
MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2018

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

CONTENTS

| | Page |
|---|---------|
| Reference and Administrative Details of the Charity, its Trustees and Advisers | 1 - 2 |
| Trustees' Report | 3 - 6 |
| Independent Examiner's Report | 7 - 8 |
| Statement of Financial Activities | 9 |
| Balance Sheet | 10 |
| Notes to the Financial Statements | 11 - 21 |

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JANUARY 2018**

Trustees

Dr Katharine Acland
Mrs Deborah Anne Beirne
Professor Martin Gerald Cook
Dr Philippa Gail Corrie
Dr Mark Harries
Professor Paul Lorigan
Professor Richard Marais
Dr Jeremy Robert Marsden
Dr Paul Nathan
Mr Alan Howard Skyrme Peach
Professor Barry Powell

Company registered number

06057181

Charity registered number

1124716

Registered office

Queen Anne House
Gonville Place
Cambridge
Cambridgeshire
CB1 1ND

Company secretary

Mr Martin Gerald Cook

Chief executive officer

Mr Simon Rodwell

Independent Examiner

Mrs J Coplowe FCA
Peters Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JANUARY 2018**

Advisers (continued)

Bankers

Natwest
11 Western Boulevard
Bede Island
Leicester
LE2 7EJ

HSBC
32 Market Hill
Cambridge
CB2 3HZ

Solicitors

TWM Solicitors
65 Woodbridge Road
Guildford
Surrey
GU1 4RD

Gudgeons Prentice
Buttermarket
Stowmarket
Suffolk
IP14 1ED

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JANUARY 2018

The Trustees present their annual report together with the financial statements of Melanoma Research Foundation Limited (Melanoma Focus) for the year ended 31 January 2018. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: 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 (FRS 102) (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of large and medium companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

OBJECTIVES AND ACTIVITIES

● 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.

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

- Promote research into the causes and the treatment of melanoma for the public benefit;
- Fund research into melanoma and other skin cancers that helps to find a cure or cures;
- Fund research into the underlying processes leading to the development of melanoma;
- Fund research into the characteristics of melanoma related to variations in its behaviour and response to treatment;
- Fund research based on cellular and tissue changes in patients rather than, but not excluding, clinical trials; and
- Enable melanoma and skin cancer specialists to share information.

The main activities undertaken to achieve these objects are support and funding for a number of research studies in the UK and Australia, 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.

The incidence of melanoma has been rising steadily, doubling for females and almost trebling in males between 1990 and 2010. Each year there are now over 15,000 new diagnoses, accounting for 4% of all new cancer cases, and some 2,400 deaths. Nonetheless this is an encouraging time in melanoma medicine, with an increasing understanding of the biology of the disease and the emergence of new treatments that – as recent clinical trials and experience in treating patients suggest – hold the promise of long-term benefit for many melanoma sufferers.

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.

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JANUARY 2018

ACHIEVEMENTS AND PERFORMANCE

● **REVIEW OF ACTIVITIES**

The work of Melanoma Focus continued to progress on many fronts during this year. The Patient Decision Aid was launched in June, receiving a widespread welcome from patients and their clinicians & nurses as a useful means of improving knowledge of melanoma as well as assisting discussions and decision-making in clinic.

The clinicians developing the national clinical guidelines for ano-uro-genital mucosal melanoma on behalf of the charity completed their work and the draft report was circulated for consultation by relevant organisations and individuals. It was then finalised and published after the year end. Meanwhile actions were in hand to set up a successor guideline development group to address the next phase, covering sino-nasal/head & neck mucosal melanoma. The process of developing these guidelines is based on NICE-accredited methodology.

The Melanoma Helpline completed its first year, with an increasing number of client contacts and some very positive feedback from patients. The National Melanoma Database project continued to expand its collaboration with NHS Trusts, with some 11,000 patient records processed by year end. Figures for this activity are shown in these accounts as restricted funds.

Of the four research studies funded by Melanoma Focus as part of the Patient Impact Programme, the University of Dundee project, 'Strategic biomarkers for aggressive melanoma' is now complete, with a paper submitted for publication; and the University of Stirling submitted an article to BMC Public Health following the completion of its 'Do you know your skin?' study amongst teenagers.

