

Sir Frederick Hervey-Bathurst Bt.
Chartered Financial Planner MSI
Director

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As: Station and Company.

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TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5TH APRIL 2023
FOR
HEAD & NECK CANCER FOUNDATION

Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

HEAD & NECK CANCER FOUNDATION

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5TH APRIL 2023

	Page
Reference and Administrative Details	1
Trustees' Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 12
Detailed Statement of Financial Activities	13 to 14

HEAD & NECK CANCER FOUNDATION

REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 5TH APRIL 2023

TRUSTEES	Sir F W J Hervey-Bathurst Prof M McGurk P Kennan Dr V Patel
PRINCIPAL ADDRESS	The Coach House Somborne Park Stockbridge Hampshire SO20 6QT
REGISTERED CHARITY NUMBER	1160602
INDEPENDENT EXAMINER	Martin and Company 25 St Thomas Street Winchester Hampshire SO23 9HJ
SOLICITORS	Camerons Solicitors LLP 70 Wimpole Street London W1G 8AX

HEAD & NECK CANCER FOUNDATION

TRUSTEES' REPORT **FOR THE YEAR ENDED 5TH APRIL 2023**

The trustees present their report with the financial statements of the charity for the year ended 5th April 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Legal and administrative information set out on page 1 forms part of this report.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the charity are:

- i) to protect and promote the health of the public in particular by research into the nature, causes, diagnosis, prevention, treatment (including complications of treatment) and cure of head and neck cancer;
- ii) to disseminate the useful results of such research to provide information and to raise public understanding of head and neck cancer, its causes, prevention and treatment

Public benefit

The Trustees confirm that they have taken account of the Charity Commission's general guidance on public benefit. The benefits are as outlined in the Charity's objectives noted above.

ACHIEVEMENT AND PERFORMANCE

Head and Neck Cancers

We are a charity devoted to driving awareness for, and the adoption of, ground-breaking new technology for the treatment of head and neck cancer. On average, 31 people are diagnosed every day, with a head and neck cancer in the UK.

We educate the public on how to identify the symptoms of head and neck cancers, hopefully at an early stage improving the outcome and make them aware they can request the pioneering Sentinel Node Biopsy technique, which can save over 70% of patients from enduring the trauma of a neck dissection.

As with many other cancers, treatments are still based on surgery, but what makes head and neck cancers stand out is that - unlike many other surgeries - the results are invasive and often permanently visible. In addition, the most commonly-practiced surgical procedures can impact the senses of sight, hearing, taste and smell, breathing, swallowing and speech.

Sentinel Node Biopsy - Development and Training

After successfully running in person SNB Training courses for over four years, training over 30 UK Cancer Units and teams, we have now developed the first and only online SNB course - Headstart Online, available via our website. Our course is accredited by the Royal College of Surgeons and awards those who pass the course with six CPD points.

SNB has been endorsed by the National Institute for Health and Care Excellence (NICE), is fully adopted in Denmark and the Netherlands, and is growing in deployment across Europe and the US. As knowledge among the public grows about head and neck cancers and patients' rights to opt for SNB treatment, UK surgeons are now looking to adopt the technique to meet the demand.

Improve Care for Rare Diseases

Once trained, Clinicians dealing with rare or uncommon conditions may do so in isolation, and the side effect is a dilution of experience, stagnation of ideas and lack of progress in treatment. There are several rare disorders that are still being treated aggressively where there are more conservative alternatives. In many cases, the aggressive surgery can be replaced with medical or minimally invasive surgical procedures.

There is a national initiative to improve care for rare diseases which was published during the outbreak of COVID. We will use this initiative as a platform to promote our objective of drawing the attention of the Government committee responsible for managing rare or uncommon conditions. We will encourage the development of educational packages to raise or maintain a high standard of treatment provision. We will promote maintaining standards through a National audit of cases and results.

Trial Funding

We have funded a ground-breaking trial looking at the pattern of the spread of cancer from tumours in the oropharynx (LOOC - lymphatic mapping of oropharyngeal cancer). This trial has the possibility to develop technology to allow patient specific treatment of cancers of the oropharynx, reducing the life-long toxicity of the treatment without affecting cancer survival.

