would only be able to deliver a fraction of the services provided. It is very difficult to put a value on volunteer time, as they provide many intangibles that cannot be easily quantified. However, attaching a monetary worth to the effort helps put in perspective the immense value of their contributions to ARC. In 2016, drop-in volunteers and volunteer therapists who delivered counselling, drop in centre and phone support, complementary therapies, group therapies and workshops, provided services at an estimated value of €461,984.

Putting an estimated value on volunteers' time and expertise	2016
Drop-in Volunteers	€208,104
Volunteer Therapists (Group, Counselling, Complementary Therapies)	€253,880
Pro bono services delivered by volunteers in 2016	€461,984

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In terms of fundraising, PR and communications, the main sources of pro-bono donations came from:

- Media and advertising
- Office volunteering
- Transfer of professional expertise
- Donations of prizes and merchandise to various events

Pro-bono work/contributions in these areas for 2016 amounted to an estimated €604,762. This was a substantial increase on 2015, which was €226,829, and demonstrates immense goodwill and generosity towards ARC and its clients.

In total, this amounted to an estimated €1,066,746 of pro-bono services and products. By comparison, ARC's total spend in 2016 was €791,283.

By way of illustration, if ARC had to pay for these services, its expenditure would have increased by 135%.

Principal Risks and Uncertainties

ARC Cancer Support Centres actively manages its principal risks. The principal risks the company faces are around financial, fundraising and operational activities. There are strong systems of internal controls and procedures surrounding these areas. The controls ensure compliance with legislation and regulations, provide for the effective and efficient use of resources, including staff and volunteers and the integrity of the financial information. All controls are continually reviewed and improved as part of normal operational activities and risk management.

In common with other charities whose principal source of income is fundraising, the company must maintain and develop its income sources to ensure continued supply of services. The directors review all sources of income on an ongoing basis.

Post-Balance Sheet Events

There have been no significant events affecting the company since the year-end.

Future Developments

The company plans to continue with its core activities of offering practical and emotional support, complementary therapies and counselling services to people affected by cancer and those who care for them in a warm, welcoming and professional environment. ARC will work towards implementing the key objectives of its new Strategic Plan 2017-2019 and will measure performance against these. These objectives include increasing the level of services and access to them, increasing links with hospitals and communities and continuing to maintain the highest standards of psycho-social care for people affected by cancer and their families and loved ones.

Auditors

The auditors, Somers Murphy & Earl Limited, have indicated their willingness to continue in office in accordance with the provisions of Section 380 of the Companies Act, 2014.

Accounting Records

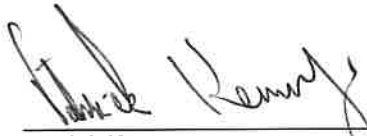
To ensure that adequate accounting records are kept in accordance with Sections 281 to 285 of the Companies Act, 2014, the directors have employed appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The accounting records are located at the company's office at 65 Eccles Street, Dublin 7.

Signed on behalf of the Board



Vincent Joseph Carroll
Director

20 September 2017



Patrick Kenny
Director

20 September 2017

ARC Cancer Support Centres

(A company limited by guarantee, not having a share capital)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

for the year ended 31 December 2016

The directors are responsible for preparing the financial statements in accordance with applicable Irish law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Financial Reporting Council.

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the net income or expenditure of the charity for that year. In preparing these financial statements the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the Charities SORP (effective January 2015) has been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.


