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

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2019**

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

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**CONTENTS**

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	Page
<b>Reference and Administrative Details of the Charity, its Trustees and Advisers</b>	1 - 2
<b>Trustees' Report</b>	3 - 7
<b>Independent Examiner's Report</b>	8 - 9
<b>Statement of Financial Activities</b>	10
<b>Balance Sheet</b>	11
<b>Notes to the Financial Statements</b>	12 - 23

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

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 JANUARY 2019**

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**Trustees**

Dr Katharine Acland  
Mrs Deborah Anne Beirne (resigned 21 November 2018)  
Mrs Imogen Cheese (appointed 20 June 2019)  
Professor Martin Gerald Cook  
Dr Philippa Gail Corrie  
Dr Mark Harries  
Mrs Jackie Hodgetts (appointed 1 October 2019)  
Professor Paul Lorigan  
Professor Richard Marais  
Dr Jeremy Robert Marsden  
Dr Paul Nathan  
Mr Alan Howard Skyrme Peach  
Professor Barry Powell  
Dr Samra Turajlic (appointed 17 October 2019)

**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

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**MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 JANUARY 2019**

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**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

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

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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The Trustees present their annual report together with the financial statements of Melanoma Research Foundation Limited (Melanoma Focus) for the year ended 31 January 2019. 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.

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**MELANOMA RESEARCH FOUNDATION LIMITED (MELANOMA FOCUS)**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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**ACHIEVEMENTS AND PERFORMANCE**

● **REVIEW OF ACTIVITIES**

The Trustees, Staff and Professional Members of Melanoma Focus continued the task of representing and assisting melanoma patients and their doctors. Of particular note was the work done in providing clinical guidance, accessible to patients and clinicians alike, on key areas of melanoma medicine and, in particular, on rare forms of the disease.

In May the charity convened a group of 70 surgeons, oncologists, dermatologists, pathologists, nurses and patient representatives in Cambridge to discuss issues associated with the topic of sentinel lymph node biopsy. This resulted in an important Consensus Statement, subsequently cited by NICE and published (after the year end) in the Journal of Plastic, Reconstructive & Aesthetic Surgery.

Later in the year the ano-uro-genital mucosal melanoma guidelines were completed, the product of intensive work by a Guideline Development Group chaired by Professor Martin Gore CBE, who completed this key project shortly before his untimely death. Melanoma Focus is grateful to this group of senior clinicians, nurses and patient representatives for their unstinting work and especially to Professor Gore for his exemplary leadership.

During the year work began on the next phase of mucosal melanoma guideline development, covering sino-nasal/head & neck disease. A second Guideline Development Group was formed, chaired by Professor Kevin Harrington. Its research deliberations were well under way in early 2019.

Also by the year end, it had been decided to review in the year ahead the charity's 2015 uveal melanoma guidelines, the 2013 guidance on the follow-up of high-risk cutaneous melanoma and the Patient Decision Aid, which was published by Melanoma Focus in 2017.

The guidelines resulting from these initiatives are based on NICE-accredited methodology and are permitted to bear the NICE kitemark. The need to review our guidelines and ensure they are up to date is a consequence of the progress in melanoma treatment in the past few years, especially the advent of new immunotherapy and adjuvant treatment drugs for stage 3 disease. These developments mean that the situation for many melanoma patients is steadily becoming more hopeful.

The charity's two annual conferences – the Regional Meeting in May, organised this year by Cambridge University Hospitals NHS Foundation Trust, and the Focus on Melanoma Study Day held in October – attracted record attendances. These meetings are an excellent opportunity for clinicians and nurses to network and to update themselves about the latest developments in melanoma medicine. They also provide a valuable forum for clinicians and industry representatives to exchange views.

The university research teams which Melanoma Focus helps to fund – at Dundee, Leeds, Newcastle, Stirling and Brisbane – continued their work or, where complete, had papers accepted for publication.

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

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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**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 £105,224 (2018: £77,112) as well as membership subscriptions and income from the Focus and Regional meetings of £42,440 (2018: £32,609). Corporate sponsorship income was £21,500 (2018: £32,750).

The charity spent £30,451 (2018: £16,232) on the cost of raising funds. Expenditure on the charity's main projects – the National Melanoma Database project and the Patient Impact Programme – was £44,633 (2018: £30,410) and (£1,743) (2018: £26,293) respectively. Total expenditure amounted to £237,559 (2018: £233,239) for the year, of which £44,633 (2018: £30,410) was met from restricted funds.

● **RESERVES POLICY**

At the end of the year there were reserves of £302,885 (2018: £370,859) comprising £233,074 of restricted funds (entirely for the National Melanoma Database project) and £69,811 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 2019 are £65,489 however grant income totalling £75,000 from Garfield Weston Foundation has been received, of which £70,833 was in advance and will be released over the next 2 - 3 years. This £75,000 donation was received towards the end of the financial year. Because the award was for a 3-year term, only the pro rata amount for the year to 31 January 2019 (1/18th 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**

● **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.

