

COSMETIC TOILETRY AND PERFUMERY FOUNDATION

England & Wales · Charity number 1031728

Details

Other names C T P F - LOOK GOOD FEEL BETTER - L G F B

Status Registered

Legal form Charitable company

Company number [02850925](#)

Registered 1994-01-20

Register [View on the Charity Commission register](#)

Contact

Address Cosmetic Toiletry & Perfumery
Foundation
32 West Hill
Epsom
KT19 8JD

Phone 01372747500

Email info@lgfb.co.uk

Website <http://www.lookgoodfeelbetter.co.uk>

Activities

Objects: 1. TO GIVE ASSISTANCE HELP ADVICE COUNSELLING AND INFORMATION TO CANCER PATIENTS ("PATIENTS") WHO HAVE SUFFERED APPEARANCE-RELATED SIDE EFFECTS FROM CHEMOTHERAPY, RADIOTHERAPY AND/OR OTHER TREATMENTS UNDERGONE BY THEM FOR OR IN RELATION TO CANCER AND TO FOUND DEVELOP AND PROMOTE THE "LOOK GOOD FEEL BETTER" PROGRAMME AND OTHER SIMILAR PROGRAMMES IN THE UNITED KINGDOM AND TO PROVIDE COSMETIC PRODUCTS, VOLUNTEER BEAUTY CONSULTANTS, MAKEOVER WORKSHOPS AND OTHER NECESSARY SUPPORT TO SUCH PATIENTS WITH A VIEW TO ASSISTING THEM IN IMPROVING THEIR APPEARANCE AND QUALITY OF LIFE; 2. TO GIVE ASSISTANCE, HELP, ADVICE, COUNSELLING AND INFORMATION TO PERSONS SUFFERING FROM THE APPEARANCE-RELATED SIDE-EFFECTS RESULTING FROM CANCER AND/OR OTHER DISEASE, ILLNESS, INJURY OR CONDITION; 3. TO ENCOURAGE AND PROMOTE THE STUDY INTO AND RESEARCH RELATED TO THE RELATIONSHIP BETWEEN APPEARANCE, QUALITY OF LIFE AND RECOVERY TO HEALTH OF PATIENTS AND THE EFFECTS OF SUCH RECOVERY, AND TO EDUCATE AND INFORM THE PUBLIC AS TO THE RESULTS OF SUCH STUDY AND RESEARCH.

Activities: The Foundation's programme, Look Good Feel Better, is a national charity helping to boost the physical and emotional wellbeing of people living with cancer. It runs confidence boosting workshops for Women, Young Adults and Men in around 140 key cancer support locations throughout the UK as well as online. Online tutorials and booklets are also provided.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

Geography

- Guernsey
- Isle Of Man
- Jersey
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£3,549,260	£3,448,492	£1,025,404	23
2023-12-31	£2,931,596	£3,032,793	£924,636	24
2022-12-31	£2,196,943	£2,248,753	£1,025,833	21
2021-12-31	£1,578,988	£1,595,579	£1,077,643	18
2020-12-31	£1,589,504	£1,279,622	£1,094,234	21

Trustees

Name	Role	Appointed
Geoffrey Michael Percy	Chair	2018-03-15
Chrys Andradi		2019-09-19
DEBORAH ANN LEWIS		
Deborah Ann Hunter		2015-07-01
Gillian Smith		2023-10-30
KENNETH CHARLES GREEN		2011-10-19
Louise Wallace		2022-04-22
Mark David Spillman		2021-05-21
Sarah Harbon		2024-10-03
Stuart Roy Sheath		2023-09-21

COSMETIC TOILETRY AND PERFUMERY FOUNDATION

England & Wales - Charity number 1031728

Accounts



look good **feel better**

FACING CANCER WITH CONFIDENCE

**Cosmetic, Toiletry & Perfumery Foundation
(Programme Title: “Look Good Feel Better”)
Trustees Report and Financial Statements
31 December 2024**

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Board of Trustees

Geoff Percy - Chairman, CTPF

Mark Spillman - Vice Chair CTPF

Chrys Andradi - Trustee, CTPF

Kenneth Green - Chairman, Kenneth Green Associates

Debbie Lewis - Managing Director, Clarins (UK)

Debbie Hunter – Trustee, CTPF

Louise Wallace – Global Head of CMS Corporate / M&A Group

Charlene Johnson – Head of UK Sales, Chanel

Stuart Sheath – Finance Director, Forma Brands

Gill Smith - Managing Director, The Perfume Shop

Sarah Harbon – General Manager, Benefit Cosmetics (appointed October 2024)

Ruth Newton-Jones – RNJ Consultancy Ltd (resigned November 2024)

Ian Marshall - Trustee, CTPF (resigned November 2024)

Executive Services

Mark Flannery – Chief Executive, CTPF

Anna Bowen (Finance Director)

Honorary Life President

Richard Bradley

Honorary Vice Presidents

Barbara Daly OBE Gloria Freilich

Diana Moran Charles Worthington MBE

Susan Taylor Per Neuman

Registered and Administrative Office

West Hill House, 32 West Hill, Epsom, KT19 8JD

Auditors

Crowe U.K. LLP, Black Country House, Rounds Green Road, Oldbury, West Midlands B69 2DG

Solicitors

CMS Cameron McKenna Nabarro Olswang LLP, 78 Cannon Street, London EC4N 6AF

Bankers

Barclays Bank Pic, Piccadilly 9, Leicester LE87 2BB

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Trustees Annual Report

Our Vision – To be recognised as one of the UK's leading cancer support charities and the only one dedicated to improving the physical appearance and overall wellbeing of people living with cancer.

Our Mission – We deliver cancer support services in local communities through a series of face to face and online group sessions along with video tutorials to help people face cancer with confidence, to regain their sense of normality, to make friends and most of all to look good and feel better.

The first workshop for women was held in 1994, since then the charity has developed special sessions for young adults and, in 2018, introduced vitally needed services for men. Each group session is led by trained volunteers and is a chance to meet others in a similar situation, as well as learning useful skills and techniques to manage the side-effects of cancer treatment. In 2020 our first online skincare & make-up workshops were launched and since then new online services including hair care, nail care, styling for confidence.

2024: Overview

2024 was a transformational year for Look Good Feel Better (LGFB). The charity reached a significant milestone and celebrated its 30th birthday, offering help and support to cancer patients for 30 years across the UK. This is quite the achievement and something we are all very proud of. The cancer landscape in the UK still paints a worrying picture, with data still indicating that someone is diagnosed with cancer in the UK every 90 seconds. With the number of people in the UK living with cancer surging to an all-time high, at almost 3.5 million and c390,000 diagnosed annually, the growth projections for cancer cases in the UK and across the world continue to grow at an alarming rate. We have a vital role to fulfil in working alongside our partners and fellow charities, to support as many people with cancer as possible.

As a cancer support charity, focussed on supporting patients with their cosmetic appearance and wellbeing during their treatment, demand for our services continues to grow. Like most small charities we face the dilemma of seeing significant growth in the demand for our services, against a backdrop of financial challenges both within the charity and the wider charitable sector.

In 2023 we launched a 3-year strategic plan, a plan designed to expand the range of services provided by LGFB, whilst investing in the infrastructure of the charity and broadening our fundraising activities. As we close the second year of our plan, the charity has been transformed and is well positioned for the future to meet demand, to grow, to diversify and to remain financially sustainable

In 2022, a promise was made by the charity to 'help more people, in more places, in more ways'. Through the hard work delivered in 2024, we enter 2025 looking to support a record number of cancer patients, from a record number of venues across the UK, delivering a record number of face-to-face support programmes, whilst having delivered the highest scoring beneficiary impact scores on record.

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The key highlights of 2024 were:

- Income increased by 21% on prior year
- Merger with a small, national Hair Loss and head coverings charity called HeadWrappers to allow LGFB to support cancer patients on scalp care, wig alternatives, head scarf tying and other practical tips. Merger completed 1st January 2025.
- Our work was featured on National TV for the first time, on both The One Show and BBC Morning Live
- Supporter database has over 40,000 subscribers to allow us to keep our LGFB community updated on progress
- Social media following continued to grow, with a combined reach across LinkedIn, Facebook and Instagram of 1.5million people
- We recruited and inducted 163 new volunteers, taking our team of active volunteers to 882
- We received 244,000 donated items of cosmetic products to fuel our impactful support workshops and our commercial fundraising activities. These came from 33 valued corporate partners

We continue to focus relentlessly on delivering our mission, underpinned by our vision to be recognised as one of the UK's leading cancer support charities and the only one dedicated to improving the physical appearance and overall wellbeing of people living with cancer.

As an active, community and patient led support charity, our values cascade through our work. We continue to work to serve those on their cancer journey and we work with care and compassion, with integrity, we collaborate at every opportunity, we deliver inclusive services to the UK population, and we demonstrate passion and commitment to helping our beneficiaries. We hope from our impact report, that you see the huge progress that we are making and why our work and our services are so important.

In 2024, we delivered face to face and online sessions to 14,595 individuals through 1,552 face to face workshops during the year in 140 locations. There are 15 new locations anticipated for 2025. Our online services include hair care, nail care, styling for confidence and skincare & make-up. It is important that we continue to provide an online option for those people who do not want to travel to a face-to-face venue or perhaps still are not comfortable being in a group setting. We expect to see the demand for these sessions reduce as we grow the face-to-face workshops.

Supporting these online services has been made possible through our website and Patient Booking System to allow beneficiaries to link directly to a portal to view all sessions available and make an immediate and direct booking.

Financially, LGFB reported a surplus of £101k which was better than forecast due to stringent cost controls throughout the year.

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Donated Products and Services

The Foundation's charitable activities continue to rely on:

- the donation of suitable skincare and cosmetic products for use by the charity's beneficiaries
- compassionate and professional skincare, make-up and grooming consultants who volunteer to host the workshops in hospitals and cancer support centres

The Board recognises the significant benefit to the charity of donated products; over 33 companies donated products in 2024.

The charity is also very grateful for the significant logistical support it receives from one company, which enables products to be sent to support sessions across the UK.

Raising Funds

The charity is registered with the Fundraising Regulator and committed to following the Code of Fundraising Practice. The charity's main fundraising objective for 2024 was to contribute to secure the financial stability of the charity. The Trustees believe that this has been achieved, with income exceeding budget and contributing to a surplus at year end.

The fundraising environment remained tough throughout 2024, however, with a determined focus from the fundraising team, income, excluding gifts in kind, grew by 29%. Careful management of individual and community activities was combined with stronger corporate initiatives.

A full list of key organisations which supported the charity in 2024, whether through product donations, staff time or fundraising, has been included in Note 16 to the Accounts at the back of this document. The charity is very grateful to every one of them for the part they have played in helping support women, young adults and men living with cancer.

The charity did not pay any third party or agency to undertake material fundraising activities on its behalf and received no complaints during the course of the year regarding any fundraising activities.

The charity and its Trustees are fully aware of the requirements and duties set out in the Charities (Protection and Social Investment) Act 2016 with respect to fundraising activities and are focused on ensuring any future fundraising activities are fully compliant.

Protecting vulnerable people

The charity endeavours to ensure that all staff, volunteers and the general public are safe and protected while taking part in fundraising activities.

Respecting our supporters is a key element of our Fundraising Promise. We must be able to

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identify and respond to those supporters who may be in vulnerable circumstances, in a way that is sensitive to their needs. All our supporter-facing staff have access to guidance and associated training. This is informed by the Fundraising Regulator Code and the Chartered Institute of Fundraising's own guidance on 'Acceptance, Refusal and Return of Donations'. We follow the Code of Fundraising Practice in relation to all fundraising which helps to ensure that vulnerable people can be easily identified and, critically, that they are responded to and protected in a non-discriminatory way.

Fundraisers may sometimes find themselves approaching donors who may be vulnerable or need additional support to make a decision. We have guidance in place and available for review on our website to ensure all our fundraisers are aware of the risks and know what to do if they are concerned about an individual and their circumstances.

We endeavour to ensure that our staff, volunteers and the general public are safe and protected while taking part in our fundraising activities. The charity has a zero-tolerance approach to bullying, harassment or sexual harassment of any kind towards any of our staff or volunteers.

We encourage people of any age or background to fundraise for us, and we stipulate that those under the age of 16 must be supervised by a responsible adult when fundraising.

There were no complaints received in the year with regard to fundraising.

Strategic Direction and Governance

The Cosmetic, Toiletry and Perfumery Foundation (Registered No: 2850925 - Company Limited by Guarantee, Registered Charity No: 1031728) is governed by its Memorandum and Articles of Association and operates through its Programme, Look Good Feel Better (LGFB).

Our charitable purposes for the public benefit are:

1. to give assistance help advice counselling and Information to cancer patients who have suffered appearance-related side effects from chemotherapy, radiotherapy and /or other treatments undergone by them for or in relation to cancer, and to develop and promote the "Look Good Feel Better" programme and other similar programmes in the United Kingdom and to provide cosmetic products, volunteer beauty consultants, makeover workshops and other necessary support to such patients with a view to assisting them in improving their appearance and quality of life.
2. to give assistance, help, advice, counselling and information to persons suffering from the appearance-related side-effects resulting from cancer and/or other disease, illness, injury or condition.
3. to encourage and promote the study into and research related to the relationship between appearance, quality of life and recovery to health of patients and the effects of such recovery, and to educate and inform the public as to the results of such study and

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research.

The Members of the Board are the charity Trustees and also the Directors for the purposes of the Companies Act 2006. The Board is made up of Senior Directors nominated by supporting companies who are actively engaged in the LGFB Programme as well as independent individuals who are selected through an interview process with other Trustees. Nominations are made to maintain a balance of expertise at a senior level.

Newly nominated Trustees are given a thorough understanding of the Programme through meeting with the Chief Executive/Chairman of Trustees, other members of the Executive Team and are encouraged to observe workshops on a regular basis. They are encouraged to attend appropriate external training events where this would facilitate the undertaking of their role.

The Board is responsible for overseeing the strategy of the charity and ensuring the Foundation's finances are on a firm footing using the guidance of a Finance Committee drawn from senior finance executives of member companies and individuals.

An Ambassador Group, made up of individuals directly employed by member and supporting companies, champion and manage their company's input to the LGFB Programme.

The Chief Executive, Mark Flannery, joined in September 2022 and has overall responsibility for all operational matters to ensure the successful delivery of the Programme.

The Foundation has a wholly owned trading subsidiary, Look Good Feel Better Trading Limited, which was formed to undertake non primary purpose trading activities to raise funds on behalf of the charity. All profits from this subsidiary are gifted to the parent charity on an annual basis under a deed of covenant.

Public Benefit

The Trustees confirm that they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and have considered this in setting the key strategic objectives of the Foundation.

Risk Management

The Board acknowledges its responsibility for establishing a risk management system and is satisfied that appropriate procedures have been established to identify and mitigate major risks which the Foundation faces. A risk register is maintained on this basis, including an assessment of the scale of probability of specific risks to better identify strategic areas for review. It is recognised that systems can only provide reasonable but not absolute assurance that major risks will be adequately managed.

The operational and financial risks facing the charity as a result of the above are summarised as follows:

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Key Operational Risk	Mitigating Action
Reduction in donated goods impacting on the number of workshops we can facilitate	Comprehensive product requirement list has been developed to calculate 'in-year' requirements and requirements for the following year.
Loss of volunteer support resulting in reduced capacity to deliver workshops effectively, in turn, diminishing service and beneficiary experience.	Appropriate management, motivation and training of volunteers; increased use of social media to recruit volunteers; Regional managers increased engagement with volunteers.
Governance failure – trustees maintain oversight of key risks with limited training and resources	Robust trustee induction ensures awareness of their legal obligations; trustee training on-going programme.
Regulatory / compliance risk	Policies and procedures in place; regular staff training
Safeguarding – failure to safeguard beneficiaries, staff and volunteers	Safeguarding procedures in place and shared with staff and volunteers upon appointment Designated Safeguarding Leads to be appointed/trained

Key Finance Risk	Mitigating Action
Financial management / financial fraud	Robust financial procedures, policies and segregation of duties in place. Active Finance Committee are provided with regular financial updates to allow for independent review and scrutiny.
Financial sustainability; lack of working capital	Robust debt chasing process implemented; robust financial monthly monitoring/review; diversification into alternative income streams
Cyber-attack/ Ransomware	Robust IT systems / firewall / external monitoring in place 24/7

The Board recognises the need for all risks associated with the efficient delivery of the Programme to be kept under review, especially as it reshapes the organisation and its services to provide continued public benefit.

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Going Concern

On page 12 we have set out a review of financial performance and the charity's reserves position. The reserves held prior to the outbreak of Covid-19, together with the steps taken to streamline the organisation and maintain focus on income generation have placed it in a strong position to continue operations during the pandemic and beyond.

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. The newly approved strategic plan increases focus on growing and diversifying our income generation activities. We have a reasonable expectation that we have adequate resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern. Income and expenditure for 2025 are as planned.

Remuneration

The Remuneration Committee, which operates as a sub-committee of the Finance Committee, is expected to meet twice a year. This committee makes recommendations on overall remuneration levels and specific recommendations for the remuneration of the Chief Executive.

Salary awards are benchmarked using a variety of publicly available data including ONS salary trends, Charity Jobs survey and a wide variety of individual charity reports.

Charity Governance Code

The Charity Governance Code was published in 2020. The code sets out seven principles of good governance and encourages charities to review their governance structures and processes against this code to ensure they are fit for purpose and operate efficiently. The Board's review of its governance processes is ongoing and no material weaknesses have been identified however, in view of the rapid changes in the external environment experienced over the last couple of year, it is focussing on ensuring they are fit to reflect the changes in both activities and fundraising.

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Charity Objectives for 2025

The objectives for 2025 are to focus on the continued growth of the charity's income to ensure longer term financial sustainability and also to significantly grow the number of beneficiaries that it services in a face to face workshop environment. These objectives are underpinned by:

- Income increasing to £2.1m.
- Launching new face to face services for Hair Loss (HeadWrappers), Styling for Confidence (clothing), a rounded support service for Men (grooming, fitness, diet etc) and a service offering support in Hand and Nailcare.
- Service up to 18,300 cancer patients face to face

The overarching plan for 2025 is to strengthen and grow our new face to face services, to establish strong 'back office' functionality, an intuitive web and digital patient experience and to ensure all new services are delivered to the highest quality.

Further investments in digital capability in 2025 will also see the launch of a new charity website, designed with user experience in mind, to ensure a seamless and simplified workshop booking facility. This will allow patients to book multiple workshops in one go, in essence, allowing them to build their own bespoke package of support.

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Financial Review

The financial statements show a net surplus in resources for the year of £100,768 (2023: £101,197 net deficit) which together with the funds brought forward of £924,636 (2023: £1,025,833) results in funds to be carried forward of £1,025,404 including unrestricted reserves of £1,013,265.

Our supporters raised £3.5m (2023: £2.9m) in 2024, including £1.7m Gifts in Kind (2023: £1.5m). The remaining £1.9m came from member companies, corporate partners, individual supporters and trusts, all of whom fundraised to help the charity support its patient beneficiaries.

The charity invested £3.4m (2023: £3m) in services for cancer patients including £1.7m of donated products and services. The charity's main direct expense is on its staff £0.99m (2023: £0.87m). Most of these are directly involved in running frontline services, including:

- Recruitment, training and management of volunteers (822 active volunteers in 2024)
- Sourcing and coordination of product donations and logistics
- Liaising with hospitals, cancer centres and support groups who act as venues / hosts for the sessions
- PR and communications, seeking to raise awareness of the Programme amongst potential beneficiaries as well as volunteers and other supporters
- Fundraising and engaging with our corporate and other supporters
- Research and development of new services to support our beneficiaries
- Management and compliance with all relevant legislation; providing support services to the frontline staff

Other expenditure is on consumable products for the support sessions, travel costs for volunteers and running costs for head office.

Budgeting and Forward Planning

The Foundation is fortunate to have a highly qualified Finance Committee on whose expertise they can draw. This Committee sits 2 times a year and gives input and advice on the Foundation's plans and financial projections for the year ahead, as well as scrutinising the report of the Auditors. The Finance Committee then makes recommendations to the Board of Trustees in relation to these items.

The Foundation's budget is always prepared on a prudent basis, recognising the inherent unpredictability of donation income.

Donated Services

The Foundation is exceptionally grateful for the donated volunteer time, logistical support and the products used in the patients' gift bags, which have all been donated by the Cosmetic's Industry (without cost to the Foundation) without which the Programme would

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be unable to run. The value of the product donations and logistical support received has been included as 'Gifts in Kind' in the Statement of Financial Activities.

The charity sometimes receives donated advertising space which assists in raising awareness of the work of the charity. The charity is very grateful to the relevant publishers for the publicity this provides, but no financial value is attributed to this advertising space as the advertising would not be undertaken if not donated.

The volunteer time, although crucial to the success of the programme, has not been valued in line with the recommendations of the Charities' SORP.