The charity's two annual study days experienced a consistently high level of popularity. The Regional Meeting was hosted by Newcastle University in May while the October Focus on Melanoma Meeting at the Royal College of Physicians welcomed a near-record number of delegates.

FINANCIAL REVIEW

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 £77,112 (2017: £127,940) as well as membership subscriptions and income from the Focus and Regional meetings of £32,609 (2017: £29,344). Corporate sponsorship income was £32,750 (2017: £94,000). Because of the inclusion in this category of debtors for the succeeding year, this gives a somewhat distorted indication for this category of income: the amounts actually received as corporate sponsorship rose in 2018 to £57,750 (2017: £44,000). (See the explanation in Note 3 to these Accounts).

The charity spent £16,232 (2017: £23,697) on the cost of raising funds. Expenditure on the charity's main projects – the National Melanoma Database project and the Patient Impact Programme – was £30,410 (2017: £48,302) and £26,293 (2017: £25,255) respectively. Total expenditure amounted to £233,209 (2017: £231,645) for the year, of which £30,410 (2017: £48,302) was met from restricted funds.

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JANUARY 2018

● **RESERVES POLICY**

At the end of the year there were reserves of £370,859 (2017: £461,531) comprising £277,707 of restricted funds (entirely for the National Melanoma Database project) and £93,152 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. 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. Free reserves (unrestricted funds excluding amounts tied up in fixed assets) at 31 January 2018 are £88,118, which is slightly below the required minimum level and the Trustees will seek to increase these funds over the next period of account. 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

● **CONSTITUTION**

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

● **METHOD 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 Deborah Anne Beirne
Professor Martin Gerald Cook
Dr Philippa Gail Corrie
Dr Mark Harries
Professor Paul Lorigan
Professor Richard Marais
Dr Jeremy Robert Marsden
Dr Paul Nathan
Mr Alan Howard Skyrme Peach
Professor Barry Powell

● **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The charity's organisational structure consists of a board of eleven 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.

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JANUARY 2018

PLANS FOR FUTURE PERIODS

• **FUTURE ACTIVITIES**

Melanoma Focus expects to concentrate on growing its income further, mainly in support of research into the prevention and treatment of melanoma, while progressing its existing projects. Arrangements are also being made to use specialists to help the charity derive a greater proportion of its funding from grants and corporate sources. It also plans to investigate possible collaborations with counterpart charities overseas.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The Melanoma Research Foundation Limited 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report was approved by the Trustees, on 10 October 2018 and signed on their behalf by:

Professor Paul Lorigan
Trustee

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 JANUARY 2018

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MELANOMA RESEARCH FOUNDATION LIMITED (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 2018.

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.

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 can 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)].

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 JANUARY 2018

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.

Signed:

Dated: 18 October 2018

Mrs J Coplowe FCA

For and on behalf of Peters Elworthy & Moore
Chartered Accountants
Cambridge

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JANUARY 2018**

| | Note | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | Total funds 2017 £ |
|---------------------------------------|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| INCOME FROM: | | | | | |
| Donations and Voluntary Contributions | 2 | 77,112 | - | 77,112 | 127,940 |
| Charitable activities | 5 | 32,609 | - | 32,609 | 29,344 |
| Other trading activities | 3 | 32,750 | - | 32,750 | 94,000 |
| Investments | 4 | 96 | - | 96 | 1,040 |
| TOTAL INCOME | | 142,567 | - | 142,567 | 252,324 |
| EXPENDITURE ON: | | | | | |
| Raising funds | 6 | 16,232 | - | 16,232 | 23,697 |
| Charitable activities | 7 | 186,597 | 30,410 | 217,007 | 207,948 |
| TOTAL EXPENDITURE | | 202,829 | 30,410 | 233,239 | 231,645 |
| NET INCOME / EXPENDITURE | | (60,262) | (30,410) | (90,672) | 20,679 |
| NET MOVEMENT IN FUNDS | | (60,262) | (30,410) | (90,672) | 20,679 |
| RECONCILIATION OF FUNDS: | | | | | |
| Total funds brought forward | | 153,414 | 308,117 | 461,531 | 440,852 |
| TOTAL FUNDS CARRIED FORWARD | | 93,152 | 277,707 | 370,859 | 461,531 |

The notes on pages 11 to 21 form part of these financial statements.