The directors confirm that they have complied with the above requirements in preparing the financial statements.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements are prepared in accordance with accounting standards generally accepted in Ireland and with Irish Statute comprising the Companies Act 2014, and all Regulations to be construed as one with those Acts. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

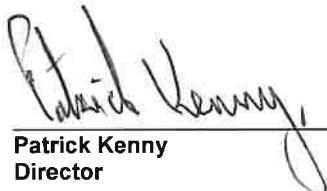
- there is no relevant audit information (information needed by the charity's auditor in connection with preparing the auditor's report) of which the charity's auditor is unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Signed on behalf of the Board



Vincent Joseph Carroll
Director

20 September 2017



Patrick Kenny
Director

20 September 2017

INDEPENDENT AUDITOR'S REPORT

to the Members of ARC Cancer Support Centres

(A company limited by guarantee, not having a share capital)

We have audited the financial statements of ARC Cancer Support Centres for the year ended 31 December 2016 which comprise the Statement of Financial Activities (incorporating an Income and Expenditure Account), the Balance Sheet, the Cash Flow Statement, the Accounting Policies and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described in the Statement of Directors' Responsibilities, the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and the accounting standards issued by the Financial Reporting Council (Generally Accepted Accounting Practice in Ireland).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, and are properly prepared in accordance with the Companies Act 2014. We state whether we have obtained all the information and explanations we consider necessary for the purposes of our audit and whether the financial statements are in agreement with the books of account. We also report to you our opinion as to:-

- whether the company has kept proper books of account; and
- whether the Directors' Annual Report is consistent with the financial statements.

We report to the members if, in our opinion, any information specified by law regarding directors' remuneration and directors' transactions is not given and, where practicable, include such information in our report.

We read the Directors' Annual Report and consider the implications for our report if we become aware of any apparent misstatement within it.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error.

In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of the APB Ethical Standards including the APB Ethical Standard, Provisions Available for Small Entities, in the circumstances set out in Note 4 to the financial statements.

INDEPENDENT AUDITOR'S REPORT
to the Members of ARC Cancer Support Centres
(A company limited by guarantee, not having a share capital)

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of affairs of the company as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014

We have obtained all the information and explanations that we consider necessary for the purposes of our audit. In our opinion proper books of account have been kept by the company. The financial statements are in agreement with the books of account.

In our opinion the information given in the Directors' Annual Report is consistent with the financial statements.

Matters on which we are required to report by exception

we have nothing to report in respect of the provisions in the Companies Act 2014 which require us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by Sections 305 to 312 of the Act are not made.



Barbara O'Driscoll

for and on behalf of

SOMERS MURPHY & EARL LIMITED

Chartered Accountants and Registered Auditors

46 Upper Mount Street

Dublin 2

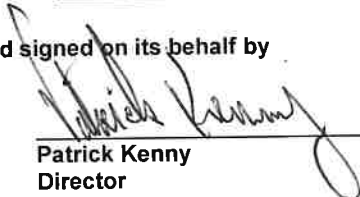
20 September 2017

ARC Cancer Support Centres
(A company limited by guarantee, not having a share capital)
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
for the year ended 31 December 2016

Notes	Unrestricted Funds 2016 €	Restricted Funds 2016 €	Total 2016 €	Total 2015 €
Incoming Resources				
Generated funds:				
Voluntary Income				
Donations	33,026	-	33,026	50,585
HSE Grants	-	186,840	186,840	186,840
Other Grants	-	119,898	119,898	88,670
Activities for generating funds				
Income from Fundraising Events	494,439	-	494,439	530,286
Total incoming resources	527,465	306,738	834,203	856,381
Resources Expended				
Costs of Generating Funds	224,320	-	224,320	249,749
Net Incoming Resources available for charitable application	303,145	306,738	609,883	606,632
Resources Expended on Charitable Activities				
Operation of Drop in Centres	302,598	264,365	566,963	468,025
Total Resources Expended	526,918	264,365	791,283	717,774
Surplus/(deficit) for the year	547	42,373	42,920	138,607
Net movement in funds for the year	547	42,373	42,920	138,607
Reconciliation of funds				
Balances brought forward at 1 January 2016	433,941	1,725,676	2,159,617	2,021,011
Balances carried forward at 31 December 2016	434,488	1,768,049	2,202,537	2,159,618

