

REGISTERED CHARITY NUMBER: 284582

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2019
for
The Skin Cancer Research Fund
(SCaRF)

The Skin Cancer Research Fund (SCaRF)
Contents of the Financial Statements
for the Year Ended 31 March 2019

	Page
Report of the Trustees 1 to 5	1 to 5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 11

The Skin Cancer Research Fund (SCaRF)
Report of the Trustees
for the Year Ended 31 March 2019

The trustees present their report with the financial statements of the charity for the year ended 31 March 2019. 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 M Blowers

Mr A Hancock IEng HonFISOE HonFI Plant E

Mrs L Knowles SRN

Dr K Finucane

Mr A Orlando MD FRCS (Chairman)

Mr J Pleat (Vice Chairman)

Mrs J Watson

Mr B J McGinn (from 18 September 2019) (Hon Treasurer)

Medical Advisors:

Dr K Miller Consultant Pathologist

Mr R P Warr Consultant Plastic Surgeon

Mr D Ayres Consultant Plastic Surgeon

Dr Adam Bray Dermatologist

Mr Sankhya Sen Consultant Plastic Surgeon

Dr Eugene Curtin SpR Plastic Surgery

Dr Grammatiki Mitsala

Scientific Advisors:

Prof P Martin Professor of Cell Biology (Bristol)

Administrator and Registered Office:

Mrs E A Harris

SCaRF Office

Pines and Steps Building

Southmead Hospital

BRISTOL

BS10 5NB

Telephone: 0117 4148755

E-mail: scarf@nbt.nhs.uk

Web site: SkinCancerResearch.org

Registered Charity No: 284582

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

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 periodically throughout the year.

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. 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 J Pleat holds the role of Vice Chairman.

On 18 September 2019, Mr B J McGinn offered himself for appointment as a Trustee and Hon Treasurer and was appointed unanimously.

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 for whom they 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.

At the present time there are vacancies for two Trustees on the Board.

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 this was carried out was in March 2016. Responsibility for the management of risk falls to the trustees collectively. Historically the trustees, understanding that all risks cannot be mitigated, have operated in such a way as to expose the charity to a negligible financial risk while balancing a reasonable return on investment and retaining financial flexibility. This facilitates a reasonable reserve of funding for projects at times of demand. The policy adopted by the Trustees continues with this philosophy. The policy was reviewed and confirmed in March 2016 with minor updating.

Risk assessment of the SCaRF Office working environment has been undertaken by North Bristol NHS Trust and is reviewed periodically. 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.

Organizers 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 appropriate indemnity.

All SCaRF documentation and web information is regularly reviewed to assure that it is contemporaneous, factually-correct and complies with the precepts of the Information Commissioners.

OBJECTIVES AND ACTIVITIES

Objectives and aims of The Skin Cancer Research Fund

SCaRF aims to promote research into the causes, prevention and treatment of skin cancer generally and malignant melanoma in particular. It aims to publish the results of such research and thus to help cut significantly the number of new cases of skin cancer each year in the UK. As a result to significantly reduce the number of deaths from the disease

A simultaneous aim is to assist in raising awareness of skin cancer through educational programmes.

PUBLIC BENEFIT AT THE HEART OF OUR CHARITY

Skin Cancer is a very common form of cancer and worrying for all those affected by it including their friends and family. For the unfortunate few who have the most serious and life threatening form of skin cancer, malignant melanoma, the affects can be devastating physically, psychologically and financially.

Since its formation, SCaRF has worked towards the objective of: reducing the number of people being diagnosed with skin cancer, especially malignant melanoma; and reducing the number of deaths from the disease. Although we are a long way from finding a cure for skin cancer new treatments are now becoming available for some forms of life threatening malignant melanoma which are helping people live longer with the disease. SCaRF considers that in some small way our funded research projects have helped to bring this about and will continue to have a place in improving treatments for the condition. The trustees confirm that they have considered the guidance of the Charity Commission and confirm the public benefit of the charity's work. Our work on this front is evidenced by the regular positive feedback we have from patients and partner

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and Management

Significant activities

Recruitment, appointment and induction of new trustees

Following the appointment of Mr B J McGinn as Trustee and Hon Treasurer on 18 September 2019, there remain two Trustee vacancies.

Organisation

SCaRF continues to be accommodated under the umbrella of the North Bristol NHS Trust but is a fully autonomous self-governing charity registered with the charity commission

Income generation

Income generation fell during the year reduced to £19,014 from £50,573 due to a significant reduction in the amount received from legacies. Legacies are an important source of income for charities but are entirely unpredictable.