Reserves Policy

At 31 December 2024 the Group had free reserves (i.e. unrestricted reserves not used to fund fixed assets) totalling £949,624 (2023: £852,692). The reserves policy is set by the Trustees and is intended to reflect the changing scale of the charity and operations over time:

- Four months operational costs allowing the activities to continue in the event of a significant fall in income
- Four months cost of logistical support at commercial rates
- An amount set aside for purchasing beauty products for use in workshops in the event of a donation shortfall or catastrophic event, e.g. flood or fire at the logistics centres

At 31st December 2024, based on the plans for 2025, this calculation gave a desired reserves figure in the region of £720,000. The three-year strategic plan envisages investment of some of the excess in 2025 to accelerate both spending on activities and resource to generate further income growth.

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Statement of Trustees' Responsibilities Year ended 31 December 2024

The Trustees (the members of the Board who are also Directors of The Cosmetic, Toiletry & Perfumery Foundation for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable laws and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

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 Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions, 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 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

So far as the Members of the Board are aware, there is no relevant audit information of which the charity's auditors are unaware. The Members of the Board have each taken all the steps that we ought to have taken as Members of the Board in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Crowe U.K. LLP has expressed their willingness to continue as auditors for the next financial year.

On behalf of the Board on 17th July 2025



Geoff Percy
Chairman

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Independent Auditor's Report to the Members Foundation for the year ended 31 December 2024

Opinion

We have audited the financial statements of The Cosmetic, Toiletry and Perfumery Foundation for the year ended 31 December 2024 which comprise the Consolidated Statement of Financial Activities (Incorporating the Income and Expenditure Account), the Consolidated and Charitable Company Balance Sheets, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 December 2024 and of the group's income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's or the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a Strategic report.

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Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 14, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company and groups ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charitable company and group operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's and the group's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company and the group for fraud. The laws and regulations we considered in this context for the UK operations included Employment Legislation, Taxation Legislation and General Data Protection Regulation (GDPR).

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the trustees about their own identification and assessment of the risks of irregularities, designed audit procedures on income recognition, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Helen Blundell LLB FCA FCIE DChA (Senior Statutory Auditor) for and on behalf of
Crowe U.K. LLP
Black Country House
Oldbury, West Midlands B69 2DG
1 August 2025

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated Statement of Financial Activities (incorporating an Income and Expenditure Account) Year Ended 31 December 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies					
- General donations and legacies		981,933	97,945	1,079,878	935,631
- Member Pledges		172,390	-	172,390	162,800
- Gifts in Kind		1,713,794	-	1,713,794	1,504,506
Other trading activities		565,859	-	565,859	327,523
Other		17,339	-	17,339	1,136
TOTAL INCOME AND ENDOWMENTS		3,451,315	97,945	3,549,260	2,931,596
EXPENDITURE ON:					
Raising funds		906,070	-	906,070	737,266
Charitable activities					
Gifts in Kind		1,713,794	-	1,713,794	1,504,506
Other		697,362	131,266	828,628	791,021
TOTAL EXPENDITURE	3	3,317,226	131,266	3,448,492	3,032,793
Net Income		134,089	(33,321)	100,768	(101,197)
Funds brought forward at 1 January 2024		879,176	45,460	924,636	1,025,833
Funds carried forward at 31 December 2024		1,013,265	12,139	1,025,404	924,636

The notes on pages 22 to 35 form part of these financial statements.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated and Foundation Balance Sheets as at 31 December 2024

	Notes	2024 Group £	2024 Parent Company £	2023 Group £	2023 Parent Company £
FIXED ASSETS					
Intangible Assets	6	58,170	58,170	16,719	16,720
Tangible assets	6	5,471	5,471	9,765	9,765
Investments	12	-	100	-	100
Total fixed assets		63,641	63,741	26,484	26,585
CURRENT ASSETS					
Stock		56,125	56,125	23,837	23,837
Debtors	7	249,438	678,722	179,328	540,393
Short term deposits		214,739	214,739	213,083	213,083
Cash at bank and in hand		687,946	394,717	580,379	227,059
		1,208,248	1,344,303	996,627	1,004,372
CREDITORS					
Amounts falling due within one year	8	(246,485)	(382,640)	(98,475)	(106,321)
Net current assets		961,763	961,663	898,152	898,051
NET ASSETS		1,025,404	1,025,404	924,636	924,636
FUNDS					
Unrestricted funds					
- General funds		1,013,265	1,013,265	879,176	879,176
- Designated Funds	10	-	-	-	-
Restricted funds	10	12,139	12,139	45,460	45,460
TOTAL FUNDS		1,025,404	1,025,404	924,636	924,636

The parent charity's net expenditure included in the consolidated results above, was £100,768 (2023: £101,198 net expenditure)



Geoff Percy
Chairman
Date: 17th July 2025

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated Statement of Cashflows for the year ended 31 December 2024

	2024 £	2023 £
Net cash (used) / generated by operating activities	168,921	(95,687)
Cash flows from investing activities		
Interest	5,539	1,136
Purchase of intangible assets	(63,925)	(4,641)
Purchase of equipment	(1,312)	(2,577)
Net cash (used) by investing activities	(59,697)	(6,082)
Change in cash and cash equivalents in the reporting period	109,224	(101,769)
Cash and cash equivalents at 1st January 2024	793,462	895,232
Cash and cash equivalents at 31st December 2024	902,686	793,462

Reconciliation of net movement in funds to net cash flow from operating activities:

	2024 £	2023 £
Net movement in funds for the reporting period	100,768	(101,197)
Adjustments for:		
Depreciation charges	28,080	25,820
Interest	(5,539)	(1,136)
Decrease/ (increase) in stocks	(32,288)	16,512
Decrease / (increase) in debtors	(70,110)	(36,602)
(Decrease) / increase in creditors	148,010	916
Net cash (outflow) / inflow from operating activities	168,921	(95,687)

Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	687,946	580,379
Notice deposits (less than 100 days)	214,739	213,083
Total cash and cash equivalents	902,685	793,462

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

1.Accounting Policies

a) Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the 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 (FRS102) (Charities SORP (FRS102)).

After reviewing the charity's forecasts and projections, the Trustees consider that the group is well placed to manage the business risks it faces. This position is supported by strong cash balances and a sufficient level of reserves.

The Trustees therefore have a reasonable expectation that the charity has sufficient resources to continue in operational existence for the foreseeable future and believe that there are no material uncertainties that call into doubt the ability of the group to continue as a going concern. The group therefore continues to adopt the going concern basis in preparing its consolidated financial statements.

The group's planning processes, including financial projections, take into consideration the current economic climate and its potential impact on various sources of income and planned expenditure.

Intragroup balances are eliminated fully on consolidation. No statement of financial activities is presented for the charitable company alone as the results of the subsidiary company are separately identified within the group accounts and the charitable company is exempt from presenting such a statement under s408 Companies Act 2006.

b) Company Status

The charity was incorporated on 1 September 1993 in England and Wales and is limited by the guarantee of its members. Its registered address is West Hill House, 32 West Hill, Epsom, KT19 8JD.

The members of the company are the Members of The Board named on page 3.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) Fund Accounting

Restricted funds can only be used for the purposes specified by or agreed with the donor. Unrestricted funds comprise those funds, which are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

1. Accounting Policies Continued...

d) Incoming Resources

All incoming resources are included in Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable probability. For the member pledges, this translates to recognition at the point of invoices raised. The majority of the remainder of the Charity's income is 'pure' donations, which are recognised on receipt.

e) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

f) Donated Products

The charity relies on the donation of suitable cosmetic products by various cosmetics companies for use by the charity's beneficiaries.

The products have been valued at approximate wholesale value using the market average retail price as reported by the Cosmetic, Toiletry and Perfumery Trade Association. Due to stocks of these products being kept in hospitals it is very difficult to accurately count these at the year end, so the Trustees have chosen to value the product donations at the point of distribution.

g) Donated Volunteer Time

The charity's workshops are provided using donated beauty consultant time freely volunteered from companies and freelancers.

In line with the Charity SORP the Trustees do not consider that they are able to reliably quantify and measure the value to the charity in financial terms of the volunteer time and this is not therefore included in the SOFA.

h) Donated Services

The Charity receives donated services from a corporate partner for the distribution of the cosmetic products to the hospital workshops. This is not a service normally provided by this company for a fee.

However, the Trustees recognise that the scale of the Charity has grown to the extent that it is significant enough that we would be required to pay for the service if it were to lose this support and therefore have chosen to value it at the market rate which would be payable to a third-party provider.

i) Tangible and Intangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

1. Accounting Policies Continued...

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected life as follows:

- Office equipment & furniture – 5 years
- Computer equipment – 3 years
- Software – between 3 and 5 years

The carrying values of tangible and intangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate the carrying value may not be recoverable.

j) Stock

Stocks are valued at the lower of cost to the Group or net realisable value. The stock value on the balance sheet is with regard to purchased goods for re-sale and not donated goods.

k) Pension Costs

The company operates a defined contribution pension scheme and has complied with auto-enrolment legislation. Contributions are charged in the SOFA as they become payable in accordance with the rules of the scheme. Expenditure is allocated to the appropriate heading in the accounts on the basis of average headcount.

l) Leasing Commitments

Rentals payable under operating leases are charged in the SOFA on a straight-line basis over the lease term.

m) Financial Instruments

The charity 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 amortised cost using the effective interest method.

Financial assets held at amortised cost comprise cash and bank and in hand, together with trade and other debtors.

Financial liabilities held at amortised cost comprise bank loans and overdrafts, trade and other creditors.

Investments in subsidiary undertakings are held at cost less impairment.

n) Key Judgements and Estimates

In the application of the accounting policies, Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources.

The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

1. Accounting Policies Continued...

The estimates and underlying assumptions are reviewed on an ongoing basis.

Donated products are valued on distribution using costs noted on the Cosmetic Toiletry and Perfumery Association annual report.

Donated logistic services are valued per product using estimated costs from the logistics supplier.

Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period. If the revision affects current and future periods it will be recognised in the period of the revision and future periods.

In the view of Trustees, no assumptions concerning the future or estimated uncertainty affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

o) Public Benefit

The Foundation meets the definition of a public benefit entity under the guidance issued by the Charity Commission.

2 Donated Products and Consultant Time

During the year the charity received approximately 244,000 donated cosmetic product items (2023: 224,896 items) and benefited from approximately 8,679 hours of volunteer time (2023: 9,039 hours) donated by 882 (2023: 975) beauty consultants and others (hospital contacts volunteer to organise workshops within hospitals) and 48 (2023:97) semi-voluntary Lead Volunteers support the consultants at each workshop).

This enabled the charity to run the 1,552 (2023: 1,596) workshops. As explained in the accounting policies in Note 1, no financial value is attributed to the volunteer time in the financial statement.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

3. Resources Expended

2024	Staff Costs	Direct Costs	Support Costs	Governance Costs	Total
	£	£	£	£	£
<u>Raising Funds</u>	524,595	187,998	180,345	13,132	906,070
<u>Charitable Activities</u>					
Gifts in Kind	-	1,713,794	-	-	1,713,794
Other	511,235	192,817	180,345	13,132	897,529
	511,235	1,906,611	180,345	13,132	2,611,323
Total 2024	1,035,830	2,094,609	360,690	26,264	3,517,393
2023					
<u>Raising Funds</u>	422,124	207,371	92,919	14,852	737,266
<u>Charitable Activities</u>					
Gifts in Kind	-	1,504,506	-	-	1,504,506
Other	469,622	197,048	107,214	17,137	791,021
	469,622	1,701,554	107,214	17,137	2,295,527
Total 2023	891,746	1,908,925	200,133	31,989	3,032,793

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

3. (cont) Analysis of Support and Governance costs

2024 Support Costs	Raising Funds	Charitable Activities	Total
	£	£	£
Office rent and admin	35,879	35,879	71,758
IT	38,973	38,973	77,946
PR	23,400	23,400	46,800
Other	82,093	82,093	164,186
Total Support	180,345	180,345	360,690

2023 Support Costs	Raising Funds	Charitable Activities	Total
	£	£	£
Office rent and admin	37,184	42,905	80,089
IT	27,965	32,268	60,233
PR	17,782	20,518	38,300
Other	9,988	11,523	21,511
Total Support	92,919	107,214	200,133

Governance Costs	2024	2023
	£	£
Trustees expenses	415	1,117
Audit fees	19,260	18,000
Legal fees	3,748	7,488
Other	-	-
Total Governance	23,423	26,605

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

4. Employees

	2024	2023
	£	£
Wages and Salaries	882,198	621,962
Social Security Costs	85,360	60,736
Pension costs	26,887	15,984
	994,445	698,682

Travel expenses and allowances were paid to Volunteers totalling £4,298 in the year (2023: £4,052).

One employee received emoluments as defined for taxation purposes of between £60,000 and £70,000 in the year and one employee received emoluments as defined for taxation purposes of between £90,000 and £100,000 (2023: one employee). Both employees are members of the defined contribution pension scheme; employers' contributions paid into the scheme in relation to these employees was £10,828 (2023: £7,360) in the year.

There were five key management personnel in 2024, defined as those with strategic influence. These were:

- Chief Executive
- Finance Director
- Head of Operations
- Head of Programme Services
- Director of Fundraising

Between them these five key management personnel (as defined in the Trustees Report) received total remuneration packages (inclusive of employer pension and national insurance contributions) of £349,668 (2023: 5 heads received £311,278).

The number of employees (headcount) analysed by function during the year was:

	2024	2023
	No.	No.
Charitable Programme	7	10
Fundraising and PR	10	7
Management and Administration	6	7
	23	24

Headcount decreased in year albeit staff salaries increased by 40%. This increase was due to new positions being appointed at a higher level than leavers.

There were no redundancy payments made during the year.

There was one staff settlement agreement of £10,000 which was fully paid at 31st December 2024.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

In 2024 one trustee (2023: one) was reimbursed for their travel and meeting expenses in relation to their activities on behalf of the foundation. In total, they incurred expenses of £415 (2023: £1,117) in the year, of which £0 remained as a creditor at year end (2023: £0).

5. Net Incoming resources for the year

Net incoming resources are stated after charging:

	2024 £	2023 £
Operating lease rentals	16,718	16,860
Depreciation	28,080	25,820
Audit fees	21,636	19,600

6. Intangible and Tangible Fixed Assets (Group & Parent Entity)

	Intangible Assets 2024 £	Office Furniture & Equipment 2024 £	Total 2024 £
Cost:			
At 1 January 2024	144,478	66,345	210,823
Additions	63,925	1,312	65,236
Disposals	-	-	-
At 31 December 2024	208,403	67,656	276,059
Depreciation:			
At 1 January 2024	127,758	56,580	184,338
Charge for the year	22,475	5,605	28,080
Disposals	-	-	-
At 31 December 2024	150,233	62,185	212,418
Net book value:			
At 31 December 2024	58,170	5,471	63,641
At 31 December 2023	16,720	9,765	26,485

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

7. Debtors

	2024	2024	2023	2023
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Prepayments	22,137	22,137	24,552	24,553
Trade Debtors	183,720	144,279	98,025	71,939
Accrued income	43,581	43,581	56,751	56,752
Inter-company debtor	-	116,117	-	161,054
Amount due from subsidiary - gift aid	-	352,608	-	226,095
Total	249,438	678,722	179,328	540,393

8. Creditors: amounts falling due within one year

	2024	2024	2023	2023
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Trade creditors	18,888	18,888	42,776	41,606
Tax and social security	29,229	21,313	19,613	-
Inter-company creditor	-	150,331	-	34,049
Accruals and deferred income	192,891	186,631	29,887	24,467
Other Creditors	5,477	5,477	6,199	6,199
Total	246,485	382,640	98,475	106,321

Deferred Income

	2024	2023
	£	£
Balance at 1 January	-	1,180
Amount released to incoming resources	-	(1,180)
Amount deferred in the year	164,710	-
Balance at 31 December	164,710	-

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

9. Other Financial Commitments

Operating leases

At 31 December 2024 the company had commitments under non-cancellable operating leases as set out below:

	Land and buildings		Other	
	2024	2023	2024	2023
	£	£	£	£
Amounts Due:				
Within 1 year	19,500	18,675	1,846	187
Within 2 – 5 years	17,875	56,875	4,654	265
Total	37,375	75,550	6,500	452

All leased items are based at the Foundation's offices at West Hill House, 32 West Hill, Epsom, KT19 8JD. Lease payments recognised in 2024 totalled £16,718 (2023 £15,500).

10. Analysis of movement in Unrestricted Funds

	Funds 1st Jan 2024 £	Income £	Expenditure £	Transfers	Funds 31st Dec 2024 £
Current year					
General Fund	879,176	3,321,819	(3,187,730)	-	1,013,265
Designated Strategic Research	-	-	-	-	-
Total Designated Fund	-	-	-	-	-
Total	879,176	3,321,819	(3,187,730)	-	1,013,265
	Funds 1st Jan 2023 £	Income £	Expenditure £	Transfers	Funds 31st Dec 2023 £
Prior year comparative					
General Fund	999,928	2,827,196	(2,947,947)	-	879,176
Designated Strategic Research	4,848	-	(4,848)	-	-
Total Designated Fund	4,848	-	(4,848)	-	-
Total	1,004,776	2,827,196	(2,952,795)	-	879,176

Designated Funds

The planned strategic research project concluded in 2023.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

Analysis of movement in Restricted Funds

Current year	Funds			Funds	
	1st January 2024	Income	Expenditure	31st December 2024	
	£	£	£	£	
Various - Workshop Funding	45,460	97,945	(131,266)	12,139	
Total	45,460	97,945	(131,266)	12,139	

Prior year	Funds			Funds	
	1st January 2023	Income	Expenditure	31st December 2023	
	£	£	£	£	
Various	21,057	104,400	(79,998)	45,460	
Total	21,057	104,400	(79,998)	45,460	

Restricted Fund

Since 2020, numerous donations were received from trusts and foundations for workshops in specific locations.

11. Analysis of group net assets between funds

	General Fund	Designated Funds	Restricted Funds	31st Dec 2024 Total
	£	£	£	£
Fixed Assets	63,641	-	-	63,641
Net current assets	949,624	-	12,139	961,763
Total	1,013,265	-	12,139	1,025,404

	General Fund	Designated Funds	Restricted Funds	31st Dec 2023 Total
	£	£	£	£
Fixed Assets	26,484	-	-	26,484
Net current assets	852,692	-	45,460	898,152
Total	879,176	-	45,460	924,636

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

12. Investment in subsidiary

	Investment in subsidiary undertaking £
Cost and net book value	
As 1 January 2024	100
Additions	-
As 31 December 2024	100

The wholly owned trading subsidiary Look Good Feel Better Trading Limited was incorporated in England and Wales (Registered Company No: 09017551) on 29th April 2014 and pays all of its taxable profits to the charity under the gift aid scheme. Its registered office is at West Hill House, 32 West Hill, Epsom, KT19 8JD. The Company carries out trading activities on behalf of the Foundation, including, but not limited to licencing the name of Look Good Feel Better Programme to commercial partners engaged in promotions which are of benefit to the Charity.

The results for the year of the subsidiary are shown below.

	Look Good Feel Better Trading Limited	
	2024	2023
	£	£
Turnover	432,681	231,168
Cost of Sales/Administrative expenses	(80,073)	(5,073)
Profit before taxation	352,608	226,095
Corporation tax payable	-	-
Profit after tax	352,608	226,095
Gift aid donation to parent charity	(352,608)	(226,095)
Surplus for the year	-	-
Retained earnings brought forward	-	-
Retained surplus for year	-	-
Total assets	483,000	413,453
Total liabilities	(482,900)	(413,353)
Total funds	100	100

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

13. Related Party Transactions

Included in debtors of the parent charity is an amount of £468,725 (2023: £387,150) due from the fully owned subsidiary Look Good Feel Better Trading Limited. This includes profit of £352,608 (2023: £226,095) which is donated under a deed of covenant from the Trading Company to the Charity.

Included in the creditors of the parent charity is an amount of 150,331 (2023: 34,049) due to the fully owned subsidiary Look Good Feel Better Trading Limited.

Trustees of the Charity in the main hold senior roles in member cosmetic companies. Those companies have in aggregated donated £420,000 in the year (2023: £168,000).

14. Prior year comparatives

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
INCOME AND ENDOWMENTS FROM:			
Donations and legacies			
- General donations and legacies	831,231	104,400	935,631
- Member Pledges	162,800	-	162,800
- Gifts in Kind	1,504,506	-	1,504,506
Other trading activities	327,523	-	327,523
Other	1,136	-	1,136
TOTAL	2,827,196	104,400	2,931,596
EXPENDITURE ON:			
Raising funds	737,266	-	737,266
Charitable activities			-
Gifts in Kind	1,504,506	-	1,504,506
Other	711,023	79,998	791,021
TOTAL	2,952,795	79,998	3,032,793
NET INCOME/EXPENDITURE FOR THE YEAR	(125,600)	24,403	(101,197)
Funds brought forward at 1 January	979,866	45,967	1,025,833
Funds carried forward at 31 December	854,266	70,370	924,636

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2024

15. Post Balance Sheet Event

On 1st January 2025 CTPF merged with HeadWrappers Charity Number 1177981 for nil consideration. The total assets of HeadWrappers were transferred to the charity.