Approved by the Directors on 20 September 2017 and signed on its behalf by



Vincent Joseph Carroll
Director

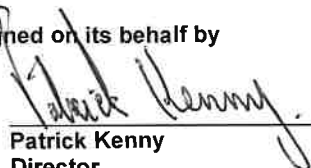

Patrick Kenny
Director

ARC Cancer Support Centres
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BALANCE SHEET
 as at 31 December 2016

	Notes	2016 €	2015 €
Fixed Assets			
Tangible assets	11	<u>1,768,432</u>	<u>1,805,031</u>
Current Assets			
Debtors	12	16,633	14,466
Cash at bank and in hand		<u>458,034</u>	<u>404,419</u>
		<u>474,667</u>	<u>418,885</u>
Creditors: Amounts falling due within one year	13	<u>(40,562)</u>	<u>(64,298)</u>
Net Current Assets		<u>434,105</u>	<u>354,587</u>
Total Assets less Current Liabilities		<u>2,202,537</u>	<u>2,159,618</u>
Funds			
Restricted funds		1,768,049	1,725,676
General fund (unrestricted)		<u>434,488</u>	<u>433,942</u>
Total funds	16	<u>2,202,537</u>	<u>2,159,618</u>

Approved by the Directors on 20 September 2017 and signed on its behalf by


 Vincent Joseph Carroll
 Director


 Patrick Kenny
 Director

ARC Cancer Support Centres
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CASH FLOW STATEMENT
 for the year ended 31 December 2016

	Notes	2016 €	2015 €
Net cash inflow from operating activities	20	60,519	195,694
Capital expenditure	20	(6,904)	(13,504)
Movement in cash in the year		53,615	182,190
Reconciliation of net cash flow to movement in net funds (Note 20)			
Movement in cash in the year		53,615	182,190
Net funds at 1 January 2016		404,419	222,229
Net funds at 31 December 2016		458,034	404,419

ARC Cancer Support Centres

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NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2016

1. GENERAL INFORMATION

ARC Cancer Support Limited is a company limited by guarantee incorporated in the Republic of Ireland. The financial statements are presented in Euros, which is also the functional currency of the company. The registered office is shown in the Directors and Other Information page. The main activity of the company is the provision of drop in centres, support, counselling, information and complementary therapies to people who are affected by cancer, as well as their families and carers, to support them on their journey.

The significant accounting policies adopted by the company and applied consistently in the preparation of these financial statements are set out below.

2. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice (Charities SORP in accordance with FRS 102, effective January 2015) and with generally accepted accounting principles in Ireland and Irish statute comprising the Companies Act 2014. They comply with the financial reporting standards of the Accounting Standards Board, as promulgated by Chartered Accountants Ireland.

The financial statements have been prepared under the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

Restricted funds

Restricted funds are those received for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose and the restriction means that the funds can only be used for specific projects or activities.

Unrestricted designated funds

Unrestricted funds are general funds that are available for use in the furtherance of any of the objectives of the charity.

Incoming Resources

Voluntary income or capital is included in the Statement of Financial Activities when the company is legally entitled to it, its financial value can be quantified with reasonable certainty and there is reasonable certainty of its ultimate receipt. Entitlement to legacies is considered established when the company has been notified of a distribution to be made by the executors. Income received in advance of due performance under a contract is accounted for as deferred income until earned. Grants for activities are recognised as income when the related conditions for legal entitlement have been met. All other income is accounted for on an accruals basis.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, demand deposits and other short term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown within borrowings in current liabilities on the statement of financial position

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Land and buildings freehold	-	2% Straight line
Computer Equipment	-	25% Straight line
Fixtures, fittings and equipment	-	10% Straight line

Taxation

The company is exempt from corporation tax due to its charitable status.

ARC Cancer Support Centres
(A company limited by guarantee, not having a share capital)

NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2016

Pensions

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. Annual contributions payable to the company's pension scheme are charged to the income and expenditure account in the period to which they relate.

