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Charity Registration No. 1160602

**The Head & Neck Cancer Foundation**  
**Trustees' Report and Accounts**  
**For the period ended 5 April 2016**

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# **The Head & Neck Cancer Foundation**

## **Information**

### **Trustees**

Sir F W J Hervey-Bathurst Bt.  
L Cascarini  
Professor M McGurk

### **Charity number**

1160602

### **Independent Examiner**

P J Kennan, Partner  
Hawsons, Chartered Accountants  
463a Glossop Road  
Sheffield  
S10 2QD

### **Solicitors**

Camerons Solicitors LLP  
70 Wimpole Street  
London  
W1G 8AX

### **Principal Office**

304 Emblem House  
Tooley Street  
LONDON  
SE1 2PR

# **The Head & Neck Cancer Foundation**

## **Trustees' Report and Accounts**

**For the period ended 5 April 2016**

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# **The Head & Neck Cancer Foundation**

## **Trustees' Report**

### **For the period ended 5 April 2016**

The Trustees present their report and accounts for the period ended 5 April 2016.

#### **Objects of the charity**

The charity was established by constitution as a Charitable Incorporated Organisation on 23 February 2015 and commenced with its activity from this date. The objectives of the Charitable Incorporated Organisation are for the public benefit;

1. to protect and promote the health of the public in particular by research into the nature, causes, diagnosis, prevention, treatment (including complications of treatment) and cure of head and neck cancer and to disseminate the useful results of such research,
2. to provide information and raise public understanding of head and neck cancer, its causes and prevention.

#### **Review of activities**

The period ended 5 April 2016 was an active year for the charity where donations, sponsorship and funds raised at events was expended into cancer research.

#### **Trustees**

The Trustees of the Trust who served during the period were:

Sir F W J Hervey-Bathurst Bt.

L Cascarini

Professor M McGurk

It is the Charitable Incorporated Organisation's policy to select trustees to enable it to have all round specialism so that it has all the required facets of trusteeship.

# **The Head & Neck Cancer Foundation**

## **Trustees' Report**

**For the period ended 5 April 2016**

### **Financial Review**

The results for the period are set out in the Statement of Financial Activities on page 5.

The financial statements comply with current statutory requirements, the governing documents and the Statement of Recommended Practice - Accounting and Reporting by charities.

The accounts have been prepared under the accruals concept.

The principal funding source of income for the Charitable Incorporated Organisation is the organisation of fund raising events and sponsorship.

The income of the Charity is modest and the Trustees, in accordance with good modern charity practice and present charity law have established a policy to give priority to the most pressing needs in the field. The charity plans to proceed with a similar pattern of events and sponsorship.

### **Reserves policy**

The total reserves represent the funds arising from events, sponsorship and donations. The Charitable Incorporated Organisation's policy is to have expenditure including the management and administration costs of the Charitable Incorporated Organisation to be broadly in line with the amount of income received in the year.

### **Investment**

The charity's powers of investment are governed by the Trustee Act 2000. The Trustees will take professional advice when this is necessary.

# **The Head & Neck Cancer Foundation**

## **Trustees' Report**

**For the year ended 5 April 2016**

### **Risks**

As a matter of best practice, the Trustees are conscious of the need to consider risk. The Trustees address and seek to mitigate the principal areas of risk by meeting regularly and considering their exposure to risk.

### **Public benefit**

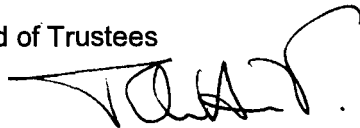
The board of trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

### **Plans for Now and Future Periods**

The charity's first goal is to introduce Sentinel Node Biopsy (SNB) to the UK for treating mouth cancer. In early mouth cancer 30% of patients have undetectable microscopic spread of cancer to their neck at diagnosis. SNB is a very accurate way of establishing when otherwise invisible microscopic clumps of cancer cells start to leave the main cancer and migrate. This is a watershed moment in the spread of the disease that completely changes the treatment. The charity has already pioneered the use of SNB but this test is only available in one centre in the UK. The charity's first goal is to introduce SNB to all cancer centres in the UK. We will achieve this by collaborating with national bodies to run a UK prospective randomised trial.

The introduction of SNB will revolutionise the management of mouth cancer in the UK and will set the pace for Europe and America.

On behalf of the board of Trustees



Sir F W J Hervey-Bathurst Bt.  
Trustee

Dated: 23 November 2016

# **The Head & Neck Cancer Foundation**

## **Independent Examiner's Report**

### **To the Trustees of The Head & Neck Cancer Foundation**

I report on the accounts of the charity for the period ended 5 April 2016 which are set out on pages 5 to 9.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P J Kennan, Partner  
Hawsons Chartered Accountants  
463a Glossop Road  
Sheffield  
S10 2QD

Dated: 23 November 2016

# The Head & Neck Cancer Foundation

## Statement of Financial Activities

For the period ended 5 April 2016

	Note	2016 £
<b>Incoming resources</b>	2	<u>259,780</u>
<b>Resources expended</b>		
<b>Charitable expenditure</b>		
Direct charitable expenditure	3	101,806
Management and administration	4	<u>27,069</u>
<b>Total resources expended</b>	5	<u>128,875</u>
<b>Net incoming resources</b>		<u>130,905</u>
<b>Fund balances at 5 April 2016</b>		<u>130,905</u>



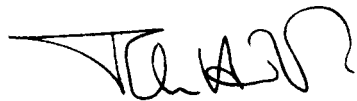
# The Head & Neck Cancer Foundation

## Balance Sheet

As at 5 April 2016

	£	2016 £
<b>Current assets</b>		
Cash at bank	<u>134,950</u>	
<b>Creditors: amounts falling due within one year</b>	<u>4,045</u>	
<b>Net current assets</b>		<u>130,905</u>
<b>Total assets less current liabilities</b>		<u>130,905</u>
<b>Income funds</b>		
Unrestricted Funds		<u>130,905</u>
		<u>130,905</u>

The accounts were approved by the Trustees on 23 November 2016.



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Sir F W J Hervey-Bathurst Bt.  
Trustee

# The Head & Neck Cancer Foundation

## Notes to the accounts

### For the period ended 5 April 2016

#### 1 Accounting policies

##### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention modified to include the revaluation of certain fixed assets.

The accounts have been prepared in accordance with the Statement of Recommended Practice. Accounting and reporting by Charities preparing their accounts in accordance with the financial reporting standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and with the Charities Act 2011.

##### 1.2 Income resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

##### 1.3 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

#### 2. Incoming resources

	2016
	£
Events and fundraising	169,084
Sponsorship and advertising	37,365
Donations	40,331
Sundry income	13,000
	<hr/>
	259,780
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# The Head & Neck Cancer Foundation

## Notes to the accounts

For the period ended 5 April 2016

### 3. Direct Charitable Expenditure

	2016 £
Event and fundraising costs	
Catering	96,108
Video & filming	1,560
	<u>4,138</u>
	<u>101,806</u>

### 4. Management and administration costs

	2016 £
Administration expenses	7,959
Consultancy	10,800
Website costs	3,510
Legal fees	3,000
Accountancy	1,800
	<u>27,069</u>

### 5. Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the period.

# The Head & Neck Cancer Foundation

## Notes to the accounts

For the period ended 5 April 2016

### 6. Employees

There were no employees during the period.

### 7. Creditors

	2016 £
Trade creditors	2,245
Accruals	<u>1,800</u>
	<u>4,045</u>