16. List of Supporting Organisations

The following is a list of significant donors to the LGFB Programme in 2024. The donations may have been financial or of products, volunteer time, advertising space or other services. The Foundation would like to express its gratitude for all donations received over the period.

Member Companies

Arthur Edward

Chanel

Clarins

Estée Lauder Companies

FDD International

Karium Ltd

Kenneth Green Associates

La Prairie UK

L'Oréal UK

LVMH Group

Morphe

Procter & Gamble UK

Philip Kingsley

Puig

Revlon Intl / Elizabeth Arden

Shiseido Group

The Perfume Shop

Wella Group/OPI Nails

Yardley London

Partner Organisations

Annabelle Charles

Associates

Aspects Beauty

Avon Cosmetics

Beauty Pro (Barber Pro)

Benefit Cosmetics

Collection Cosmetics

Coty UK Limited

COPRA

Creed Fragrances

Dr. Pawpaw

Elemis

Grape Tree Health Foods

H Beauty

Morley's Store Group

Orean Group

Space NK

The Fragrance Foundation

The Orange Square Company

The Pink Ribbon Foundation

The Will Trust

UK Lush

COSMETIC TOILETRY AND PERFUMERY FOUNDATION

England & Wales - Charity number 1031728

Accounts

**Cosmetic, Toiletry & Perfumery Foundation
(Programme Title: “Look Good Feel Better”)
Trustees Report and Financial Statements
31 December 2023**

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Board of Trustees

Geoff Percy - Chairman, CTPF
Mark Spillman - Vice Chair CTPF
Chrys Andradi - Trustee, CTPF
Kenneth Green - Chairman, Kenneth Green Associates
Debbie Lewis - Managing Director, Clarins (UK)
Ruth Newton-Jones - Fragrance Group London
Debbie Hunter – Trustee, CTPF
Ian Marshall - Trustee, CTPF
Louise Wallace – Trustee, CTPF
Charlene Johnson – Chanel (appointed March 2023)
Stuart Sheath – Finance Director, Forma Brands (appointed Sept 2023)
Gill Smith, Managing Director, the Perfume Shop (appointed Nov 2023)
Anna Bartle (resigned June 2023)
Suriya Parksuan (resigned June 2023)
Allie Crawford (resigned Oct 2023)
Ian Jepson (resigned Nov 2023)

Executive Services

Mark Flannery – Chief Executive, CTPF
Peter Godden (Company Secretary)

Honorary Life President

Richard Bradley

Honorary Vice Presidents

Barbara Daly OBE	Gloria Freilich
Diana Moran	Charles Worthington MBE
Susan Taylor	Per Neuman

Registered and Administrative Office

West Hill House, 32 West Hill, Epsom, KT19 8JD

Auditors

Crowe U.K. LLP, Black Country House, Rounds Green Road, Oldbury, West Midlands B69 2DG

Solicitors

CMS Cameron McKenna Nabarro Olswang LLP, 78 Cannon Street, London EC4N 6AF

Bankers

Barclays Bank Pic, Piccadilly 9, Leicester LE87 2BB

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Trustees Annual Report

Our Vision – To be recognised as one of the UK's leading cancer support charities and the only one dedicated to improving the physical appearance and overall wellbeing of people living with cancer.

Our Mission – We deliver cancer support services in local communities through a series of face to face and online group sessions along with video tutorials to help people face cancer with confidence, to regain their sense of normality, to make friends and most of all to look good and feel better.

The first workshop for women was held in 1994, since then the charity has developed special sessions for young adults and, in 2018, introduced vitally needed services for men. Each group session is led by trained volunteers and is a chance to meet others in a similar situation, as well as learning useful skills and techniques to manage the side-effects of cancer treatment. In 2020 our first online workshops were launched and since then new online services including nail care and body confidence have been introduced.

2023: Overview

2023 was a good year for Look Good Feel Better UK. As the charity continued to recover and adapt from the legacy issues presented by the Covid pandemic, an exciting 3-year strategy was approved by the Board of Trustees in April. The strategy set out a range of growth expectations, both financially and relating to growth in beneficiary numbers and overall charity footprint. Despite the challenges faced and continued financial pressures, Look Good Feel Better delivered growth but also delivered on a number of key projects that were set out in the strategy.

An immediate and key piece of work for 2023 was to improve our brand and overall awareness to drive interest and growth in patient support. A subtle but impactful rebrand of the charity was completed to ensure alignment and coordination of the 'look' of the charity and to ensure the charity looked modern and fresh. To compliment this, the marketing and communications function for the charity was outsourced to a specialist agency to utilise dedicated skills and experience to grow the charity's social media presence and awareness amongst delivery and brand partners.

The charity invested a lot of time in improving its data, resulting in a full geographical audit of the cancer population in the UK, mapped against the current delivery and venue footprint to identify areas of unmet demand. Work was also completed to ensure a more robust data capture process from beneficiaries booking onto workshops to allow clear sight of exactly who was utilising our services. Combined these painted a powerful picture of our growth potential but also in terms of making data-based decisions on future programme delivery.

To support a new approach to fundraising, a full fundraising audit was completed by a specialist, external agency to ensure the vision for growth for the charity could be realised through effective focus and resource deployment in the fundraising team.

Further audits and reviews were carried out as part of selected 'deep dives' into areas such as Grants and Trusts to assess growth potential and resource requirements. The audit work had an

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immediate impact on fundraising across 2023 and further reinforced the confidence in plans for the years of the strategic plan. A number of key projects were implemented such as the introduction of a new regional fundraising model to focus more on local relationships and non-corporate supporters and also the formation and 2024 implementation of a Look Good Feel Better charity lottery, delivered through a specialist charity lotter provider.

Across 2023, Look Good Feel Better also invested in developing and improving its volunteering function, through the recruitment of the charity's first Volunteer Recruitment and Engagement Manager. This role was tasked to improve communications with volunteers, improve the volunteer recruitment journey and to ensure that the charity has sufficient volunteer capacity to deliver the workshops required in the future years of the strategic plan.

As part of this investment, the charity has conducted a full review of Volunteer training and development, is developing a new, overarching volunteer strategy and has made immediate improvements in the process to recognise and reward both excellent performance and length of service.

In 2023, we delivered face to face and online sessions to 10,904 individuals. Overall, there were 16,356 attendees with the different types of session allowing multiple attendances.

We delivered face-to-face workshops during the year in 122 locations with 5 more locations anticipated to re-open (post covid) in 2024. We are actively seeking new venues to support our ambition to grow services again more quickly. Our services include hair care, nail care, styling for confidence, gentle exercise sessions, mindfulness and men's workshops.

Supporting these online services has been made possible through our website and Patient Booking System to allow beneficiaries to link directly to a portal to view all sessions available and make an immediate and direct booking. In 2023, there were 21,120 transactions via the patient booking system and hospital portal.

Financially, as planned, LGFB reported a deficit of £98k which has been funded through the prudent reserves policy.

Donated Products and Services

The Foundation's charitable activities continue to rely on:

- the donation of suitable skincare and cosmetic products for use by the charity's beneficiaries
- compassionate and professional skincare, make-up and grooming consultants who volunteer to host the workshops in hospitals and cancer support centres

The Board recognises the significant benefit to the charity of donated products; over 29 companies donate products in a normal year.

The charity is also very grateful for the significant logistical support it receives from one company, which enables products to be sent to support sessions across the UK.

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Raising Funds

The charity is registered with the Fundraising Regulator and committed to following the Code of Fundraising Practice. The charity's main fundraising objective for 2023 was to contribute to secure the financial stability of the charity post-Covid. The Trustees believe that this has been achieved, with income exceeding budget and contributing to a lower than planned deficit.

The fundraising environment remained tough throughout 2023, however, with a determined focus from the fundraising team, income, excluding gifts in kind, grew by 35%. Careful management of individual and community activities was combined with stronger corporate initiatives.

A full list of key organisations which supported the charity in 2023, whether through product donations, staff time or fundraising, has been included in Note 15 to the Accounts at the back of this document. The charity is very grateful to every one of them for the part they have played in helping support women, young adults and men living with cancer.

The charity did not pay any third party or agency to undertake material fundraising activities on its behalf and received no complaints during the course of the year regarding any fundraising activities.

The charity and its Trustees are fully aware of the requirements and duties set out in the Charities (Protection and Social Investment) Act 2016 with respect to fundraising activities and are focused on ensuring any future fundraising activities are fully compliant.

Protecting vulnerable people

The charity endeavours to ensure that all staff, volunteers and the general public are safe and protected while taking part in fundraising activities.

Respecting our supporters is a key element of our Fundraising Promise. We must be able to identify and respond to those supporters who may be in vulnerable circumstances, in a way that is sensitive to their needs. All our supporter-facing staff have access to guidance and associated training. This is informed by the Fundraising Regulator Code and the Chartered Institute of Fundraising's own guidance on 'Acceptance, Refusal and Return of Donations'. We follow the Code of Fundraising Practice in relation to all fundraising which helps to ensure that vulnerable people can be easily identified and, critically, that they are responded to and protected in a non-discriminatory way.

Fundraisers may sometimes find themselves approaching donors who may be vulnerable or need additional support to make a decision. We have guidance in place and available for review on our website to ensure all our fundraisers are aware of the risks and know what to do if they are concerned about an individual and their circumstances.

We endeavour to ensure that our staff, volunteers and the general public are safe and protected while taking part in our fundraising activities. The charity has a zero-tolerance approach to bullying, harassment or sexual harassment of any kind towards any of our staff or volunteers.

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We encourage people of any age or background to fundraise for us, and we stipulate that those under the age of 16 must be supervised by a responsible adult when fundraising.

In 2024 we will be training and appointing a Designated Safeguarding Lead and a Deputy Designated Safeguarding Lead. This will be followed by training for all staff and volunteers, and a Safeguarding Policy will be developed and implemented. Currently any safeguarding concerns connected to our activities can arise from our staff or volunteers, or from members of the public, and reported to head office and investigated by the senior leadership team.

Strategic Direction and Governance

The Cosmetic, Toiletry and Perfumery Foundation (Registered No: 2850925 - Company Limited by Guarantee, Registered Charity No: 1031728) is governed by its Memorandum and Articles of Association and operates through its Programme, Look Good Feel Better (LGFB).

Our charitable purposes are:

1. to give assistance help advice counselling and Information to cancer patients who have suffered appearance-related side effects from chemotherapy, radiotherapy and /or other treatments undergone by them for or in relation to cancer, and to develop and promote the "Look Good Feel Better" programme and other similar programmes in the United Kingdom and to provide cosmetic products, volunteer beauty consultants, makeover workshops and other necessary support to such patients with a view to assisting them in improving their appearance and quality of life.
2. to give assistance, help, advice, counselling and information to persons suffering from the appearance-related side-effects resulting from cancer and/or other disease, illness, injury or condition.
3. to encourage and promote the study into and research related to the relationship between appearance, quality of life and recovery to health of patients and the effects of such recovery, and to educate and inform the public as to the results of such study and research.

The Members of the Board are the charity Trustees and also the Directors for the purposes of the Companies Act 2006. The Board is made up of Senior Directors nominated by supporting companies who are actively engaged in the LGFB Programme as well as independent individuals who are selected through an interview process with other Trustees. Nominations are made to maintain a balance of expertise at a senior level.

Newly nominated Trustees are given a thorough understanding of the Programme through meeting with the Chief Executive/Chairman of Trustees, other members of the Executive Team and are encouraged to observe workshops on a regular basis. They are encouraged to attend appropriate external training events where this would facilitate the undertaking of their role.

The Board is responsible for overseeing the strategy of the charity and ensuring the Foundation's finances are on a firm footing using the guidance of a Finance Committee drawn from senior finance executives of member companies and individuals.

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An Ambassador Group, made up of individuals directly employed by member and supporting companies, champion and manage their company's input to the LGFB Programme.

The Chief Executive, Mark Flannery, joined in September 2022 and has overall responsibility for all operational matters to ensure the successful delivery of the Programme.

The Foundation has a wholly owned trading subsidiary, Look Good Feel Better Trading Limited, which was formed to undertake non primary purpose trading activities to raise funds on behalf of the charity. All profits from this subsidiary are gifted to the parent charity on an annual basis under a deed of covenant.

Public Benefit

The Trustees confirm that they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and have considered this in setting the key strategic objectives of the Foundation.

Risk Management

The Board acknowledges its responsibility for establishing a risk management system and is satisfied that appropriate procedures have been established to identify and mitigate major risks which the Foundation faces. A risk register is maintained on this basis, including an assessment of the scale of probability of specific risks to better identify strategic areas for review. It is recognised that systems can only provide reasonable but not absolute assurance that major risks will be adequately managed.

The operational and financial risks facing the charity as a result of the above are summarised as follows:

Key Operational Risk	Mitigating Action
Reduction in donated goods impacting on the number of workshops we can facilitate	Comprehensive product requirement list has been developed to calculate 'in-year' requirements and requirements for the following year. Recruitment of 2 new Corporate Partnership Managers, all with a remit to seek new product donations from brand partners in line with requirement list. Product requirement list is shared with the Board of Trustees to allow for discussion with their networks.

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Lack of warehousing to hold donated product and donated fulfilment logistics	Reduce number of products in each make up bag which will reduce stock levels A third warehouse / storage provider has been secured to ensure we have additional, flexible capacity to house new donations. All storage providers to undergo a review in 2024 to establish capacity for 2025 stock levels.
Loss of volunteer support resulting in reduced capacity to deliver workshops effectively, in turn, diminishing service and beneficiary experience.	New Volunteer Recruitment and Engagement Manager has been recruited. Full review of recruitment, induction and training process has been conducted. Implementation of a new reward and recognition scheme has been implemented to boost volunteer satisfaction Volunteer newsletters are now being circulated frequently to significantly improve communications. A number of brand partners are proactively sourcing volunteers for LGFB to support our work
External environment is uncertain, and could impact on our objectives	Rigorous strategic planning process that analysis internal and extern environment highlighting areas of key risk Keeping a mix of income streams Monthly financial review and monitoring against targets
Governance failure – trustees maintain oversight of key risks with limited training and resources	A new Trustee training and induction process will be presented to Board for approval in April 2024 to ensure all trustees are trained using Charity Commission trustee training.

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Regulatory / compliance risk	Policies and procedures in place; regular staff training
Safeguarding – failure to safeguard beneficiaries, staff and volunteers	Safeguarding procedures in place and shared with staff and volunteers upon appointment Designated Safeguarding Leads to be appointed/trained April 2024

Key Finance Risk	Mitigating Action
Financial management / financial fraud	Robust financial procedures, policies and segregation of duties in place. Active Finance Committee are provided with regular financial updates to allow for independent review and scrutiny.
Financial sustainability, reduced financial support from member companies, inability to maintain financial reserves	Regular engagement with member companies; robust financial monthly monitoring/review; diversification into alternative income streams
Cyber-attack/ Ransomware	Robust IT systems / firewall / external monitoring in place 24/7
Financial fraud by staff or volunteers feeling effects of cost-of-living crisis	Procedures in place regarding segregation of duties for all cash and bank payments and authorisation of expenses and payroll payments.

The Board recognises the need for all risks associated with the efficient delivery of the Programme to be kept under review, especially as it reshapes the organisation and its services to provide continued public benefit.

Going Concern

On page 10 we have set out a review of financial performance and the charity's reserves position. The reserves held prior to the outbreak of Covid-19, together with the steps taken to streamline the organisation and maintain focus on income generation have placed it in a strong position to continue operations during the pandemic and beyond.

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. The newly approved strategic plan increases focus on growing and diversifying our income generation activities. We have a reasonable expectation that we have adequate

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resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern. Whilst there is uncertainty around income forecasts during the ongoing effects of global uncertainty, year-to-date income in 2024 is tracking on budget. The Board is aware of the inflationary pressures on its cost base due to both the high energy and general cost increases and believes it will be able to absorb them in its plans. In the event of further pressures, it remains confident that the Foundation can adapt and mitigate as needed as was demonstrated over the past 3 years.

Remuneration

The Remuneration Committee, which operates as a sub-committee of the Finance Committee, is expected to meet twice a year. This committee makes recommendations on overall remuneration levels and specific recommendations for the remuneration of the Chief Executive.

Salary awards are benchmarked using a variety of publicly available data including ONS salary trends, Charity Jobs survey and a wide variety of individual charity reports.⁸

Charity Governance Code

The Charity Governance Code was published in 2017. The code sets out seven principles of good governance and encourages charities to review their governance structures and processes against this code to ensure they are fit for purpose and operate efficiently. The Board's review of its governance processes is ongoing and no material weaknesses have been identified however, in view of the rapid changes in the external environment experienced over the last couple of year, it is focussing on ensuring they are fit to reflect the changes in both activities and fundraising.

Charity Objectives for 2024

The newly agreed 2023 strategic plan is built around 5 strategic pillars and our objectives for 2024 will support these:

- Beneficiary Growth
- Financial Sustainability
- Digital and Web Innovation
- Volunteer Engagement and Support
- Inclusivity

As the charity looks to an exciting 2024, the objectives are clear and these are to focus on the continued growth of the charity's income to ensure longer term financial sustainability and also to significantly grow the number of beneficiaries that it services in a face to face workshop environment. It is planned for Look Good Feel Better to grow its income to £2m (approx. 40% growth from 2023) and to service up to 19,000 beneficiaries (approx. 80% growth from 2023).

Across 2024, Look Good Feel Better UK is looking to deliver three new face to face workshop

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services, from converting its three most popular online services, these being Hand and Nail Care, Body Styling for Confidence and a holistic cancer support package for men.

To further the work carried out across 2023, to make significant improvements to the charity's brand, external awareness and engagement journey, a new website is planned for launch in Q3 of 2024. This will see a significant cosmetic improvement, significant improvements in communications with donors, supporters and beneficiaries and more intuitive processes for workshop bookings and making financial donations.

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Financial Review

The financial statements show a net deficit in resources for the year of £101,197 (2022: £51,810 net deficit) which together with the funds brought forward of £1,025,833 (2022: £1,077,643) results in funds to be carried forward of £924,636 including unrestricted reserves of £879,176.

Our supporters raised £2.9m (2022: £2.2m) in 2023, including £1.5m Gifts in Kind (2022: £1.1m). The remaining £1.4m came from member companies, corporate partners, individual supporters and trusts, all of whom fundraised to help the charity support its patient beneficiaries.

The charity invested £3m (2022: £2.2m) in services for cancer patients including £1.5m of donated products and services. The charity's main direct expense is on its staff £0.87m (2022: £0.7m). Most of these are directly involved in running frontline services, including:

- Recruitment, training and management of volunteers (803 active volunteers in 2023)
- Sourcing and coordination of product donations and logistics
- Liaising with hospitals, cancer centres and support groups who act as venues / hosts for the sessions
- PR and communications, seeking to raise awareness of the Programme amongst potential beneficiaries as well as volunteers and other supporters
- Fundraising and engaging with our corporate and other supporters
- Research and development of new services to support our beneficiaries
- Management and compliance with all relevant legislation; providing support services to the frontline staff

Other expenditure is on consumable products for the support sessions, travel costs for volunteers and running costs for head office.

Budgeting and Forward Planning

The Foundation is fortunate to have a highly qualified Finance Committee on whose expertise they can draw. This Committee sits 2 times a year and gives input and advice on the Foundation's plans and financial projections for the year ahead, as well as scrutinising the report of the Auditors. The Finance Committee then makes recommendations to the Board of Trustees in relation to these items.

The Foundation's budget is always prepared on a prudent basis, recognising the inherent unpredictability of donation income.

Donated Services

The Foundation is exceptionally grateful for the donated volunteer time, logistical support and the products used in the patients' gift bags, which have all been donated by the Cosmetic's Industry (without cost to the Foundation) without which the Programme would be unable to run. The value of the product donations and logistical support received has been included as 'Gifts in Kind' in the Statement of Financial Activities.

The charity sometimes receives donated advertising space which assists in raising awareness of

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the work of the charity. The charity is very grateful to the relevant publishers for the publicity this provides, but no financial value is attributed to this advertising space as the advertising would not be undertaken if not donated.

The volunteer time, although crucial to the success of the programme, has not been valued in line with the recommendations of the Charities' SORP.

Reserves Policy

At 31 December 2023 the Group had free reserves (i.e. unrestricted reserves not used to fund fixed assets) totalling £852,692 (2022: £954,840). The reserves policy is set by the Trustees and is intended to reflect the changing scale of the charity and operations over time.