3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of these financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects that period. The estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial period are described below.

(a) Establishing lives for depreciation purposes of property, fixtures and equipment

Assets with an estimated economic useful life in excess of one year, consisting primarily of property, fixtures and equipment, comprise a significant portion of the total assets. The annual depreciation charge depends primarily on the estimated lives of each type of asset and estimates of residual values. The directors regularly review these asset lives and change them as necessary to reflect current thinking on remaining lives in light of prospective economic utilisation and physical condition of the assets concerned. Changes to asset lives can have a significant impact on depreciation and amortisation charges for the period. Detail of the useful lives is included in the accounting policies.

4. PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other charitable companies of our size and nature, we use our auditors to assist with the preparation of the financial statements.

5. NET INCOMING RESOURCES	2016	2015
	€	€
Net Incoming Resources are stated after charging/(crediting):		
Depreciation of tangible assets	43,503	41,840

6. ANALYSIS OF RESOURCES EXPENDED

	Operation of Drop in Centres 2016 €	Fundraising PR & Comms Activities 2016 €	Total 2016 €	Total 2015 €
Direct costs				
Cost of raising funds	-	224,320	224,320	249,749
Support costs:	540,008	-	540,008	453,525
Governance Costs:	26,955	-	26,955	14,500
Totals	566,963	224,320	791,283	717,774

7. ANALYSIS OF RESOURCES EXPENDED AND RELATED INCOME FOR CHARITABLE ACTIVITIES

	Operation of Drop in Centres 2016 €	Total 2016 €	Total 2015 €
Charitable activities:			
Direct and other costs			
Costs	(566,963)	(566,963)	(468,025)

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8. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

	Support 2016 €	Basis of Apportionment
Salaries, ER PRSI & ER Pension	203,761	Time
Therapies	142,835	Contractor Costs
Depreciation	43,503	Actual charge
Support Centre Expenses	149,909	Pro Rate
	540,008	
	Governance 2016 €	
Salaries, ER PRSI & ER Pension	17,952	Time
Employers PRSI	1,842	Governance
Audit Fees	5,093	Governance
Subscriptions	400	Governance
Legal and professional	1,668	Governance
	26,955	
Total	566,963	

9. EMPLOYEES AND REMUNERATION

Number of employees

The average number of persons employed (including executive directors) during the year was as follows:

	2016 Number	2015 Number
Fundraising, PR & Comms	4	4
Service providers	7	6
	11	10
	2016 €	2015 €
Wages and salaries	337,192	297,171
Social security costs	34,048	30,297
Pension costs	5,841	5,005
	377,081	332,473

10. There are no employees who received employee benefits of more than €70,000 for the reporting period.

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11. TANGIBLE FIXED ASSETS

	Land and buildings freehold €	Computer Equipment €	Fixtures, fittings and equipment €	Total €
Cost or Valuation				
At 1 January 2016	1,959,268	8,601	25,800	1,993,669
Additions	-	3,135	3,769	6,904
At 31 December 2016	<u>1,959,268</u>	<u>11,736</u>	<u>29,569</u>	<u>2,000,573</u>
Depreciation				
At 1 January 2016	173,026	4,101	11,511	188,638
Charge for the year	39,187	1,477	2,839	43,503
At 31 December 2016	<u>212,213</u>	<u>5,578</u>	<u>14,350</u>	<u>232,141</u>
Net book value				
At 31 December 2016	<u>1,747,055</u>	<u>6,158</u>	<u>15,219</u>	<u>1,768,432</u>
At 31 December 2015	<u>1,786,242</u>	<u>4,500</u>	<u>14,289</u>	<u>1,805,031</u>

Prior to the transfer of the fixed assets from the ARC Trust to ARC Cancer Support Limited the freehold buildings were revalued by the trustees on an open market basis, without recourse to external valuers as at 31 October 2011. The Trustees used current estimated values consistent with properties in the location and condition. The directors are of the opinion that these values continue to reflect current market values.

