
MELANOMA FOCUS
(A Company Limited by Guarantee)

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

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 2021**

Trustees	Mrs Imogen Cheese Dr Phillipa Gail Corrie Dr Mark Harries Professor Catherine Anne Harwood Mrs Jacqueline Anne Hodgetts Professor Paul Lorigan Dr Paul Nathan Mr Alan Howard Skyrme Peach Dr Samra Turajlic
Company registered number	06057181
Charity registered number	1124716
Registered office	Salisbury House Station Road Cambridge CB1 2LA
Chief executive officer	Mr Simon Rodwell (to 14 September 2020) Ms Susanna Daniels (from 15 September 2020)
Independent Examiner	M Hewett ACA DChA Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	NatWest 11 Western Boulevard Bede Island Leicester LE2 7EJ HSBC UK 53 High Street Newmarket Suffolk CB8 8NF
Solicitors	Ashtons Legal Waterfront House Wherry Quay Ipswich Suffolk IP4 1AS

MELANOMA FOCUS
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JANUARY 2021

The Trustees present their annual report together with the financial statements of the Company for the year 1 February 2020 to 31 January 2021. 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, effective 1 January 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 organising two scientific multidisciplinary professional meetings a year. 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 2021

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: creating reliable and authoritative information resources 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.

Melanoma Focus usually organises two professional meetings a year; the Regional meeting in May and the Focus meeting in October. The May meeting (like most face-to face events) was cancelled due to Covid-19. The charity spent time investigating executing a virtual event in October 2020 which was successfully orchestrated with the organiser Professor Marc Moncrieff. The virtual concept proved to be very popular and the scientific feedback was excellent. The charity managed to devise virtual networking and additional content with 'meet the expert' sessions. It was important, especially during Covid-19, 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 virtually. Following the previous years' successes in producing ano-uro-genital mucosal melanoma guidelines, and head & neck mucosal melanoma led by Professor Kevin Harrington, completed and published its work. The update of uveal (ocular) guidelines (originally published in 2015) got underway reviewing areas where there has been a change in the evidence. 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.

At the end of 2020, Melanoma Focus put out a call to fund, to a maximum individual value of £20,000, research projects for patient benefit. Four projects were supported.

The usage of the Melanoma Helpline increased five-fold during Covid-19 and the charity prioritised the expansion of this service after successfully applying for various Pharma and lottery funding. Two additional experienced skin cancer nurses were funded to support the additional opening hours so that further patients, carers and the general public could be supported.

Melanoma Focus set up the Database project in 2012 . The aim was to collect data on melanoma and other skin cancers, enabling individual NHS centres to plan and audit their services while performing research individually or in collaboration with other participating centres.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2021

OBJECTIVES AND ACTIVITIES (CONTINUED)

Following a series of board meetings to review the datasets and consider the future of the project, the charity came to the following conclusions and decisions:

- Establishing and supporting large-scale IT projects outside the NHS remit is extremely challenging. Whilst this has worked very well in some centres, others have struggled to recruit people to enter data and have therefore been unable to engage fully with the project. This has meant that the quality of the information collected has been variable. Nonetheless the data captured totals more than 10,000 records of reasonable quality but now needing various degrees of enhancement.
- As a consequence, Melanoma Focus has decided to stop recruiting further centres into the project apart from the set-up in the agreed centres. The centres currently using the database may continue to do so outside the project,
- Melanoma Focus has formed a subgroup under Dr Samra Turajlic to assess the data and produce scientific publications.

Financial and legal advice was sought to ensure that the review and processes were reasonable and justifiable and additional restricted funds were transferred to general funds.

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 is underway. During Covid-19, clinical trials were generally put on hold as the NHS concentrated on the frontline service and therefore the charity deprioritised and delayed its work on the new online facility to help patients and clinicians identify suitable melanoma clinical trials to work on the expansion of the Melanoma Helpline and the virtual professional meeting.

The charity runs on minimal staffing and therefore during Covid, no staff needed to be furloughed, however, there was a regular review and prioritisation of activities.