- Six months operational costs allowing the activities to continue in the event of a significant fall in income
- Six months cost of logistical support at commercial rates
- An amount set aside for purchasing beauty products for use in workshops in the event of a donation shortfall or catastrophic event, e.g. flood or fire at the logistics centres

At 31st December 2023, based on the plans for 2024, this calculation gave a desired reserves figure in the region of £900,000. The three-year strategic plan envisages investment of some of the excess in 2024 to accelerate both spending on activities and resource to generate further income growth, as well as investment in the website.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Statement of Trustees' Responsibilities Year ended 31 December 2023

The Trustees (the members of the Board who are also Directors of The Cosmetic, Toiletry & Perfumery Foundation for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable laws and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

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 Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions, 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 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

So far as the Members of the Board are aware, there is no relevant audit information of which the charity's auditors are unaware. The Members of the Board have each taken all the steps that we ought to have taken as Members of the Board in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Crowe U.K. LLP has expressed their willingness to continue as auditors for the next financial year.

On behalf of the Board 27th June 2024



Geoff Percy
Chairman

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Independent Auditor's Report to the Members Foundation for the year ended 31 December 2023

Opinion

We have audited the financial statements of The Cosmetic, Toiletry and Perfumery Foundation for the year ended 31 December 2023 which comprise the Consolidated Statement of Financial Activities (Incorporating the Income and Expenditure Account), the Consolidated and Charitable Company Balance Sheets, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 December 2023 and of the group's income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's or the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report and the strategic report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable

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the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company and groups ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charitable company and group operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's and the group's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company and the group for fraud. The laws and regulations we considered in this context for the UK operations included Employment Legislation, Taxation Legislation and General Data Protection Regulation (GDPR).

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Finance Committee about their own identification and assessment of the risks of irregularities, designed audit procedures on income recognition, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Helen Blundell LLB FCA FCIE DChA

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Black Country House

Oldbury

West Midlands

B69 2DG

29 July 2024

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies					
- General donations and legacies		831,231	104,400	935,631	656,546
- Member Pledges		162,800	-	162,800	150,750
- Gifts in Kind		1,504,506	-	1,504,506	1,145,843
Other trading activities		327,523	-	327,523	235,085
Other		1,136	-	1,136	8,719
TOTAL INCOME AND ENDOWMENTS		2,827,196	104,400	2,931,596	2,196,943
EXPENDITURE ON:					
Raising funds		737,266	-	737,266	469,937
Charitable activities					
Gifts in Kind		1,504,506	-	1,504,506	1,145,843
Other		711,023	79,998	791,021	632,973
TOTAL EXPENDITURE	3	2,952,795	79,998	3,032,793	2,248,753
Net Income		(125,600)	24,403	(101,197)	(51,810)
Funds brought forward at 1 January 2023		1,004,776	21,057	1,025,833	1,077,643
Funds carried forward at 31 December 2023		879,176	45,460	924,636	1,025,833

The notes on pages 23 to 35 form part of these financial statements.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated and Foundation Balance Sheets as at 31 December 2023

	Notes	2023 Group £	2023 Parent Company £	2022 Group £	2022 Parent Company £
FIXED ASSETS					
Intangible Assets	6	16,719	16,720	32,577	32,577
Tangible assets	6	9,765	9,765	12,509	12,509
Investments	12	-	100	-	100
Total fixed assets		26,484	26,585	45,086	45,186
CURRENT ASSETS					
Stock		23,837	23,837	40,349	40,349
Debtors	7	179,328	540,393	142,726	359,437
Short term deposits		213,083	213,083	211,905	211,905
Cash at bank and in hand		580,379	227,059	683,326	444,868
		996,627	1,004,372	1,078,306	1,056,559
CREDITORS					
Amounts falling due within one year	8	(98,475)	(106,321)	(97,559)	(75,912)
Net current assets		898,152	898,051	980,747	980,647
NET ASSETS		924,636	924,636	1,025,833	1,025,833
FUNDS					
Unrestricted funds					
- General funds		879,176	879,176	999,928	999,928
- Designated Funds	10	0	0	4,848	4,848
Restricted funds	10	45,460	45,460	21,057	21,057
TOTAL FUNDS		924,636	924,636	1,025,833	1,025,833

The parent charity's net expenditure included in the consolidated results above, was £101,198 (2022: £224,633 net expenditure)



Geoff Percy
 Chairman
 27th June 2024

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated Statement of Cashflows for the year ended 31 December 2023

	2023 £	2022 £
Net cash (used) / generated by operating activities	<u>(95,687)</u>	<u>50,127</u>
Cash flows from investing activities		
Interest	1,136	3,711
Purchase of intangible assets	(4,641)	(7,937)
Purchase of equipment	<u>(2,577)</u>	<u>(11,605)</u>
Net cash (used) by investing activities	<u>(6,082)</u>	<u>(15,831)</u>
Change in cash and cash equivalents in the reporting period	(101,769)	34,296
Cash and cash equivalents at 1st January 2023	895,232	860,936
Cash and cash equivalents at 31st December 2023	793,462	895,232

Reconciliation of net movement in funds to net cash flow from operating activities:

	2023 £	2022 £
Net movement in funds for the reporting period	(101,197)	(51,810)
Adjustments for:		
Depreciation charges	25,820	29,546
Interest	(1,136)	(3,711)
Decrease/ (increase) in stocks	16,512	(15,342)
Decrease / (increase) in debtors	(36,602)	163,734
(Decrease) / increase in creditors	916	(72,290)
Net cash (outflow) / inflow from operating activities	<u>(95,687)</u>	<u>50,127</u>

Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	580,379	683,326
Notice deposits (less than 100 days)	<u>213,083</u>	<u>211,905</u>
Total cash and cash equivalents	<u>793,462</u>	<u>895,231</u>

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

1.Accounting Policies

a) Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the 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 (FRS102) (Charities SORP (FRS102)).

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. We have a reasonable expectation that we have adequate resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern.

Having regard to the above, the Trustees believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

Intragroup balances are eliminated fully on consolidation. No statement of financial activities is presented for the charitable company alone as the results of the subsidiary company are separately identified within the group accounts and the charitable company is exempt from presenting such a statement under s408 Companies Act 2006.

b) Company Status

The charity was incorporated on 1 September 1993 in England and Wales and is limited by the guarantee of its members. Its registered address is West Hill House, 32 West Hill, Epsom, KT19 8JD.

The members of the company are the Members of The Board named on page 3.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) Fund Accounting

Restricted funds can only be used for the purposes specified by or agreed with the donor. Unrestricted funds comprise those funds, which are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes.

d) Incoming Resources

All incoming resources are included in Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable probability. For the member pledges, this translates to recognition at the point of invoices raised. The majority of the remainder of the Charity's income is 'pure' donations, which are recognised on receipt.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

1. Accounting Policies Continued...

e) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

f) Donated Products

The charity relies on the donation of suitable cosmetic products by various cosmetics companies for use by the charity's beneficiaries.

The products have been valued at approximate wholesale value using the market average retail price as reported by the Cosmetic, Toiletry and Perfumery Trade Association. Due to stocks of these products being kept in hospitals it is very difficult to accurately count these at the year end, so the Trustees have chosen to value the product donations at the point of distribution.

g) Donated Volunteer Time

The charity's workshops are provided using donated beauty consultant time freely volunteered from companies and freelancers.

In line with the Charity SORP the Trustees do not consider that they are able to reliably quantify and measure the value to the charity in financial terms of the volunteer time and this is not therefore included in the SOFA.

h) Donated Services

The Charity receives donated services from a corporate partner for the distribution of the cosmetic products to the hospital workshops. This is not a service normally provided by this company for a fee.

However, the Trustees recognise that the scale of the Charity has grown to the extent that it is significant enough that we would be required to pay for the service if it were to lose this support and therefore have chosen to value it at the market rate which would be payable to a third-party provider.

i) Tangible and Intangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected life as follows:

- Office equipment & furniture – 5 years
- Computer equipment – 3 years
- Software – between 3 and 5 years

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

1. Accounting Policies Continued...

The carrying values of tangible and intangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate the carrying value may not be recoverable.

j) Stock

Stocks are valued at the lower of cost to the Group or net realisable value. The stock value on the balance sheet is with regard to purchased goods for re-sale and not donated goods.

k) Pension Costs

The company operates a defined contribution pension scheme and has complied with auto-enrolment legislation. Contributions are charged in the SOFA as they become payable in accordance with the rules of the scheme. Expenditure is allocated to the appropriate heading in the accounts on the basis of average headcount.

l) Leasing Commitments

Rentals payable under operating leases are charged in the SOFA on a straight-line basis over the lease term.

m) Financial Instruments

The charity 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 amortised cost using the effective interest method.

Financial assets held at amortised cost comprise cash and bank and in hand, together with trade and other debtors.

Financial liabilities held at amortised cost comprise bank loans and overdrafts, trade and other creditors.

Investments in subsidiary undertakings are held at cost less impairment.

n) Key Judgements and Estimates

In the application of the accounting policies, Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources.

The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis.

Donated products are valued on distribution using costs noted on the CTPA annual report.

Donated logistic services are valued per product using estimated costs from the logistics

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

supplier.

Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period. If the revision affects current and future periods it will be recognised in the period of the revision and future periods.

Notes to the Accounts Year ended 31 December 2023

1. Accounting Policies Continued...

In the view of Trustees, no assumptions concerning the future or estimated uncertainty affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

o) Public Benefit

The Foundation meets the definition of a public benefit entity under the guidance issued by the Charity Commission.

2 Donated Products and Consultant Time

During the year the charity received approximately 224,896 donated cosmetic product items (2022: 245,000 items) and benefited from approximately 9,039 hours of volunteer time (2022: 6,585 hours) donated by 975 (2022: 517) beauty consultants and others (hospital contacts volunteer to organise workshops within hospitals) and 97 (2022:91) semi-voluntary Lead Volunteers support the consultants at each workshop).

This enabled the charity to run the 1,596 (2022: 1,429) workshops. As explained in the accounting policies in Note 1, no financial value is attributed to the volunteer time in the financial statement.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

3. Resources Expended

2023	Staff Costs	Direct Costs	Support Costs	Governance Costs	Total
	£	£	£	£	£
<u>Raising Funds</u>	422,124	207,371	92,919	14,852	737,266
<u>Charitable Activities</u>					
Gifts in Kind	-	1,420,208	-	-	1,420,208
Other	469,622	197,048	107,214	17,137	791,021
	464,669	1,617,256	107,214	17,137	2,211,229
Total 2023	891,746	1,824,627	200,133	31,989	2,948,495

2022	Staff Costs	Direct Costs	Support Costs	Governance Costs	Total
<u>Raising Funds</u>	311,074	92,421	58,464	7,978	469,937
					-
<u>Charitable Activities</u>					-
Gifts in Kind	-	1,145,843	-	-	1,145,843
Other	397,668	146,716	77,952	10,637	632,973
	397,668	1,292,559	77,952	10,637	1,778,816
Total 2022	708,742	1,384,980	136,416	18,614	2,248,753

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

3. (cont) Analysis of Support and Governance costs

2023 Support Costs	Raising Funds	Charitable Activities	Total
	£	£	£
Office rent and admin	37,184	42,905	80,089
IT	27,965	32,268	60,233
PR	17,782	20,518	38,300
Other	9,988	11,523	21,511
Total Support	92,919	107,214	200,133

2022 Support Costs	Raising Funds	Charitable Activities	Total
	£	£	£
Office rent and admin	27,104	36,139	63,243
IT	24,356	32,474	56,830
PR	2,927	3,903	6,830
Other	4,077	5,436	9,513
Total Support	58,464	77,952	136,416

Governance Costs	2023	2022
	£	£
Trustees' expenses	1,117	1,731
Audit fees	23,384	16,058
Legal fees	7,488	826
Other	-	-
Total Governance	31,989	18,615

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

4. Employees

	2023	2022
	£	£
Wages and Salaries	771,139	621,962
Social Security Costs	70,567	60,736
Pension costs	23,871	15,984
	865,577	698,682

Travel expenses and allowances were paid to Volunteers totalling £4,052 in the year (2022: £10,131).

One employee received emoluments as defined for taxation purposes of between £60,000 and £70,000 in the year (2022: nil employees) and one employee received emoluments as defined for taxation purposes of between £90,000 and £100,000 (2022: one employee). Both employees are members of the defined contribution pension scheme; employers' contributions paid into the scheme in relation to these employees was £7,360 (2022: £1,588) in the year.

There were five key management personnel in 2023, defined as those with strategic influence. These were:

- Chief Executive
- Finance Director
- Financial controller
- Head of Programme Services
- Director of Fundraising

Between them these five key management personnel (as defined in the Trustees Report) received total remuneration packages of £311,278 (2022: 4 heads received £171,348)

The number of employees (headcount) analysed by function during the year was:

	2023	2022
	No.	No.
Charitable Programme	10	7
Fundraising and PR	7	8
Management and Administration	7	6
	24	21

There were no redundancy payments made during the year.

In 2023 one trustee (2022: one) was reimbursed for their travel and meeting expenses in relation to their activities on behalf of the foundation. In total, they incurred expenses of £1,117 (2022: £1,739) in the year, of which £0 remained as a creditor at year end (2022: £0).

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

5. Net Incoming resources for the year

Net incoming resources are stated after charging:

	2023 £	2022 £
Operating lease rentals	16,860	15,694
Depreciation	25,820	29,546
Audit fees	19,600	16,058

6. Intangible and Tangible Fixed Assets (Group & Parent Entity)

	Intangible Assets 2023 £	Office Furniture & Equipment 2023 £	Total 2023 £
Cost:			
At 1 January 2023	139,837	63,769	203,606
Additions	4,641	2,577	7,218
Disposals	-	-	-
At 31 December 2023	144,478	66,345	210,822
Depreciation:			
At 1 January 2023	107,259	51,260	158,519
Charge for the year	20,499	5,320	25,820
Disposals	-	-	-
At 31 December 2023	127,758	56,580	184,339
Net book value:			
At 31 December 2023	16,720	9,765	26,485
At 31 December 2022	32,577	12,509	45,086

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

7. Debtors

	2023	2023	2022	2022
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Prepayments	24,552	24,553	19,646	19,646
Trade Debtors	98,025	71,939	85,223	17,607
Accrued income	56,751	56,752	37,857	37,329
Inter-company debtor	-	161,054	-	112,103
Amount due from subsidiary - gift aid	-	226,095	-	172,752
Total	179,328	540,393	142,726	359,437

8. Creditors: amounts falling due within one year

	2023	2023	2022	2022
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Trade creditors	42,776	41,606	11,432	11,432
Tax and social security	19,613	-	43,368	22,506
Inter-company creditor	-	34,049	-	3,402
Accruals and deferred income	29,887	24,467	36,654	32,964
Other Creditors	6,199	6,199	6,105	5,608
Total	98,475	106,321	97,559	75,912

Deferred Income

	2023	2022
	£	£
Balance at 1 January	1,180	57,680
Amount released to incoming resources	(1,180)	(57,680)
Amount deferred in the year	-	1,180
Balance at 31 December	-	1,180

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

9. Other Financial Commitments

Operating leases

At 31 December 2023 the company had commitments under non-cancellable operating leases as set out below:

	Land and buildir		Other	
	2023	2022	2023	2022
	£	£	£	£
Amounts Due:				
Within 1 year	18,675	-	187	1,080
Within 2 – 5 years	56,875	-	265	453
Total	75,550	-	453	1,533

All leased items are based at the Foundation's offices at West Hill House, 32 West Hill, Epsom, KT19 8JD. Lease payments recognised in 2023 totalled £15,500 (2022 £16,161).

10. Analysis of movement in Unrestricted Funds

	Funds 1st Jan 2023 £	Income £	Expenditure £	Transfers	Funds 31st Dec 2023 £
Current year					
General Fund	999,928	2,827,196	(2,947,947)	-	879,176
Designated Strategic Research	4,848	-	(4,848)	-	-
Total Designated Fund	4,848	-	(4,848)	-	-
Total	1,004,776	2,827,196	(2,952,795)	-	879,176
	Funds 1st Jan 2022 £	Income £	Expenditure £	Transfers	Funds 31st Dec 2022 £
Prior year comparative					
General Fund	1,016,676	2,118,118	(2,134,866)		999,928
Designated Strategic Research	15,000	-	(10,152)	-	4,848
Total Designated Fund	15,000	-	(10,152)	-	4,848
Total	1,031,676	2,118,118	(2,145,018)	-	1,004,776

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

Analysis of movement in Restricted Funds

Current year	Funds 1st January 2023 £	Income £	Expenditure £	Funds 31st December 2023 £
Various - Workshop Funding	21,057	104,400	(79,998)	45,460
Total	21,057	104,400	(79,998)	45,460

Prior year	Funds 1st January 2022 £	Income £	Expenditure £	Funds 31st December 2022 £
Various	45,967	78,825	(103,735)	21,057
Total	45,967	78,825	(103,735)	21,057

Restricted Fund

Since 2020, numerous donations were received from trusts and foundations for workshops in specific locations.

11. Analysis of group net assets between funds

	General Fund £	Designated Funds £	Restricted Funds £	31st Dec 2023 Total £
Fixed Assets	26,484	-	-	26,484
Cash at bank, in hand and deposits	748,002	-	45,460	793,462
Net current assets	104,690	-	-	104,690
Total	879,176	-	45,460	924,636

Prior Year	General Fund £	Designated Funds £	Restricted Funds £	31st Dec 2022 Total £
Fixed Assets	45,086	-	-	45,086
Cash at bank, in hand and deposits	869,326	4,848	21,057	895,231
Net current assets	85,516	-	-	85,516
Total	999,928	4,848	21,057	1,025,833

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

12. Investment in subsidiary

	Investment in subsidiary undertaking £
Cost and net book value	
As 1 January 2023	100
Additions	-
As 31 December 2023	100

The wholly owned trading subsidiary Look Good Feel Better Trading Limited was incorporated in England and Wales (Registered Company No: 09017551) on 29th April 2014 and pays all of its taxable profits to the charity under the gift aid scheme. Its registered office is at West Hill House, 32 West Hill, Epsom, KT19 8JD. The Company carries out trading activities on behalf of the Foundation, including, but not limited to licencing the name of Look Good Feel Better Programme to commercial partners engaged in promotions which are of benefit to the Charity.

The results for the year of the subsidiary are shown below.

	Look Good Feel Better Trading Limited	
	2023	2022
	£	£
Turnover	231,168	175,743
Cost of Sales/Administrative expenses	(5,073)	(2,991)
Profit before taxation	226,095	172,752
Corporation tax payable	-	-
Profit after tax	226,095	172,752
Gift aid donation to parent charity	(226,095)	(172,752)
Surplus for the year	-	0
Retained earnings brought forward	-	-
Retained surplus for year	-	0
Total assets	413,453	310,004
Total liabilities	(413,353)	(309,904)
Total funds	100	100

13. Related Party Transactions

Included in debtors of the parent charity is an amount of £387,150 (2022: £284,855) due from the fully owned subsidiary Look Good Feel Better Trading Limited. This includes profit of £226,095 (2022: £172,252) which is donated under a deed of covenant from the Trading Company to the Charity.

Companies who made donations of which a CTPF trustee have key roles include Chanel £31,484. Clarins £15,000, CTPA £926, Kenneth Green Associates £21,216 (2022: £9,350) and The Perfume Shop £100,059. There were no other transactions with Trustees during the year nor balances at the year end.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2023

14. Prior year comparatives

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
INCOME AND ENDOWMENTS FROM:			
Donations and legacies			
- General donations and legacies	577,721	78,825	656,546
- Member Pledges	150,750	-	150,750
- Gifts in Kind	1,145,843	-	1,145,843
Other trading activities	235,085	-	235,085
Other	8,719	-	8,719
TOTAL	2,118,118	78,825	2,196,943
EXPENDITURE ON:			
Raising funds	469,937	-	469,937
Charitable activities	-	-	-
Gifts in Kind	1,145,843	-	1,145,843
Other	529,238	103,735	632,973
TOTAL	2,145,018	103,735	2,248,753
NET INCOME/EXPENDITURE FOR THE YEAR	(26,900)	(24,910)	(51,810)
Funds brought forward at 1 January	1,031,676	45,967	1,077,643
Funds carried forward at 31 December	1,004,776	21,057	1,025,833

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

15. List of Supporting Organisations

The following is a list of significant donors to the LGFB Programme in 2023. The donations may have been financial or of products, volunteer time, advertising space or other services. The Foundation would like to express its gratitude for all donations received over the period.