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

BALANCE SHEET
AS AT 31 JANUARY 2018

| | Note | £ | 2018 £ | £ | 2017 £ |
|--|------|-----------------|-----------------|-----------|-----------|
| FIXED ASSETS | | | | | |
| Tangible assets | 12 | | 5,034 | | 5,833 |
| CURRENT ASSETS | | | | | |
| Debtors | 13 | 34,801 | | 57,762 | |
| Cash at bank and in hand | | 448,768 | | 604,341 | |
| | | 483,569 | | 662,103 | |
| CREDITORS: amounts falling due within one year | 14 | (95,210) | | (177,315) | |
| NET CURRENT ASSETS | | | 388,359 | | 484,788 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | 393,393 | | 490,621 |
| CREDITORS: amounts falling due after more than one year | 15 | | (22,534) | | (29,090) |
| NET ASSETS | | | 370,859 | | 461,531 |
| CHARITY FUNDS | | | | | |
| Restricted funds | 16 | | 277,707 | | 308,117 |
| Unrestricted funds | 16 | | 93,152 | | 153,414 |
| TOTAL FUNDS | | | 370,859 | | 461,531 |

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

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") relating to small companies and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 10 October 2018 and signed on their behalf, by:

Professor Paul Lorigan

The notes on pages 11 to 21 form part of these financial statements.

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Melanoma Research Foundation Limited (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 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 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.4 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 RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018

1. ACCOUNTING POLICIES (continued)

1.5 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.

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.

1.6 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.

All resources expended are inclusive of irrecoverable VAT.

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018

1. ACCOUNTING POLICIES (continued)

1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £250 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

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

1.8 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.

1.9 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.

1.10 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.

1.11 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 within interest payable and similar charges.

1.12 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.

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

2. INCOME FROM DONATIONS AND VOLUNTARY CONTRIBUTIONS

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | Total funds 2017 £ |
|-------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Donations | 77,112 | - | 77,112 | 122,169 |
| Legacies | - | - | - | 5,771 |
| Total donations and legacies | 77,112 | - | 77,112 | 127,940 |
| Total 2017 | 127,940 | - | 127,940 | |

3. OTHER TRADING ACTIVITIES

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | As restated Total funds 2017 £ |
|---|------------------------------------|----------------------------------|-----------------------------|--|
| CHARITY TRADING INCOME | | | | |
| Corporate sponsorship for Focus on Melanoma meetings | 22,250 | - | 22,250 | 57,500 |
| Corporate sponsorship for Regional meetings | 10,500 | - | 10,500 | 36,500 |
| | 32,750 | - | 32,750 | 94,000 |
| Income from corporate sponsorship | 32,750 | - | 32,750 | 94,000 |

The amounts actually received as corporate sponsorship in 2017 and 2018 were £44,000 and £57,750 respectively. However at year end 2017 £50,000 of corporate sponsorship had been committed for the ensuing year, 2017/18, so this amount was added to the 2016/17 figure as a debtor and is shown as a total of £94,000 for the year. At year end 2018 the corresponding debtor amount of committed corporate sponsorship was £25,000.

4. INVESTMENT INCOME

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | Total funds 2017 £ |
|--------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Deposit account interest | 96 | - | 96 | 1,040 |
| Total 2017 | 1,040 | - | 1,040 | |

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

5. INCOME FROM CHARITABLE ACTIVITIES

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | As restated Total funds 2017 £ |
|----------------------------------|--|--|---------------------------------------|---|
| Membership fees | 5,940 | - | 5,940 | 7,310 |
| Focus on Melanoma Meeting income | 22,320 | - | 22,320 | 16,561 |
| Regional meeting income | 4,349 | - | 4,349 | 5,473 |
| | <u>32,609</u> | <u>-</u> | <u>32,609</u> | <u>29,344</u> |
| Total 2017 | <u>29,344</u> | <u>-</u> | <u>29,344</u> | |

6. EXPENDITURE ON RAISING FUNDS

| | Activities £ | 2018 £ | 2017 £ |
|------------------------|-------------------------|-------------------|-------------------|
| Fundraising Activities | 4,775 | 4,775 | 7,977 |
| Fundraising Officer | 11,457 | 11,457 | 15,720 |
| Total | <u>16,232</u> | <u>16,232</u> | <u>23,697</u> |

In 2017 all expenditure on raising funds was met from unrestricted funds.

