

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2016
for
The Skin Cancer Research Fund (SCaRF)

Tony Dicker & Co
Chartered Accountants
29 Courtenay Road
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Bristol
BS31 1JU

The Skin Cancer Research Fund (SCaRF)

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for the Year Ended 31 March 2016

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The Skin Cancer Research Fund (SCaRF)

Report of the Trustees
for the Year Ended 31 March 2016

The trustees 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 (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

284582

Principal address

SCaRF Office
Pines and Steps Building
Southmead Hospital
Bristol
BS10 5NB

Trustees

Patrons:

The Lord Mayor of Bristol
Mr B E Hockin MBE

Trustees:

Mr P Blackmore FCMI (Honorary Treasurer)
Mr M Blowers
Mr A C Hancock IEng HonFSOE HonFI Plant E (Vice Chairman until 17 March 2016)
Mrs L Knowles SRN
Dr T Mitchell MB ChB DRCOG DPD (Chairman until 17 March 2016)
Mr A Orlando MD FRCS (Chairman from 17 March 2016)
Mr N Tonkin MA GGSM JP (Retired 31 January 2016)
Mr P L G Townsend FRCS FRCS(C)
Mr John Turner MCIM (Vice Chairman from 17 March 2016)

Medical Advisors:

Mr J Pleat Consultant Plastic Surgeon
Dr K Miller Consultant Pathologist
Mr R P Warr Consultant Plastic Surgeon
Mr D Ayres Consultant Plastic Surgeon

Scientific Advisor

Professor D Bates Professor of Oncology (Nottingham)
Hon Prof Microvascular Biology and Medicine (Bristol)

Administrator and

Registered Office:

Mrs C A Newton - SCaRF Office
Pines and Steps Building
Southmead Hospital, Bristol, BS10 5NB
Telephone 0117 4148755
E-mail: Caroline.Newton@nbt.nhs.uk
Web site: www.skin-cancer-research-fund.org.uk

Registered Charity No: 284582

Independent Examiners: Tony Dicker Ltd, 29 Courtenay Rd, Keynsham, Bristol BS31 1JU

Bankers: Barclays Bank PLC, 14/16 Queen Square, Bristol BS99 7AJ

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Tony Dicker & Co
Chartered Accountants
29 Courtenay Road
Keynsham
Bristol
BS31 1JU

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and Management

The Charity is regulated by Trust Deed dated 16 February 1982 as varied by schemes of the Charity Commission of 13 May 1987, 8 January 1991 and 25 May 1995. Meetings of the full Board of Trustees were held on 1 October 2015 and 17 March 2016

The day-to-day business of the charity is carried out by the SCaRF Administrator in accordance with Guidelines agreed by the Trustees, these Guidelines are now under review to reflect changes in procedures due to the increased use of electronic correspondence and changes in practice due to the relocation of the SCaRF Office from Frenchay to Southmead Hospital

The Chairman and Vice Chairman are elected for three years in accordance with the procedure laid down in the Guidelines agreed by trustees. The Hon Treasurer is appointed by the Trustees for a period of three years. Elections were held in March 2013. Dr Tim Mitchell was re-elected Chairman and Mr Tony Hancock was re-elected Vice Chairman, this being the second term of office for both post holders they were not be eligible to stand again in March 2016.

At the meeting held on 17 March 2016 Mr Antonio Orlando was nominated as Chairman there being no other nominations he was appointed unanimously. Mr John Turner volunteered to be Vice Chairman and was appointed unanimously. Mr Blackmore retired from the charity on 31 March 2016 and the post of Treasurer is temporarily vacant. Mr Blackmore has kindly offered his services in the preparation of these accounts and is currently providing a monthly financial statement for Trustees pending the appointment of a new Treasurer

Recruitment, appointment and induction of new trustees

Selection and appointment of Trustees is by invitation of the existing Trustees to individuals known to have an interest in and or technical knowledge appropriate to satisfying the aims and objectives of the Charity and who may have talents and areas of expertise under represented amongst the other Trustees. If the invited candidate is willing to become a Trustee their appointment is then ratified at the next regular Trustees' meeting. On appointment new Trustees are given background information and a history of the charity, Charity Commission publications about the responsibilities of Trustees and background to topics currently under consideration. Whilst no formal training exists, "on the job" involvement in the day-to-day affairs of SCaRF ensure that new Trustees are quickly assimilated into the work of the charity. The appointment and induction of new Trustees has occurred infrequently because we have been lucky enough to retain our Trustees for long periods and in the past it has been a rather informal process.