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. 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 2021

b. RESERVES POLICY

At the end of the year there were reserves of £256,274 (2020: £237,878) comprising £29,911 of restricted funds and £226,363 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. After taking appropriate advice, a transfer was made from the restricted database project to unrestricted funds as detailed in the notes to the accounts. The database project is nearing completion and should close in the next year or so. This has boosted unrestricted funds and free reserves (unrestricted funds excluding amounts tied up in fixed assets) at 31 January 2021 are £226,363 (2020: £44,248) however a call out has been made to researchers in the field of melanoma to put forward proposals for projects. The Trustees intend to offer suitable projects up to £20,000 in funding to assist with their work, which should be completed within 3 years.

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.

c. RESULTS FOR THE 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 £181,645 (2020: £97,156) as well as membership subscriptions and income from the Focus and Regional meetings of £27,212 (2020: £44,445). Corporate sponsorship income was £53,500 (2020: £77,500). Sponsorship and meeting income was adversely affected by the pandemic in 2020.

The charity spent £30,155 (2020: £36,333) on the cost of raising funds. Expenditure on the charity's main projects – the National Melanoma Database project and the Helpline was £66,677 (2020: £65,385). Total expenditure amounted to £244,614 (2020: £285,431) for the year, of which £69,037 (2019: £43,544) was met from restricted funds.

Net income for the year was £18,396 (2020: net expenditure £65,007), which has increased the charity's funds to £256,274 of which £29,911 were restricted and £226,363 were unrestricted.

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 was 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. This change was registered at Companies House on 25 August 2020.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2021

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. A board skills audit is planned for 2021 with a view to expand the skillset of the board.

The Trustees who served during the year were:

Dr Katharine Acland (resigned 16 October 2020)
Mrs Imogen Cheese
Professor Martin Gerald Cook (resigned 30 June 2021)
Dr Philippa Gail Corrie
Dr Mark Harries
Professor Catherine Anne Harwood
Mrs Jacqueline Anne Hodgetts
Professor Paul Lorigan
Dr Jeremy Robert Marsden (resigned 18 March 2021)
Dr Paul Nathan
Mr Alan Howard Skyrme Peach
Professor Barry Willoughby Eric Merrick Powell (resigned 16 October 2020)
Dr Samra Turajlic

c. ORGANISATIONAL STRUCTURE AND DECISION-MAKING

The charity's organisational structure consists of a board of Trustees, of which there were nine at the year end. The Board of Trustees meets three to four times 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 2021 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 (delayed due to Covid-19);
- 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 virtual annual melanoma conferences for clinicians and nurses using the learnings of our initial virtual meeting in October 2020

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2021

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 . 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:

Dr Mark Harries

.....
Dr Mark Harries
Chairman

Date: 09 September 2021 | 15:00 BST

MELANOMA FOCUS
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 JANUARY 2021

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 2021.

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

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.

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INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2021

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:

Michael Hewett

Dated: 14 September 2021 | 09:21 BST

M Hewett ACA DChA
Peters Elworthy & Moore

Chartered Accountants

Cambridge

MELANOMA FOCUS
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JANUARY 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations, grants and legacies	2	115,325	66,320	181,645	97,156
Charitable activities	3	27,212	-	27,212	44,445
Other trading activities	4	53,900	-	53,900	77,999
Investments	5	253	-	253	824
		<u>196,690</u>	<u>66,320</u>	<u>263,010</u>	<u>220,424</u>
Total income					
Expenditure on:					
Raising funds	6	30,155	-	30,155	36,333
Charitable activities	7	145,422	69,037	214,459	249,098
		<u>175,577</u>	<u>69,037</u>	<u>244,614</u>	<u>285,431</u>
Total expenditure					
Net income/(expenditure)		21,113	(2,717)	18,396	(65,007)
Transfers between funds	15	156,902	(156,902)	-	-
		<u>178,015</u>	<u>(159,619)</u>	<u>18,396</u>	<u>(65,007)</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward		48,348	189,530	237,878	302,885
Net movement in funds		178,015	(159,619)	18,396	(65,007)
		<u>226,363</u>	<u>29,911</u>	<u>256,274</u>	<u>237,878</u>
Total funds carried forward					

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 27 form part of these financial statements.