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

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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● **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 (resigned 21 November 2018)  
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

Mrs Imogen Cheese was appointed as a trustee on 20 June 2019, Mrs Jackie Hodgetts was appointed as a trustee on 1 October 2019 and Dr Samra Turajlic was appointed as a trustee on 17 October 2019.

● **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.

**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.

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

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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**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 17 October 2019 and signed on their behalf by:

**Dr Philippa Gail Corrie**  
**Trustee**

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

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 JANUARY 2019**

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**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 2019.

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**

Since the company'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 (enter body here), which is one of the listed bodies.

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)].

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

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**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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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: 24 October 2019

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 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
<b>INCOME FROM:</b>					
Donations and Voluntary Contributions	2	105,224	-	105,224	77,112
Charitable activities	5	42,440	-	42,440	32,609
Other trading activities	3	21,500	-	21,500	32,750
Investments	4	421	-	421	96
<b>TOTAL INCOME</b>		<b>169,585</b>	<b>-</b>	<b>169,585</b>	<b>142,567</b>
<b>EXPENDITURE ON:</b>					
Raising funds	6	30,451	-	30,451	16,232
Charitable activities	7	162,475	44,633	207,108	217,007
<b>TOTAL EXPENDITURE</b>		<b>192,926</b>	<b>44,633</b>	<b>237,559</b>	<b>233,239</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>(23,341)</b>	<b>(44,633)</b>	<b>(67,974)</b>	<b>(90,672)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(23,341)</b>	<b>(44,633)</b>	<b>(67,974)</b>	<b>(90,672)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		93,152	277,707	370,859	461,531
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>69,811</b>	<b>233,074</b>	<b>302,885</b>	<b>370,859</b>

The notes on pages 12 to 23 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 2019**

	Note	£	2019 £	£	2018 £
<b>FIXED ASSETS</b>					
Tangible assets	12		<b>4,322</b>		5,034
<b>CURRENT ASSETS</b>					
Debtors	13	<b>38,226</b>		34,801	
Cash at bank and in hand		<b>450,626</b>		448,768	
		<b>488,852</b>		483,569	
<b>CREDITORS:</b> amounts falling due within one year	14	<b>(136,956)</b>		(95,210)	
<b>NET CURRENT ASSETS</b>			<b>351,896</b>		388,359
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>356,218</b>		393,393
<b>CREDITORS:</b> amounts falling due after more than one year	15		<b>(53,333)</b>		(22,534)
<b>NET ASSETS</b>			<b>302,885</b>		370,859
<b>CHARITY FUNDS</b>					
Restricted funds	16		<b>233,074</b>		277,707
Unrestricted funds	16		<b>69,811</b>		93,152
<b>TOTAL FUNDS</b>			<b>302,885</b>		370,859

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 17 October 2019 and signed on their behalf, by:

**Professor Paul Lorigan**

The notes on pages 12 to 23 form part of these financial statements.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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**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.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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**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.

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.

**1.6 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.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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**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 2019**

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

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	105,224	-	105,224	77,112
Total 2018	77,112	-	77,112	

Included above is grant income received the the Garfield Weston Foundation. The grant covers a period of 3 years and the amount received in advance is carried forward as deferred income (see notes 14 and 15).

**3. OTHER TRADING ACTIVITIES**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	As restated Total funds 2018 £
<b>CHARITY TRADING INCOME</b>				
Corporate sponsorship for Focus on Melanoma meetings	12,250	-	12,250	22,250
Corporate sponsorship for Regional meetings	9,250	-	9,250	10,500
	21,500	-	21,500	32,750
Income from corporate sponsorship	21,500	-	21,500	32,750

**4. INVESTMENT INCOME**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Deposit account interest	421	-	421	96
Total 2018	96	-	96	

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

**5. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds 2019 £</b>	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>	As restated Total funds 2018 £
Membership fees	6,834	-	6,834	5,940
Focus on Melanoma Meeting income	25,583	-	25,583	22,320
Regional meeting income	10,023	-	10,023	4,349
	<u>42,440</u>	<u>-</u>	<u>42,440</u>	<u>32,609</u>
Total 2018	<u>32,609</u>	<u>-</u>	<u>32,609</u>	

**6. EXPENDITURE ON RAISING FUNDS**

	<b>Activities £</b>	<b>2019 £</b>	<b>2018 £</b>
Fundraising Activities	5,741	5,741	4,775
Fundraising Officer	24,710	24,710	11,457
Total	<u>30,451</u>	<u>30,451</u>	<u>16,232</u>

In 2019 all expenditure on raising funds was met from unrestricted funds.

**7. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Direct costs (Note 8) £</b>	<b>Support costs (Note 9) £</b>	<b>2019 £</b>	<b>2018 £</b>
Charitable Activities	185,985	20,723	206,708	217,007

In 2018 £30,410 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 2019**

**8. DIRECT COSTS**

	Activities £	Total 2019 £	Total 2018 £
Melanoma database project	44,633	44,633	30,410
Patient Impact Programme (PIP) project	(1,743)	(1,743)	26,293
Meeting costs	48,551	48,551	37,438
Travel, accommodation and subsistence	1,450	1,450	886
Mucosal Project	13,966	13,966	13,548
Helpline	21,966	21,966	23,648
PDA Project	-	-	166
Minor projects	7,046	7,046	-
Wages and salaries	47,784	47,784	56,598
National insurance	1,181	1,181	1,858
Pension cost	107	107	51
Depreciation	1,444	1,444	1,681
	<u>186,385</u>	<u>186,385</u>	<u>192,577</u>
Total 2018	<u>192,577</u>	<u>192,577</u>	

**The Melanoma database project costs comprise:**

	2019 £	2018 £
ICARSIS database fees:		
- Royal Surrey	7,500	27,500
- Mid Essex Hospital	27,500	-
Data Verification Modules	7,500	-
Administration costs:		
- Travel expenses	258	1,163
- Consultancy fees	1,875	1,747
Total	<u>44,633</u>	<u>30,410</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

**9. SUPPORT COSTS**

	General £	Governance £	Total 2019 £	Total 2018 £
Rent	12,078	-	12,078	12,078
Bank charges	182	-	182	60
Office consumables	348	-	348	97
Postage and stationery	404	-	404	586
Computer, Website and Internet	2,522	-	2,522	2,508
Legal and Professional fees	2,099	-	2,099	6,101
Accountancy	-	1,980	1,980	1,920
Independent Examination	-	1,110	1,110	1,080
	<u>17,633</u>	<u>3,090</u>	<u>20,723</u>	<u>24,430</u>
Total 2018	<u>21,430</u>	<u>3,000</u>	<u>24,430</u>	

In 2018, all Support costs were met from unrestricted funds.

**10. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets:		
- owned by the charity	1,444	1,681
Accountancy	1,980	1,920
Independent Examination	<u>1,110</u>	<u>1,080</u>

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2019**

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

Staff costs were as follows:

	<b>2019</b>	2018
	<b>£</b>	<b>£</b>
Wages and salaries	<b>47,784</b>	56,598
Social security costs (net of Employer Allowance)	<b>1,181</b>	1,858
Pension costs	<b>107</b>	51
	<hr/> <b>49,072</b> <hr/>	<hr/> 58,507 <hr/>

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

<b>2019</b>	2018
<b>No.</b>	<b>No.</b>
<b>2</b>	3

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 £38,901 (2018: £38,931) during the year. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2018: £Nil).

During the year, voluntary contributions and donations totalling £157 were received from 2 trustees (2018: £1,198 from 6 trustees). No Trustees received any reimbursement of expenses or had expenses paid directly to a third party on their behalf (2018: £nil).

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

**12. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Website £	Total £
<b>COST</b>				
At 1 February 2018	924	4,936	11,894	17,754
Additions	-	732	-	732
At 31 January 2019	924	5,668	11,894	18,486
<b>DEPRECIATION</b>				
At 1 February 2018	565	2,326	9,829	12,720
Charge for the year	90	837	517	1,444
At 31 January 2019	655	3,163	10,346	14,164
<b>NET BOOK VALUE</b>				
At 31 January 2019	269	2,505	1,548	4,322
At 31 January 2018	359	2,610	2,065	5,034

**13. DEBTORS**

	2019 £	2018 £
Other debtors	32,190	31,340
Prepayments and accrued income	6,036	3,461
	38,226	34,801

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

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

	2019 £	2018 £
Other taxation and social security	1,170	2,966
Grant commitments	65,565	88,075
Other creditors	21	-
Accruals and deferred income	70,200	4,169
	<u>136,956</u>	<u>95,210</u>

**DEFERRED INCOME**

Deferred income at 1 February 2018	139
Resources deferred during the year (income for 2019 Focus/Regional meetings)	39,978
Amounts released from previous years	(139)
Grant income deferred during the year	25,000
Deferred income at 31 January 2019	<u>64,978</u>

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

	2019 £	2018 £
Grant commitments	7,500	22,534
Deferred income	45,833	-
	<u>53,333</u>	<u>22,534</u>

Grant income of £45,833 was deferred in the year, representing £25,000 to be released during the year ending 31 January 2021 and £20,833 in the year ending 31 January 2022.

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

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

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**16. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

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

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

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

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

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT 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)
	<u>69,811</u>	<u>233,074</u>	<u>302,885</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR 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>

**18. 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 £107 (2018: £51). No contributions were payable to the fund at the balance sheet date.

**19. RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year.