LOOC is a UK based multicentre study supported by the National Institute of Health Research and has full ethical approval. It is likely to have an international impact in the ongoing treatment of oropharyngeal cancer.

FINANCIAL REVIEW

Financial position

At 5th April 2023 the Charity had net funds of £300,909 (2022: £361,833).

Reserves policy

The Charity's policy is to keep expenditure including the management and administration costs broadly in line with the income received in the year.

HEAD & NECK CANCER FOUNDATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 5TH APRIL 2023

FUTURE PLANS

The Charity's goal is to introduce SNB to all cancer centres in the UK. We will achieve this by collaborating with national bodies to run a UK prospective randomised trial. The introduction of SNB will revolutionise the management of mouth cancer in the UK and will set the pace for Europe and America.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was established by constitution as a charitable incorporated organisation and registered at the Charity Commission on 23rd February 2015.

Recruitment and appointment of new trustees

New Trustees may be appointed by the existing Trustees.

Risk management

The Trustees meet once a quarter to review the charity's activities and the risks to which it is exposed and confirm that controls are in place to mitigate those risks.

Approved by order of the board of trustees on *29th Aug 2023* and signed on its behalf by:



.....
Sir F W J Hervey-Bathurst - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEAD & NECK CANCER FOUNDATION**

Independent examiner's report to the trustees of Head & Neck Cancer Foundation

I report to the charity trustees on my examination of the accounts of Head & Neck Cancer Foundation (the Trust) for the year ended 5th April 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

David Barr BSC FCA

Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

Date:

HEAD & NECK CANCER FOUNDATION**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 5TH APRIL 2023

		2023	2022
		Unrestricted	Total
		fund	funds
		£	£
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		40,065	72,613
Charitable activities	5		
Cancer research		-	16,875
Other trading activities	3	25,560	4,600
Investment income	4	1,893	790
Total		67,518	94,878
EXPENDITURE ON			
Raising funds		32,452	11,228
Charitable activities	6		
Cancer research		95,990	95,004
Total		128,442	106,232
NET INCOME/(EXPENDITURE)		(60,924)	(11,354)
RECONCILIATION OF FUNDS			
Total funds brought forward		361,833	373,187
TOTAL FUNDS CARRIED FORWARD		300,909	361,833


The notes form part of these financial statements

HEAD & NECK CANCER FOUNDATION

BALANCE SHEET 5TH APRIL 2023

		2023 Unrestricted fund £	2022 Total funds £
CURRENT ASSETS	Notes		
Debtors	12	5,940	10,995
Cash at bank		296,169	352,242
		<u>302,109</u>	<u>363,237</u>
CREDITORS			
Amounts falling due within one year	13	(1,200)	(1,404)
		<u>300,909</u>	<u>361,833</u>
NET CURRENT ASSETS			
		<u>300,909</u>	<u>361,833</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>300,909</u>	<u>361,833</u>
NET ASSETS			
		<u>300,909</u>	<u>361,833</u>
FUNDS	14		
Unrestricted funds		300,909	361,833
TOTAL FUNDS		<u>300,909</u>	<u>361,833</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
29th April 2023 and were signed on its behalf by:


F W J Hervey-Bathurst - Trustee

The notes form part of these financial statements

1. STATUTORY INFORMATION

The Head & Neck Cancer Foundation is a charity registered in England and Wales. The charity's registered number and registered address can be found in the Trustees' Report.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended practice effective from 1st April 2005 which has since been withdrawn.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

All funds held by the charity are unrestricted general funds which can be used in accordance with the charitable objectives at the discretion of the Trustees.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

HEAD & NECK CANCER FOUNDATION**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 5TH APRIL 2023****3. OTHER TRADING ACTIVITIES**

	2023	2022
	£	£
Fundraising events	25,560	4,600

4. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	1,893	790

5. INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Training in SNB	-	16,875

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7)	Grant funding of activities (see note 8)	Support costs (see note 9)	Totals
	£	£	£	£
Cancer research	4,440	8,075	83,475	95,990