MELANOMA FOCUS
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06057181

BALANCE SHEET
AS AT 31 JANUARY 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	4,915	4,100
		<u>4,915</u>	<u>4,100</u>
Current assets			
Debtors	12	25,102	47,498
Cash at bank and in hand		352,556	346,362
		<u>377,658</u>	<u>393,860</u>
Creditors: amounts falling due within one year	13	(126,299)	(139,249)
Net current assets		<u>251,359</u>	<u>254,611</u>
Total assets less current liabilities		<u>256,274</u>	<u>258,711</u>
Creditors: amounts falling due after more than one year	14	-	(20,833)
NET ASSETS		<u>256,274</u>	<u>237,878</u>
Total net assets		<u><u>256,274</u></u>	<u><u>237,878</u></u>
Charity funds			
Restricted funds	15	29,911	189,530
Unrestricted funds	15	226,363	48,348
Total funds		<u><u>256,274</u></u>	<u><u>237,878</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.

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

MELANOMA FOCUS
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REGISTERED NUMBER: 06057181

BALANCE SHEET (CONTINUED)
AS AT 31 JANUARY 2021

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

Dr Mark Harries

.....
Dr Mark Harries
Chairman

Date: 09 September 2021 | 15:00 BST

The notes on pages 13 to 27 form part of these financial statements.

MELANOMA FOCUS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

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, effective 1 January 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.

MELANOMA FOCUS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

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.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

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.

MELANOMA FOCUS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

1. ACCOUNTING POLICIES (CONTINUED)

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.

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.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

Grants payable on projects undertaken 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.

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.

MELANOMA FOCUS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

1. ACCOUNTING POLICIES (CONTINUED)

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.

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, GRANTS AND LEGACIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	110,325	-	110,325	97,156
Legacies	5,000	-	5,000	-
Grants	-	66,320	66,320	-
	<u>115,325</u>	<u>66,320</u>	<u>181,645</u>	<u>97,156</u>
TOTAL 2020	<u>97,156</u>	<u>-</u>	<u>97,156</u>	

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Membership fees	6,312	6,312	5,417
Focus on Melanoma meeting income	20,936	20,936	26,257
Regional meeting income	(36)	(36)	12,771
	<u>27,212</u>	<u>27,212</u>	<u>44,445</u>
TOTAL 2020	<u>44,445</u>	<u>44,445</u>	

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4. INCOME FROM OTHER TRADING ACTIVITIES

Income from fundraising events

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Sales of merchandise	400	400	499
	<u>400</u>	<u>400</u>	<u>499</u>
TOTAL 2020	<u>499</u>	<u>499</u>	

Income from non charitable trading activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Corporate sponsorship for Focus on Melanoma meetings	51,500	51,500	51,500
Corporate sponsorship for Regional meetings	2,000	2,000	26,000
	<u>53,500</u>	<u>53,500</u>	<u>77,500</u>
TOTAL 2020	<u>77,500</u>	<u>77,500</u>	

5. INVESTMENT INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Deposit account interest	253	253	824
	<u>253</u>	<u>253</u>	<u>824</u>
TOTAL 2020	<u>824</u>	<u>824</u>	

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6. EXPENDITURE ON RAISING FUNDS

COSTS OF RAISING VOLUNTARY INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising Activities	5,350	5,350	6,758
Fundraising Officer	24,805	24,805	29,575
	<u>30,155</u>	<u>30,155</u>	<u>36,333</u>
TOTAL 2020	<u>36,333</u>	<u>36,333</u>	

7. ANALYSIS OF CHARITABLE EXPENDITURE

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Total costs	<u>180,838</u>	<u>33,621</u>	<u>214,459</u>	<u>249,098</u>
TOTAL 2020	<u>223,666</u>	<u>25,432</u>	<u>249,098</u>	

In 2020 £43,544 of expenditure was met from restricted funds with the balance met from unrestricted funds.