A policy relating to the Recruitment, Appointment and Induction of new Trustees was reviewed and confirmed in March 2016

Long standing Trustee Nigel Tonkin retired at the end of January 2016 and a number of other Trustee retirements took effect from 31 March 2016 The remaining Trustees extend their gratitude and thanks to those who have retired as Trustees in the past year for their contribution to the work of SCaRF

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees adopted a Policy of Risk Management in January 2007 which is reviewed annually the last time in March 2016. Responsibility for the management of risk falls to the Trustees collectively. Historically the Trustees, understanding that risks cannot be eliminated altogether have operated in such a way as to expose the charity to the absolute minimum financial risk while at the same time securing a reasonable return on investment and retaining financial flexibility to enable funding for projects to be available when needed. The policy adopted by the Trustees continues with this philosophy. The policy was reviewed and confirmed in March 2016.

Risk assessment of the SCaRF Office working environment has been undertaken by North Bristol NHS Trust and is reviewed periodically and any remedial actions required are undertaken. The SCaRF Secretary attends Mandatory Training sessions as required by North Bristol NHS Trust on subjects such as Health and Safety, Fire Safety, Waste Management etc

Organisers of SCaRF events are responsible for conducting a risk assessment for individual events in accordance of the requirements of the charity's insurance company. SCaRF supporters participating in sponsored events organised by third parties are responsible for making sure that they and the organisers of the event have the appropriate insurance cover.

OBJECTIVES AND ACTIVITIES

Objectives and aims of The Skin Cancer Research Fund

To fund research into the cause, prevention and treatment of skin cancer generally and melanoma in particular, and to publish the results of such research.

To help cut significantly the number of new cases of skin cancer arising each year in the United Kingdom.

To help reduce significantly the number of deaths in the United Kingdom caused by skin cancer.

To assist in developing a nationwide educational programme to raise the awareness of the problem of skin cancer.

PUBLIC BENEFIT AT THE HEART OF OUR CHARITY

Skin Cancer is a very common cancer and worrying for all those affected by it, not only patients but their friends and family. For the unfortunate few who have the most serious and life threatening form of skin cancer, malignant melanoma, which can be particularly aggressive and invasive the effects can be devastating. Since its formation SCaRF has worked towards the objective of reducing the number of people being diagnosed with skin cancer, especially malignant melanoma, reduce the number of deaths from the disease, reduce the number of sufferers of the disease, alleviate the anxiety cause by the disease, improve treatment for the disease and eventually cure the disease. The Trustees confirm that they have considered the guidance of the Charity Commission and confirm the public benefit of the charity's work

The Trustees believe that the potential humanitarian public benefit is enormous should the aims and objectives of the charity be achieved.

OBJECTIVES AND ACTIVITIES

Significant activities

Structure Governance and Management

Recruitment, appointment and induction of new trustees

Mr Nigel Tonkin retired as a Trustee at the end of January 2016 after 17 years. He came to SCaRF in 1999 as the Play and Shade co-ordinator and was instrumental in instigating and continuing the Schools Playground Shade Competition which ran until 2010. He made a great contribution to the work of SCaRF and much improved the profile of sun awareness in primary schools in the old County of Avon area.

Several other Trustee retirements became effective from 31 March 2016 including that of our Treasurer Mr Peter Blackmore who was a Trustee for 13 years. Pending the appointment of a new Treasurer the Trustees are grateful that Peter has contributed to the production of these accounts and still preparing a monthly financial statement for the Trustees

The recruitment of new Trustees will be a major priority in April 2016

Organisation

SCaRF moved into its new office on the Southmead site in May 2015. The office is part of the retained estate and not part of the new Brunel Building and is shared with the North Bristol Staff Lottery organiser. The accommodation is suitable for purpose and not far from the entrance to the new Brunel building. Unfortunately the office is not directly accessible by the public so visits to the SCaRF office are best arranged by appointment to be sure of gaining access.