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023	2022
	£	£
Training in SNB	-	13,492
PR	-	18,600
Video and filming	4,440	2,880
Podcasts	-	1,500
Research data	-	2,160
	4,440	38,632

8. GRANTS PAYABLE

	2023	2022
	£	£
Cancer research	8,075	5,000

The total grants paid to institutions during the year was as follows:

	2023	2022
	£	£
University College London Hospital Charity	8,075	5,000

HEAD & NECK CANCER FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 5TH APRIL 2023**

9. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
Cancer research	<u>81,555</u>	<u>1,920</u>	<u>83,475</u>

Support costs, included in the above, are as follows:

Management

	2023	2022
	Cancer	Total
	research	activities
	£	£
Wages	37,738	37,286
Social security	4,154	3,870
Pensions	945	919
Administration expenses	2,981	1,553
Marketing/Website/ Communications/Branding	35,737	5,824
	<u>81,555</u>	<u>49,452</u>

Governance costs

	2023	2022
	Cancer	Total
	research	activities
	£	£
Independent examiner's fees	<u>1,920</u>	<u>1,920</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 5th April 2023 nor for the year ended 5th April 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 5th April 2023 nor for the year ended 5th April 2022.

11. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2023	2022
Management	<u>1</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

HEAD & NECK CANCER FOUNDATION**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 5TH APRIL 2023****12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023 £	2022 £
Prepayments and accrued income	<u>5,940</u>	<u>10,995</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other creditors	-	204
Accrued expenses	<u>1,200</u>	<u>1,200</u>
	<u>1,200</u>	<u>1,404</u>

14. MOVEMENT IN FUNDS

	At 6.4.22 £	Net movement in funds £	At 5.4.23 £
Unrestricted funds			
General fund	361,833	(60,924)	300,909
	<u>361,833</u>	<u>(60,924)</u>	<u>300,909</u>
TOTAL FUNDS	<u>361,833</u>	<u>(60,924)</u>	<u>300,909</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	67,518	(128,442)	(60,924)
	<u>67,518</u>	<u>(128,442)</u>	<u>(60,924)</u>
TOTAL FUNDS	<u>67,518</u>	<u>(128,442)</u>	<u>(60,924)</u>

Comparatives for movement in funds

	At 6.4.21 £	Net movement in funds £	At 5.4.22 £
Unrestricted funds			
General fund	373,187	(11,354)	361,833
	<u>373,187</u>	<u>(11,354)</u>	<u>361,833</u>
TOTAL FUNDS	<u>373,187</u>	<u>(11,354)</u>	<u>361,833</u>

HEAD & NECK CANCER FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 5TH APRIL 2023

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	94,878	(106,232)	(11,354)
TOTAL FUNDS	<u>94,878</u>	<u>(106,232)</u>	<u>(11,354)</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 5th April 2023.

HEAD & NECK CANCER FOUNDATION**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 5TH APRIL 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	40,065	72,613
Other trading activities		
Fundraising events	25,560	4,600
Investment income		
Deposit account interest	1,893	790
Charitable activities		
Training in SNB	-	16,875
Total incoming resources	67,518	94,878
EXPENDITURE		
Raising donations and legacies		
Fundraising events	32,034	10,868
JustGiving subscriptions	418	360
	32,452	11,228
Charitable activities		
Training in SNB	-	13,492
PR	-	18,600
Video and filming	4,440	2,880
Podcasts	-	1,500
Research data	-	2,160
Grants to institutions	8,075	5,000
	12,515	43,632
Support costs		
Management		
Wages	37,738	37,286
Social security	4,154	3,870
Pensions	945	919
Administration expenses	2,981	1,553
Marketing/Website/ Communications/Branding	35,737	5,824
	81,555	49,452
Governance costs		
Independent examiner's fees	1,920	1,920

This page does not form part of the statutory financial statements

HEAD & NECK CANCER FOUNDATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5TH APRIL 2023

	2023	2022
	£	£
Total resources expended	<u>128,442</u>	<u>106,232</u>
Net expenditure	<u>(60,924)</u>	<u>(11,354)</u>

This page does not form part of the statutory financial statements