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7. ANALYSIS OF CHARITABLE EXPENDITURE (CONTINUED)

ANALYSIS OF DIRECT COSTS

	Activities 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	93,819	93,819	69,704
Depreciation and (profit)/loss on disposal of fixed assets	1,422	1,422	1,284
Melanoma database project (note 8)	35,128	35,128	43,544
Patient Impact Programme (PIP) project	-	-	1,943
Meeting costs	6,832	6,832	46,547
Travel, accommodation and subsistence	845	845	1,738
Ocular project	-	-	263
Mucosal project	4,973	4,973	15,782
Helpline	31,549	31,549	21,841
PDA project	310	310	1,020
Minor projects	1,410	1,410	-
Trial Finder project	1,542	1,542	20,000
Uveal Guideline Review project	3,008	3,008	-
	<u>180,838</u>	<u>180,838</u>	<u>223,666</u>
TOTAL 2020	<u>223,666</u>	<u>223,666</u>	

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7. ANALYSIS OF CHARITABLE EXPENDITURE (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Activities 2021 £	Total funds 2021 £	Total funds 2020 £
Rent	12,561	12,561	12,520
Bank charges	13	13	107
Office consumables	-	-	77
Miscellaneous	1,451	1,451	150
Postage and stationery	175	175	1,423
Advertising and promotion (including digital & social media consultancy fees)	8,552	8,552	-
Computer, website and internet	1,752	1,752	3,527
Legal and professional fees	5,241	5,241	4,448
Independent examination and accountancy fees	3,876	3,876	3,180
	<u>33,621</u>	<u>33,621</u>	<u>25,432</u>
TOTAL 2020	<u>25,432</u>	<u>25,432</u>	

8. MELANOMA DATABASE PROJECT COSTS

	2021 £	2020 £
ICARSIS database fees for Nottingham	10,000	-
Royal Preston fee waived	(2,500)	-
ICARSIS database fees for St George's Hospital	-	25,000
ICARSIS database fee waived	-	(7,500)
Payments to cover the post of database administrator at St George's Hospital	-	25,000
Payments to cover the post of database administrator at Nottingham	25,000	-
Other project expenses	128	1,044
Project finalisation payment	2,500	-
	<u>35,128</u>	<u>43,544</u>

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NOTES TO THE FINANCIAL STATEMENTS
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9. INDEPENDENT EXAMINER'S REMUNERATION

	2021	2020
	£	£
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	1,200	1,140
Fees payable to the Company's independent examiner in respect of: All accountancy services not included above	2,676	2,040
	<u><u>2,676</u></u>	<u><u>2,040</u></u>

10. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	87,953	66,229
Social security costs	4,411	2,876
Contribution to defined contribution pension schemes	1,455	599
	<u><u>93,819</u></u>	<u><u>69,704</u></u>

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

	2021	2020
	No.	No.
Charitable activities	3	3
	<u><u>3</u></u>	<u><u>3</u></u>

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 retired during the year and was replaced by Ms S Daniels. There was a period of handover and in combination for the year, the Chief Executives were paid a total gross annual salary (including Employer's National Insurance Contributions and Employer's Pension) of £74,354 (2020: £38,872) 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 £nil were received from trustees (2020: £263 from 3 trustees). One Trustee was reimbursed £19 for travel expenses. No other Trustees received any reimbursement of expenses or had expenses paid directly to a third party on their behalf (2020: £nil).

