



Neighbourhood and Adult Services

Application for a House to House Collections Permit
House to House Collections Act 1939
House to House Collections Regulations 1947 (as amended)

Grant	
For office use only	
Date Received	
Fee	Free of Charge
Lalpac number	
Board Hearing	
Permit Number	HH

Data Protection Act, 1998
 I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information you share in this way or for connected purposes, and we may also share the information with certain other people or organisations that manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

Please answer all the questions on this form in **BLOCK CAPITALS** and in ink.
 Enter **NONE** or **N/A** as appropriate in **all** boxes you do not enter information in.

Applicants (Promoter) personal details

1. Your Title (Mr, Mrs, Miss, etc): Date of Birth:

Surname: First names:

Address (either home or Business):
 Post code:

Daytime phone number: Mobile phone number:

E-mail address:

Details of the charity which the collection will benefit

2. Name of Charity:

Head Office address for the Charity:

 Post code

Contact phone number: Mobile phone number:

E-mail address:

2.a. Are you an employee/Volunteer for this Charity YES No

If YES, please state your position within the Charity:

*If NO you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.

2.b. Objective/aims of the charity/fund to benefit from the proceeds of this collection.

Please attach supporting information, web site details etc.

Skyecycle Ltd is a commercial partner of the charity National Hereditary Breast Cancer Helpline, our goal is to provide a steady income of funds to NHBCH. The NHBCH runs 24 hours a day to support women and their families affected with familial cancer. We sell all the property collected to a wholesaler in Poland and donate £75 made per tonne back to the charity. We do this in regular monthly payments.

2.c. Explain how this Charity/fund collection will benefit the people of Rotherham

Please attach supporting information, web site details etc.

NHBCH helps those affected by familial cancer across the UK including those in Rotherham.

2.d. Is this charity/fund a UK registered charity Yes No Registered Charity Number 1150183

Collection details

3. Over what parts of the licensing area is it proposed that collections will be made? **WHOLE AREA**

3.a. Over what periods in the year, dates & times, is it proposed that collections will be made? **01/08/2018 - 01/08/2019 OR ANY AVAILABLE DATES**
ALWAYS WEEKDAYS BETWEEN 8AM AND 5PM

3.b. How many collectors will be used to make the collections? **3**

3.c. Is it proposed to collect money including direct debits as money: Yes No Direct Debits

3.d. Is it proposed to collect "other" types of property Yes No

If Yes, what other type(s) of property will be collected (Include direct debits as a collection of money)

We collect clothing, other textiles (such as bedding and towels), shoes, children's toys, bags, small household items and bric a brac. We collect all items, sort them and sell them to our long-standing customer business in Poland. As per our contract with the charity, £75 per tonne that we make is donated back to them.

Is it proposed to Sell, Give Away, or Use this "other" property Sell Give Away Use

3.e. Are applications also being made for licences for the same purposed in other areas of the UK: Yes No

If Yes, which other licensing authorities **WE ARE APPLYING FOR LICENSES NATIONWIDE. RECENTLY APPLIED TO: CHRISTCHURCH, EAST DORSET, FAREHAM, GOSPORT, EASTLEIGH, HAVANT.**

Will these collectors be the same collectors as those you intend to use in this authority Yes No

3.f. Is it proposed to promote this collection in conjunction with a street collection Yes No

If Yes, is it proposed to combine the House to House and Street Collection accounts or submit separate accounts: Combined accounts Separate accounts

3.g. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.

N/A

Funds raised following collections

4. Are all of the collections takings to be paid over to the Charity Yes No

If NO, please state the purposes for which taking will be used **SELF-EMPLOYED TEAM LEADER PAYMENT FOR SERVICE, FUEL AND INSURANCE, AND OFFICE EXPENSES**

4.a. Please state how much will be deducted for expenses or other reasons **£ 175 PER TONNE IS DONATED TO THE CHARITY. THIS FIGURE DEPENDS ON HOW MUCH IS MADE IN A MONTH**

4.b. Is it proposed to use some of the takings for the payment of any persons Yes No

If YES; is it to Collectors Yes No is it to Other Persons Yes No

4.c. Please state how much will be deducted; for what reasons, and, if applicable what "other persons" will be paid: **£ SELF-EMPLOYED TEAM LEADERS ARE PAID; THEIR VOLUNTEERS ARE NOT. ALL PAY IS CALCULATED BASED ON FUEL AT THE END OF THE MONTH. THIS WILL BE PROVIDED IN A FORM OF STATEMENT AT THE END OF THE LICENSE PERIOD**

Details of company or organisation responsible for these collection

5. Name of Company/Organisation to carry out collections: **Skyecycle Ltd**

Office address of the Company/Organisation: **Skyecycle Ltd, Unit 2, Itchen Business Park, Kent Road, Southampton SO17 2LJ**

Post code: **SO17 2LJ**

Contact phone number: **023 8055 1424** Mobile phone number:

E-mail address: **info@skyecycle.co.uk**

5.a. Are you an employee of this Business/Organisation YES No

If YES, please state your position within the Business/Organisation: **DIRECTOR**

*If NO you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.

Licensing history of Charity/Collection Company

6. Has the applicant, charity or collections company ever held a house to house collection permit before? Yes No

If 'Yes', who issued it? **Darlington Borough Council**

What date was it granted? **02 / 06 / 2018** What licence number was it? **DL18/00780/HOUSE**

6.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order with this local authority, refused, or revoked before? Yes No

6.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, with any other authority refused, or revoked before? Yes No

If Yes, where was it held; when was it refused, or revoked and why was it revoked?

We are refused licenses if: the council does not support non-local charities; only 100% of the funds are allowed to be passed to charity; we have applied for too many permits per year; there are no more available dates.

Please use an extra sheet if required.

Applicants (Promoter) "Criminal Records" history

7. Convictions & Cautions Details. In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

7.a. Have you ever been convicted of a criminal offence(s), or received any police cautions warnings or reprimands? etc. (If you answer YES to this question give details in the box below.) Yes No

7.b. If you are waiting to hear about any prosecution enter the court name hearing the case: If known give date of future court hearing date:

Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /	Use an extra sheet of paper if required	

This form is to apply for a house to house promoters collection permit. The permit, if granted, would allow the promoter to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in this Local Authority area unless the promoter is an appropriately licensed promoter by this authority. (Or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.)

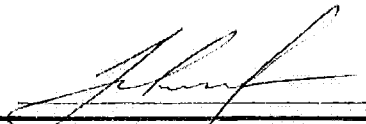
The applicants attention is drawn to the House to House Collections Act 1939, and to paragraph 4 of the House to House Collections Regulations 1947 (as amended); on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the 1st day of the month preceding that in which it is proposed to commence any collection.