Member Companies

Arthur Edward
 Chanel
 Clarins
 Estée Lauder Companies
 FDD International
 Karium Ltd
 Kenneth Green Associates
 La Prairie UK
 L'Oréal UK
 LVMH Group
 Morphe
 Procter & Gamble UK
 Philip Kingsley
 Puig
 Revlon International/
 Elizabeth Arden
 Shiseido Group
 The Perfume Shop

Partner Organisations

Annabelle Charles Associates
 Avon Cosmetics
 Beauty Pro (Barber Pro)
 Benefit Cosmetics
 Charlotte Tilbury
 Collection Cosmetics
 Coty UK Limited
 CTPA
 COPRA
 Elemis
 England Netball
 Grape Tree Health Foods
 Morley's Group
 Oreal Group
 The Beauty Show
 The Orange Square Company
 Trendco
 Wella Group
 Yardley London

COSMETIC TOILETRY AND PERFUMERY FOUNDATION

England & Wales - Charity number 1031728

Accounts

**Cosmetic Toiletry & Perfumery Foundation
(Programme Title: “Look Good Feel Better”)
Trustees Report and Financial Statements
31 December 2022**

About Us

Our Vision – To be recognised as one of the UK’s leading cancer support charities and the only one dedicated to improving the physical appearance and overall wellbeing of people living with cancer.

Our Mission – We deliver cancer support services in local communities through a series of face to face and online group sessions along with video tutorials to help people face cancer with confidence, to regain their sense of normality, to make friends and most of all to look good and feel better.

The first workshop for women was held in 1994, since then the charity has developed special sessions for young adults and, in 2018, introduced vitally needed services for men. Each group session is led by trained volunteers and is a chance to meet others in a similar situation, as well as learning useful skills and techniques to manage the side-effects of cancer treatment. In 2020 our first online workshops were launched and since then new online services including nail care and body confidence have been introduced.

2022: Overview

In 2022, we delivered face to face and online sessions to 8659 individuals. Overall, there were 12,989 attendees with the different types of session allowing multiple attendances. The impact of Covid on LGFB’s face-to-face workshop activities continued to be keenly felt in 2022, whilst total beneficiary numbers grew by about 15% vs. 2021, this was still well below 2019 levels – reflected by the number of active NHS and other venues, at 93, remaining below the 141 which were open for services in 2019.

93 of our 141 locations were open for face-to-face workshops during at least part of the year with a change in format and reduced attendees for safety reasons. We are actively seeking new venues to support our ambition to grow services again more quickly. In the meantime, our new services offering hair care, nail care, body confidence and gentle exercise sessions have proved popular and successful.

Supporting these online services has been made possible through our website and Patient Booking System to allow beneficiaries to link directly to a portal to view all sessions available and make an immediate and direct booking. In 2022, there were 20,242 transactions via the patient booking system and hospital portal.

In September 2022, our new CEO, Mark Flannery joined us and has led the preparation of a new strategic plan for the organisation, published in April 2023.

Financially, as planned, LGFB reported a deficit, with income, excluding gifts in kind, up on 2021 by 9%. During 2022, operating costs grew to reflect the increased programme activity levels with overall expenditure, excluding gifts in kind, increasing by 13% vs. 2021. Overall this resulted in a deficit of £52k which has been funded through the prudent reserves policy. Both income and expenditure remained well below pre-Covid levels.

Members of the Board at date of signing

Geoff Percy - Chairman, CTPF

Mark Spillman -Vice Chair CTPF

Allie Crawford - Treasurer, CTPF

Chrys Andradi - Trustee, CTPF

Kenneth Green - Chairman, Kenneth Green Associates

Debbie Lewis - Managing Director, Clarins (UK)

Ruth Newton-Jones - Fragrance Group London

Debbie Hunter - Director of Commercial Affairs, CTPA

Ian Marshall - Trustee, CTPF

Anna Bartle - VP, Corporate Affairs, Estée LauderCompanies

Suriya Parksuan - L'Oreal Luxe

Louise Wallace – Trustee, CTPF

Executive Services

Mark Flannery – Chief Executive, CTPF (Appointed 2.9.22)

Peter Godden (Company Secretary) – Finance Director (p/t), CTPF

Honorary Life President

Richard Bradley

Honorary Vice Presidents

Barbara Daly OBE Gloria Freilich

Diana Moran Charles Worthington MBE

Susan Taylor Per Neuman

Registered and Administrative Office

West Hill House, 32 West Hill, Epsom, KT19 8JD

Auditors

Crowe U.K. LLP, 55 Ludgate Hill London EC4M 7JW

Solicitors

CMS Cameron McKenna Nabarro Olswang LLP

Bankers

Barclays Bank Plc

Donated Products and Services

The Foundation's charitable activities continue to rely on:

- the donation of suitable skincare and cosmetic products for use by the charity's beneficiaries
- compassionate and professional skincare, make-up and grooming consultants who volunteer to host the workshops in hospitals and cancer support centres

The Board recognises the significant benefit to the charity of donated products; Over 24 companies donate products in a normal year.

The charity is also very grateful for the significant logistical support it receives from one company, which enables products to be sent to support sessions across the UK.

Raising Funds

The charity's main fundraising objective for 2022 was to contribute to securing the financial stability of the charity post-Covid. The Directors believe that this has been achieved, with income exceeding budget and contributing to a lower than planned deficit.

The fundraising environment remained tough throughout 2022, however, with a determined focus from the fundraising team, income, excluding gifts in kind, grew by 13% to exceed the £1million level again. Careful management of individual and community activities was combined with stronger corporate initiatives.

A full list of key organisations which supported the charity in 2022, whether through product donations, staff time or fundraising, has been included in Note 15 to the Accounts at the back of this document. The charity is very grateful to every one of them for the part they have played in helping support women, young adults and men living with cancer.

The charity did not pay any third party or agency to undertake material fundraising activities on its behalf and received no complaints during the course of the year regarding any fundraising activities.

The charity and its Trustees are fully aware of the requirements and duties set out in the Charities (Protection and Social Investment) Act 2016 with respect to fundraising activities and are focused on ensuring any future fundraising activities are fully compliant.

Strategic Direction and Governance

The Cosmetic, Toiletry and Perfumery Foundation (Registered No: 2850925 - Company Limited by Guarantee, Registered Charity No: 1031728) is governed by its Memorandum and Articles of Association and operates through its Programme, Look Good Feel Better (LGFB).

The Members of the Board are the charity Trustees and also the Directors for the purposes of the Companies Act 2006. The Board is made up of Senior Directors nominated by supporting companies who are actively engaged in the LGFB Programme as well as independent individuals who are selected through an interview process with other directors. Nominations are made to maintain a balance of expertise at a senior level.

Newly nominated Directors are given a thorough understanding of the Programme through meeting with the Chief Executive/Chairman of Trustees, other members of the Executive Team and are encouraged to observe workshops on a regular basis. They are encouraged to attend appropriate external training events where this would facilitate the undertaking of their role.

The Board is responsible for overseeing the strategy of the charity and ensuring the Foundation's finances are on a firm footing using the guidance of a Finance Committee drawn from senior finance executives of member companies and individuals.

An Ambassador Group, made up of individuals directly employed by member and supporting companies, champion and manage their company's input to the LGFB Programme.

The Chief Executive, Mark Flannery, joined in September 2022 and has overall responsibility for all operational matters to ensure the successful delivery of the Programme.

The Foundation has a wholly owned trading subsidiary, Look Good Feel Better Trading Limited, which was formed to undertake non primary purpose trading activities to raise funds on behalf of the charity. All profits from this subsidiary are gifted to the parent charity on an annual basis.

Public Benefit

The Trustees confirm that they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and have considered this in setting the key strategic objectives of the Foundation.

Risk Management

The Board acknowledges its responsibility for establishing a risk management system and is satisfied that appropriate procedures have been established to identify and mitigate major risks which the Foundation faces. A risk register is maintained on this basis, including an assessment of the scale of probability of specific risks to better identify strategic areas for review. It is recognised that systems can only provide reasonable but not absolute assurance that major risks will be adequately managed.

The Board is keenly aware of the ongoing risks posed to the organisation by the unprecedented impact of Covid-19 and other events such as the invasion of Ukraine. The combination of its reserves built in line with its policy and approving a new strategic plan identifying significant opportunities to both grow and diversify our income generation activities which will more than mitigate these risks.

The operational and financial risks facing the charity as a result of the above are summarised as follows:

Key Operational Risk	Mitigating Action
Due to current economic crisis, member companies reduce donated goods which will in turn impact on workshops we can run	Stock management system in place; mitigation plan to reduce number of items in each product bag if required ensuring enough basic products to still run workshops
Not all venues operating pre-Covid19 reopen.	Identify and open alternative venue types
Our clients, who all have underlying health problems, may feel less comfortable attending face to face workshops or social distancing will reduce reach	Maintain the range of on-line workshops post Covid19
Loss of volunteer support post-Covid.	Implement a volunteer online platform for training and motivation. Create new role responsible for volunteer management.

Key Finance Risk	Mitigating Action
Some income categories will remain weak post Covid19	Use of our unrestricted reserves Diversified income streams identified in strategic plan.
Reduced financial support from member companies	Re-engage, focussing on buy-in to new strategic plan.
Cyber-attack/ Ransomware	Robust IT systems / firewall / external monitoring in place
Financial fraud by staff or volunteers feeling effects of cost-of-living crisis	Procedures in place regarding segregation of duties for all cash and bank payments and authorisation of expenses and payroll payments.

The Board recognises the need for all risks associated with the efficient delivery of the Programme to be kept under review, especially as it reshapes the organisation and its services to provide continued public benefit.

Going Concern

On page 8 we have set out a review of financial performance and the charity's reserves position. The reserves held prior to the outbreak of Covid-19, together with the steps taken to streamline the organisation and maintain focus on income generation have placed it in a strong position to continue operations during the pandemic and beyond.

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. The newly approved strategic plan increases focus on growing and diversifying our income generation activities. We have a reasonable expectation that we have adequate resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern. Whilst there is uncertainty around income forecasts during the ongoing effects of the pandemic and global uncertainty, year-to-date income in 2023 is tracking ahead of budget. The Board is aware of the inflationary pressures on its cost base due to both the high energy and general cost increases and believes it will be able to absorb them in its plans. In the event of further pressures, it remains confident that the Foundation can adapt and mitigate as needed as was demonstrated during both 2021 and 2022.

Remuneration

The Remuneration Committee, which operates as a sub-committee of the Finance Committee, is expected to meet twice a year. This committee makes recommendations on overall remuneration levels and specific recommendations for the remuneration of the Chief Executive.

Charity Governance Code

The Charity Governance Code was published in 2017. The code sets out seven principles of good governance and encourages charities to review their governance structures and processes against this code to ensure they are fit for purpose and operate efficiently. The Board's review of its governance processes is ongoing and no material weaknesses have been identified however, in view of the rapid changes in the external environment experienced over the last couple of years, it is focussing on ensuring they are fit to reflect the changes in both activities and fundraising.

Charity Objectives for 2023

The newly agreed strategic plan is built around 5 strategic pillars and our objectives for 2023 will support them:

- Beneficiary Growth
- Financial Sustainability
- Digital and Web Innovation
- Volunteer Engagement and Support
- Inclusivity

Financial Review and Reserves

The financial statements show a net deficit in resources for the year of £(51,810) (2021: £16,591 net deficit) which together with the funds brought forward of £1,077,643 (2021: £1,094,234) results in funds to be carried forward of £1,025,833 including unrestricted reserves of £999,928.

Our supporters raised £2.2m (2021: £1.6m) in 2022, including £1.1m Gifts in Kind (2021: £0.6m). The remaining £1m came from member companies, corporate partners, individual supporters and trusts, all of whom fundraised to help the charity support its patient beneficiaries.

The charity invested £2.2m (2021: £1.6m) in services for cancer patients, including £1.1m of donated products and services. The charity's main direct expense is on its staff £0.7m (2021: £0.7m). Most of these are directly involved in running frontline services, including:

- Recruitment, training and management of volunteers (517 active volunteers in 2022)
- Sourcing and coordination of product donations and logistics
- Liaising with hospitals, cancer centres and support groups who act as venues / hosts for the sessions
- PR and communications, seeking to raise awareness of the Programme amongst potential beneficiaries as well as volunteers and other supporters
- Fundraising and engaging with our corporate and other supporters
- Research and development of new services to support our beneficiaries
- Management and compliance with all relevant legislation; providing support services to the frontline staff

Other expenditure is on consumable products for the support sessions, travel costs for volunteers and running costs for head office.

Budgeting and Forward Planning

The Foundation is fortunate to have a highly qualified Finance Committee on whose expertise they can draw. This Committee sits 2 times a year and gives input and advice on the Foundation's plans and financial projections for the year ahead, as well as scrutinising the report of the Auditors. The Finance Committee then makes recommendations to the Board of Trustees in relation to these items.

The Foundation's budget is always prepared on a prudent basis, recognising the inherent unpredictability of donation income.

Donated Services

The Foundation is exceptionally grateful for the donated volunteer time, logistical support and the products used in the patients' gift bags, which have all been donated by the Cosmetic's Industry (without cost to the Foundation) without which the Programme would be unable to run. The value of the product donations and logistical support received has been included as 'Gifts in Kind' in the Statement of Financial Activities.

The charity sometimes receives donated advertising space which assists in raising awareness of the work of the charity. The charity is very grateful to the relevant publishers for the publicity this provides, but no financial value is attributed to this advertising space as the advertising would not be undertaken if not donated.

The volunteer time, although crucial to the success of the programme, has not been valued in line with the recommendations of the Charities' SORP 2015.

Reserves Policy

At 31 December 2022 the Group had free reserves (i.e. unrestricted reserves not used to fund fixed assets) totalling £954,840 (2021: £961,587). The reserves policy is set by the Trustees and is intended to reflect the changing scale of the charity and operations over time.

- Six months operational costs allowing the activities to continue in the event of a significant fall in income
- Six months cost of logistical support at commercial rates
- An amount set aside for purchasing beauty products for use in workshops in the event of a donation shortfall or catastrophic event, e.g. flood or fire at the logistics centres

At 31st December 2022, based on the plans for 2023, this calculation gave a desired reserves figure in the region of £769,000. Whilst current reserves look arithmetically high, during 2023 a deficit of c. £130,000 is planned which will require funding from reserves. Our recently approved strategic plan envisages investment of this "excess" in 2023 and 2024 to accelerate both spending on activities and resource to generate further income growth.

Statement of Trustees' Responsibilities Year ended 31 December 2022

The Trustees (the members of the Board who are also Directors of The Cosmetic, Toiletry & Perfumery Foundation for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable laws and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

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 Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions, 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 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

So far as the Members of the Board are aware, there is no relevant audit information of which the charity's auditors are unaware. The Members of the Board have each taken all the steps that we ought to have taken as Members of the Board in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Crowe U.K. LLP has expressed their willingness to continue as auditors for the next financial year.

On behalf of the Board



Geoff Percy
Chairman

Independent Auditor's Report to the Members Foundation for the year ended 31 December 2022

Opinion

We have audited the financial statements of The Cosmetic, Toiletry and Perfumery Foundation for the year ended 31 December 2021 which comprise the Consolidated Statement of Financial Activities (Incorporating the Income and Expenditure Account), the Consolidated and Charitable Company Balance Sheets, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 December 2021 and of the group's income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's or the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report and the strategic report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page X, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to

going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charitable company and group operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's and the group's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company and the group for fraud. The laws and regulations we considered in this context for the UK operations included Employment Legislation, Taxation Legislation and General Data Protection Regulation (GDPR).

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of

controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Finance Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Tina Allison

Senior Statutory Auditor
For and on behalf of
Crowe U.K. LLP
Statutory Auditor
London

11 September 2023

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated Statement of Financial Activities (incorporating an Income and Expenditure Account) Year Ended 31 December 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies					
- General donations and legacies		577,721	78,825	656,546	623,398
- Member Pledges		150,750	-	150,750	150,750
- Gifts in Kind		1,145,843	-	1,145,843	616,739
Other trading activities		235,085	-	235,085	183,051
Other		8,719	-	8,719	5,050
TOTAL INCOME AND ENDOWMENTS		2,118,118	78,825	2,196,943	1,578,988
EXPENDITURE ON:					
Raising funds		469,937	-	469,937	379,204
Charitable activities					
Gifts in Kind		1,145,843	-	1,145,843	616,739
Other		529,238	103,735	632,973	599,636
TOTAL EXPENDITURE	3	2,145,018	103,735	2,248,753	1,595,579
Net Income		(26,900)	(24,910)	(51,810)	(16,591)
Funds brought forward at 1 January 2022		1,031,676	45,967	1,077,643	1,094,234
Funds carried forward at 31 December 2022		1,004,776	21,057	1,025,833	1,077,643

The notes on pages 18 to 32 form part of these financial statements

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated and Foundation Balance Sheets as at 31 December 2022

	Notes	2022 Group £	2022 Parent Company £	2021 Group £	2021 Parent Company £
FIXED ASSETS					
Intangible Assets	6	32,577	32,577	46,265	46,265
Tangible assets	6	12,509	12,509	8,825	8,825
Investments	12	-	100	-	100
Total fixed assets		45,086	45,186	55,090	55,190
CURRENT ASSETS					
Stock		40,349	40,349	25,007	25,007
Debtors	7	142,726	359,437	306,460	411,768
Short term deposits		211,905	211,905	210,770	210,770
Cash at bank and in hand		683,326	444,868	650,165	536,416
		1,078,306	1,056,559	1,192,402	1,183,961
CREDITORS					
Amounts falling due within one year	8	(97,559)	(75,912)	(169,849)	(161,508)
Net current assets		980,747	980,647	1,022,553	1,022,453
NET ASSETS		1,025,833	1,025,833	1,077,643	1,077,643
FUNDS					
Unrestricted funds					
- General funds		999,928	999,928	1,016,676	1,016,676
- Designated Funds	10	4,848	4,848	15,000	15,000
Restricted funds	10	21,057	21,057	45,967	45,967
TOTAL FUNDS		1,025,833	1,025,833	1,077,643	1,077,643

The parent charity's net expenditure included in the consolidated results above, was £224,633 (2021: £163,419 net income).



Geoff Percy
Chairman
16th August 2023

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated Statement of Cashflows for the year ended 31 December 2022

	2022 £	2021 £
Net cash (used) / generated by operating activities	50,127	(45,903)
Cash flows from investing activities		
Interest	3,711	1,047
Purchase of intangible assets	(7,937)	(35,915)
Purchase of equipment	(11,605)	(1,924)
Net cash (used) by investing activities	(15,831)	(36,792)
Change in cash and cash equivalents in the reporting period	34,296	(82,695)
Cash and cash equivalents at 1st January 2022	860,936	943,631
Cash and cash equivalents at 31st December 2022	895,232	860,936

Reconciliation of net movement in funds to net cash flow from operating activities:

	2022 £	2021 £
Net movement in funds for the reporting period	(51,810)	(16,591)
Adjustments for:		
Depreciation charges	29,546	29,159
Interest	(3,711)	(1,047)
Decrease/ (increase) in stocks	(15,342)	11,697
Decrease / (increase) in debtors	163,734	9,469
(Decrease) / increase in creditors	(72,290)	(78,591)
Net cash (outflow) / inflow from operating activities	50,127	(45,904)

Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	683,326	650,165
Notice deposits (less than 100 days)	211,905	210,770
Total cash and cash equivalents	895,231	860,935

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

1. Accounting Policies

a) Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the 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 (FRS102) (Charities SORP (FRS102)).

In their assessment of going concern the Trustees have considered the impact on the business as a result of the COVID19 virus.

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. We have a reasonable expectation that we have adequate resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern. Whilst there is uncertainty around income forecasts during the ongoing effects of the pandemic, the Board is confident that the Foundation can adapt and mitigate as needed as was demonstrated during both 2020 and 2021.

Having regard to the above, the Trustees believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

Intragroup balances are eliminated fully on consolidation. No statement of financial activities is presented for the charitable company alone as the results of the subsidiary company are separately identified within the group accounts and the charitable company is exempt from presenting such a statement under s408 Companies Act 2006.

b) Company Status

The charity was incorporated on 1 September 1993 in England and Wales and is limited by the guarantee of its members. Its registered address is West Hill House, 32 West Hill, Epsom, KT19 8JD.

The members of the company are the Members of The Board named on page 3.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) Fund Accounting

Unrestricted funds comprise those funds, which are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

1. Accounting Policies Continued...

d) Incoming Resources

All incoming resources are included in Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable probability. For the member pledges, this translates to recognition at the point of invoices raised. The majority of the remainder of the Charity's income is 'pure' donations, which are recognised on receipt.

e) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

f) Donated Products

The charity relies on the donation of suitable cosmetic products by various cosmetics companies for use by the charity's beneficiaries.

The products have been valued at approximate wholesale value using the market average retail price as reported by the Cosmetic, Toiletry and Perfumery Trade Association. Due to stocks of these products being kept in hospitals it is very difficult to accurately count these at the year end, so the Trustees have chosen to value the product donations at the point of distribution.

g) Donated Volunteer Time

The charity's workshops are provided using donated beauty consultant time freely volunteered from companies and freelancers.