The purchase of the premises at South Circular Road was largely funded by the HSE on the condition that it is used as a cancer support centre.

11.1 TANGIBLE FIXED ASSETS PRIOR YEAR

	Land and buildings freehold €	Computer Equipment €	Fixtures, fittings and equipment €	Total €
Cost or Valuation				
At 1 January 2015	1,959,268	5,510	15,387	1,980,165
Additions	-	3,091	10,413	13,504
At 31 December 2015	<u>1,959,268</u>	<u>8,601</u>	<u>25,800</u>	<u>1,993,669</u>
Depreciation				
At 1 January 2015	133,841	3,397	9,560	146,798
Charge for the year	39,185	704	1,951	41,840
At 31 December 2015	<u>173,026</u>	<u>4,101</u>	<u>11,511</u>	<u>188,638</u>
Net book value				
At 31 December 2015	<u>1,786,242</u>	<u>4,500</u>	<u>14,289</u>	<u>1,805,031</u>
At 31 December 2014	<u>1,825,427</u>	<u>2,113</u>	<u>5,827</u>	<u>1,833,367</u>

12. DEBTORS

	2016 €	2015 €
Other debtors	250	242
Prepayments and accrued income	<u>16,383</u>	<u>14,224</u>
	<u>16,633</u>	<u>14,466</u>

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13. CREDITORS	2016	2015
Amounts falling due within one year	€	€
Trade creditors	23,728	37,563
Taxation and social security costs (Note 14)	10,161	9,535
Accruals	6,673	17,200
	40,562	64,298

14. TAXATION AND SOCIAL SECURITY	2016	2015
	€	€
Creditors:		
PAYE / PRSI	10,161	9,535

15. ANALYSIS OF NET ASSETS BY FUND	Fixed assets	Current assets	Current liabilities	Total
	- charity use			
	€	€	€	€
Unrestricted income				
General Funds	1,768,432	474,667	(40,562)	2,202,537
	1,768,432	474,667	(40,562)	2,202,537

16. ANALYSIS OF MOVEMENTS ON FUNDS	Balance	Incoming resources	Resources expended	Balance
	1 January 2016			31 December 2016
	€	€	€	€
Restricted income				
Restricted Funds	-	306,738	(264,365)	42,373
Pre Incorporation Reserves	1,725,676	-	-	1,725,676
	1,725,676	306,738	(264,365)	1,768,049
Unrestricted income				
General Funds	433,941	527,465	(526,918)	434,488
Total funds	2,159,617	834,203	791,283	2,202,537

17. RESTRICTED FUNDS

At the year-end restricted grants received in 2016 amounting to €42,373 hadn't been fully spent on the designated projects. This expenditure was incurred in 2017.

18. STATUS

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one year thereafter, for the payment of the debts and liabilities of the company contracted before they ceased to be members, and the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding € 1.

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19. POST-BALANCE SHEET EVENTS

There have been no significant events affecting the Charity since the year-end.

20. CASH FLOW STATEMENT

20.1 Reconciliation of operating net movement in funds to net cash inflow from operating activities

	2016	2015
	€	€
Net movement in funds	42,919	138,607
Depreciation	43,503	41,840
Movement in debtors	(2,167)	(3,760)
Movement in creditors	(23,736)	19,007
Net cash inflow from operating activities	<u>60,519</u>	<u>195,694</u>

20.2 CASH FLOW STATEMENT

	2016	2015
	€	€
Capital expenditure		
Payments to acquire tangible assets	(6,904)	(13,504)

20.3 ANALYSIS OF CHANGES IN NET FUNDS

	Opening balance	Cash flows	Closing balance
	€	€	€
Cash at bank and in hand	404,419	53,615	458,034
Net funds	<u>404,419</u>	<u>53,615</u>	<u>458,034</u>

21. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the Board of Directors on 20 September 2017.