The move resulted in temporary delays in dealing with correspondence and general administration but we have now resumed "normal service".

Income generation

Income over all streams has again reduced over this financial year while expenditure has remained reasonably static.

Education and Awareness

The month of May was designated Sun Awareness Month and SCaRF was invited by Airbus to attend one of their Employee Health Awareness Events held over two days. Many other health promotion charities and activities take place at the same time and employees have the opportunity to gather information. This event generated a lot of interest and many people stopped to ask questions and seek information

SCaRF was also invited to hold an awareness and prevention event over 2 days at a local food production company. The SCaRF Administrator attended the factory canteen over two lunch times in May with an informative display and literature and had many conversations with employees.

The Trustees were delighted that SCaRF was given these opportunities to engage with people at a grass roots level to spread the message of "Be safe in the Sun" and skin cancer prevention and took this as a chance to improve the knowledge and profile of the charity in the local area.

Trustees also wish to increase SCaRF's profile within the local clinical organisations and hope to show progress on this aim in the following financial year.

Another initiative the Trustees considered was their wish to be able to provide a teaching resource to local 6th form schools and colleges about sun awareness and skin cancer prevention and hope to go ahead with a feasibility study early in the next financial year

Research

A further payment of £10,000 was made to University of Nottingham as part of a three year programme entitled "Generation of endogenous soluble PDI as a potential therapeutic strategy for treatment of metastatic melanoma".

The Trustees considered a funding application from Dr Cross and Mr R Pritchard Jones the University of Liverpool "The role of VEGF signalling and ERK5 activity in vemurafenib resistant melanoma progression" Vemurafenib is one of the new generation of drugs available for treatment of metastatic melanoma utilising the body's own mechanisms to combat the disease. Unfortunately the beneficial effects can wear off and the drug ceases to be effective. This project looks to finding the solution to why the cancer becomes resistant to the drug and find a way to overcome the problem. After careful consideration of the project and seeking specialist opinion the Trustees agreed to fund the project of £86,866 over three years. The start of the project had to be delayed from November 2015 to 1 October 2016 to allow for recruitment of a suitable PhD student to carry out the work therefore the first payment of this grant will be made in the 2016/2017 financial year.

OBJECTIVES AND ACTIVITIES

Significant activities

SCaRF has a long history of funding small "pump-priming" grants for initial data gathering research projects so that the initial data can be used by the applicant to attract further funding from one of the larger grant giving organisations. In recent times it has become more and more difficult for researchers to get small projects started because of the uncertainty of continuing funding. We are finding that Universities now favour making an application for a PhD project over a three year period which can be for a total of £90,000 - £100,000 and the University insists that the full three years of funding is in place before the project is allowed to continue. For them this gives them more certainty for continuation of funding and is more cost effective than employing a post-doctoral researcher but for charities such as SCaRF it means that our resources can only be used for a very few projects.

In the next financial year the Trustees will consider their position and review their grant giving policy with the aim of being able to give more but smaller awards. In the meantime the Trustees have agreed that no further grants will be considered until the new financial year

Use of Volunteers

SCaRF does not employ any professional fund-raisers and receives no government funding. SCaRF relies solely on its supporters for income. The charity no longer has the means and manpower to directly organise fund-raising events in the local area. Greater use is now made of internet fundraising in support of individuals who do amazing things to raise money for SCaRF. These people, our volunteer fund-raisers are our most valued resource

These supporters are the charity's life blood, they are committed to the cause because usually they have either personally been affected by skin cancer or a friend or member of the family has had experience of skin cancer. In many cases the fund-raising is as a memorial to one who has died from malignant melanoma

Each and every donation is greatly appreciated. Sales of SCaRF Christmas cards and mole badges and mascots provide a small income and help to raise awareness of the charity. The Trustees will continue to support and encourage all our volunteer fund-raisers, the charity's most valuable asset. As SCaRF ventures further into the internet age we now rarely meet our volunteer fund-raisers face to face but correspond by e-mail. To all our volunteer fund-raisers we give our heartfelt and sincere thanks.