In line with the Charity SORP the Trustees do not consider that they are able to reliably quantify and measure the value to the charity in financial terms of the volunteer time and this is not therefore included in the SOFA.

h) Donated Services

The Charity receives donated services from a corporate partner for the distribution of the cosmetic products to the hospital workshops. This is not a service normally provided by this company for a fee.

However, the Trustees recognise that the scale of the Charity has grown to the extent that it is significant enough that we would be required to pay for the service if it were to lose this support and therefore have chosen to value it at the market rate which would be payable to a third party provider.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

1. Accounting Policies Continued...

i) Tangible and Intangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected life as follows:

- Office equipment & furniture - 5 years
- Computer equipment - 3 years
- Software – between 3 and 5 years

The carrying values of tangible and intangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate the carrying value may not be recoverable.

j) Stock

Stocks are valued at the lower of cost to the Group or net realisable value.

k) Pension Costs

The company operates a defined contribution pension scheme and has complied with auto-enrolment legislation. Contributions are charged in the SOFA as they become payable in accordance with the rules of the scheme. Expenditure is allocated to the appropriate heading in the accounts on the basis of average headcount.

l) Leasing Commitments

Rentals payable under operating leases are charged in the SOFA on a straight line basis over the lease term.

m) Financial Instruments

The charity 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 amortised cost using the effective interest method.

Financial assets held at amortised cost comprise cash and bank and in hand, together with trade and other debtors.

Financial liabilities held at amortised cost comprise bank loans and overdrafts, trade and other creditors.

Investments in subsidiary undertakings are held at cost less impairment.

n) Key judgements and estimates

In the application of the accounting policies, Directors are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources.

The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis.

Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period. If the revision affects current and future periods it will be recognised in the period of the revision and future periods.

In the view of Directors, no assumptions concerning the future or estimated uncertainty affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

1. Accounting Policies Continued...

o) Public Benefit

The Foundation meets the definition of a public benefit entity under the guidance issued by the Charity Commission.

2 Donated Products and Consultant Time

During the year the charity received approximately 245,000 donated cosmetic product items (2021: 95,000 items) and benefited from approximately 6,585 hours of volunteer time (2021: 7,075 hours) donated by 517 (2021: 895) beauty consultants and others (hospital contacts volunteer to organise workshops within hospitals) and 91 (2021:140) semi-voluntary Lead Volunteers support the consultants at each workshop).

This enabled the charity to run the 1,429 (2021: 796) workshops. As explained in the accounting policies in Note 1, no financial value is attributed to the volunteer time in the financial statement

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

3. Resources Expended

2022	Staff Costs	Direct Costs	Support Costs	Governance Costs	Total
	£	£	£	£	£
<u>Raising Funds</u>	311,074	92,421	58,464	7,978	469,937
<u>Charitable Activities</u>					
Gifts in Kind	-	1,145,843	-	-	1,145,843
Other	397,668	146,716	77,952	10,637	632,973
	397,668	1,292,559	77,952	10,637	1,778,816
Total 2022	708,742	1,384,980	136,416	18,615	2,248,753
 2021					
<u>Raising Funds</u>	277,019	50,319	43,610	8,256	379,204
<u>Charitable Activities</u>					
Gifts in Kind	-	616,739	-	-	616,739
Other	424,608	96,848	65,736	12,444	599,636
	424,608	713,587	65,736	12,444	1,216,375
Total 2021	701,627	763,906	109,346	20,699	1,595,579

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

3. (cont) Analysis of Support and Governance costs

2022 Support Costs	Raising Funds	Charitable Activities	Total	Basis of allocation
	£	£	£	
Office rent and admin	27,104	36,139	63,243	Headcount
IT	24,356	32,474	56,830	Headcount
PR	2,927	3,903	6,830	Headcount
Other	4,077	5,436	9,513	Headcount
Total Support	58,464	77,952	136,416	

2021 Support Costs	Raising Funds	Charitable Activities	Total	Basis of allocation
	£	£	£	
Office rent and admin	18,631	28,084	46,715	Headcount
IT	22,660	34,157	56,817	Headcount
PR	827	1,246	2,073	Headcount
Other	1,492	2,249	3,741	Headcount
Total Support	43,610	65,736	109,346	

Governance Costs	2022	2021
	£	£
Trustees expenses	1,731	773
Audit fees	16,058	14,000
Legal fees	826	2,663
Other	-	3,263
Total Governance	18,615	20,699

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

4. Employees

	2022	2021
	£	£
Wages and Salaries	621,962	593,495
Social Security Costs	60,736	59,138
Pension costs	15,984	26,707
	698,682	679,340

Travel expenses and allowances were paid to Volunteers totalling £10,131 in the year (2021: £4,460).

One employee received emoluments as defined for taxation purposes of between £50,000 and £60,000 in the year (2021: one between £90,000 and £100,000). The employee is a member of the defined contribution pension scheme; employers' contributions paid into the scheme in relation to this employee were £1,588 (2021: £1,526) in the year.

There were four key management personnel in 2022, defined as those with strategic influence. These were:

- Chief Executive
- Finance Director
- Head of Programme Services
- Director of Fundraising

Between them these four key management personnel (as defined in the Trustees Report) received total remuneration packages of £171,348 (2021: 4 heads received £281,563)

The average number of employees analysed by function during the year was:

	2022	2021
	No.	No.
Charitable Programme	7	8
Fundraising and PR	8	5
Management and Administration	6	5
	21	18

There were no redundancy payments made during the year.

In 2022 one trustee (2021: one) was reimbursed for their travel and meeting expenses in relation to their activities on behalf of the foundation. In total, they incurred expenses of £1,739 (2021: £773) in the year, of which £0 remained as a creditor at year end (2021: £0).

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

5. Net Incoming resources for the year

Net incoming resources are stated after charging:

	2022	2021
	£	£
Operating lease rentals	15,694	15,228
Depreciation	29,546	29,159
Audit fees	16,058	14,000

6. Intangible and Tangible Fixed Assets (Group & Parent Entity)

	Intangible Assets	Office Furniture & Equipment	Total
	2022	2022	2022
	£	£	£
Cost:			
At 1 January 2022	131,899	52,163	184,062
Additions	7,937	11,605	19,541
Disposals	-	-	-
At 31 December 2022	139,836	63,768	203,603
Depreciation:			
At 1 January 2022	85,634	43,338	128,972
Charge for the year	21,625	7,921	29,546
Disposals	-	-	-
At 31 December 2022	107,259	51,259	158,518
Net book value:			
At 31 December 2022	32,577	12,509	45,086
At 31 December 2021	46,265	8,825	55,090

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

7. Debtors

	2022	2022	2021	2021
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Prepayments	19,646	19,646	16,735	16,735
Trade Debtors	85,223	17,607	56,952	54,265
Accrued income	37,857	37,329	232,773	129,670
Inter-company debtor	-	112,103	-	68,165
Amount due from subsidiary - gift aid	-	172,752	-	142,933
Total	142,726	359,437	306,460	411,768

8. Creditors: amounts falling due within one year

	2022	2022	2021	2021
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Trade creditors	11,432	11,432	17,913	17,913
Tax and social security	43,368	22,506	18,360	12,838
Inter-company creditor	-	3,402	-	-
Accruals and deferred income	36,654	32,964	109,391	105,499
Other Creditors	6,105	5,608	24,185	25,258
Total	97,559	75,912	169,849	161,508

Deferred Income

	2022	2021
	£	£
Balance at 1 January	57,680	104,000
Amount released to incoming resources	(57,680)	(104,000)
Amount deferred in the year	1,180	57,680
Balance at 31 December	1,180	57,680

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

9. Other Financial Commitments

Operating leases

At 31 December 2022 the company had commitments under non-cancellable operating leases as set out below:

	Land and buildings		Other	
	2022	2021	2022	2021
	£	£	£	£
Amounts Due:				
Within 1 year	-	13,583	1,080	2,111
Within 2 – 5 years	-	-	453	655
Total	-	13,583	1,533	2,766

All leased items are based at the Foundation's offices at West Hill House, 32 West Hill, Epsom, KT19 8JD.

Lease payments recognised in 2022 totalled £16,161 (2021 £15,450).

10. Analysis of movement in Unrestricted Funds

	Funds				Funds
Current year	1st Jan 2022	Income	Expenditure	Transfers	31st Dec 2022
	£	£	£		£
General Fund	1,016,676	2,118,118	(2,134,866)	-	999,928
Designated Strategic Research	15,000	-	(10,152)	-	4,848
Total Designated Fund	15,000	-	(10,152)	-	4,848
Total	1,031,676	2,118,118	(2,145,018)	-	1,004,776

	Funds				Funds
Prior year comparative	1st Jan 2021	Income	Expenditure	Transfers	31st Dec 2021
	£	£	£		£
General Fund	927,738	1,551,151	(1,462,213)		1,016,676
Designated Strategic Research	15,000	-		-	15,000
Total Designated Fund	15,000	-	-	-	15,000
Total	942,738	1,551,151	(1,462,213)	-	1,031,676

Designated Funds

The planned strategic research project that was due to start work in 2020 was postponed due to the Coronavirus pandemic. This work commenced in 2022.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

Analysis of movement in Restricted Funds

Current year	Funds			Funds
	1st January	Income	Expenditure	31st December
	2022			2022
	£	£	£	£
Various - Workshop Funding	45,967	78,825	(103,735)	21,057
Total	45,967	78,825	(103,735)	21,057

Prior year	Funds			Funds
	1st January	Income	Expenditure	31st December
	2021			2021
	£	£	£	£
Various	151,496	27,837	(133,366)	45,967
Total	151,496	27,837	(133,366)	45,967

Restricted Fund

In 2021 and 2020, numerous donations were received from trusts and foundations for workshops in specific locations.

11. Analysis of group net assets between funds

	General Fund	Designate	Restricted	31st Dec 2022
	£	d Funds	Funds	Total
	£	£	£	£
Fixed Assets	45,086	-	-	45,086
Cash at bank, in hand and deposits	869,326	4,848	21,057	895,231
Net current assets	85,516	-	-	85,516
Total	999,928	4,848	21,057	1,025,833

Prior Year	General Fund	Designate	Restricted	31st Dec 2021
	£	d Funds	Funds	Total
	£	£	£	£
Fixed Assets	55,090	-	-	55,090
Cash at bank, in hand and deposits	799,968	15,000	45,967	860,935
Net current assets	161,618	-	-	161,618
Total	1,016,676	15,000	45,967	1,077,643

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

12. Investment in subsidiary

	Investment in subsidiary undertaking
	£
Cost and net book value	
As 1 January 2022	100
Additions	-
As 31 December 2022	100

The wholly owned trading subsidiary Look Good Feel Better Trading Limited was incorporated in England and Wales (Registered Company No: 09017551) on 29th April 2014 and pays all of its taxable profits to the charity under the gift aid scheme. Its registered office is at West Hill House, 32 West Hill, Epsom, KT19 8JD. The Company carries out trading activities on behalf of the Foundation, including, but not limited to licencing the name of Look Good Feel Better Programme to commercial partners engaged in promotions which are of benefit to the Charity.

The results for the year of the subsidiary are shown below.

	Look Good Feel Better Trading Limited	
	2022	2021
	£	£
Turnover	175,743	148,457
Cost of Sales/Administrative expenses	(2,991)	(5,524)
Profit before taxation	172,752	142,933
Corporation tax payable	-	-
Profit after tax	172,752	142,933
Gift aid donation to parent charity	(172,752)	(142,933)
Surplus for the year	-	-
Retained earnings brought forward	-	-
Retained surplus for year	-	-
Total assets	310,004	221,109
Total liabilities	(309,904)	(221,009)
Total funds	100	100

13. Related Party Transactions

Included in debtors of the parent charity is an amount of £172,752 (2021: £142,933) due from the fully owned subsidiary Look Good Feel Better Trading Limited.

Kenneth Green Associates, a company of which a CTPF trustee has significant control, made donations of £9,350 (2021: £10,750). There were no other transactions with Trustees during the year nor balances at the year end.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2022

14. Prior year comparatives

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
INCOME AND ENDOWMENTS FROM:			
Donations and legacies			
- General donations and legacies	595,561	27,837	623,398
- Member Pledges	150,750	-	150,750
- Gifts in Kind	616,739	-	616,739
Other trading activities	183,051	-	183,051
Other	5,050	-	5,050
TOTAL	1,551,151	27,837	1,578,988
EXPENDITURE ON:			
Raising funds	379,204	-	379,204
Charitable activities	-	-	-
Gifts in Kind	616,739	-	616,739
Other	466,270	133,366	599,636
TOTAL	1,462,213	133,366	1,595,579
NET INCOME/EXPENDITURE FOR THE YEAR			
	88,938	(105,529)	(16,591)
Funds brought forward at 1 January	942,738	151,496	1,094,234
Funds carried forward at 31 December	1,031,676	45,967	1,077,643

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

15. List of Supporting Organisations

The following is a list of significant donors to the LGFB Programme in 2022. The donations may have been financial or of products, volunteer time, advertising space or other services. The Foundation would like to express its gratitude for all donations received over the period.

Member Companies

Arthur Edward

Chanel *

Clarins

Charles Worthington Salons

Combe International *

Designer Parfums

Estée Lauder Companies *

Aveda
 Bobbi Brown
 Clinique
 Crème de la Mer
 Estée Lauder
 Jo Malone
 Origins

FDD International

Karium Ltd

Kenneth Green Associates

La Prairie UK

L'Oréal UK *

Garnier Maybelline
 IT Cosmetics
 L'Oréal Paris
 La Roche-Posay
 Lancôme
 Luxury Designer Fragrances
 YSL Beauté
 Urban Decay

*Founder Members

LVMH Group *

Benefit Cosmetics
 Guerlain
 Parfums Christian Dior
 Parfums Givenchy

Morphe

Procter & Gamble UK *

Olay

Philip Kingsley

Puig

Revlon International/ Elizabeth Arden *

Shiseido Group*

Nars
 Shiseido

The Perfume Shop

Partner Organisations

Avon Cosmetics
 ASOS
 Beauty Pro (Barber Pro)
 Coty UK Limited *
 CTPA
 Copra
 Emma Hardie Skincare
 England Netball
 Grape Tree Health Foods
 Latest in Beauty
 Merkle
 The Orange Square Company
 Waitrose

COSMETIC TOILETRY AND PERFUMERY FOUNDATION

England & Wales - Charity number 1031728

Accounts

**Cosmetic Toiletry & Perfumery Foundation
(Programme Title: “Look Good Feel Better”)
Trustees Report and Financial Statements
31 December 2021**

About Us

The Vision of the Foundation through the Look Good Feel Better (LGFB) Programme is to ensure that anyone living with cancer can access our services.

The Mission of the Programme is to help boost the physical and emotional wellbeing of people living with cancer through online and face to face Workshops, printed materials and web-based tutorials.

The first workshop for women was held in 1994, since then the charity has developed special sessions for young adults and, in 2018, introduced vitally needed services for men. Each group session is led by trained volunteers and is a chance to meet others in a similar situation, as well as learning useful skills and techniques to manage the side-effects of cancer treatment. In 2020 our first online workshops were launched and since then new online services including nail care and body confidence have been introduced.

Finding out you have cancer is traumatic. The added stress of the appearance related side-effects can be demoralising and feel overwhelming, which can have serious psycho-social consequences at a time when a positive attitude is vital.

2021: Overview

The impact of Covid on LGFB's face-to-face workshop activities was even more keenly felt in 2021 than in 2020 with cancer centres not being available for use during a large part of the year. Despite this, the development of our online services, both core workshops as well as the various new services which we started in 2020, allowed us to reach 70% more attendees than in 2020 at c. 7,600.

58 of our 141 locations reopened for face-to-face workshops in the latter part of the year with a change in format and reduced attendees for safety reasons. Some of our centres will not reopen until later in the first half of 2022. In the meantime, our new services offering hair care, nail care, body confidence and gentle exercise sessions have proved popular and successful.

Supporting these online services has been made possible through the development of a new website and Patient Booking System to allow beneficiaries to link directly to a portal to view all sessions available and make an immediate and direct booking.

Financially, as planned, LGFB reported a deficit, with income, excluding gifts in kind, down on 2020 by 22% and now at 71% of the pre-covid level. During 2021, LGFB continued to operate with a lower level of staffing than pre-pandemic and expenditure, following the radical cuts in 2020, remained at 76% of pre-covid levels. Overall expenditure, excluding gifts in kind, increased by 6% vs. 2020. Overall this resulted in a deficit of £17k which has been funded through the prudent reserves policy.

The charity's ambition continues to be:

'the ability to reach out and support every person living with cancer in the UK'.

Members of the Board at date of signing

Geoff Percy - Chairman, CTPF

Mark Spillman - Vice Chair CTPF

Allie Crawford - Treasurer, CTPF

Chrys Andradi - Trustee, CTPF

Kenneth Green - Chairman, Kenneth Green Associates

Ian Jepson - Commercial Director, Chanel

Debbie Lewis - Managing Director, Clarins (UK)

Ruth Newton-Jones - Fragrance Group London

Debbie Hunter - Director of Commercial Affairs, CTPA

Ian Marshall - Trustee, CTPF

Anna Bartle - VP, Corporate Affairs, Estée Lauder Companies

Suriya Parksuan - L'Oreal Luxe

Louise Wallace – Trustee, CTPF

Executive Services

Sarahjane Robertson – Chief Executive, CTPF (Resigned November 2021)

Peter Godden (Company Secretary) – Finance Director (p/t), CTPF

Honorary Life President

Richard Bradley

Honorary Vice Presidents

Barbara Daly OBE Gloria Freilich

Diana Moran Charles Worthington MBE

Susan Taylor Per Neuman

Registered and Administrative Office

West Hill House, 32 West Hill, Epsom, KT19 8JD

Auditors

Crowe U.K. LLP, 55 Ludgate Hill London EC4M 7JW

Solicitors

CMS Cameron McKenna Nabarro Olswang LLP

Bankers

Barclays Bank Plc

Donated Products and Services

The Foundation's charitable activities continue to rely on:

- the donation of suitable skincare and cosmetic products for use by the charity's beneficiaries
- compassionate and professional skincare, make-up and grooming consultants who volunteer to host the workshops in hospitals and cancer support centres

The Board recognises the significant benefit to the charity of donated products; Over 23 companies donate products in a normal year.

The charity is also very grateful for the significant logistical support it receives from one company, which enables products to be sent to support sessions across the UK.

Raising Funds

The charity's main fundraising objective for 2021 was to contribute to securing the financial stability of the charity post-Covid. The Directors believe that this has been achieved.

The fundraising environment remained tough throughout 2021 especially within the corporate arena, with the continued cancellation of many events and initiatives. However, with increasing focus on consumer-online activity with partners such as Asos and Avon, as well as a very welcome grant from the Julia and Hans Rausing Trust, the year ended more positively.

At the beginning of the pandemic, the charity was predicting a 60% loss of income as many usual routes to raise funds were no longer possible. It was therefore reassuring that 2021 income, excluding Gifts in Kind, at £962k, was 71% of pre-covid levels, reflecting both the motivation of the fundraising team drive income back to higher levels as well as the generosity of our partners and donors.

A full list of key organisations which supported the charity in 2021, whether through product donations, staff time or fundraising, has been included in Note 15 to the Accounts at the back of this document. The charity is very grateful to every one of them for the part they have played in helping support women, young adults and men living with cancer.

The charity did not pay any third party or agency to undertake material fundraising activities on its behalf and received no complaints during the course of the year regarding any fundraising activities.

The charity and its Trustees are fully aware of the requirements and duties set out in the Charities (Protection and Social Investment) Act 2016 with respect to fundraising activities and are focused on ensuring any future fundraising activities are fully compliant.

Strategic Direction and Governance

The Cosmetic, Toiletry and Perfumery Foundation (Registered No: 2850925 - Company Limited by Guarantee, Registered Charity No: 1031728) is governed by its Memorandum and Articles of Association and operates through its Programme, Look Good Feel Better (LGFB).

The Members of the Board are the charity Trustees and also the Directors for the purposes of the Companies Act 2006. The Board is made up of Senior Directors nominated by supporting companies who are actively engaged in the LGFB Programme as well as independent individuals who are selected through an interview process with other directors. Nominations are made to maintain a balance of expertise at a senior level.

Newly nominated Directors are given a thorough understanding of the Programme through meeting with the Chief Executive/Chairman of Trustees, other members of the Executive Team and are encouraged to observe workshops on a regular basis. They are encouraged to attend appropriate external training events where this would facilitate the undertaking of their role.

The Board is responsible for overseeing the strategy of the charity and ensuring the Foundation's finances are on a firm footing using the guidance of a Finance Committee drawn from senior finance executives of member companies and individuals.

An Ambassador Group, made up of individuals directly employed by member and supporting companies, champion and manage their company's input to the LGFB Programme.