7. EXPENDITURE ON CHARITABLE ACTIVITIES

| | Direct costs (Note 8) £ | Support and Governance costs (Note 9) £ | 2018 £ | 2017 £ |
|-----------------------|--|--|-------------------|-------------------|
| Charitable Activities | 192,577 | 24,430 | 217,007 | 207,948 |

In 2017 £48,302 of expenditure on charitable activities was met from restricted funds, with the balance being met from unrestricted funds.

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

8. DIRECT COSTS

| | Activities £ | Total 2018 £ | Total 2017 £ |
|--|-----------------|--------------------|--------------------|
| Melanoma database project | 30,410 | 30,410 | 48,302 |
| Patient Impact Programme (PIP) project | 26,293 | 26,293 | 25,255 |
| Meeting costs | 37,438 | 37,438 | 31,335 |
| Travel, accommodation and subsistence | 886 | 886 | 2,089 |
| Mucosal Project | 13,548 | 13,548 | 21,025 |
| Helpline | 23,648 | 23,648 | 6,087 |
| PDA Project | 166 | 166 | 101 |
| Wages and salaries | 56,598 | 56,598 | 50,427 |
| National insurance | 1,858 | 1,858 | 1,254 |
| Pension cost | 51 | 51 | - |
| Depreciation | 1,681 | 1,681 | 1,945 |
| | <u>192,577</u> | <u>192,577</u> | <u>187,820</u> |
| Total 2017 | <u>187,012</u> | <u>187,012</u> | |

The Melanoma database project costs comprise:

| | 2018 £ | 2017 £ |
|---|---------------|---------------|
| ICARSIS database fees: | | |
| - Royal Surrey | 27,500 | - |
| - Interrogation/Reporting/National Repository costs | - | 55,000 |
| Payments to cover the post of database administrator (12 months): | | |
| - Mount Vernon Hospital (East & North Herts NHS Trust) | - | (9,260) |
| Administration costs: | | |
| - Travel expenses | 1,163 | 225 |
| - Consultancy fees | 1,747 | 2,337 |
| Total | <u>30,410</u> | <u>48,302</u> |

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

9. SUPPORT AND GOVERNANCE COSTS

| | Support £ | Governance £ | Total 2018 £ | Total 2017 £ |
|--------------------------------|---------------|-----------------|--------------------|--------------------|
| Rent | 12,078 | - | 12,078 | 11,693 |
| Bank charges | 60 | - | 60 | 75 |
| Office consumables | 97 | - | 97 | 43 |
| Postage and stationery | 586 | - | 586 | 361 |
| Computer, Website and Internet | 2,508 | - | 2,508 | 1,139 |
| Legal and Professional fees | 6,101 | - | 6,101 | 4,921 |
| Accountancy | - | 1,920 | 1,920 | 1,496 |
| Independent Examination | - | 1,080 | 1,080 | 400 |
| | <u>21,430</u> | <u>3,000</u> | <u>24,430</u> | <u>20,128</u> |
| Total 2017 | <u>19,040</u> | <u>1,896</u> | <u>20,936</u> | |

In 2017, all Support and Governance costs were met from unrestricted funds.

10. NET INCOME/(EXPENDITURE)

This is stated after charging:

| | 2018 £ | 2017 £ |
|--|-------------------|-------------------|
| Depreciation of tangible fixed assets: - owned by the charity | 1,681 | 1,945 |
| Accountancy | 1,920 | 1,496 |
| Independent Examination | 1,080 | 400 |
| | <u> </u> | <u> </u> |

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

11. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES

Staff costs were as follows:

| | 2018 £ | 2017 £ |
|---|---------------|---------------|
| Wages and salaries | 56,598 | 50,427 |
| Social security costs (net of Employer Allowance) | 1,858 | 1,254 |
| Pension costs | 51 | - |
| | 58,507 | 51,681 |

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

| | 2018 No. | 2017 No. |
|--|-------------|-------------|
| | 3 | 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 £38,931 (2017: £38,938) during the year. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2017: £Nil).

During the year, voluntary contributions and donations totalling £1,198 were received from 6 trustees (2017: £338 from 3 trustees).

12. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Website £ | Total £ |
|-----------------------|-------------------------------|----------------------------|---------------|---------------|
| COST | | | | |
| At 1 February 2017 | 524 | 4,814 | 11,534 | 16,872 |
| Additions | 400 | 122 | 360 | 882 |
| | 924 | 4,936 | 11,894 | 17,754 |
| DEPRECIATION | | | | |
| At 1 February 2017 | 445 | 1,454 | 9,140 | 11,039 |
| Charge for the year | 120 | 872 | 689 | 1,681 |
| | 565 | 2,326 | 9,829 | 12,720 |
| NET BOOK VALUE | | | | |
| At 31 January 2018 | 359 | 2,610 | 2,065 | 5,034 |
| At 31 January 2017 | 79 | 3,360 | 2,394 | 5,833 |

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

13. DEBTORS

| | 2018 £ | 2017 £ |
|--------------------------------|-----------|-----------|
| Other debtors | 31,340 | 53,010 |
| Prepayments and accrued income | 3,461 | 4,752 |
| | 34,801 | 57,762 |

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2018 £ | 2017 £ |
|------------------------------------|-----------|-----------|
| Other taxation and social security | 2,966 | 590 |
| Other creditors | 88,075 | 172,818 |
| Accruals and deferred income | 4,169 | 3,907 |
| | 95,210 | 177,315 |

DEFERRED INCOME

| | | |
|--|--|-------|
| Deferred income at 1 February 2017 | | 541 |
| Resources deferred during the year (income for 2018 Focus/Regional meetings) | | 139 |
| Amounts released from previous years | | (541) |
| | | 139 |

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

| | 2018 £ | 2017 £ |
|-----------------|-----------|-----------|
| Other creditors | 22,534 | 29,090 |
| | 22,534 | 29,090 |

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

16. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

| | Balance at 1 February 2017 £ | Income £ | Expenditure £ | Balance at 31 January 2018 £ |
|---|---------------------------------------|-----------------------|-------------------------|---------------------------------------|
| Unrestricted Funds | <u>153,414</u> | <u>142,567</u> | <u>(202,829)</u> | <u>93,152</u> |
| RESTRICTED FUNDS | | | | |
| Restricted - National Melanoma Database | <u>308,117</u> | <u>-</u> | <u>(30,410)</u> | <u>277,707</u> |
| Total of funds | <u><u>461,531</u></u> | <u><u>142,567</u></u> | <u><u>(233,239)</u></u> | <u><u>370,859</u></u> |

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

STATEMENT OF FUNDS - PRIOR YEAR

| | Balance at 1 February 2016 £ | Income £ | Expenditure £ | Balance at 31 January 2017 £ |
|---|---------------------------------------|-----------------------|-------------------------|---------------------------------------|
| GENERAL FUNDS | | | | |
| Unrestricted funds | <u>84,433</u> | <u>252,324</u> | <u>(183,343)</u> | <u>153,414</u> |
| RESTRICTED FUNDS | | | | |
| Restricted - National Melanoma Database | <u>356,419</u> | <u>-</u> | <u>(48,302)</u> | <u>308,117</u> |
| Total of funds | <u><u>440,852</u></u> | <u><u>252,324</u></u> | <u><u>(231,645)</u></u> | <u><u>461,531</u></u> |

MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ |
|-------------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets | 5,034 | - | 5,034 |
| Current assets | 178,362 | 305,207 | 483,569 |
| Creditors due within one year | (67,710) | (27,500) | (95,210) |
| Creditors due in more than one year | (22,534) | - | (22,534) |
| | <u>93,152</u> | <u>277,707</u> | <u>370,859</u> |

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

| | Unrestricted funds 2017 £ | Restricted funds 2017 £ | Total funds 2017 £ |
|-------------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets | 5,833 | - | 5,833 |
| Current assets | 278,986 | 383,117 | 662,103 |
| Creditors due within one year | (102,315) | (75,000) | (177,315) |
| Creditors due in more than one year | (29,090) | - | (29,090) |
| | <u>153,414</u> | <u>308,117</u> | <u>461,531</u> |

18. PENSION COMMITMENTS

The company now 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 £51 (2017: £Nil). No contributions were payable to the fund at the balance sheet date.

19. RELATED PARTY TRANSACTIONS

Chief Executive Mr S H Rodwell was owed £Nil (2017: £632) by the charity for expenses paid personally on behalf of Melanoma Focus.

There were no other related party transactions during the year.