MEETING THE PRIORITIES FOR THE YEAR 2015/16

HOW DID WE DO IN THE YEAR 2015/2016

" The Priorities set for this financial year were as follows:-

" SCaRF aims to increase its profile on social media

" SCaRF aims to focus attention on local skin cancer prevention and sun awareness activities

" SCaRF will review its financial strategy in the light of economic circumstances

" The Trustees will continue to focus on the core purpose of the charity to fund innovative and ground breaking research into skin cancer with an eye to receiving the best "value for money" possible.

There is no doubt that this has been a difficult year for SCaRF with reduced income and fairly static research activity which together with another office move and associated disruption meant that there was some loss of focus on priority areas.

" Increase profile on social media - There was much discussion throughout the year as to how to progress this but most of the result of this discussion will not actually be seen until the 2016/2017 financial year

" Focus on skin cancer prevention and sun awareness. In May 2015 to coincide with the move of office SCaRF was invited to have awareness and information stands at Airbus and Green Ore Food Production company at Bradley Stoke. Both events were very well received and generated much interest. We do not have the manpower to be able to undertake many of these type of events but will try and continue to provide this service where we can

" Review of Financial Strategy - In response to the reduction of income the Trustees have had to take a root and branch review of the way the charity operated. In this financial year only one research grant of £10,000 was awarded and this was an instalment of a three year award. We did receive research grant applications in the year and agreed to fund one three year project at the University of Liverpool but the researchers have had to delay the start of the project to 1 October 2016 so the payment of this grant will come in the following three financial years. The way SCaRF funds research is currently under review in the light of the increasing difficulty researchers face trying to get small projects off the ground

OBJECTIVES AND ACTIVITIES

Significant activities

Overall the Trustees failed to make much progress in achieving the aims set for the year and it may be that the economic difficulties that many charities faced in the earlier years of recession are only now beginning to catch up with SCaRF.

FINANCIAL REVIEW

Overview for 2015/16

There was a surplus on the year's activities of £10,750, which increased the accumulated fund to £236,954. This result compared with a surplus of £24,222 in the previous year. Total income for the year was £32,299, a decrease of 27% on 2014/2015. This decrease, year on year, was largely due to a significant fall in Donations and other Fund Raising.

Total expenditure for the year was £21,549, an increase of £1,551 on the previous year which had benefitted from a repayment of unspent grant money from Dr Cross.

Administration expenses of £9,446 were 29% of total income. The annual average for Administration costs since SCaRF was established is now 10.5% of total income.

Total income and expenditure of SCaRF since it was established has been as follows:

Income	£1,632,701
Expenditure	£1,396,107
Accumulated fund	£236,594

Expenditure analysis	
Administration	£172,086
Fund Raising	£98,334
Research	£1,062,580
Health and Education	£63,107
Total	£1,396,107

FUTURE DEVELOPMENTS

Priorities for the year 2016/17

The Trustees hope that there will be significant progress in the coming year in improving the fortune of the charity and the many discussions held in the past year will begin to show results.

At 1 April 2016 we were ready to make progress on facebook and twitter to increase the profile of the charity and personnel are already in place to move the web-site forward. .

A priority for the next year will be to rapidly get new Trustees in place to take active parts in getting better known in the local area amongst medics and public alike.

SCaRF will be better prepared to respond to media requests and supply considered comments to relevant news items.

SCaRF will focus on core activities of research and education.

Approved by order of the board of trustees on and signed on its behalf by:

.....
Trustee

Independent Examiner's Report to the Trustees of
The Skin Cancer Research Fund (SCaRF)

I report on the accounts for the year ended 31 March 2016 set out on pages eight to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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 required.

It is my responsibility to:

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

Basis of the 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 statements below.

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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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.