The Chief Executive, Sarahjane Robertson, had overall responsibility for all operational matters to ensure the successful delivery of the Programme, however Sarahjane resigned in November 2021 after 20 years of dedicated service. Until a successor is in place, after a planned pause, the Chairman of Trustees and Vice Chair are overseeing the Executive Team and charity's operational activities. The Trustees express their gratitude to Sarahjane for her leadership and passion for the charity which has driven consistent growth in its activities over this time.

The Foundation has a wholly owned trading subsidiary, Look Good Feel Better Trading Limited, which was formed to undertake non primary purpose trading activities to raise funds on behalf of the charity. All profits from this subsidiary are gifted to the parent charity on an annual basis.

Public Benefit

The Trustees confirm that they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and have considered this in setting the key strategic objectives of the Foundation.

Risk Management

The Board acknowledges its responsibility for establishing a risk management system and is satisfied that appropriate procedures have been established to identify and mitigate major risks which the Foundation faces. A Risk Register is maintained on this basis, including an assessment of the scale of probability of specific risks to better identify strategic areas for review. It is recognised that systems can only provide reasonable but not absolute assurance that major risks will be adequately managed.

The Board is keenly aware of the ongoing risks posed to the organisation by the unprecedented impact of Covid-19. The combination of its reserves built in line with its policy and sanctioning

management to take steps to streamline the organisation has enabled the charity to plan for continued operations into the future with the risk of reduced income levels.

During the pandemic, the Risk Register has been under regular review and updated and once activities return to a level of normality, the Board will review the Reserves Policy to ensure it remains appropriate for its assessment of future risks.

The operational and financial risks facing the charity as a result of the above are summarised as follows:

Key Operational Risk	Mitigating Action
Global Pandemic/External Crisis	Ensure Action Plan in place and all key members are engaged.
Reduced resources at NHS venues when physical workshops restart	Implement an online booking system to reduce administration time.
Our clients, who all have underlying health problems, may not feel comfortable attending physical workshops or social distancing will reduce reach	Significantly expand the virtual on-line workshops
Loss of volunteer support post-Covid.	Implement a volunteer online platform for training and motivation. Devise an attractive recruitment process.

Key Finance Risk	Mitigating Action
Limited fundraising in the short term and significantly lower estimates for the mid/long term	Use of our unrestricted reserves
Reduced financial & operational support from member companies	Plan for alternative sources of funding – e.g. online partners and trust funds.
Unable to fund the current organisational structure and associated costs	Operational expenditure budgets reworked to match the changing nature of the programme and fundraising activities.

The Board recognises the need for all risks associated with the efficient delivery of the Programme to be kept under review, especially as it reshapes the organisation and its services to provide continued public benefit.

In addition to the specific risk outlined above, the Board considers that the key risks faced by the charity are

- maintaining the support of the various companies and other supporters who donate funds, services and products for the Look Good Feel Better Programme
- to ensure it retains the goodwill of the volunteers who allow the Programme to take place

The charity seeks to mitigate these risks through continual efforts to engage with all volunteers and other supporters of the charity to ensure their level of commitment to the Programme remains high.

Going Concern

On page 8 we have set out a review of financial performance and the charity's reserves position. The reserves held prior to the outbreak of Covid-19, together with the steps taken to streamline the organisation and reduce costs have placed it in a relatively strong position to continue operations during the pandemic and beyond.

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. We have a reasonable expectation that we have adequate resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern. Whilst there is uncertainty around income forecasts during the ongoing effects of the pandemic, year-to-date income in 2022 is tracking ahead of budget. The Board is aware of the inflationary pressures on its cost base due to both the high energy and general cost increases and believes it will be able to absorb them in its plans. In the event of further pressures, it remains confident that the Foundation can adapt and mitigate as needed as was demonstrated during both 2020 and 2021.

Remuneration

The Remuneration Committee, which operates as a sub-committee of the Finance Committee, is expected to meet twice a year. This committee makes recommendations on overall remuneration levels and specific recommendations for the remuneration of the Chief Executive. These recommendations are then put to both the Finance Committee and Board for agreement.

Charity Governance Code

The Charity Governance Code was published in 2017. The code sets out seven principles of good governance and encourages charities to review their governance structures and processes against this code to ensure they are fit for purpose and operate efficiently. The Board's review of its governance processes is ongoing and no material weaknesses have been identified however, in view of the rapid changes in the external environment experienced over the last couple of years, it is focussing on ensuring they are fit to reflect the changes in both activities and fundraising.

Charity Objectives for 2022

Our objectives for 2022 are:

- To be prepared to return face-to-face workshops to pre-covid frequency levels once each cancer centre reopens
- To accelerate the growth in new services online.
- To build strong(er) relationships with our corporate, brand and individual supporters to ensure we achieve or exceed the income budget
- Identify and establish new income flows and sources
- Focus and invest in stronger marketing and digital communication
- Maintain financial stability despite ongoing global risks

Financial Review and Reserves

The financial statements show a net deficit in resources for the year of £(16,590) (2020: £309,882 net surplus) which together with the funds brought forward of £1,094,234 (2020: £784,352) results in funds to be carried forward of £1,077,644 including unrestricted reserves of £1,016,677.

Our supporters raised £1.6m (2020: £1.6m) in 2021, including £0.6m Gifts in Kind (2020: £0.4m). The remaining £1.0m came from member companies, corporate partners, individual supporters and trusts, all of whom fundraised to help the charity support its patient beneficiaries.

The charity invested £1.6m (2020: £1.3m) in services for cancer patients, including £0.6m of donated products and services. The charity's main direct expense is on its staff £0.7m (2020: £0.7m). Most of these are directly involved in running frontline services, including:

- Recruitment, training and management of volunteers (895 active volunteers in 2021)
- Sourcing and coordination of product donations and logistics
- Liaising with hospitals, cancer centres and support groups who act as venues / hosts for the sessions
- PR and communications, seeking to raise awareness of the Programme amongst potential beneficiaries as well as volunteers and other supporters
- Fundraising and engaging with our corporate and other supporters
- Research and development of new services to support our beneficiaries
- Management and compliance with all relevant legislation; providing support services to the frontline staff

Other expenditure is on consumable products for the support sessions, travel costs for volunteers and running costs for head office.

Budgeting and Forward Planning

The Foundation is fortunate to have a highly qualified Finance Committee on whose expertise they can draw. This Committee sits 2 times a year and gives input and advice on the Foundation's plans and financial projections for the year ahead, as well as scrutinising the report of the Auditors. The Finance Committee then makes recommendations to the Board of Trustees in relation to these items.

The Foundation's budget is always prepared on a prudent basis, recognising the inherent unpredictability of donation income.

Donated Services

The Foundation is exceptionally grateful for the donated volunteer time, logistical support and the products used in the patients' gift bags, which have all been donated by the Cosmetic's Industry (without cost to the Foundation) without which the Programme would be unable to run. The value of the product donations and logistical support received has been included as 'Gifts in Kind' in the Statement of Financial Activities.

The charity sometimes receives donated advertising space which assists in raising awareness of the work of the charity. The charity is very grateful to the relevant publishers for the publicity this provides, but no financial value is attributed to this advertising space as the advertising would not be undertaken if not donated.

The volunteer time, although crucial to the success of the programme, has not been valued in line with the recommendations of the Charities' SORP 2015.

Reserves Policy

At 31 December 2021 the Group had free reserves (i.e. unrestricted reserves not used to fund fixed assets) totalling £961,587 (2020: £881,328). The reserves policy is set by the Trustees and is intended to reflect the changing scale of the charity and operations over time.

- Six months operational costs allowing the activities to continue in the event of a significant fall in income
- Six months cost of logistical support at commercial rates
- An amount set aside for purchasing beauty products for use in workshops in the event of a donation shortfall or catastrophic event, e.g. flood or fire at the logistics centres

At 31st December 2021, based on the plans for 2022, this calculation gave a desired reserves figure in the region of £668,000. Whilst current reserves look arithmetically high, during 2022 a deficit of c. £200,000 is planned which will require funding from reserves. In addition we expect services to have returned to their normal level by the end of the year with a corresponding increase in direct expenditure. Free reserves at 31st December 2022 are therefore expected to be in line with policy.

Statement of Trustees' Responsibilities Year ended 31 December 2021

The Trustees (the members of the Board who are also Directors of The Cosmetic, Toiletry & Perfumery Foundation for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable laws and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

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 Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions, 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 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

So far as the Members of the Board are aware, there is no relevant audit information of which the charity's auditors are unaware. The Members of the Board have each taken all the steps that we ought to have taken as Members of the Board in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Crowe U.K. LLP has expressed their willingness to continue as auditors for the next financial year.

On behalf of the Board



Geoff Percy
Chairman

Independent Auditor's Report to the Members Foundation for the year ended 31 December 2021

Opinion

We have audited the financial statements of The Cosmetic, Toiletry and Perfumery Foundation for the year ended 31 December 2021 which comprise the Consolidated Statement of Financial Activities (Incorporating the Income and Expenditure Account), the Consolidated and Charitable Company Balance Sheets, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 December 2021 and of the group's income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's or the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report and the strategic report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page X, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to

going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charitable company and group operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's and the group's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company and the group for fraud. The laws and regulations we considered in this context for the UK operations included Employment Legislation, Taxation Legislation and General Data Protection Regulation (GDPR).

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of

controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Finance Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Tina Allison
Senior Statutory Auditor
For and on behalf of
Crowe U.K. LLP
Statutory Auditor
London

26 September 2022

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated Statement of Financial Activities (incorporating an Income and Expenditure Account) Year Ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies					
- General donations and legacies		595,561	27,837	623,398	656,589
- Member Pledges		150,750	-	150,750	147,000
- Gifts in Kind		616,739	-	616,739	359,538
Other trading activities		183,051	-	183,051	292,838
Other		5,050	-	5,050	133,539
TOTAL INCOME AND ENDOWMENTS		1,551,151	27,837	1,578,988	1,589,504
EXPENDITURE ON:					
Raising funds		379,204	-	379,204	380,934
Charitable activities					
Gifts in Kind		616,739	-	616,739	359,538
Other		466,270	133,366	599,636	539,150
TOTAL EXPENDITURE	3	1,462,213	133,366	1,595,579	1,279,622
Net Income		88,938	(105,529)	(16,591)	309,882
Funds brought forward at 1 January 2021		942,738	151,496	1,094,234	784,352
Funds carried forward at 31 December 2021		1,031,676	45,967	1,077,643	1,094,234

The notes on pages 18 to 31 form part of these financial statements

Consolidated and Foundation Balance Sheets as at 31 December 2021

	Notes	2021 Group £	2021 Parent Company £	2020 Group £	2020 Parent Company £
FIXED ASSETS					
Intangible Assets	6	46,265	46,265	32,927	32,927
Tangible assets	6	8,825	8,825	13,483	13,483
Investments	12	-	100	-	100
Total fixed assets		55,090	55,190	46,410	46,510
CURRENT ASSETS					
Stock		25,007	25,007	36,704	36,704
Debtors	7	306,460	411,768	315,929	362,057
Short term deposits		210,770	210,770	209,768	209,768
Cash at bank and in hand		650,165	536,416	733,863	672,196
		1,192,402	1,183,961	1,296,264	1,280,725
CREDITORS					
Amounts falling due within one year	8	(169,849)	(161,508)	(248,440)	(233,001)
Net current assets		1,022,553	1,022,453	1,047,824	1,047,724
NET ASSETS		1,077,643	1,077,643	1,094,234	1,094,234
FUNDS					
Unrestricted funds					
- General funds		1,016,676	1,016,676	927,738	927,738
- Designated Funds	10	15,000	15,000	15,000	15,000
Restricted funds	10	45,967	45,967	151,496	151,496
TOTAL FUNDS		1,077,643	1,077,643	1,094,234	1,094,234

The parent charity's net expenditure included in the consolidated results above, was £163,419 (2020: £18,474 net income).



Geoff Percy
Chairman
7th September 2022

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Consolidated Statement of Cashflows for the year ended 31 December 2021

	2021 £	2020 £
Net cash (used) / generated by operating activities	(45,903)	325,369
Cash flows from investing activities		
Interest	1,047	2,203
Purchase of intangible assets	(35,915)	(17,753)
Purchase of equipment	(1,924)	(17,492)
Net cash (used) by investing activities	(36,792)	(33,042)
Change in cash and cash equivalents in the reporting period	(82,695)	292,327
Cash and cash equivalents at 1st January 2021	943,631	651,304
Cash and cash equivalents at 31st December 2021	860,936	943,631

Reconciliation of net movement in funds to net cash flow from operating activities:

	2021 £	2020 £
Net movement in funds for the reporting period	(16,590)	309,882
Adjustments for:		
Depreciation charges	29,159	22,857
Interest	(1,047)	(2,203)
Decrease in stocks	11,697	710
(Increase) in debtors	9,469	(107,308)
Increase in creditors	(78,591)	101,431
Net cash (outflow) / inflow from operating activities	(45,903)	325,369

Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	650,165	733,863
Notice deposits (less than 100 days)	210,770	209,768
Total cash and cash equivalents	860,935	943,631

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

1. Accounting Policies

a) Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the 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 (FRS102) (Charities SORP (FRS102)).

In their assessment of going concern the Trustees have considered the impact on the business as a result of the COVID19 virus.

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. We have a reasonable expectation that we have adequate resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern. Whilst there is uncertainty around income forecasts during the ongoing effects of the pandemic, the Board is confident that the Foundation can adapt and mitigate as needed as was demonstrated during both 2020 and 2021.

Having regard to the above, the Trustees believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

Intragroup balances are eliminated fully on consolidation. No statement of financial activities is presented for the charitable company alone as the results of the subsidiary company are separately identified within the group accounts and the charitable company is exempt from presenting such a statement under s408 Companies Act 2006.

b) Company Status

The charity was incorporated on 1 September 1993 in England and Wales and is limited by the guarantee of its members. Its registered address is West Hill House, 32 West Hill, Epsom, KT19 8JD.

The members of the company are the Members of The Board named on page 3.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) Fund Accounting

Unrestricted funds comprise those funds, which are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)
Notes to the Accounts Year ended 31 December 2021

1. Accounting Policies Continued...

d) Incoming Resources

All incoming resources are included in Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable probability. For the member pledges, this translates to recognition at the point of invoices raised. The majority of the remainder of the Charity's income is 'pure' donations, which are recognised on receipt.

e) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

f) Donated Products

The charity relies on the donation of suitable cosmetic products by various cosmetics companies for use by the charity's beneficiaries.

The products have been valued at approximate wholesale value using the market average retail price as reported by the Cosmetic, Toiletry and Perfumery Trade Association. Due to stocks of these products being kept in hospitals it is very difficult to accurately count these at the year end, so the Trustees have chosen to value the product donations at the point of distribution.

g) Donated Volunteer Time

The charity's workshops are provided using donated beauty consultant time freely volunteered from companies and freelancers.

In line with the Charity SORP the Trustees do not consider that they are able to reliably quantify and measure the value to the charity in financial terms of the volunteer time and this is not therefore included in the SOFA.

h) Donated Services

The Charity receives donated services from a member company for the distribution of the cosmetic products to the hospital workshops. This is not a service normally provided by this company for a fee.

However, the Trustees recognise that the scale of the Charity has grown to the extent that it would now be necessary to pay for the service if it were to lose this support and therefore have chosen to value it at the market rate which would be payable to a third party provider.

The Charity also receives donated advertising space which assists in raising awareness of the work of the charity. No financial value is attributed to this advertising space as the advertising would not be undertaken if it was not donated.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)
Notes to the Accounts Year ended 31 December 2021

1. Accounting Policies Continued...

i) Tangible and Intangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected life as follows:

- Office equipment & furniture - 5 years
- Computer equipment - 3 years
- Software – between 3 and 5 years

The carrying values of tangible and intangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate the carrying value may not be recoverable.

j) Stock

Stocks are valued at the lower of cost to the Group or net realisable value.

k) Pension Costs

The company operates a defined contribution pension scheme and has complied with auto-enrolment legislation. Contributions are charged in the SOFA as they become payable in accordance with the rules of the scheme. Expenditure is allocated to the appropriate heading in the accounts on the basis of average headcount.

l) Leasing Commitments

Rentals payable under operating leases are charged in the SOFA on a straight line basis over the lease term.

m) Financial Instruments

The charity 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 amortised cost using the effective interest method.

Financial assets held at amortised cost comprise cash and bank and in hand, together with trade and other debtors. Financial liabilities held at amortised cost comprise bank loans and overdrafts, trade and other creditors. Investments in subsidiary undertakings are held at cost less impairment.

n) Key judgements and estimates

In the application of the accounting policies, Directors are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources.

The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis.

Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period. If the revision affects current and future periods it will be recognised in the period of the revision and future periods.

In the view of Directors, no assumptions concerning the future or estimated uncertainty affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

1. Accounting Policies Continued...

o) Public Benefit

The Foundation meets the definition of a public benefit entity under the guidance issued by the Charity Commission.

2 Donated Products and Consultant Time

During the year the charity received approximately 95,000 donated cosmetic product items (2020: 63,000 items) and benefited from approximately 7,075 hours of volunteer time (2020: 4,300 hours) donated by 895 (2020: 2,229) beauty consultants and others (hospital contacts volunteer to organise workshops within hospitals and 140 (2020: 116) semi-voluntary Lead Volunteers support the consultants at each workshop).

This enabled the charity to run the 796 (2020: 562) workshops. As explained in the accounting policies in Note 1, no financial value is attributed to the volunteer time in the financial statement.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

3. Resources Expended

	Staff Costs	Direct Costs	Support Costs	Governance Costs	Total
2021	£	£	£	£	£
Raising Funds	277,019	50,319	43,610	8,256	379,204
Charitable Activities					
Gifts in Kind	-	616,739	-	-	616,739
Other	424,608	96,848	65,736	12,444	599,636
	424,608	713,587	65,736	12,444	1,216,375
Total 2021	701,627	763,906	109,346	20,700	1,595,579
2020					
Raising Funds	299,909	36,675	39,731	4,619	380,934
Charitable Activities					
Gifts in Kind	-	359,538	-	-	359,538
Other	395,941	76,358	59,889	6,962	539,150
	395,941	435,896	59,889	6,962	898,688
Total 2020	695,850	472,571	99,620	11,581	1,279,622

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

3. (cont) Analysis of Support and Governance costs

2021 Support Costs	Raising Funds	Charitable Activities	Total Basis of allocation
	£	£	£
Office rent and admin	18,631	28,084	46,715 Headcount
IT	22,660	34,157	56,817 Headcount
PR	827	1,246	2,073 Headcount
Other	1,492	2,249	3,741 Headcount
Total Support	43,610	65,736	109,346

2020 Support Costs	Raising Funds	Charitable Activities	Total Basis of allocation
	£	£	£
Office rent and admin	16,202	24,422	40,624 Headcount
IT	20,628	31,094	51,722 Headcount
PR	3,133	4,722	7,855 Headcount
Other	(232)	(349)	(581) Headcount
Total Support	39,731	59,889	99,620

Governance Costs	2021	2020
	£	£
Trustees expenses	773	460
Audit fees	14,000	8,590
Legal fees	2,663	813
Other	3,263	1,718
Total Governance	20,700	11,581

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

4. Employees

	2021	2020
	£	£
Wages and Salaries	593,495	608,083
Social Security Costs	59,138	55,167
Pension costs	26,707	24,063
	679,340	687,313

Included within staff costs are accrued amounts totalling £8,741 (2020: £nil) in relation to future health care and payments in lieu of notice for individuals who left the organisation during the year.

Travel expenses and allowances were paid to Volunteers totalling £4,460 in the year (2020: £9,190).

One employee received emoluments as defined for taxation purposes of between £90,000 and £100,000 in the year (2020: one between £80,000 and £90,000). The employee is a member of the defined contribution pension scheme; employers' contributions paid into the scheme in relation to this employee were £13,815 (2020: £10,833) in the year.

There were four key management personnel in 2021, defined as those with strategic influence. These were:

- Chief Executive
- Finance Director
- Head of Programme Services
- Director of Fundraising

Between them these four key management personnel (as defined in the Trustees Report) received total remuneration packages of £281,563 (2020: 4 heads received £235,356)

The average number of employees analysed by function during the year was:

	2021	2020
	No.	No.
Charitable Programme	8	9
Fundraising and PR	5	7
Management and Administration	5	5
	18	21

There were no redundancy payments made during the year.

In 2021 one trustee (2020: one) was reimbursed for their travel and meeting expenses in relation to their activities on behalf of the foundation. In total, they incurred expenses of £773 (2020: £460) in the year, of which £0 remained as a creditor at year end (2020: £0).

