

MARTIN AND COMPANY

CHARTERED ACCOUNTANTS

25 ST THOMAS STREET, WINCHESTER, SO23 9HJ

TELEPHONE (01962) 844300 FAX (01962) 844244

E-mail: info@martin-company.co.uk

Web: www.martinandcompany.co.uk

3/RL/LW/HE66

9th July 2019

Sir Frederick Hervey-Bathurst Bt
Somborne Park
Little Somborne
Stockbridge
Hampshire
SO20 6QT

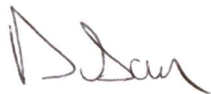
Dear Freddy

The Head & Neck Cancer Foundation Independent Examination

Thank you for returning the accounts for the year ended 5th April 2019 duly signed. I have now attached my Independent Examiners report and enclose one bound and one unbound copy for your retention.

Finally, I enclose a note of our fees at £1,200 plus VAT which I trust you will find acceptable. As discussed, we incurred a lot of additional time this year following completion of the first draft. I understand the time will be less in future as the majority of the matters will now be addressed prior to us receiving the records.

Yours sincerely



D.J.C. Barr

Enc.

DIRECTORS: S P MCLAUGHLIN FCA CTA, J A BURNETT ACA CTA, D J C BARR FCA, W A NIXEY FCA CTA, K R BLOOMFIELD
ASSOCIATE DIRECTORS: MRS M E WATKINSON FCA, MRS L A PENFOUND FMAAT

REGULATED FOR A RANGE OF INVESTMENT BUSINESS ACTIVITIES
BY THE INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

MARTIN AND COMPANY IS THE TRADING NAME OF MARTIN AND COMPANY ACCOUNTANTS LIMITED
REGISTERED IN ENGLAND AND WALES. REGISTERED NUMBER: 07111497

THE HEAD & NECK CANCER FOUNDATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5TH APRIL 2019

Charity Number 1160602

THE HEAD & NECK CANCER FOUNDATION

CHARITY INFORMATION

Date registered at Charity Commission – 23rd February 2015

Present Trustees

Sir F W J Hervey-Bathurst Bt.
Professor M McGurk
Mr Peter Kennan (appointed 9th October 2017)

Charity Registration Number

1160602

Registered Address

The Coach House
Somborne Park
Stockbridge
Hampshire
SO20 6QT

Independent Examiner

Martin and Company
25 St Thomas Street
Winchester
SO23 9HJ

Solicitors

Camerons Solicitors LLP
70 Wimpole Street
London
W1G 8AX

THE HEAD & NECK CANCER FOUNDATION

CONTENTS

	Page
Trustees' report	1-3
Independent examiners report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7-9

THE HEAD & NECK CANCER FOUNDATION

TRUSTEES REPORT

FOR THE YEAR ENDED 5TH APRIL 2019

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 5th April 2019.

Legal and administrative information set out on the information page forms part of this report. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's Trust Deed, the Charities Act 2011 and 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 published on 16th July 2014.

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.

Objectives and activities

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.

Activities for achieving objectives

The Charity's first goal has been to introduce Sentinel Node Biopsy (SNB) to the UK for treating mouth cancer. In early mouth cancer 30% of patients have undetectable microscopic spread cancer to their neck at diagnosis. SNB is a very accurate way of establishing when otherwise invisible microscopic clumps of cancerous cells start to leave the main cancer and migrate.

The charity has created the Head Start National Training Programme which introduces Sentinel Node Biopsy for the Management of Patients with Early Oral Cancer. This Programme is approved by the Royal College of Surgeons (RCS). When clinicians attend the 1st stage of the Programme, the training day, they receive 5 CPD points from the Royal College of Surgeons (RCS).

The training Programme complements the National Institute for Health Care and Excellence (NICE) recommendations that SNB is an alternative to elective neck dissection (END) and should be considered for patients with early (stage 1 & 2) mouth cancer. The objectives of the Programme are to introduce SNB in a uniform way across the country offering a well-structured, high quality training course, ensuring a uniform standard of SNB practice in the UK proven by low incidence of false negative results and validated through an online data base. Consequently, the training Programme is designed for hospital teams attending together. A team would usually consist of two Surgeons, a Nuclear Medic, a pathologist and a Theatre Nurse.

The charity runs the Programme four times a year and over 90 individuals have completed the training day. We currently have 53 Teams in UK engaged in the training Programme. These teams are drawn from 62 UK surgeons, 31 Nuclear medicine physicians, 23 Pathologists and 19 Theatre Practitioners. We have also trained over 30 European clinicians.

THE HEAD & NECK CANCER FOUNDATION

TRUSTEES REPORT

FOR THE YEAR ENDED 5TH APRIL 2019

SNB and tests are now available in University College London, Aintree Hospital Liverpool, Queen Elizabeth Hospital Glasgow, Oxford University Hospital, University Hospital Coventry, City Hospital Sunderland, East Kent Hospital and Queen Victoria Hospital East Grinstead. Additionally we have over forty units who have completed the training Programme.

Our second objective is to raise awareness of head and neck cancers and this we have done using a range of media. This has included regular newspaper articles, national social media and radio to showcase our work and our vision, producing news releases to support campaign awareness, events, fundraising and overall awareness and news generation via social media including YouTube, Facebook and Twitter.

We have created a new website which is the driving force behind our growth, both in terms of awareness and fundraising. We now attract more targeted traffic from a variety of relevant keywords which gives us more awareness amongst a variety of users, more people watching our videos and hopefully supporting early diagnosis.