Tony Dicker & Co
Chartered Accountants
29 Courtenay Road
Keynsham
Bristol
BS31 1JU

Date:

The Skin Cancer Research Fund (SCaRF)

Statement of Financial Activities
for the Year Ended 31 March 2016

	Notes	31.3.16 Unrestricted fund £	31.3.15 Total funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		21,787	33,649
Activities for generating funds	2	10,103	10,209
Investment income	3	409	362
Total incoming resources		<u>32,299</u>	<u>44,220</u>
RESOURCES EXPENDED			
Charitable activities			
Research expenditure	4	10,000	8,000
Governance costs		11,549	11,998
Total resources expended		<u>21,549</u>	<u>19,998</u>
NET INCOME FOR THE YEAR		<u>10,750</u>	<u>24,222</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		225,844	201,622
TOTAL FUNDS CARRIED FORWARD		<u><u>236,594</u></u>	<u><u>225,844</u></u>

The notes form part of these financial statements

The Skin Cancer Research Fund (SCaRF)

Balance Sheet
At 31 March 2016

	Notes	£	31.3.16 Unrestricted fund £	31.3.15 Total funds £
CURRENT ASSETS				
Debtors	7		1,250	1,250
Cash at bank			236,344	225,594
			<u>237,594</u>	<u>226,844</u>
CREDITORS				
Amounts falling due within one year	8		(1,000)	(1,000)
			<u>236,594</u>	<u>225,844</u>
NET CURRENT ASSETS				
			<u>236,594</u>	<u>225,844</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>236,594</u>	<u>225,844</u>
NET ASSETS			<u>236,594</u>	<u>225,844</u>
FUNDS	9			
Unrestricted funds			<u>236,594</u>	<u>225,844</u>
TOTAL FUNDS			<u>236,594</u>	<u>225,844</u>

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

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

Resources expended

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

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.16	31.3.15
	£	£
Fundraising events	9,177	9,527
Sales of advertising & promotional materials	926	682
	<u>10,103</u>	<u>10,209</u>

3. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Deposit account interest	<u>409</u>	<u>362</u>

4. CHARITABLE ACTIVITIES COSTS

	Grant funding of activities (See note) £	Support costs (See note) £	Totals £
Research expenditure	10,000	-	10,000
Governance costs	-	11,549	11,549
	<u>10,000</u>	<u>11,549</u>	<u>21,549</u>

	2016 £	2015 £
Research expenditure		
University of Liverpool Dr M Cross - unused funds returned	-	-2,000
Nottingham Research Project	10,000	10,000
	<u>10,000</u>	<u>8,000</u>

5. 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 .

Trustees' expenses

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

6. STAFF COSTS

	31.3.16 £	31.3.15 £
Wages and salaries	<u>8,396</u>	<u>8,324</u>

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

	31.3.16	31.3.15
Administration	<u>1</u>	<u>1</u>

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

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16 £	31.3.15 £
Trade debtors	<u>1,250</u>	<u>1,250</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Other creditors	1,000	1,000
	<u>1,000</u>	<u>1,000</u>

9. MOVEMENT IN FUNDS

	At 1.4.15	Net movement in funds	At 31.3.16
	£	£	£
Unrestricted funds			
General fund	225,844	10,750	236,594
	<u>225,844</u>	<u>10,750</u>	<u>236,594</u>
TOTAL FUNDS	<u>225,844</u>	<u>10,750</u>	<u>236,594</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	32,299	(21,549)	10,750
	<u>32,299</u>	<u>(21,549)</u>	<u>10,750</u>
TOTAL FUNDS	<u>32,299</u>	<u>(21,549)</u>	<u>10,750</u>

The Skin Cancer Research Fund (SCaRF)

Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

	31.3.16 £	31.3.15 £
INCOMING RESOURCES		
Voluntary income		
Gifts	17,635	27,269
Gift aid	1,152	1,380
Legacies	3,000	5,000
	<hr/>	<hr/>
	21,787	33,649
Activities for generating funds		
Fundraising events	9,177	9,527
Sales of advertising & promotional materials	926	682
	<hr/>	<hr/>
	10,103	10,209
Investment income		
Deposit account interest	409	362
	<hr/>	<hr/>
Total incoming resources	32,299	44,220
RESOURCES EXPENDED		
Charitable activities		
Research Expenditure	10,000	8,000
Support costs		
Management		
Wages	8,396	8,324
Sundries	90	238
Independent examiners fee	960	960
	<hr/>	<hr/>
	9,446	9,522
Other		
Advertising	580	860
Insurance	789	764
Purchase of goods for resale	518	636
Justgiving.com	216	216
	<hr/>	<hr/>
	2,103	2,476
Total resources expended	21,549	19,998
	<hr/>	<hr/>
Net income	10,750	24,222
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements