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**MELANOMA FOCUS**  
(A company limited by guarantee)

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2020**

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**MELANOMA FOCUS**  
**(A company limited by guarantee)**

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**MELANOMA FOCUS**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 JANUARY 2020**

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<b>Trustees</b>	Dr Katharine Acland Mrs Imogen Cheese (appointed 20 June 2019) Professor Martin Gerald Cook Dr Phillippa Gail Corrie Dr Mark Harries Professor Catherine Anne Harwood (appointed 27 November 2019) Mrs Jacqueline Anne Hodgetts (appointed 1 October 2019) Professor Paul Lorigan Dr Jeremy Robert Marsden Dr Paul Nathan Mr Alan Howard Skyrme Peach Professor Barry Willoughby Eric Merrick Powell Dr Samra Turajlic (appointed 17 October 2019)
<b>Company registered number</b>	06057181
<b>Charity registered number</b>	1124716
<b>Registered office</b>	Queen Anne House Gonville Place Cambridge CB1 1ND
<b>Company secretary</b>	Professor Martin Gerald Cook
<b>Chief executive officer</b>	Mr Simon Rodwell (to 14 September 2020) Ms Susanna Daniels (from 15 September 2020)
<b>Independent Examiner</b>	Mrs J Coplowe FCA Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
<b>Bankers</b>	NatWest 11 Western Boulevard Bede Island Leicester LE2 7EJ  HSBC UK 53 High Street Newmarket Suffolk CB8 8NF

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS**  
**(CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**Solicitors**

Ashtons Legal  
Waterfront House  
Wherry Quay  
Ipswich  
Suffolk  
IP4 1AS

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**MELANOMA FOCUS**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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The Trustees present their annual report together with the financial statements of the Company for the year 1 February 2019 to 31 January 2020. The annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

## **OBJECTIVES AND ACTIVITIES**

### **a. POLICIES AND OBJECTIVES**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The objects of Melanoma Focus as set out in its Memorandum of Association are to:

1. Raise money to fund research into the causes and the treatment of melanoma for the public benefit;
2. Maintain authoritative information resources about the disease, its treatment and the minimisation of risk;
3. Provide practical support for patients and their families;
4. Raise awareness and promote education about melanoma and its prevention amongst the general public;
5. Advance melanoma knowledge and education among clinicians, nurses, scientists and other healthcare workers;
6. Develop clinical guidelines and consensus positions about the treatment of all forms of melanoma;
7. Act as a professional membership organisation for UK melanoma professionals, helping specialists from all disciplines to share information; and
8. Contribute to national debates on melanoma issues on behalf of patients and clinicians

The main activities undertaken to achieve these objects are support and funding for a number of research studies in the UK, together with work on national clinical guidelines and on a major melanoma database which will provide information for future research groups. These projects are referred to below in the Review of Activities.

In addition Melanoma Focus is engaged in a wide variety of smaller projects, including several that have a direct bearing upon patients and their carers, such as the Melanoma Helpline. Again, these are described more fully below.

Melanoma is the fifth most common cancer in the UK, with around 16,000 new melanoma cases in the UK every year, or 44 every day. It is the deadliest form of skin cancer but the outlook for people with advanced melanoma is improving, as the statistics show. Ten years ago there was little that could be done to improve the survival of those with advanced disease; now there is a range of options, including new immunotherapy drugs, which are starting to have a transformative effect. Yet it is surprising to reflect that each year more people die from skin cancer in the UK than in Australia.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**OBJECTIVES AND ACTIVITIES (CONTINUED)**

**b. POLICIES AND OBJECTIVES (CONT.)**

We aim to improve the knowledge and understanding of all aspects of melanoma. The charity's objectives in achieving this aim include: making information and a better understanding of the disease, its treatment and avoidance available to patients, their families and the general public; improving knowledge among clinicians, scientists and others in the healthcare sector; acting as a professional membership organisation for everyone working in the melanoma field in the UK; contributing to national debates on issues affecting patients; and raising money to fund projects directly benefiting patients as well as clinical studies into aspects of the treatment of melanoma.

**ACHIEVEMENTS AND PERFORMANCE**

**REVIEW OF ACTIVITIES**

Melanoma Focus is unique in its field, combining the functions of patient support and advocacy with the role of providing representation and up-to-date information for UK healthcare professionals involved in melanoma. The charity's objectives (see Page 3) have recently been reviewed and amended, better to reflect the full range of these activities.

The annual Regional Meeting, held in May, was this year organised by Leeds Teaching Hospitals NHS Trust (meeting organiser: Mr Howard Peach), and the October 2019 Focus on Melanoma Study Day was held at the Royal College of Physicians in London, organised by Dr Veronique Bataille. These meetings, which attracted record numbers of delegates, continue to provide superb opportunities for clinicians and nurses to network and keep up-to-date with the rapidly-changing progress in melanoma medicine, while allowing clinicians and industry representatives to meet on neutral ground.

Meanwhile the charity's work in funding, convening and supporting development groups to publish clinical guidelines for rarer forms of melanoma continued. Following the previous year's success in producing ano-urogenital mucosal melanoma guidelines, a second guideline group, addressing head & neck mucosal melanoma and led by Professor Kevin Harrington, completed its work and the consultation process got under way.

Towards the end of this year a clinician and patient group was formed to undertake the review of the Uveal (ocular) Melanoma Guideline published by Melanoma Focus in 2015. This work is being carried out under the chairmanship of Dr Paul Nathan, in partnership with the charity Ocumel.

All the guidelines developed under Melanoma Focus auspices are based on NICE-accredited methodology and bear the NICE kitemark.

The year also saw the completion of the final research projects financially supported by Melanoma Focus within its Patient Impact Programme, which began in 2013. Studies by the universities of Dundee, Leeds, Newcastle (2), Stirling and QIMR Berghofer, Brisbane were supported by this initiative, resulting in publications in leading journals.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**OBJECTIVES AND ACTIVITIES (CONTINUED)**

**ACHIEVEMENTS AND PERFORMANCE (CONT.)**

**a. REVIEW OF ACTIVITIES**

Other projects and activities included: updating the popular Patient Decision Aid, which gives patients an authoritative source of information on all aspects of cutaneous melanoma, equipping them to become more fully involved in decisions affecting their condition; further support for the charity's Melanoma Helpline, which is staffed by a team of clinical nurse specialists; work on a new online facility to help patients and clinicians identify suitable melanoma clinical trials; and preparation for an online melanoma forum.

At the end of year actions were in hand to identify a successor to Simon Rodwell, CEO of Melanoma Focus since its creation in its current form in 2012, who is due to retire during 2020. Susanna Daniels, currently the Deputy CEO, has now been confirmed for this role.

**FINANCIAL REVIEW**

**a. RESULTS FOR THE YEAR**

The charity continued to meet the shortfall between income and expenditure as payments are made on the remaining research projects under the Patient Impact Programme by reducing our reserves in line with our financial strategy. Most of our commitments under this heading are expected to be paid off in the next financial year.

As previously, the wide range of events and initiatives in which Melanoma Focus takes part accounted for a significant proportion of our income. Melanoma Focus received donations and other voluntary contributions totalling £97,655 (2019: £105,224) as well as membership subscriptions and income from the Focus and Regional meetings of £44,445 (2019: £42,440). Corporate sponsorship income was £77,500 (2019: £21,500).

The charity spent £36,333 (2019: £30,451) on the cost of raising funds. Expenditure on the charity's main projects – the National Melanoma Database project and the Patient Impact Programme – was £43,544 (2019: £43,633) and 1,943 (2019: (£1,743)) respectively. Total expenditure amounted to £285,431 (2019: £237,559) for the year, of which £43,544 (2019: £44,633) was met from restricted funds.

Net expenditure for the year was £65,007, which reduced the charity's funds to £237,878 of which £189,530 were restricted and £48,348 were unrestricted.