Education and Awareness

Several presentations on the subject of safety in the sun and skin cancer prevention were given in local Sixth Forms during the year. One or two of the clinicians giving the presentations found their audience rather challenging but feedback from the teaching staff was encouraging and they said that they would be pleased if this could become an annual event. Due to our "human factors" problems we were too late to arrange sun awareness presentations for the Summer Term 2018, however a new mailing to sixth forms is ready to go out at the beginning of the academic year starting September 2018 and will offer these educational establishments the opportunity to have a presentation by a clinician at any time during the year as we have found that the Summer term is usually a short term and crowded with examination commitments and is therefore difficult to fit us into the timetable.

Research

The new policy for research grant consideration came into force on 1 April 2017 with award of research grants considered twice a year with closing date for receipt of applications being 30 March and 30 September. The first funding round attracted four interesting and varied applications which were then sent out to advisors for review and comment. The Trustees are primarily looking at the potential of "pump-priming" projects so that the applicant can produce good data to support a later application to some of the larger medical research charities to develop the project. It is hoped that SCaRF funded research can lead to clinical application for improved treatment and outcomes for melanoma patients in a reasonable short time frame.

The successful applicant was Dr Vance was funded for his project which is entitled "Functional characterisation of a new candidate melanoma oncogene" and is based at the University of Bath. The laboratory based project is due to last one year and is concise and focused and has the potential to increase the knowledge of the etiology of melanoma and may influence new treatments for aggressive metastatic melanoma in the future. Researchers awarded funding from SCaRF are now being asked if they would support the charity during the period of funding by either undertaking a fund-raising activity or a skin cancer /sun safety awareness event. During the year a further payment was made towards the three year project undertaken by Dr Mike Cross at and Mr Rowan Pritchard Jones which is investigating the mechanism by which the human body develops resistance to one of the new immunotherapy treatments in the expectation that the resistance can be overcome and the treatment remain effective for a longer period. This project is due to continue until October 2019.

STRUCTURE, GOVERNANCE AND MANAGEMENT

FINANCIAL REVIEW

Overview for 2017/2018

There was a deficit on the year's activities of £50,378 which reduced the accumulated fund to £237,026. The result compared with a surplus of £9,747 in the previous year. Total income for the year was £19,104. Legacies amounted to £nil in the year (2018: £26,556) and other fund-raising channels also fell to £11,540

The Trustees have invested time and money in developing alternative fund-raising and awareness channels through Social Media and other computer based procedures. Total expenditure for the year was £69,393, an increase of £28,566 on the previous year. Research projects were supported during the year, with contributions of £58,072 (2018: £29,477). Administration expense were 59% of total income. The annual average for administration costs since SCaRF was established is now 11% of total income.

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

	£
Income	1,782,252
Expenditure	1,545,227
Accumulated fund	<u>237,025</u>
Expenditure analysis	
Administration	200,988
Fund-raising	105,920
Research	1,173,907
Health education	64,413
Total	<u>1,545,227</u>

FUTURE DEVELOPMENTS

Priorities for the year 2019/20

This year we are endeavoring to be more productive in our research and educational activities. As such:

- We will continue to regularly use and inform our Facebook and Twitter followers.
- We will deliver more presentations to colleges and 6th forms possibly working with other interested organisations.
- We will maintain the new website so that it remains dynamic, engaging. To this end we are looking to create a series of short videos answering a number of frequently asked questions in the area of skin cancer.
- We will deliver an excellent service to our research grant applicants. They may not all be awarded financial support, but the hope is that this group will advance our cause in their subsequent professional spheres.

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

Trustee

The Skin Cancer Research Fund (SCaRF)
Statement of Financial Activities
for the Year Ended 31 March 2019

	Notes	31 March 2019 £	31 March 2018
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		11,540	40,852
Activities for generating funds	2	7,030	9,489
Investment income	3	444	232
		<hr/>	<hr/>
Total incoming resources		19,014	50,573
 RESOURCES EXPENDED			
Charitable activities	4		
Research expenditure		58,072	29,477
Health education		180	126
Governance costs		11,141	11,223
		<hr/>	<hr/>
Total resources expended		69,392	40,826
		<hr/>	<hr/>
NET (DEFICIT) / SURPLUS FOR THE YEAR		(50,378)	9,747
 RECONCILIATION OF FUNDS			
Total funds brought forward		287,404	277,657
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		237,026	287,404
		<hr/>	<hr/>

The notes form part of these financial statements

The Skin Cancer Research Fund (SCaRF)
 Balance Sheet
 as at 31 March 2019

	Notes	31 March 2019 £	31 March 2018
CURRENT ASSETS			
Debtors	7	1,250	1,250
Cash		239,016	289,394
		<u>240,266</u>	<u>290,644</u>
CREDITORS			
Amounts falling due within one year	8	(3,240)	(3,240)
		<u>237,026</u>	<u>287,404</u>
NET CURRENT ASSETS			
		<u>237,026</u>	<u>287,404</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>237,026</u>	<u>287,404</u>
NET ASSETS			
		<u>237,026</u>	<u>287,404</u>
FUNDS			
Unrestricted funds	9	237,026	287,404
		<u>237,026</u>	<u>287,404</u>
TOTAL FUNDS			
		<u>237,026</u>	<u>287,404</u>

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

 Trustee

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

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

	31 March 2019 £	31 March 2018 £
2. ACTIVITIES FOR GENERATING FUNDS		
Fundraising events	5,193	9,084
Sales of advertising & promotional materials	1,837	405
	<u>7,030</u>	<u>405</u>
	31 March 2019 £	31 March 2018 £
3. INVESTMENT INCOME		
Deposit account interest	444	232
	<u>444</u>	<u>232</u>

The notes form part of these financial statements

1. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Grant funding of activities £	Support costs £	Totals £
Health education	180	-	-	180
Research expenditure	-	58,072	-	58,072
Governance costs	1,284	-	9,858	11,142
	<u>1,464</u>	<u>58,072</u>	<u>9,858</u>	<u>69,393</u>
			31 March 2019 £	31 March 2018 £
Research expenditure				
University of Liverpool - Dr M Cross			28,956	14,447
University of Bath - K Vance project			29,116	15,000
			<u>58,072</u>	<u>29,447</u>

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018

	31 March 2019 £	31 March 2018 £
3. STAFF COSTS		
Wages and salaries	<u>7,115</u>	<u>7,587</u>

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

	1	1
Administration	<u>1</u>	<u>1</u>

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

The notes form part of these financial statements

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 March 2019 £	31 March 2018 £
Trade debtors	<u>1,250</u>	<u>1,250</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 March 2019 £	31 March 2018 £
Other creditors	<u>3,240</u>	<u>3,240</u>

8. MOVEMENT IN FUNDS

	At 1 April 2018 £	Net movement in funds £	At 31 March 2019 £
Unrestricted funds			
General fund	287,404	(50,378)	237,026
	<u>287,404</u>	<u>(50,378)</u>	<u>237,026</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	19,014	(69,392)	88,406
	<u>19,014</u>	<u>(69,392)</u>	<u>88,406</u>

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1 April 2017 £	Net movement in funds £	At 31 March 2018 £
Unrestricted funds			
General fund	277,657	9,747	287,404
	<u>277,657</u>	<u>9,747</u>	<u>287,404</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	50,573	(40,826)	9,747
	<u>50,573</u>	<u>(40,826)</u>	<u>9,747</u>

The Skin Cancer Research Fund (SCaRF)
 Report of the Trustees
 for the Year Ended 31 March 2019

	31 March 2019 £	31 March 2018 £
INCOMING RESOURCES		
Voluntary income		
Gifts	6,709	13,296
Gift aid	4,830	1,000
Legacies	-	26,556
	<u>11,540</u>	<u>40,852</u>
Activities for generating funds		
Fundraising events	5,193	9,084
Sale of advertising and promotional materials	1,837	405
	<u>7,030</u>	<u>9,489</u>
Investment income		
Deposit account interest	444	232
	<u>444</u>	<u>232</u>
Total incoming resources	<u>19,014</u>	<u>50,573</u>
RESOURCES EXPENDED		
Charitable activities		
Skin cancer education	180	126
Research expenditure	58,072	29,477
	<u>58,252</u>	<u>29,603</u>
Support costs		
Management		
Wages	7,115	7,587
Sundries	2,743	60
Independent examiners fee	-	990
	<u>9,858</u>	<u>8,637</u>
Other		
Advertising	-	570
Insurance	-	824
Purchase of goods for resale	-	363
Justgiving.com	180	216
Social media set up	1,104	278
Leaflet printing	-	335
	<u>1,284</u>	<u>2,586</u>
Total resources expended	<u>69,393</u>	<u>40,826</u>
Net income	<u>(50,379)</u>	<u>9,747</u>

This page does not form part of the statutory financial statements