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NOTES TO THE FINANCIAL STATEMENTS
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11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Website £	Total £
COST OR VALUATION				
At 1 February 2020	924	6,730	11,894	19,548
Additions	-	2,237	-	2,237
Disposals	-	(489)	-	(489)
At 31 January 2021	<u>924</u>	<u>8,478</u>	<u>11,894</u>	<u>21,296</u>
DEPRECIATION				
At 1 February 2020	723	3,990	10,735	15,448
Charge for the year	50	926	291	1,267
On disposals	-	(334)	-	(334)
At 31 January 2021	<u>773</u>	<u>4,582</u>	<u>11,026</u>	<u>16,381</u>
NET BOOK VALUE				
At 31 January 2021	<u>151</u>	<u>3,896</u>	<u>868</u>	<u>4,915</u>
At 31 January 2020	<u>201</u>	<u>2,740</u>	<u>1,159</u>	<u>4,100</u>

12. DEBTORS

	2021 £	2020 £
DUE WITHIN ONE YEAR		
Other debtors	-	36,530
Prepayments and accrued income	25,102	10,968
	<u>25,102</u>	<u>47,498</u>

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13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other taxation and social security	979	1,613
Other creditors	368	1,423
Project commitments	68,292	40,000
Accruals and deferred income	56,660	96,213
	<u>126,299</u>	<u>139,249</u>

	2021	2020
	£	£
DEFERRED INCOME		
Deferred income at 1 February 2020	71,500	64,978
Resources deferred during the year (income for Focus/Regional meetings and grant income)	32,833	46,500
Amounts released from previous periods (income for Focus/Regional meetings and grant income)	(69,000)	(39,978)
	<u>35,333</u>	<u>71,500</u>

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

	2021	2020
	£	£
Deferred income	-	20,833
	<u>-</u>	<u>20,833</u>

Grant income of £20,833 was deferred and is now included in deferred income within one year, with this amount to be released in the year ending 31 January 2022.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 February 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 January 2021 £
UNRESTRICTED FUNDS					
Unrestricted Funds	48,348	196,690	(175,577)	156,902	226,363
RESTRICTED FUNDS					
Restricted - National Melanoma Database	189,530	-	(32,628)	(156,902)	-
PDA project	-	20,000	(310)	-	19,690
Trial Finder project	-	2,000	(1,542)	-	458
Melanoma Helpline	-	39,320	(31,549)	-	7,771
Uveal Guideline Review project	-	5,000	(3,008)	-	1,992
	<u>189,530</u>	<u>66,320</u>	<u>(69,037)</u>	<u>(156,902)</u>	<u>29,911</u>
TOTAL OF FUNDS	<u>237,878</u>	<u>263,010</u>	<u>(244,614)</u>	<u>-</u>	<u>256,274</u>

The National Melanoma Database restricted fund has been set up in order to create a database of melanomas, treatment patterns and success rates. The project is drawing to a close and a transfer has been made of the unspent funds following appropriate advice, to be used on alternative research projects at the discretion of the Trustees. All remaining costs relating to the project that are yet to be paid have been accrued in these accounts.

The Patient Decision Aid (PDA) project has currently received generous funds from MSD and Novartis.

The Trial Finder project received £2,000 from The Hospital Saturday Fund to help fund work on the Melanoma Trials Database.

Funds have been received from Pierre Fabre (£5,000), The Edward Gostling Foundation (£5,000), The Fred and Charlie Allen Charitable Trust (£3,000), Bristol-Myers Squibb Pharmaceuticals Limited (£9,360) and £10,000 from the Coronavirus Community Support Fund (The National Lottery Community Fund) towards the Melanoma Helpline project.

The Uveal Guideline Review project received funding of £5,000 from OcuMel UK to fund the guideline review work.

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NOTES TO THE FINANCIAL STATEMENTS
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15. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

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

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	4,915	-	4,915
Current assets	264,124	113,534	377,658
Creditors due within one year	(42,676)	(83,623)	(126,299)
TOTAL	226,363	29,911	256,274

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16. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	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)
TOTAL	<u>48,348</u>	<u>189,530</u>	<u>237,878</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 £1,455 (2020: £599). Contributions of £288 (2020: £94) were payable to the fund at the balance sheet date.

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year other than disclosed in note 10.