**b. GOING CONCERN**

After making appropriate enquiries, including assessing the impact of Covid-19, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**FINANCIAL REVIEW (CONTINUED)**

**c. RESERVES POLICY**

At the end of the year there were reserves of £237,878 (2019: £302,885) comprising £189,530 of restricted funds (entirely for the National Melanoma Database project) and £48,348 of unrestricted funds. The charity's income is mainly from donations and discretionary sponsorship.

The Trustees aim to maintain free reserves in unrestricted funds at a desired level of £120,000, with a minimum necessary of £100,000. Free reserves (unrestricted funds excluding amounts tied up in fixed assets) at 31 January 2020 are £44,248 however grant income totalling £75,000 from Garfield Weston Foundation was received towards the end of the previous financial year, of which £45,833 is still in advance and will be released over the next 1 - 2 years. This £75,000 donation was received towards the end of the previous financial year. Because the award was for a 3-year term, only the pro rata amount for the year to 31 January 2020 (2/3 of the overall donation) can be assigned to the reserves under accounting rules. Although the whole amount has been banked and remains available to the charity, the resulting figures in the Statement of Financial Activities tend to give a conservative picture of the charity's funds.

The level of reserves is considered to be reasonable and the charity remains in a position to support its current commitments over the next few years, as well as able to embark on our other planned initiatives. A cautious attitude will be maintained, especially over expenditure on indirect costs, and the Trustees will continue to review the level of free reserves periodically.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. CONSTITUTION**

Melanoma Focus is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 3 January 2008, with charity registration number 1124716.

It has been decided to change the official name of the charity from 'Melanoma Research Foundation Limited' to 'Melanoma Focus' – the name by which it is generally known – in all official and business contexts including registration with Companies House and the Charity Commission, as well as for banking and business purposes. This change was registered at Companies House on 25 August 2020.



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**MELANOMA FOCUS**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**b. METHODS OF APPOINTMENT OR ELECTION OF TRUSTEES**

The company is the responsibility of the trustees who are elected in accordance with the terms in its Memorandum of Association. All directors of the company are also trustees of the charity, and there are no other trustees. The trustees named below served in the year. The board has the power to appoint additional trustees as it considers fit to do so based on their suitability for the role.

The Trustees who served during the year were:

Dr Katharine Acland  
Mrs Imogen Cheese (appointed 20 June 2019)  
Professor Martin Gerald Cook  
Dr Philippa Gail Corrie  
Dr Mark Harries  
Professor Catherine Anne Harwood (appointed 27 November 2019)  
Mrs Jacqueline Anne Hodgetts (appointed 1 October 2019)  
Professor Paul Lorigan  
Professor Richard Marais (resigned 17 October 2019)  
Dr Jeremy Robert Marsden  
Dr Paul Nathan  
Mr Alan Howard Skyrme Peach  
Professor Barry Willoughby Eric Merrick Powell  
Dr Samra Turajlic (appointed 17 October 2019)

**c. ORGANISATIONAL STRUCTURE AND DECISION-MAKING**

The charity's organisational structure consists of a board of thirteen Trustees. The Board of Trustees meets once or twice a year to review the charity's operations and strategy. At other times all Trustees are kept informed of issues affecting the charity and they contribute in making key decisions. The extent to which Trustees' responsibilities for decisions affecting the development and operation of the charity are devolved, day to day, to the CEO is set out in the CEO's contract of employment and terms of reference.

**FUTURE ACTIVITIES**

During 2020 our principal activities and projects will include:

- widening the scope of our online Patient Decision Aid;
- expanding our national Melanoma Helpline to meet the growing need for support during Covid-19 and beyond;
- developing TrialFinder, a unique online searchable tool for UK melanoma trials;
- piloting the Melanoma Forum, a private, online facility for our clinician and nurse members to raise queries and discuss topics;
- continuing work on updating our clinical guideline for ocular melanoma;
- upgrading our website;
- organising our two annual melanoma conferences for clinicians and nurses, with a virtual format if required.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

*Mark Harries*

.....  
**Dr Mark Harries**  
Chairman

Date: 21/OCT/2020

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**MELANOMA FOCUS**  
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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**Independent examiner's report to the Trustees of Melanoma Focus ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 January 2020.

**Responsibilities and basis of report**

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed: *Justine Coplowe*

Dated: 26 October 2020

**Mrs J Coplowe FCA**  
**Peters Elworthy & Moore**

Chartered Accountants

Cambridge

**MELANOMA FOCUS**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 JANUARY 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>INCOME FROM:</b>					
Donations and voluntary contributions	2	97,655	-	97,655	105,224
Charitable activities	3	44,445	-	44,445	42,440
Other trading activities	4	77,500	-	77,500	21,500
Investments	5	824	-	824	421
		<u>220,424</u>	<u>-</u>	<u>220,424</u>	<u>169,585</u>
<b>EXPENDITURE ON:</b>					
Raising funds	6	36,333	-	36,333	30,451
Charitable activities	7	205,554	43,544	249,098	207,108
		<u>241,887</u>	<u>43,544</u>	<u>285,431</u>	<u>237,559</u>
		<u>(21,463)</u>	<u>(43,544)</u>	<u>(65,007)</u>	<u>(67,974)</u>
<b>NET MOVEMENT IN FUNDS</b>					
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		69,811	233,074	302,885	370,859
Net movement in funds		(21,463)	(43,544)	(65,007)	(67,974)
		<u>48,348</u>	<u>189,530</u>	<u>237,878</u>	<u>302,885</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>					

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 26 form part of these financial statements.

**MELANOMA FOCUS**  
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**REGISTERED NUMBER: 06057181**

**BALANCE SHEET**  
**AS AT 31 JANUARY 2020**

	Note	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible assets	11	4,100	4,322
		<u>4,100</u>	<u>4,322</u>
<b>CURRENT ASSETS</b>			
Debtors	12	47,498	38,226
Cash at bank and in hand		346,362	450,626
		<u>393,860</u>	<u>488,852</u>
Creditors: amounts falling due within one year	13	(139,249)	(136,956)
<b>NET CURRENT ASSETS</b>		<u>254,611</u>	351,896
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>258,711</u>	<u>356,218</u>
Creditors: amounts falling due after more than one year	14	(20,833)	(53,333)
<b>NET ASSETS EXCLUDING PENSION ASSET</b>		<u>237,878</u>	<u>302,885</u>
<b>TOTAL NET ASSETS</b>		<u><u>237,878</u></u>	<u><u>302,885</u></u>
<b>CHARITY FUNDS</b>			
Restricted funds	15	189,530	233,074
Unrestricted funds	15	48,348	69,811
<b>TOTAL FUNDS</b>		<u><u>237,878</u></u>	<u><u>302,885</u></u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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**MELANOMA FOCUS**  
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**REGISTERED NUMBER: 06057181**

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**BALANCE SHEET (CONTINUED)**  
**AS AT 31 JANUARY 2020**

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The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Mark Harries*

.....  
**Dr Mark Harries**  
Chairman

Date: 21/OCT/2020

The notes on pages 13 to 26 form part of these financial statements.

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**MELANOMA FOCUS**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements 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) (second edition of the Charities SORP (FRS102) October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Melanoma Focus meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

**1.2 GOING CONCERN**

The Trustees have reviewed the financial position of the charity, including the impact of Covid-19, and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

**1.3 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 Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs 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.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.4 INCOME**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Income from funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Meeting income is recognised in the period to which it relates. Income received in advance is carried forward as deferred income on the balance sheet. Any amounts owing to the charity for meetings which have occurred during the accounting period are included as debtors.

Membership income is recognised in the period in which it is received.

Grant income is recognised in the period to which it relates. Any income received in advance is carried forward as deferred income.

Donations raised through JustGiving and related gift aid are recognised in the period in which the income is transferred to the company's bank account. Other donations raised directly are recognised when receivable and the amount can be measured reliably by the charity.

Sponsorship income is recognised once the charity has received confirmation that the funding will be paid and the sum has been agreed, which may occur when a formal agreement is signed or may arise by a verbal or other written communication.

**1.5 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 on raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Support costs are those incurred directly in support of the charitable activities and the general running of the charity.

Governance costs are those incurred in connection with administration of the charity, and to ensure compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.



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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.5 EXPENDITURE (CONTINUED)**

All expenditure is inclusive of irrecoverable VAT.

**1.6 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets costing £250 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25% reducing balance
Computer equipment	-	25% reducing balance
Website	-	25% reducing balance

**1.7 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.8 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.9 PENSIONS**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**1.10 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2020**

**1. ACCOUNTING POLICIES (CONTINUED)**

**1.11 FINANCIAL INSTRUMENTS**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2. INCOME FROM DONATIONS AND VOLUNTARY CONTRIBUTIONS**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	Total funds 2019 £
Donations	97,655	<b>97,655</b>	105,224
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL 2019	105,224	105,224	
	<u>          </u>	<u>          </u>	

**3. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	Total funds 2019 £
Membership fees	5,417	<b>5,417</b>	6,834
Focus on Melanoma meeting income	26,257	<b>26,257</b>	25,583
Regional meeting income	12,771	<b>12,771</b>	10,023
	<u>          </u>	<u>          </u>	<u>          </u>
	44,445	<b>44,445</b>	42,440
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL 2019	42,440	42,440	
	<u>          </u>	<u>          </u>	

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**4. INCOME FROM OTHER TRADING ACTIVITIES**

**Income from non charitable trading activities**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	Total funds 2019 £
Corporate sponsorship for Focus on Melanoma meetings	51,500	<b>51,500</b>	12,250
Corporate sponsorship for Regional meetings	26,000	<b>26,000</b>	9,250
	<u>77,500</u>	<u><b>77,500</b></u>	<u>21,500</u>
	<u>21,500</u>	<u>21,500</u>	
TOTAL 2019			

**5. INVESTMENT INCOME**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	Total funds 2019 £
Deposit account interest	824	<b>824</b>	421
	<u>421</u>	<u>421</u>	
TOTAL 2019			

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**6. EXPENDITURE ON RAISING FUNDS**

**COSTS OF RAISING VOLUNTARY INCOME**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<b>Total funds 2019 £</b>
Fundraising Activities	6,758	<b>6,758</b>	5,741
Fundraising Officer	29,575	<b>29,575</b>	24,710
	<u>36,333</u>	<u><b>36,333</b></u>	<u>30,451</u>
TOTAL 2019	<u>30,451</u>	<u>30,451</u>	

**7. ANALYSIS OF EXPENDITURE BY ACTIVITIES**

	<b>Activities undertaken directly 2020 £</b>	<b>Support costs 2020 £</b>	<b>Total funds 2020 £</b>	<b>Total funds 2019 £</b>
Direct costs	<u>223,666</u>	<u>25,432</u>	<u><b>249,098</b></u>	<u>207,108</u>
TOTAL 2019	<u>186,385</u>	<u>20,723</u>	<u>207,108</u>	

In 2019 £44,633 of expenditure was met from restricted funds with the balance met from unrestricted funds.

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**7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**Analysis of direct costs**

	<b>Activities 2020 £</b>	<b>Total funds 2020 £</b>	<b>Total funds 2019 £</b>
Staff costs	69,704	<b>69,704</b>	49,072
Depreciation	1,284	<b>1,284</b>	1,444
Melanoma database project	43,544	<b>43,544</b>	44,633
Patient Impact Programme (PIP) project	1,943	<b>1,943</b>	(1,743)
Meeting costs	46,547	<b>46,547</b>	48,551
Travel, accommodation and subsistence	1,738	<b>1,738</b>	1,450
Ocular project	263	<b>263</b>	-
Mucosal project	15,782	<b>15,782</b>	13,966
Helpline	21,841	<b>21,841</b>	21,966
PDA project	1,020	<b>1,020</b>	-
Minor projects	20,000	<b>20,000</b>	7,046
	<u>223,666</u>	<u><b>223,666</b></u>	<u>186,385</u>
TOTAL 2019	<u>186,385</u>	<u>186,385</u>	

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**7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**Analysis of support costs**

	<b>Activities 2020 £</b>	<b>Total funds 2020 £</b>	<b>Total funds 2019 £</b>
Rent	12,520	<b>12,520</b>	12,078
Bank charges	107	<b>107</b>	182
Office consumables	77	<b>77</b>	348
Miscellaneous	150	<b>150</b>	-
Postage and stationery	1,423	<b>1,423</b>	404
Computer, website and internet	3,527	<b>3,527</b>	2,522
Legal and professional fees	4,448	<b>4,448</b>	2,099
Independent examination and accountancy fees	3,180	<b>3,180</b>	3,090
	<u>25,432</u>	<u><b>25,432</b></u>	<u>20,723</u>
TOTAL 2019	<u>20,723</u>	<u>20,723</u>	

**8. MELANOMA DATABASE PROJECT COSTS**

	<b>2020 £</b>	<b>2019 £</b>
ICARSIS database fees for Royal Surrey	-	7,500
ICARSIS database fees for Mid Essex Hospital	-	27,500
ICARSIS database fees for St George's Hospital	<b>25,000</b>	-
ICARSIS database fee waived	<b>(7,500)</b>	-
Payments to cover the post of database administrator at St George's Hospital	<b>25,000</b>	-
Data verification modules	-	7,500
Travel expenses	<b>211</b>	258
Consultancy fees	<b>833</b>	1,875
	<u><b>43,544</b></u>	<u>44,633</u>

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**9. INDEPENDENT EXAMINER'S REMUNERATION**

	<b>2020</b>	2019
	£	£
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	<b>1,140</b>	1,110
Fees payable to the Company's independent examiner in respect of: All accountancy services not included above	<b>2,040</b>	1,980

**10. STAFF COSTS**

	<b>2020</b>	2019
	£	£
Wages and salaries	<b>66,229</b>	47,784
Social security costs	<b>2,876</b>	1,181
Contribution to defined contribution pension schemes	<b>599</b>	107
	<b>69,704</b>	49,072

The average number of persons employed by the Company during the year was as follows:

	<b>2020</b>	2019
	No.	No.
Charitable activities	<b>3</b>	2

No employee received remuneration amounting to more than £60,000 in either year.

The charity considers its key personnel to be the Trustees and Chief Executive, Mr S H Rodwell. Mr S H Rodwell was paid a gross annual salary (including Employer's National Insurance Contributions) of £38,872 (2019: £38,901) during the year. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2019: £Nil).

During the year, voluntary contributions and donations totalling £263 were received from 3 trustees (2019: £157 from 2 trustees). No Trustees received any reimbursement of expenses or had expenses paid directly to a third party on their behalf (2019: £nil).

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**11. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Website £	Total £
<b>COST OR VALUATION</b>				
At 1 February 2019	924	5,668	11,894	18,486
Additions	-	1,062	-	1,062
At 31 January 2020	<u>924</u>	<u>6,730</u>	<u>11,894</u>	<u>19,548</u>
<b>DEPRECIATION</b>				
At 1 February 2019	655	3,163	10,346	14,164
Charge for the year	68	827	389	1,284
At 31 January 2020	<u>723</u>	<u>3,990</u>	<u>10,735</u>	<u>15,448</u>
<b>NET BOOK VALUE</b>				
At 31 January 2020	<u>201</u>	<u>2,740</u>	<u>1,159</u>	<u>4,100</u>
At 31 January 2019	<u>269</u>	<u>2,505</u>	<u>1,548</u>	<u>4,322</u>

**12. DEBTORS**

	2020 £	2019 £
<b>DUE WITHIN ONE YEAR</b>		
Other debtors	36,530	32,190
Prepayments and accrued income	10,968	6,036
	<u>47,498</u>	<u>38,226</u>



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**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Other taxation and social security	1,613	1,170
Other creditors	1,423	21
Grant commitments	40,000	65,565
Accruals and deferred income	96,213	70,200
	<b>139,249</b>	<b>136,956</b>
	<b>139,249</b>	<b>136,956</b>

	2020 £	2019 £
<b>DEFERRED INCOME</b>		
Deferred income at 1 February 2019	64,978	139
Resources deferred during the year (income for 2020 Focus/Regional meetings)	46,500	39,978
Amounts released from previous periods (income for 2019 Focus/Regional meetings)	(39,978)	(139)
Grant income deferred	25,000	25,000
Grant income released from previous periods	(25,000)	-
	<b>71,500</b>	<b>64,978</b>
	<b>71,500</b>	<b>64,978</b>

**14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2020 £	2019 £
Grant commitments	-	7,500
Deferred income	20,833	45,833
	<b>20,833</b>	<b>53,333</b>
	<b>20,833</b>	<b>53,333</b>

Grant income of £20,833 was deferred in the year, with this amount to be released in the year ending 31 January 2022.

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**15. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 February 2019 £	Income £	Expenditure £	Balance at 31 January 2020 £
<b>UNRESTRICTED FUNDS</b>				
Unrestricted Funds	69,811	220,424	(241,887)	48,348
<b>RESTRICTED FUNDS</b>				
Restricted - National Melanoma Database	233,074	-	(43,544)	189,530
<b>TOTAL OF FUNDS</b>	<b>302,885</b>	<b>220,424</b>	<b>(285,431)</b>	<b>237,878</b>

The National Melanoma Database restricted fund has been set up in order to create a database of melanomas, treatment patterns and success rates.

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**15. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 February 2018 £	Income £	Expenditure £	Balance at 31 January 2019 £
<b>UNRESTRICTED FUNDS</b>				
Unrestricted Funds	93,152	169,585	(192,926)	69,811
<b>RESTRICTED FUNDS</b>				
Restricted Fund - National Melanoma Database	277,707	-	(44,633)	233,074
<b>TOTAL OF FUNDS</b>	<b>370,859</b>	<b>169,585</b>	<b>(237,559)</b>	<b>302,885</b>

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	4,100	-	4,100
Current assets	161,830	232,030	393,860
Creditors due within one year	(104,249)	(35,000)	(139,249)
Creditors due in more than one year	(13,333)	(7,500)	(20,833)
<b>TOTAL</b>	<b>48,348</b>	<b>189,530</b>	<b>237,878</b>

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**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	4,322	-	4,322
Current assets	213,278	275,574	488,852
Creditors due within one year	(101,956)	(35,000)	(136,956)
Creditors due in more than one year	(45,833)	(7,500)	(53,333)
<b>TOTAL</b>	<u>69,811</u>	<u>233,074</u>	<u>302,885</u>

**17. PENSION COMMITMENTS**

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge representing employer contributions payable by the company to the fund amounted to £599 (2019: £107). No contributions were payable to the fund at the balance sheet date.

**18. RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year.

**19. POST BALANCE SHEET EVENTS**

As a result of the Covid-19 pandemic, and subsequent UK government restrictions, the 2020 Regional meeting, due to be held in May, was postponed and all delegates were refunded (and are reflected as a liability in this year's accounts).

At the time of finalisation of these accounts most corporate sponsors have not sought a refund of their sponsorship; only one company has requested repayment (and has been repaid). Most of the others have reallocated their funding to the October 2020 virtual Focus meeting or to the next Regional meeting in May 2021 but in a few cases the companies' intentions remain unclear. In these circumstances no provision has been put in place in this year's accounts for the potential need to refund the sponsorship income received for the 2020 Regional meeting.