Declaration

I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand.

I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection having taken place.

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.

Applicants Signature  Date applicant signed form 27/06/2018



National Hereditary
Breast Cancer Helpline
01629 813000

Unit 71
Storforth Lane Trading Estate
Hasland
Chesterfield
S41 0QZ
01629 813000
29/01/2018

Letter of Authorisation - Skyecycle

To whom it may concern,

This letter authorises Skyecycle Ltd to collect used clothing shoes and other items on our behalf for reuse and recycling.

We receive £75 net per tonne of goods collected by bag drop and collection on our behalf, and £120 net per tonne on goods deposited in the clothing banks. The payment is due monthly.

Our registered charity number is 1150183

Bank details Lloyds

30 97 51

49473368

Kindest regards

Peter Blackshaw

Trustee NHBCH



FUNDRAISING AGREEMENT

Date: 1st November 2017

Between: National Hereditary Breast Cancer Helpline Charity (NHBCH) and Skyecycle Ltd each of whose details are set out in Schedule 1.

Background:

(A) National Hereditary Breast Cancer Helpline Charity Ltd (the Client) wishes to raise funds for its public benefit objects and specifically the purposes stated in the Specification.

(B) Skyecycle (the Provider) has expertise in the provision of fundraising services.

Terms and conditions:

1. Interpretation

Definitions and Interpretation provisions set out in Schedule 6 apply.

2. Service Delivery

2.1 The Provider shall in the capacity specified in Schedule 1 provide the Fundraising Services for the Contract Period, in accordance with the Specification and the Standards.

2.2 The Provider shall, for the Contract Period, maintain a Provider Contact approved by the Client (such approval not to be unreasonably withheld).

3. Standards

3.1 The Provider shall provide the Fundraising Services to the Client with reasonable care, skill and diligence, in accordance with:

3.1.1 All applicable legal requirements;

3.1.2 The Institute of Fundraising Code of Practice, 'Best Practice for Fundraising Contracts'

3.1.3 The Textile Recycling Association Code of Practice and any other code of practice applicable to the Provider, and/or the Fundraising Services and/or this Agreement and/or (as notified in writing to the Provider) the Client;

3.1.3 The elements in the Specification prescribing service standards;

3.1.4 Obligations of the Client under any grant, contract, or statutory duty, or otherwise as notified in writing by the Client to the Provider;

3.1.5 Further reasonable Client instructions within the scope of the Specification.

3.2 The Provider shall in providing the Fundraising Services act at all times in the manner which:

3.2.1 promotes the public benefit purposes of the Client;

3.2.2 in the reasonable opinion of the Client does not and is not likely to damage its good name, image, reputation, or intellectual property rights;

3.2.3 is not misleading and does not impose upon or create for the Client any liability (except any expressly provided for under this Agreement).

3.3 If there is any inconsistency between the principal terms and conditions of this Agreement and/or the Specification and/or the Standards, or between any of the Standards (subject to contrary agreement) the more demanding requirement shall apply.



3.4 Without prejudice to Clause 3.1 the Provider shall ensure that:

3.4.1 It has adequate resources to provide the Fundraising Services properly and efficiently throughout the Contract Period;

3.4.2 Provider Personnel are fully and properly trained and supervised in accordance with and fully comply with all specified criteria and requirements in the Standards;

3.4.3 Provider sub-contractors are reasonably selected and supervised and comply with the terms and conditions of this Agreement.

3.5 The Provider shall (without prejudice to Clause 3.1), comply with any agreed minimum requirements and use its reasonable endeavours to meet any agreed performance targets.

3.6 If the Provider is a Professional Fundraiser, the Professional Fundraiser statutory statement agreed in Schedule 3 shall be made in relation to every representation in relation to this Agreement that funds are being raised for charitable purposes.

4. Client's obligations

The Client shall:

4.1 provide all co-operation, information and support reasonably requested by the Provider in relation to its provision of the Services;

4.2 provide access to all operational and financial information reasonably requested by the Provider to enable to it perform its obligations under this Agreement;

4.3 ensure all decisions of the Client in relation to this Agreement are made with proper authority emanating from its Board of Trustees (or governing committee) and that they are integrated with the Client's other operational, fundraising and promotional activities;

4.4 maintain a Client Contact for the Contract Period;

4.5 perform any specific Client obligations set out in the Specification.

5. Liaison, reporting and review

5.1 The parties shall ensure that their authorised representatives and in particular the Primary Contacts meet as often as is necessary during the Contract Period for the proper and efficient delivery of the Fundraising Services and at least as often as is specified in Schedule 5.

5.2 The Provider shall, in addition to oral reporting in and outside meetings, provide written reports containing reasonable detail to the Client during and at the end of the Contract Period, as specified in Schedule 5, in respect of its performance of the Fundraising Services with reference to Key Performance Indicators.

5.3 The parties shall undertake formal reviews of this Agreement in accordance with any review timetable specified in Schedule 5 and at least a reasonable time prior to any prospective renewal date.

6. Record keeping, rights of inspection

6.1 Each party shall apply proper financial and management systems and properly maintain and update records (respectively, in accordance with any requirements specified in Schedule 5), for

the Contract Period and maintain them for at least two years after termination or expiry of this Agreement.

6.2 Each party shall on reasonable notice and at reasonable times and otherwise in accordance with the other's reasonable instructions, permit any authorised representative of the other, and in the case of the Provider, any funder or regulator of the Client requiring such access under its arrangements with the Client, to inspect and take copies of any of the records and the Provider shall procure for the Client and such funders and regulators the same rights in respect of all Provider Sub-contractors.

7. Client intellectual property rights

The Client licenses the Provider, as non-exclusive license for the Contract Period, in delivering the Fundraising Services, in accordance with this Agreement only, to use Client intellectual property rights in accordance with necessarily implied or express provisions of this Agreement (including the Client's reasonable instructions) and nothing in relation to this Agreement shall otherwise imply any transfer or further licensing of any such rights.

8. Copyright and database rights

8.1 The Provider assigns copyright and database rights to the Client in all Client specific materials (in any medium) generated under this Agreement.

8.2 Such assignment does not extend to rights in material developed by the Provider independently from this Agreement, or generic materials produced under this Agreement, except as incorporated into Client specific materials.

8.3 The Provider grants the Client a non-exclusive, perpetual, non-transferable, royalty-free licence to use such incorporated generic material to the extent it is so incorporated.

9. Confidentiality and Publicity

9.1 Both parties shall keep in confidence any information of a confidential nature obtained under this Agreement, or relating to this Agreement and shall not use or divulge it to any person without the written consent of the other party.

9.2 The preceding clause does not apply to Information:

- 9.2.1 In the public domain (otherwise than by breach of this Agreement);
- 9.2.2 In the lawful possession of the receiving party prior to the date of this Agreement (other than through liaison between the parties prior to and in anticipation of this Agreement);
- 9.2.3 Obtained from a third party free to divulge it;
- 9.2.4 required to be disclosed by a Court or other competent authority;
- 9.2.5 Properly disclosed on a confidential basis to personnel, subcontractors or professional advisers of the respective parties, for the purposes of this Agreement.

9.3 No public announcement or other publicity concerning this Agreement shall, unless required by law or competent authority, be made, or issued, by either party, without the prior written consent of the other.

10. Data capture and protection

12.1 The Provider shall capture such Data under this Agreement and in such form as may be prescribed in the Specification.

10.2 All Data supplied by the Client to the Provider, or captured by the Provider, or any Provider Sub-contractor shall be used by the Provider and (as the Provider shall procure) any Provider Sub-contractor, only for the purposes of and in accordance with the provisions of this Agreement.

10.3 The Provider shall, on termination or expiry of this Agreement, as soon as is reasonably practicable, return or provide (as applicable) all copies of such Data to the Client or destroy all such copies in accordance with the Client's reasonable instructions.

10.4 Each party shall ensure that all its respective legal obligations concerning data protection are complied with in respect of all Data.

11. Indemnity

11.1 The Provider shall indemnify the Client in respect of any liability to any third party arising as a result of any acts or omissions of Provider Personnel, or Provider Sub-contractors, employed or engaged by the Provider in relation to this Agreement.

11.2 The Client shall ensure that the Provider is reasonably consulted and informed by the Client in relation to any claims made, or proceedings initiated, by any third party which are relevant to Clause 11.1 and in particular that the Provider has a reasonable opportunity to comment on the terms of any proposed payment or settlement of any such claim or proceedings.

12. Insurance

12.1 The Provider shall have in place and maintain for and in relation to the Contract Period appropriate insurance against all risks normally covered by a comprehensive policy of insurance in respect of the provision of services in the nature of the Fundraising Services, including adequate public liability insurance.

12.2 The Provider shall, on request, provide to the Client a copy of the insurance policy or policies required under Clause 12.1 with reasonable evidence of payment of the respective current premium(s).

13. Limitation of liability

The appropriateness of any limitation of liability under this Agreement has been specifically explained by the party seeking such limitation, specifically agreed and is set out in Schedule 6.

14. Termination

14.1 Any right of termination of this Agreement by written notice is specified in Schedule 1.

14.2 Either party may terminate this Agreement by written notice if the other party:

14.2.1 Has committed a fundamental breach of this Agreement;

14.2.2 Is in breach of the Agreement and has failed to remedy such breach within four months receipt of a written notice from the notifying party requiring the breach to be remedied;

14.2.3 repeats any breach in respect of which a remedy notice was issued;

14.2.4 Commits or suffers any Insolvency Event.

14.3 The Client shall be entitled to terminate this Agreement by written notice if:

14.3.1 Any Key Individual specified in the Specification ceases to be personally available to deliver the Services for a material period and is not replaced to the satisfaction of the Client;

14.3.2 The Provider becomes subject to the Control of any party which does not Control It at the Agreement Date.

15. Consequences of Termination

15.1 In the event of any termination of this Agreement (provided termination is not by reason of the Client's default) the Client shall be entitled, at its option, to assume direct responsibility for the relevant fundraising activities and/or to appoint any third party or parties to promote and continue such activities and the Provider shall provide reasonable co-operation to ensure, as far as possible, continuity of such activities.

15.2 Any right to terminate and the Client's right under Clause 15.1 are without prejudice to any other rights in respect of any relevant breach and to rights which accrued prior to termination.

15.3 Any provision of this Agreement which expressly or by necessary implication is intended to have effect after expiry or termination of this Agreement shall continue to have such effect for the intended further period.

16. Amendment

16.1 The Agreement may be amended only in writing signed by or on behalf of each party (subject to any rights of either party in writing and on reasonable notice reasonably to update or vary, payment provisions, the Specification, or any other provision of this Agreement, as specified in Schedules 4 or 5).

17. Force Majeure

17.1 Neither party shall be liable for any delay in performing any of its obligations under this Agreement if such delay is caused by circumstances beyond its reasonable control, (subject to giving the other party full particulars of the circumstances and using all reasonable endeavours to resume performance as soon as possible). Such circumstances shall not include strikes or industrial disputes (except where affecting similar businesses in similar circumstances), failures by sub-contractors (except where due to strikes or industrial disputes affecting similar businesses in similar circumstances) or shortages of labour.

17.2 A party exposed to force majeure delay under Clause 17.1 shall be entitled to terminate this Agreement on written notice.

18. Non-Waiver

No forbearance or delay by either party in enforcing provisions of this Agreement shall prejudice or restrict the rights of that party, nor shall any waiver of rights in respect of any breach of this Agreement operate as a waiver of any rights in respect of any other breach.

19. Assignment and sub-contracting

19.1 Neither party may assign the benefit of this Agreement without the written consent of the other.

19.2 The Provider may only sub-contract performance of its obligations under this Agreement, as specified in the Specification, or as agreed in writing by the Client.

20. Dispute Resolution



20.1 Any dispute arising in connection with this Agreement shall be notified in writing by one party to the other and shall first be addressed by direct personal liaison between the respective Primary Contacts.

20.2 If any dispute has not been resolved under clause 20.1 within 1 month of such notification, the matter shall (if applicable) be referred to be resolved by direct liaison between more senior individuals nominated by each party.

20.3 If any dispute has not been resolved by such senior officers within a further 10 Working Days the matter may be referred at the option of either party, within a further 5 Working Days, to mediation in accordance with the Model Mediation Procedure for the time being of the Centre for Dispute Resolution (Registered Company Number: 2422813; Registered Charity Number 1060369; www.cedr.co.uk) and where any such reference is made neither party shall commence legal proceedings in respect of the relevant matter until such procedure is complete.

21. Notices

21.1 Any notice from either party to the other under this Agreement may be personally delivered, or sent by recorded delivery to the address of the other party as set out in the heading to this Agreement, or as otherwise notified in writing, or by transmission, with due transmission receipt, to a fax number or e-mail address notified in writing for the purpose.

21.2 Any personally delivered, faxed or e-mailed notice shall be deemed received on the day it was delivered or sent if it was delivered or sent on a Working Day before 4.30pm and otherwise on the next Working Day.

22. Entire Agreement

22.1 The Agreement (incorporating its Schedules) is the exclusive statement of the agreement between the parties in relation to the Fundraising Services. It supersedes all previous communications, representations, arrangements and agreements between the parties relating to the Fundraising Services.

23. Third Parties Rights

23.1 This Agreement does not and is not intended to provide any third party with any rights under the Contracts (Rights of Third Parties) Act 1999 or otherwise.

24. Law

24.1 This Agreement is governed by and shall be construed in accordance with the law of England and Wales, unless otherwise specified in Schedule 2.

In Witness the parties have below executed this Agreement with effect from the Date in the heading

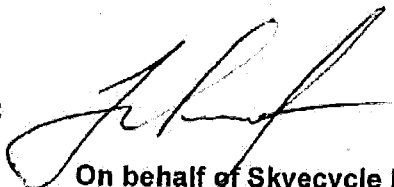
Signed:



On behalf of National Hereditary Breast Cancer Helpline Charity Ltd

**Name: Peter Blackshaw
Position: Trustee**

Signed:



On behalf of Skyecycle Ltd

**Name: Inese Moncevic
Position: Director**

SCHEDULE 1

Particular contract details

1. Client details

Name: National Hereditary Breast Cancer Helpline Charity Ltd (NHBCH)

Legal Status: Company limited by guarantee, registered charity.

Registered/Principal Office: Unit 71, Storforth Lane Industrial Estate, Hasland, Chesterfield, S42 0QZ

Registered Charity Number: 1150183

2. Provider details

Name: Skyecycle Ltd

Legal Status: Registered Company

Principal Office: 46 Station Road, Harrow, HA2 7SE

Registered Company Number: 06753128

3. Provider Fundraiser Status in relation to this Agreement

4. Fundraising Objectives

4.1 Objectives - to raise significant funds for National Hereditary Breast Cancer Helpline charity.

4.2 Means of achieving them - by allowing Skyecycle to use National Hereditary Breast Cancer Helpline's name and brand to collect and re-sell surplus clothing and household items gathered by door to door collection (D2D), and through static collection banks (Textile banks), with Skyecycle Ltd paying an agreed sum per tonne collected.

5. Contract Period

From: 15th November 2017

6. Termination on notice provision

6.1 This Agreement may be terminated by either party giving 9 months written notice to the other if one or more of the following occurs:

- a) The terms of this agreement are broken and the problem cannot be resolved within four months (exclusive of the 9 months notice period)
- b) NHBCH or Skyecycle cannot meet its financial obligations when they fall due, or go into administration or receivership
- c) Where UK legislation changes and undermines the effective working relationships or its practices

7. Area

7.1 The Provider is appointed to provide the Fundraising Services across the whole of the UK.

8. Governing Law

8.1 This Agreement is governed by and shall be construed in accordance with the law of England and Wales and operations carried out by either party in those two countries must comply with

the relevant laws. Operations in Scotland and in Northern Ireland must comply with the law of each of those jurisdictions.

SCHEDULE 2

Specification

1. Skyecycle agrees to donate to NHBCH an agreed part of its turnover achieved through the recycling of clothing and other household items across the UK, using the NHBCH brand name and reputation via:
 - a) Door to door distribution and collection of recycled clothing bags
 - b) Static collection banks (Textile banks)
 - c) Any other initiatives taken by Skyecycle to be approved by NHBCH from time to time
2. When operating for the benefit of NHBCH, Skyecycle and its associated contractors will operate within British Law and the agreed Best Practices
3. NHBCH to allows Skyecycle:
 - a) The use of the NHBCH logo and certain other images and information but only as approved beforehand by NHBCH
 - b) To collect textiles for recycling in all parts of the UK, but only on the basis that Skyecycle consistently follows an agreed expansion plan during the period of this agreement
4. NHBCH and Skyecycle will make every effort to assure members of the public, local authorities, and businesses which support the charity, that the recycling activities of Skyecycle and its associated companies have been approved by NHBCH and are being carried out in a professional, legal and ethical manner

SCHEDULE 3

Skyecycle obligations to NHBCH

1. Skyecycle is responsible for all aspects of its NHBCH recycled textiles operation, and for all administration and costs associated with this.
2. Skyecycle must train and supervise its employees, representatives and agents to operate by the following Code of Conduct:
 - a) Operate by the Code of Conduct at all times
 - b) Do not harm the good name and reputation of NHBCH
 - c) Always to be dressed in a clean, smart-casual manner, act in a businesslike and friendly way, and have an appearance that will not give rise to suspicion or concern by members of the public.
 - d) Always carry a photo ID card with a design and wording that has been approved by NHBCH and be willing to politely show this ID to anyone who asks to see it
 - e) Never ask for, or take, cash payment or payment in kind for the textiles collected
3. Skyecycle will supervise the appointment and the operations of self-employed team leaders and individual collectors (volunteers) with whom it cooperates to ensure that all are working legally and willingly. In particular Skyecycle will:
 - a) Require all team leaders and their individual collectors (volunteers) to complete, sign and date a form, one copy of which they will keep and one copy of which they will supply to Skyecycle for its records. This form will:
 - i. Provide their name, address, nationality, passport number, or ID number
 - ii. Contain a statement that they are entitled to work in the UK and that they are working willingly and not under any kind of duress
 - iii. A statement that they have read and understood the "Code of Conduct" under which they are required to operate, and that they commit to abide by it. The Code of Conduct is to be printed on the reverse of the form.
 - iv. Be available in the native language for those who cannot understand it in English
4. In advance of the distribution and collection of recycled clothing bags Skyecycle must:
 - a) Make accurate applications for H2H collection licences to the relevant local authorities and any other authorities as necessary, along with any relevant information NHBCH comply with any relevant requirements of these authorities
 - b) Ensure that all applications for house to house collection licenses are checked and signed by an authorised representative of Skyecycle and that letters are printed on Skyecycle letterhead when necessary.
5. Once approval for such distribution and collection has been achieved, Skyecycle must immediately inform NHBCH in writing of all intended bag distribution programmes, so that NHBCH can arrange press releases and deal with any queries that may arise. Skyecycle must ensure that collections of filled bags are made on the dates indicated to householders at the time of distribution.
6. All recycled clothing bags must:

- a) Conform to a quality standard, design and wording approved beforehand by NHBCH and ordered and paid for by Skyecycle with the prior knowledge of NHBCH.
7. Skyecycle will ensure that applications are made for container sites (Textile Banks) to retailers, local authorities, schools, and the owners of other suitable sites.
8. Skyecycle will be responsible for the subsequent delivery, maintenance, good appearance, and emptying of these containers.
9. Skyecycle will maintain a telephone helpline with associated voicemail service for members of the public to call with questions, feedback or complaints. Skyecycle will ensure that:
 - a) the system is adequate to handle the volume of calls and messages;
 - b) all calls are responded to within one working day of receipt.
10. Skyecycle will respond to all messages related to their recycling activities received by NHBCH and forwarded to them within five working days of receipt.
11. Skyecycle must not use the NHBCH logos, images, or other information about the charity on any of Skyecycle's marketing materials, other printed materials, textile banks and containers, videos, photographs, Skyecycle website, other Internet-based media, vehicles, clothing or ID cards, in the UK or in any other country, without the previous permission in writing from NHBCH.
12. Skyecycle will provide NHBCH with a monthly Door to Door Collections Report within one month after the month to which the report relates (two months after the first date of the month to which the report relates).
13. Skyecycle will make monthly donations to NHBCH according to the Door to Door Collections Reports at the rate of £75 per tonne of collected textiles. Payments will be made within two months of the end of the calendar month to which they relate.
14. Skyecycle will provide NHBCH with monthly Textile Banks Collections Reports within one month after the month to which the report relates (two months after the first date of the month to which the report relates), each report showing collection dates (monthly) and kilos collected per particular area.
15. Skyecycle will make monthly donations to National Hereditary Breast Cancer Helpline according to the Textile Banks Collections Reports at the rate of £120 per tonne of collected materials. Payments will be made within two months of the end of the calendar month to which they relate.
16. Skyecycle will notify NHBCH immediately of any relevant information about:-
 - a) Changes within Skyecycle
 - b) Positive or negative feedback from the public or from other sources
 - c) Problems it is encountering
 - d) New information about trends or news from the recycled clothing market

SCHEDULE 4

National Hereditary Breast Cancer Helpline (NHBCH) obligations to Skyecycle

1. NHBCH agrees to allow Skyecycle to benefit from the use of its logo, images, and other marketing material (leaflets, newsletters etc) to promote the collection of recycling textiles in all parts of the UK.
2. NHBCH agrees to Skyecycle having exclusive collection rights for the whole of the UK, on the basis that Skyecycle consistently follows an expansion plan (to be agreed) during the period of this agreement.
3. NHBCH will actively promote, at NHBCH's cost, the charity's relationship with Skyecycle, the existence of the contract and the Code of Conduct, the Textile Bank sites, D2D distribution and collections through NHBCH website, facebook, twitter and any other media channels.
4. NHBCH will always give a quick response to requests for approval of marketing materials and will always provide advice and helpful comments.
5. NHBCH will seriously consider any new ideas for promoting new initiatives to promote recycling for the benefit of NHBCH, although cost will always be a key consideration.
6. NHBCH will keep Skyecycle well-informed of news about the charity through the regular management meetings.
7. NHBCH will maintain an email address for the receipt of questions, concerns and complaints about Skyecycle's recycling activities. It will also record messages received by other means including the telephone and the website enquiry form, and will forward to Skyecycle all messages received by whatever means within one working day of receipt.
8. NHBCH will ensure that applications are made for container sites (Textile Banks) to retailers, local authorities, schools and the owners of other available sites.
9. NHBCH will support Skyecycle in all possible ways to obtain the Exemption order that enables to promote H2H collections without the need for a licence: make accurate applications to the relevant local authorities and any other authorities as necessary; apply for H2H collection licence as necessary etc.

SCHEDULE 5

Contract management provisions

1. Provider Contact details: a Trustee (currently Peter Blackshaw) or any other employee nominated by NHBCH.
2. Client Contact details: a Director of Skyecycle Ltd (currently Inese Moncevic) or any other nominated employee with the agreement of NHBCH (that agreement not to be unreasonably withheld).
3. Liaison meeting regime: the agreement will be managed through regular meetings, not less than 3 months apart, of the primary contacts (or their representatives as agreed between the two parties). These meetings are to be arranged by Skyecycle Ltd.
4. Reporting regime: Skyecycle are to provide NHBCH with monthly reports showing precise tonnages of items collected by both door to door collection and collection banks. These reports, which can be submitted electronically, are to be received within 1 month after the calendar month to which they relate (two months after the first date of the month to which the report relates).
5. Review process: this agreement will be subject to an annual review meeting.

SCHEDULE 6

Interpretation

1. In the Agreement the following definitions apply:

"Agreement Date" the date of this Agreement;

"Area" as specified in *Schedule 2*;

"Client Contact" the principal Individual contact of the Client for the purposes of this Agreement;

"Contract Period" as specified in *Schedule 2*;

"Control" ultimate control over more than 50% of the votes governing decisions in a relevant organisation;;

"Data" all regulated data captured, controlled or processed in relation to this Agreement;

"Fundraising Services" as outlined in *Schedule 1* and detailed in the Specification;

"Insolvency Event" the calling of any creditors meeting; the appointment of any receiver, administrator, or administrative receiver over all or any part of assets or undertaking; the presentation of a winding-up or bankruptcy petition; the convening of a meeting to pass a winding up resolution; entering into liquidation; a bankruptcy petition issued in respect of any director, owner or key individual; the suspension or cessation of business; any threat to suspend or cease business;

"IOF Code" the codes of practice for the time being of the Institute of Fundraising (Registered Charity Number: 1079573; www.institute-offundraising.org.uk);

"Key Performance Indicators" as specified in the Specification;

"Primary Contacts" the Client Contact and Provider Contact;

"Provider Contact" the principal individual contact of the Provider for the purposes of this Agreement;

"Provider Personnel" every individual employed or engaged by the Provider in delivering any part of the Fundraising Services, whether as agents, consultants, employees, independent contractors, volunteers or otherwise;

"Provider Sub-contractors" every corporate person, freelance operator or other organisation providing services to the Provider in relation to this Agreement, including every individual

employed or engaged by such sub-contractor in delivering any part such services, whether as agents, consultants, employees, independent contractors, volunteers or otherwise;

"Specification" the methodology, content and details of the Fundraising Services as specified in *Schedule 2* (as amended from time to time by agreement between the parties);

"Standards" as specified in Clause 3;

"Working Day" 9.00am to 5.00pm Monday to Friday excluding official bank holidays in England and Wales.

2. In this Agreement (subject to manifest contrary intention):

2.1 The singular includes the plural and vice versa;

2.2 references to clauses, sub-clauses and schedules are to clauses, sub-clauses and schedules to this Agreement;

2.3 headings to clauses are for reference only and not interpretation;

2.4 references to statutory provisions respectively include any provision which amends, replaces or supplements them;

2.5 Every indicative list, or use of the words "including" or "in particular", or any cognate, or similar words apply without limitation and without prejudice to the generality.

**Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2016
For
National Hereditary Breast Cancer Helpline**



**Contents of the Financial Statements
for the Year Ended 31 March 2016**

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Balance Sheet	1
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Trustees' report for the Year Ended 31 March 2016

6

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE SORP) (effective January 2015).

Registered company number

07877025 (England and Wales)

Registered charity number

1150183 (England and Wales)

Registered office

St Anne's Cottage
Over Haddon
Derbyshire
DE45 1JE

Principal professional advisers

Bankers

NatWest Bank Plc
Derby City Branch
7 Market Place
Derby
DE1 3ZF

Lloyds Bank
Church Street
Sheffield Branch
PO Box 1000
BX1 1LT

Independent Examiners

Mabe Allen LLP
50 Osmaston Road
Derby
DE1 2HU

National Hereditary Breast Cancer Helpline

A Company Limited by Guarantee

Trustees' report for the Year Ended 31 March 2016 - *Continued*

Trustees

Richard Horsley (appointed 7 October 2016)

John Pitman (appointed 7 October 2016)

Wendy Watson (resigned 7 October 2016)

The Trustees present their Report and the unaudited Financial Statements for the year ended 31 March 2016.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a company limited by guarantee, incorporated on 9 December 2011 and registered with the Charity Commission as a registered charity on 14 December 2012 as amended by special resolution registered at Companies House on 11 December 2012.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

Recruitment and appointment of trustees

The current Trustees are detailed above. If recruitment is required this will follow the policy and procedures to ensure that all legal and good practice requirements are met.

To enhance the work of the charity, the trustees appointed would have an interest in the work being carried out into Hereditary Breast Cancer.

Trustee Induction and Training

Any new Trustees are given details of the rules and objectives of the Charity.

They are invited to work in the central distribution centre and meet some of the volunteers, together with attending meetings held by the support groups.

Risk Management

The Trustees have assessed any significant risks that the Charity may be exposed to and have taken measures to ensure any potential risks are minimised.

6

National Hereditary Breast Cancer Helpline

A Company Limited by Guarantee

Trustees' report for the Year Ended 31 March 2016 - *Continued*

Organisational Structure

Trustees are responsible for the overall management and control of the charity. The Trustees are grateful to the many volunteers who give their time to the charity. In total this represents many hours of work, but without which the National Hereditary Breast Cancer Helpline would not be as successful.

The Trustees believe that the organisation is well placed to fulfil the objectives of the charity into the future.-

OBJECTIVES AND ACTIVITIES

The charity's objective is to promote and protect good health and relieve sickness for the public benefit by:

- 1) Operating, organising, managing and promoting an association for the training and/or education and/or general advice into all areas of hereditary breast cancer;
- 2) Managing a national helpline for the delivery of advice about hereditary breast cancer; and
- 3) Helping and supporting anyone concerned about their increased risk of developing breast cancer due to family history.

In order to achieve this objective the charity has opened charity shops, which also act as community support and information centres, providing support to patients and families affected by hereditary cancer via discussion with volunteers and provision of resources.

This will also raise community awareness of hereditary cancer to promote early detection and management.

The helpline is available 24 hours per day, and has identified other volunteers by way of training courses to help lead other groups around the UK.

The charity will continue to make use of the 36 existing Hereditary Breast Cancer support groups set up by Wendy Watson who will attend meetings and events where possible. Each group is made up of 50 volunteers and 3 administrators and the aim is to build links with local genetic services. Each information and support centre will be attached to a local support group which will assist in the identification and subsequent referral and management of high risk families.

The charity will build links to encourage triangulation between clinicians, patients and researchers. This will improve the focus and governance of research.

In determining the charity's objectives and planning its activities, the trustees have had due regard to guidance published by the Charity Commission on public benefit.

ACHIEVEMENTS AND PERFORMANCE

The NHBCH continued to receive a steady stream of calls for the year ending 31st March 2016 via a 24 hour telephone support and information service. Together with the assistance of two main professional advisors, Professor Gareth Evans and Professor Julian Barwell, the charity aims to provide reliable answers and support to those in need without undue delay. Professor Gareth Evans is a professor in Clinical Genetics Manchester RGS, a NIHR Senior Investigator and the NICE Guideline FBC Committee Lead Clinician, whilst Professor Julian Barwell is a consultant in Clinical Genetics/Honorary Professor in Genetic Medicine at the University of Leicester. The charity is extremely grateful for the assistance and expertise provided by Professor Evans and Professor Barwell.

In light of the increasing economic pressures faced by the retail sector, a decision was taken towards the end of the financial year to undertake a full evaluation of all the charity shops. However, all the shops continue to be a source of information via the distribution of literature and contact details of the helpline. The shops are also staffed by key volunteers and assisted by over 60 unpaid volunteers, our thanks go to them all for their continued support, time and hard work.

The 25 support groups continued during the year supported by over 50 unpaid volunteers, the groups hold meetings to provide local support and information to those affected by hereditary breast cancer. Again our thanks go to them for all their continued support, time and hard work.

The charity continues to campaign to raise awareness of hereditary breast cancer via television and radio interviews and through press reports. To continue to raise the awareness of the impact of this faulty gene and of the charity, a part time fund raiser and campaigner was appointed in March 2016. As grant funding is increasingly difficult to obtain, the remit of this appointment is to increase external funding as well as to raise awareness of the charity.

FINANCIAL REVIEW

Income generation

The director of the charitable company has loaned funds to provide the initial working capital for the shops to be opened. There are no specific repayment terms for the loan but the director has confirmed that she will continue to make funds available to the charity until it can meet its liabilities as they fall due.

The majority of incoming resources in the year 90% (2015: 88%) was charity shop income. An unrestricted contribution of £50,000 was also received during the year from a charitable foundation to help towards the costs of running the Helpline.

National Hereditary Breast Cancer Helpline ***A Company Limited by Guarantee***

Trustees' report for the Year Ended 31 March 2016 - *Continued*

Reserves policy

The charity aims to hold reserves in order that the level of service provided by the Helpline can be maintained should there be a reduction in incoming resources. At 31 March 2016 the charity had unrestricted reserves of £26,763 (2015: £49,760). The surplus situation is expected to continue such that the charity will have positive free reserves in the future.

Trustees' responsibility statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRSSE) (effective January 2015);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

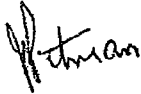
National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Trustees' report for the Year Ended 31 March 2016 - *Continued*

PUBLIC BENEFIT

The Trustees, in exercising their powers and duties, have complied with their duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. In preparing the report and accounts the trustees have complied with the requirements set out in that guidance to report on the significant activities and achievements of the charity in 2015/16. They have reported in a way that both sets out the aims and strategies of the charity and demonstrates how the aims and activities of the charity were carried out for the public benefit.

On behalf of the Board



Trustee - John Pitman

31 January 2017

**Independent Examiner’s Report to the Trustees of
National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee**

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 9 to 23.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed. The charity’s gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

Basis of 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 statement below.

**Independent Examiner's Report to the Trustees of
National Hereditary Breast Cancer Helpline
*A Company Limited by Guarantee***

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 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statements of Recommended Practice: Accounting and Reporting by Charities: the Financial Standard for Smaller Entities (FRSSE) (effective January 2015)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.



Kevin Slack FCA
for and on behalf of Mabe Allen LLP
50 Osmaston Road
Derby
DE1 2HU

31st January 2017
Date

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Statement of Financial Activities
for the year ended 31 March 2016

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<i>Income</i>					
Donations	2	74,331	-	74,331	112,546
Charitable Activities	3	836,038	-	836,038	862,009
Other income	4	14,458	-	14,458	-
		<hr/>	<hr/>	<hr/>	<hr/>
Total Income		924,827	-	924,827	974,555
		<hr/>	<hr/>	<hr/>	<hr/>
<i>Expenditure</i>					
Charitable Activities	5	929,975	-	929,975	905,442
Raising funds		17,849	-	17,849	4,192
		<hr/>	<hr/>	<hr/>	<hr/>
		947,824	-	947,824	909,634
Net (Expenditure)/Income		(22,997)	-	(22,997)	64,921
Fund Balances Brought Forward at 1 April 2015		49,760	-	49,760	(15,161)
		<hr/>	<hr/>	<hr/>	<hr/>
Fund Balances Carried Forward at 31 March 2016		26,763	-	26,763	49,760
		<hr/>	<hr/>	<hr/>	<hr/>

All of the above results are derived from continuing activities.
All gains and losses recognised in the year are included above.
The notes form part of the financial statements.

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Summary Income and Expenditure Account
for the year ended 31 March 2016

	2016	2015
	All Income	All Income
	Funds	Funds
	£	£
Total Income of Continuing Operations	924,827	974,555
Total Expenditure of Continuing Operations	947,824	909,634
	<hr/>	<hr/>
	(22,997)	64,921
Interest Receivable and Investment Income	-	-
	<hr/>	<hr/>
(Loss)/Profit on Ordinary Activities before Taxation	(22,997)	64,921
Taxation	-	-
	<hr/>	<hr/>
(Loss)/Profit on Ordinary Activities After Taxation	(22,997)	64,921
Retained Balance Brought Forward at 1 April 2015	49,760	(15,161)
	<hr/>	<hr/>
Retained Balance Carried Forward at 31 March 2016	26,763	49,760
	<hr/>	<hr/>

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Company No: 07877025

Balance Sheet
at 31 March 2016

	<i>Note</i>	2016	2015
		£	£
Fixed Assets			
Tangible assets	10	46,215	57,469
Current Assets			
Stock		105,051	165,807
Debtors	11	7,511	8,882
Cash at Bank and in Hand		26,908	26,546
		139,470	201,235
Creditors: Amounts Falling Due Within One Year	12	(126,827)	(143,266)
Net Current Assets		12,643	57,969
Total Assets Less Current Liabilities			
Creditors: Amounts falling due After one year	13	(32,095)	(65,678)
Net Assets		26,763	49,760
Charity Funds			
Unrestricted Funds: General Funds		26,763	49,760
Total charity funds	14	26,763	49,760

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Company No: 07877025

Balance Sheet
at 31 March 2016 - *Continued*

For the financial year the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The Financial Statements were issued by the Trustees and were signed on their behalf by:


.....
John Pitman

Trustee

31 January 2017

The annexed notes form part of these Financial Statements.

National Hereditary Breast Cancer Helpline

A Company Limited by Guarantee

Notes

(forming part of the Financial Statements)

1. Principal Accounting Policies

The principal accounting policies adopted in the preparation of the Financial Statements are set out below and also have been consistently applied within the same Financial Statements unless otherwise stated.

Basis of Preparation

The Financial Statements have been prepared on a going concern basis under the historical cost convention, modified to include contributions at fair value.

They have been prepared in accordance with the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective January 2015). They also comply with Statement of Recommended Practice on Accounting and Reporting by Charities (FRSSE SORP); the Financial Reporting Standard for Smaller Entities (effective January 2015).

The charity has availed itself of Paragraph 4(1) of Schedule 1 of the Small Companies and Groups (Accounts and Directors' Report) Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the charity's activities.

Company Status

The Charity is a Company Limited by Guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

National Hereditary Breast Cancer Helpline

A Company Limited by Guarantee

Notes - *continued* ***(forming part of the Financial Statements)***

1. Principal Accounting Policies - *continued*

Income Recognition

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

Donated facilities are included in incoming resources at valuation when the benefit to the charity is reasonably quantifiable and measurable. They are valued by the trustees at the amount the charity would have been willing to pay for the services or facilities on the open market. No amounts are included in the financial statements for services donated by volunteers.

The charity recognises grant income when the charity has entitlement after performance conditions have been met, it is probable the income will be received and the amount can be measure reliably. If entitlement is not met then these amounts are deferred. Other income includes gains on disposals of assets.

Shop income comprises takings from the outlets operated by the charity in respect of the sale of goods and is accounted for when received.

Expenditure Recognition

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

- Costs of raising funds.
- Expenditure on charitable activities includes costs of delivering the charity's aims.
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support Costs Allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

National Hereditary Breast Cancer Helpline A Company Limited by Guarantee

Notes - continued (forming part of the Financial Statements)

1. Principal Accounting Policies - continued

Support Costs Allocation - continued

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 5.

Leasing and Hire Purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and Fittings	25% on cost
Motor vehicles	20% on cost

Stock

Stocks are valued at the lower of cost and net realisable value.

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Notes - *continued*
(forming part of the Financial Statements)

1. Principal Accounting Policies - *continued*
Operating Leases

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

2. Voluntary Income

Donations and Gifts

	2016	2015
	£	£
Gifts and Donations	74,331	112,546
	<hr/>	<hr/>
	74,331	112,546
	<hr/>	<hr/>

All of the above income was attributable to unrestricted funds in 2016 and 2015.

3. Charitable Activities

	2016	2015
	£	£
Charity Shop Income	836,038	862,009
	<hr/>	<hr/>
	836,038	862,009
	<hr/>	<hr/>

All of the above income was attributable to unrestricted funds in 2016 and 2015.

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

6

Notes - continued
(forming part of the Financial Statements)

4. Other Income	2016	2015
	£	£
	14,458	-
	<hr/>	<hr/>

All of the above income was attributable to unrestricted funds in 2016 and 2015.

	Activities Undertaken Directly	Support Costs	Total 2016	Total 2015
	£	£	£	£
5. Total Resources Expended				
National Hereditary Breast Cancer Helpline Costs	917,925	29,899	947,824	909,634
	<hr/>	<hr/>	<hr/>	<hr/>
Total Resources Expended	917,925	29,899	947,824	909,634
	<hr/>	<hr/>	<hr/>	<hr/>

All of the above expenditure was attributable to unrestricted funds in 2016 and 2015.

Allocation of Support Costs

	Basis of Allocation	Total 2016	Total 2015
		£	£
Governance	Direct	12,050	3,500
Fund raising	Direct	17,849	4,192
		<hr/>	<hr/>
Total		29,899	7,692
		<hr/>	<hr/>

5. Total Resources Expended - *continued*

Charitable activities

	2016	2015
	£	£
Shop sales income	836,038	862,009
Cost of sales	123,580	66,669
Store costs and fundraising	409,227	392,865
Staff costs	397,168	415,005
Other expenses	-	30,903
Net expenditure on charitable activities	929,975	905,442

Governance Costs

	Total 2016	Total 2015
	£	£
Accountants fee	8,550	-
Fund raising	3,500	3,500
Total	12,050	3,500

6. Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Notes - continued
(forming part of the Financial Statements)

7. Trustees' Expenses

There were no trustee's expenses paid for the year ended 31 March 2016, nor for the year ended 31 March 2015.

8. Analysis of Staff Costs

There were no employees with emoluments above £60,000.

	2016	2015
	£	£
Salaries and Wages	353,253	398,512
Social Security Costs	43,915	16,493
	<hr/>	<hr/>
Total	397,168	415,005
	<hr/>	<hr/>

Staff Numbers

The average number of full-time equivalent employees (including casual and part-time staff) during the year was as follows:-

	2016	2015
	£	£
Staff	40	43
	<hr/>	<hr/>

9. Corporation Taxation

The charity is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Notes - continued
(forming part of the Financial Statements)

10. Tangible Fixed Assets

	Vehicles	Fixtures And Fittings	Total
Cost	£	£	£
At 1 April 2015	16,600	66,060	82,660
Additions	-	2,323	2,323
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2016	16,600	68,383	84,983
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2015	6,640	18,551	25,191
Charge for the year	3,320	10,257	13,577
	<hr/>	<hr/>	<hr/>
At 31 March 2016	9,960	28,808	38,768
	<hr/>	<hr/>	<hr/>
Net Book Value			
At 31 March 2016	6,640	39,575	46,215
	<hr/>	<hr/>	<hr/>
At 31 March 2015	9,960	47,509	57,469
	<hr/>	<hr/>	<hr/>

The charity held assets under Hire Purchase agreements with a net book value of £6,640 (2015: £9,960).

6

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Notes - continued
(forming part of the Financial Statements)

11. Debtors	2016	2015
	£	£
Trade debtors	2,685	-
VAT	4,826	8,882
	<hr/>	<hr/>
	7,511	8,882
	<hr/>	<hr/>
12. Creditors: Amounts Falling Due Within One Year	£	£
Bank Overdraft	42,797	49,775
Trade Creditors	13,674	25,538
Other Creditors	28,546	40,261
Taxation & Social Security	4,826	4,678
Key Funds Loans (see note 13)	5,000	20,000
Hire Purchase	1,984	3,014
Director's loan	30,000	-
	<hr/>	<hr/>
	126,827	143,266
	<hr/>	<hr/>
13. Creditors: Amounts Falling Due After More Than One Year	£	£
Key Fund Loans	-	5,000
Hire Purchase	-	1,984
Director's loan	32,095	58,694
	<hr/>	<hr/>
	32,095	65,678
	<hr/>	<hr/>

The Key fund loans are unsecured and bear interest at a rate of 6.5% per annum. They are repayable in equal instalments over 36 months.

The director's loan was unsecured and interest free.

National Hereditary Breast Cancer Helpline
A Company Limited by Guarantee

Notes - continued
(forming part of the Financial Statements)

	At 1 April 2015 £	Income £	Expenditure £	At 31 March 2016 £
14. Statement of Funds				
Unrestricted Funds				
General Reserve	49,760	924,827	947,824	26,763
	<hr/>	<hr/>	<hr/>	<hr/>
Total Funds	49,760	924,827	947,824	26,763
	<hr/>	<hr/>	<hr/>	<hr/>

The general reserve represents the free funds of the Charity which are not designated for particular purposes.

	Unrestricted/ General Funds £	Restricted/ Designated Funds £	Total £
15. Analysis of Net Assets Between Funds			
Fund Balances at 31 March 2016 are Represented by:			
Fixed Assets	46,215	-	46,215
Current Assets	139,470	-	139,470
Current Liabilities	(126,827)	-	(126,827)
Longer Term Liabilities	(32,095)	-	(32,095)
	<hr/>	<hr/>	<hr/>
	26,763	-	26,763
	<hr/>	<hr/>	<hr/>

Notes - continued
(forming part of the Financial Statements)

16. Operating leases

At 31 March 2016 the charity had annual commitments under non-cancellable operating leases as follows:

	2016	2015
	£	£
Expiry date		
Between two and five years	45,000	45,000

17. Control Relationship

The trustees are responsible for the overall management and control of the Charity.

18. Related Party Transactions

At 31 March 2016 Wendy Watson was a trustee/director of the charity. She had a loan owed to her of £62,095 (2015: £58,694). The loan was unsecured, interest free and had no fixed repayment date. The trustees approved to repay £30,000 of the loan before 31 March 2017.

Wendy's daughter, Rebecca Measures, was contracted by the charity as a fundraiser. The fundraising costs of £17,849 (2015: £4,192) relate to her remuneration and expenses.