We have also launched a Facebook Community Group which is an online forum for patients, newly diagnosed and family and friends to meet together online, ask questions, seek support and advice. We inject news and questions for conversation starters and link people to our website or other trusted sources for information where relevant.

Financial Review

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. At 5th April 2019 the Charity had net funds of £463,448 (2018: £373,148).

Structure, governance and management

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

The Trustees of the charity are listed on the information page. New Trustees may be appointed by the existing Trustees. 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.

Plans for future periods

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.

THE HEAD & NECK CANCER FOUNDATION

TRUSTEES REPORT

FOR THE YEAR ENDED 5TH APRIL 2019

Trustees' responsibilities in relation to the financial statements

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).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity 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;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2015 and the provisions of the Trust Deed. The Trustees 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees:



.....
Sir F W J Hervey-Bathurst Bt.
(Trustee)

Dated 2/7/19.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
THE HEAD & NECK CANCER FOUNDATION
FOR THE YEAR ENDED 5TH APRIL 2019**

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 5th April 2019, which are set out on pages 4 to 8.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the 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 charity 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
Chartered Accountants
25 St Thomas Street
Winchester
Hampshire, SO23 9HJ

Dated:



THE HEAD & NECK CANCER FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 5TH APRIL 2019

	Note	Total Funds 2019 £	Total Funds 2018 £
Income from:			
Donations	2	178,216	198,705
Investments		54	-
Charitable activities	3	66,658	21,337
		-----	-----
Total income		<u>244,928</u>	<u>220,042</u>
Expenditure on:			
Raising funds		(11,775)	(14,752)
Charitable activities	4	(142,853)	(85,622)
		-----	-----
Total expenditure		<u>(154,628)</u>	<u>(100,374)</u>
Net income		90,300	119,668
Reconciliation of funds:			
Balance at 5 th April 2017		373,148	253,480
		-----	-----
Balance at 5th April 2018	9	<u>463,448</u>	<u>373,148</u>

All funds are unrestricted.

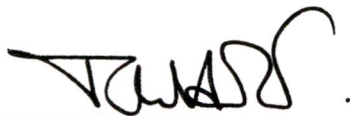
THE HEAD & NECK CANCER FOUNDATION

BALANCE SHEET

AS AT 5TH APRIL 2019

	Note	2019 £	2018 £
Current assets			
Debtors	8	29,062	77,166
Cash at bank and in hand		435,436	297,801
		-----	-----
		464,498	374,967
Creditors: amounts falling due within one year			
Trade creditors		-	(859)
Accruals		(1,050)	(960)
		-----	-----
Net assets		463,448	373,148
		=====	=====
 Trust account – unrestricted			
		-----	-----
		463,448	373,148
		=====	=====

These financial statements were approved by the Trustees on 2nd / 4th 2019



.....
Sir F W J Hervey-Bathurst Bt.
(Trustee)

THE HEAD & NECK CANCER FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5TH APRIL 2019

1 Accounting Policies

1.1 Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity, have been prepared in accordance with the Statement of Recommended Practice: 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 on 16th July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1st January 2015. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments.

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 on 16th July 2014 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.

1.2 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.

1.3 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 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 that 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.

1.4 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.

THE HEAD & NECK CANCER FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5TH APRIL 2019

2 Donations

	2019	2018
	£	£
Donations	178,216	197,575
Gift aid	-	1,130
	<u>178,216</u>	<u>198,705</u>

3 Income from charitable activities

	2019	2018
	£	£
Training in SNB	24,639	-
Conference	42,019	21,337
	<u>66,658</u>	<u>21,337</u>

4 Charitable activities

Direct Costs	Support Costs	Totals
(see note 5)	(see note 6)	
£	£	£
80,992	61,861	142,853
<u>80,992</u>	<u>61,861</u>	<u>142,853</u>

5 Direct costs of charitable activities

	2019	2018
	£	£
Conference expenses	44,906	32,987
Training in SNB	16,030	-
Harrar project	-	12,600
PR	17,394	3,600
Leaflet and exhibition costs	-	1,754
Video and filming	2,662	420
	<u>80,992</u>	<u>51,361</u>

Conference training fees relates to the cost of training surgeons in Sentinel Node Biopsy (SNB).

THE HEAD & NECK CANCER FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5TH APRIL 2019

6 Support costs

	2019 £	2018 £
Management		
Administration expenses	2,091	2,219
Consultancy	39,636	25,651
Website and computer	18,760	3,895
Accountancy	264	1,536
	-----	-----
	60,751	33,301
Governance costs		
Independent examiner's fees	1,110	960
	-----	-----
	61,861	34,261
	=====	=====

7 Staff costs and trustees' remuneration

The trustees received no remuneration. During the year £2,736 was paid by the charity for the trustees to take a table at the Fight Night fundraising event in November 2018 which raised £84,457 in net donations for the charity.

There are no employees so consequently no staff costs have been incurred.

8 Debtors

	2019 £	2018 £
Prepayments	16,562	27,166
Other debtors	12,500	50,000
	-----	-----
	29,062	77,166
	=====	=====

9 Movement in Funds

	2019 £	2018 £
Unrestricted Funds:		
Balance brought forward	373,148	253,480
Net movement in funds	90,300	119,668
	-----	-----
Balance carried forward	463,448	373,148
	=====	=====