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

5. Net Incoming resources for the year

Net incoming resources are stated after charging:

	2021	2020
	£	£
Operating lease rentals	15,228	16,524
Depreciation	29,159	22,857
Audit fees	14,000	8,590

6. Intangible and Tangible Fixed Assets (Group & Parent Entity)

	Intangible Assets		
	2021	Office Furniture & Equipment	Total
	£	2021	2021
	£	£	£
Cost:			
At 1 January 2021	113,778	50,239	164,017
Additions	35,915	1,924	37,839
Disposals	(17,794)	-	(17,794)
At 31 December 2021	131,899	52,163	184,062
Depreciation:			
At 1 January 2021	80,851	36,756	117,607
Charge for the year	22,577	6,582	29,159
Disposals	(17,794)	-	(17,794)
At 31 December 2021	85,634	43,338	128,972
Net book value:			
At 31 December 2021	46,265	8,825	55,090
At 31 December 2020	32,927	13,483	46,410

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

7. Debtors

	2021	2021	2020	2020
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Prepayments	16,735	16,735	22,807	22,807
Trade Debtors	56,952	122,430	12,962	5,416
Accrued income	232,773	129,670	280,160	42,426
Amount due from subsidiary - gift aid	-	142,933	-	291,408
Total	306,460	411,768	315,929	362,057

8. Creditors: amounts falling due within one year

	2021	2021	2020	2020
	Group	Parent Company	Group	Parent Company
	£	£	£	£
Trade creditors	17,913	17,913	12,250	12,250
Tax and social security	18,360	12,838	25,067	13,069
Accruals and deferred income	109,391	105,499	162,971	161,579
Other Creditors	24,185	25,258	48,152	46,103
Total	169,849	161,508	248,440	233,001

Deferred Income	2021	2020
	£	£
Balance at 1 January	104,000	15,000
Amount released to incoming resources	(104,000)	-
Amount deferred in the year	57,680	89,000
Balance at 31 December	57,680	104,000

The deferred income includes £57,680 of Membership Fees in respect of 2022.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

9. Other Financial Commitments

Operating leases

At 31 December 2021 the company had commitments under non-cancellable operating leases as set out below:

	Land and buildings		Other	
	2021	2020	2021	2020
	£	£	£	£
Amounts Due:				
Within 1 year	13,583	14,000	2,111	1,228
Within 2 – 5 years	-	13,583	655	1,924
Total	13,583	27,583	2,766	3,152

All leased items are based at the Foundation's offices at West Hill House, 32 West Hill, Epsom, KT19 8JD.

10. Analysis of movement in Unrestricted Funds

	Funds				Funds
Current year	1st Jan 2021	Income	Expenditure	Transfers	31st Dec 2021
	£	£	£		£
General Fund	927,738	1,551,151	(1,462,213)	-	1,016,676
Designated Strategic Research	15,000	-	-	-	15,000
Total Designated Fund	15,000	-	-	-	15,000
Total	942,738	1,551,151	(1,462,213)	-	1,031,676

	Funds				Funds
Prior year comparative	1st Jan 2020	Income	Expenditure	Transfers	31st Dec 2020
	£	£	£		£
General Fund	747,791	1,343,773	(1,163,826)	-	927,738
Designated Strategic Research	15,000	-	-	-	15,000
Total Designated Fund	15,000	-	-	-	15,000
Total	762,791	1,343,773	(1,163,826)	-	942,738

Designated Funds

The planned strategic research project that was due to start work in 2020 was postponed due to the Coronavirus pandemic. This work is now planned to be carried out during 2022-2023.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

Analysis of movement in Restricted Funds

Current year	Funds	Income	Expenditure	Funds
	1st January 2021			31st December 2021
	£	£	£	£
Various - Workshop Funding	151,496	27,837	(133,366)	45,967
Total	151,496	27,837	(133,366)	45,967

Prior year	Funds	Income	Expenditure	Funds
	1st January 2020			31st December 2020
	£	£	£	£
Various	21,561	37,531	(18,567)	40,525
The Julia and Hans Rausing Trust - Core funding	-	208,200	(97,229)	110,971
Total	21,561	245,731	(115,796)	151,496

Restricted Fund

In 2021 and 2020, numerous donations were received from trusts and foundations for workshops in specific locations.

11. Analysis of group net assets between funds

	General Fund	Designated Funds	Restricted Funds	31st Dec 2021 Total
	£	£	£	£
Fixed Assets	55,090	-	-	55,090
Cash at bank, in hand and deposits	799,968	15,000	45,967	860,935
Net current assets	161,618	-	-	161,618
Total	1,016,676	15,000	45,967	1,077,643

Prior Year	General Fund	Designated Funds	Restricted Funds	31st Dec 2020 Total
	£	£	£	£
Fixed Assets	46,410	-	-	46,410
Cash at bank, in hand and deposits	777,135	15,000	151,496	943,631
Net current assets	104,193	-	-	104,193
Total	927,738	15,000	151,496	1,094,234

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2021

12. Investment in subsidiary

	Investment in subsidiary undertaking £
Cost and net book value	
As 1 January 2021	100
Additions	-
As 31 December 2021	100

The wholly owned trading subsidiary Look Good Feel Better Trading Limited was incorporated in England and Wales (Registered Company No: 09017551) on 29th April 2014 and pays all of its taxable profits to the charity under the gift aid scheme. Its registered office is at West Hill House, 32 West Hill, Epsom, KT19 8JD. The Company carries out trading activities on behalf of the Foundation, including, but not limited to licencing the name of Look Good Feel Better Programme to commercial partners engaged in promotions which are of benefit to the Charity.

The results for the year of the subsidiary are shown below.

	Look Good Feel Better Trading Limited	
	2021	2020
	£	£
Turnover	148,457	292,838
Cost of Sales/Administrative expenses	(5,524)	(1,430)
Profit before taxation	142,933	291,408
Corporation tax payable	-	-
Profit after tax	142,933	291,408
Gift aid donation to parent charity	(142,933)	(291,408)
Surplus for the year	-	-
Retained earnings brought forward	-	-
Retained surplus for year	-	-
Total assets	221,109	306,946
Total liabilities	(221,009)	(306,846)
Total funds	100	100

13. Related Party Transactions

Included in debtors of the parent charity is an amount of £142,933 (2020: £291,408) due from the fully owned subsidiary Look Good Feel Better Trading Limited.

Kenneth Green Associates, a company of which a CTPF trustee has significant control, made donations of £10,750 (2020: £5,750 *restated*). There were no other transactions with Trustees during the year nor balances at the year end.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)
Notes to the Accounts Year ended 31 December 2021

14. Prior year comparatives

	Unrestricted Funds	Restricted Funds	Total
	£	£	2020
			£
INCOME AND ENDOWMENTS FROM:			
Donations and legacies			
- General donations and legacies	410,858	245,731	656,589
- Member Pledges	147,000	-	147,000
- Gifts in Kind	359,538	-	359,538
Other trading activities	292,838	-	292,838
Other	133,539	-	133,539
TOTAL	1,343,773	245,731	1,589,504
EXPENDITURE ON:			
Raising funds	346,313	34,621	380,934
Charitable activities			
Gifts in Kind	359,538	-	359,538
Other	457,975	81,175	539,150
TOTAL	1,163,826	115,796	1,279,622
NET INCOME/EXPENDITURE			
FOR THE YEAR	179,947	129,935	309,882
Funds brought forward at 1 January	762,791	21,561	784,352
Funds carried forward at 31 December	942,738	151,496	1,094,234

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

15. List of Supporting Organisations

The following is a list of significant donors to the LGFB Programme in 2021. The donations may have been financial or of products, volunteer time, advertising space or other services. The Foundation would like to express its gratitude for all donations received over the period.

Member Companies

Arthur Edward

Chanel *

Clarins

Charles Worthington Salons

Combe International *

Designer Parfums

Estée Lauder Companies *

Aveda
Bobbi Brown
Clinique
Crème de la Mer
Estée Lauder
Jo Malone
Origins

FDD International

Karium Ltd

Kenneth Green Associates

La Prairie UK

L'Oréal UK *

Garnier Maybelline
IT Cosmetics
L'Oréal Paris
La Roche-Posay
Lancôme
Luxury Designer Fragrances
YSL Beauté
Urban Decay

*Founder Members

LVMH Group *

Benefit Cosmetics
Guerlain
Parfums Christian Dior
Parfums Givenchy

Morphe

Procter & Gamble UK *

Olay

Philip Kingsley

Puig

Revlon International/ Elizabeth Arden *

Shiseido Group*

Nars
Shiseido

The Perfume Shop

Partner Organisations

Avon Cosmetics
 ASOS
 Beauty Pro (Barber Pro)
 Coty UK Limited *
 CTPA
 Copra
 Emma Hardie Skincare
 England Netball
 Grape Tree Health Foods
 Latest in Beauty
 Merkle
 The Orange Square Company
 Waitrose

COSMETIC TOILETRY AND PERFUMERY FOUNDATION

England & Wales - Charity number 1031728

Accounts

**Cosmetic Toiletry & Perfumery Foundation
(Programme Title: “Look Good Feel Better”)
Trustees Report and Financial Statements
31 December 2020**



We're here to help

About Us

The Vision of the Foundation through the Look Good Feel Better (LGFB) Programme is to ensure that anyone living with cancer can access our services.

The Mission of the Programme is to help boost the physical and emotional wellbeing of people living with cancer through online and face to face Workshops, printed materials and web-based tutorials.

The first Workshop for women was held 26 years ago and since then the charity has developed special sessions for young adults and, in 2018, introduced vitally needed services for men. Each group session is led by trained volunteers and is a chance to meet others in a similar situation, as well as learning useful skills and techniques to manage the side-effects of cancer treatment.

Finding out you have cancer is traumatic. The added stress of the appearance related side-effects can be demoralising and feel overwhelming, which can have serious psycho-social consequences at a time when a positive attitude is vital.

2020 : Cancer Support and Covid

Pre Covid Look Good Feel Better was offering group workshops through 141 hospitals, cancer support centres and other venues and in 2019 supported 16,500 people, with thousands more seeking advice online. Services are offered to all ages, skin-tone and every type of cancer.

2020 was set to be a record year for Look Good Feel Better, both in terms of patient reach and fundraising but, like most companies and charities, the Covid pandemic caused instant devastation. In March 2020 LGFB pulled services out of all locations and a drop in income of up to 60% was forecast due to the infeasibility of many fundraising initiatives, especially retail and event based.

Very serious decisions had to be made to radically cut expenditure and nearly 50% of staff were put on furlough and subsequently 7 roles had to be made redundant. The remaining 6 full time staff agreed to temporary salary cuts and part time working to help maintain the charity.

Our cash flow forecasts predicted that the charity's long built-up cash reserves would be required to support the Foundation's operations through 2020 and 2021.

New Services

Alongside the challenging financial situation, it became increasingly obvious that even though Covid had put a halt to 'normal' life, cancer hadn't stopped. Cancer patients were telling the charity that they felt more isolated, alone, frightened and forgotten throughout the crisis so withdrawing all support wasn't an option.

The remaining team of 10 staff were determined to still provide support for cancer patients and within two weeks the Programme Services team had created, trialled and launched 'virtual' workshops.

Using the power of Zoom, LGFB spent 2020 bringing groups of 8-10 people together for two-hour sessions filled with confidence boosting tips and techniques, fun and often a lot of laughter. The new online Workshops enable LGFB to bring their unique brand of support to people in the comfort and safety of their own homes. Most importantly they have a chance to ask questions they don't feel comfortable sharing with their oncologist or family. They report feeling less alone, less isolated and less stressed and are able to chat and share their experiences, giving a vital boost to mental wellbeing at an extraordinarily difficult time.

Facing Cancer and Covid is unimaginable and knowing that 'normal' levels of support are no longer available and someone's only contact is with medical teams - on their own, without family or friends for support, must feel impossible to face.

During 2020 Look Good Feel Better has not only offered skincare and make-up Workshops but has asked patient beneficiaries how else the charity can help. Through the year the charity has increased its offering to include hair loss/wigs/head coverings; nail care and body confidence/styling.

Online Workshops have been held very successfully for women, men and young adults and once the pandemic is officially 'over' the charity will move back to face to face groups in 140+ locations but will also still offer the new services.

The charity's ambition continues to be **'the ability to reach out and support every person living with cancer in the UK'**.

"It's really important for people to have access to Look Good Feel Better's incredibly practical service - the effect a Workshop has on appearance and confidence is life enhancing

during such a difficult time. It allows people to take control of how they look and feel, when everything else feels like it's outside of their control."

Dr Natalie Doyle – Nurse Consultant - Living With & Beyond Cancer

MEMBERS OF THE BOARD AT DATE OF SIGNING (June 2021)

Geoff Percy	Chairman, CTPF
Mark Spillman	Vice Chair CTPF
Allie Crawford	Treasurer, CTPF
Chrys Andradi	Trustee, CTPF
Kenneth Green	Chairman, Kenneth Green Associates
Ian Jepson	Commercial Director, Chanel
Debbie Lewis	Managing Director, Clarins (UK)
Ruth Newton-Jones	Fragrance Group London
Debbie Hunter	Director of Commercial Affairs, CTPA
Ian Marshall	Trustee, CTPF
Anna Bartle	VP, Corporate Affairs, Estée Lauder Companies
Suriya Parksuan	L'Oreal Luxe

OTHER MEMBERS OF THE BOARD IN POST DURING 2020

Ian Filby	Resigned 26 th April 2021
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EXECUTIVE SERVICES

Sarahjane Robertson	Chief Executive, CTPF
Peter Godden (Company Secretary)	Finance Director (p/t), CTPF

HONORARY LIFE PRESIDENT

Richard Bradley

HONORARY VICE PRESIDENTS

Barbara Daly OBE
Gloria Freilich
Diana Moran
Charles Worthington MBE
Susan Taylor
Per Neuman

REGISTERED AND ADMINISTRATIVE OFFICE

West Hill House, 32 West Hill
Epsom KT19 8JD

AUDITORS

Crowe U.K. LLP
55 Ludgate Hill London EC4M 7JW

SOLICITORS

CMS Cameron McKenna LLP

BANKERS

Barclays Bank Pl

Donated Products and Services

The Foundation's charitable activities continue to rely on:

- the donation of suitable skincare and cosmetic products for use by the charity's beneficiaries
- compassionate and professional skincare, make-up and grooming consultants who volunteer to host the workshops in hospitals and cancer support centres

The Board recognises the significant benefit to the Charity of donated products; Over 23 companies donate products each year.

The charity is also very grateful for the significant logistical support it receives from one company, which enable products to be sent to support sessions across the UK.

Raising Funds

The charity's revised fundraising objective for 2020 was to contribute to securing the future of the charity post-Covid. The Directors believe that this has been achieved.

As previously stated, in April 2020 the charity was predicting a 60% loss of income and many usual routes to raise funds were no longer possible. Expenditure was cut and redundancies were made across most areas, including two roles in Fundraising. The remaining two members of the team worked with the CEO to plan and action new areas of support with key income streams switching in the following way :

Important levels of funding had previously come from the retail sector and focus was quickly shifted to beauty e-tailers and organisations selling directly to customers. This plan paid strong dividends with several very positive CRM campaigns and new relationships developed which will grow into 2021. Whilst traditional funding streams declined by over £600k due to both Covid-19 and the general difficulties for some of our high street partners, the new streams, together with a generous grant from the Julia and Hans Rausing Trust, offset a large part of this decline.

A full list of key organisations which supported the charity in 2020, whether through product donations, staff time or fundraising, has been included in Note 15 to the Accounts at the back of this document. The Foundation is very grateful to every one of them for the part they have played in helping support women, young adults and men living with cancer.

The Charity did not pay any third party or agency to undertake material fundraising activities on its behalf and received no complaints during the course of the year regarding any fundraising activities.

The Charity and its Trustees are fully aware of the requirements and duties set out in the Charities (Protection and Social Investment) Act 2016 with respect to fundraising activities and are focused on ensuring any future fundraising activities are fully compliant.

Strategic Direction and Governance

The Cosmetic, Toiletry and Perfumery Foundation (Registered No: 2850925 - Company Limited by Guarantee, Registered Charity No: 1031728) is governed by its Memorandum and Articles of Association and operates through its Programme, Look Good Feel Better (LGFB).

The Members of the Board are the Charity Trustees and also the Directors for the purposes of the Companies Act 2006. The Board is made up of senior Directors nominated by supporting companies who are actively engaged in the LGFB Programme as well as independent individuals who are selected through an interview process with other directors. Nominations are made to maintain a balance of expertise at a senior level.

Newly nominated Directors are given a thorough understanding of the Programme through meeting with the Chief Executive, other members of the Executive Team and are encouraged to observe workshops on a regular basis. They are encouraged to attend appropriate external training events where this would facilitate the undertaking of their role.

The Board is responsible for overseeing the strategy of the charity and ensuring the Foundation's finances are on a firm footing using the guidance of a Finance Committee drawn from senior finance executives of member companies and individuals.

An Ambassador Group, made up of individuals directly employed by member and supporting companies, champion and manage their company's input to the LGFB Programme.

The Chief Executive, Sarahjane Robertson, has overall responsibility for all operational matters to ensure the successful delivery of the Programme.

The Foundation has a wholly owned Trading subsidiary, Look Good Feel

Better Trading Limited, which was formed to undertake non primary purpose trading activities to raise funds on behalf of the Charity. All profits from this subsidiary are gifted to the Parent Charity on an annual basis.

Public Benefit

The Trustees confirm that they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and have considered this in setting the key strategic objectives of the Foundation.

Risk Management

The Board acknowledges its responsibility for establishing a risk management system and is satisfied that appropriate procedures have been established to identify and mitigate major risks which the Foundation faces. A Risk Register is maintained on this basis, including an assessment of the scale of probability of specific risks to better identify strategic areas for review. It is recognised that systems can only provide reasonable but not absolute assurance that major risks will be adequately managed.

The Board is keenly aware of the risks posed to the organisation by the unprecedented impact of the Covid-19. The combination of its reserves built in line with its policy and sanctioning management to take steps to streamline the organisation has enabled the charity to plan for continued operations into the future even with the risk of reduced income levels. Once the activities return to a level of normality, the Board will review the Risk Register and Reserves Policy to ensure they remain appropriate for the future.

The operational and financial risks facing the charity as a result of the above are summarised as follows:

Key Operational Risk	Mitigating Action
Reduced resources at NHS venues when physical workshops restart	Implement an online booking system to reduce administration time.
Our clients, who all have underlying health problems, may not feel comfortable attending physical	Significantly expand the virtual on-line workshops

workshops or social distancing will reduce reach	
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Key Finance Risk	Mitigating Action
Limited fundraising in the short term and significantly lower estimates for the mid/long term	Use of our unrestricted reserves Apply for a Government 'Bounce Back' loan as a cushion
Reduced financial & operational support from member companies	Plan for alternative sources of funding – e.g. e-tailers and trust funds.
Unable to fund the current organisational structure and associated costs	Operational expenditure budgets reworked to match the changing nature of the programme and fundraising activities.

The Board recognises the need for all risks associated with the efficient delivery of the Programme to be kept under review, especially as it reshapes the organisation and its services to provide continued public benefit.

In addition to the specific risk outlined above, the Board considers that the key risks faced by the Charity are

- maintaining the support of the various companies and other supporters who donate funds, services and products for the Look Good Feel Better Programme
- ensuring the Programme retains the goodwill of the volunteers who allow the Programme to take place

The Charity seeks to mitigate these risks through continual efforts to engage with all volunteers and other supporters of the Charity to ensure their level of commitment to the Programme remains high.

Going Concern

On page 9 we have set out a review of financial performance and the Charity's Reserves position. The reserves held prior to the outbreak of Covid-19, together with the steps taken to streamline the organisation and reduce costs have placed it in a relatively strong position to continue in

operation during the pandemic and beyond.

Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. We have a reasonable expectation that we have adequate resources to continue in operational existence for the foreseeable future and the accounts have, therefore, been prepared on the basis that the Foundation is a going concern. Whilst there is increased uncertainty around income forecasts during the ongoing effects of the pandemic, the Board is confident that the Foundation can adapt and mitigate as needed as was demonstrated during 2020.

Remuneration

The Remuneration Committee, which operates as a sub-committee of the Finance Committee, is expected to meet twice a year. This committee makes recommendations on overall remuneration levels and specific recommendations for the remuneration of the Chief Executive. These recommendations are then put to both the Finance Committee and Board for agreement.

Charity Governance Code

The Charity Governance Code was published in 2017. The code sets out seven principles of good governance and encourages charities to review their governance structures and processes against this code to ensure they are fit for purpose and operate efficiently. Although no major concerns have been identified, the Board is currently conducting a review of its governance processes.

Charity Objectives for 2021

Our objectives for 2021 are:

- To ensure Look Good Feel Better's expanded range of virtual and 'in person' workshops are made available to anyone undergoing cancer treatment in the UK
- To provide wide ranging support to cancer patients focussed on boosting confidence, mental wellbeing and a positive outlook during and after their treatment
- To offer support to women, men and young adults diagnosed with any type of cancer
- To continue to foster strong relationships with our corporate, brand and individual supporters to ensure we achieve or exceed budget
- To evolve the charity's business plan to include the broader offering for cancer patients both online and face to face, reflect learnings from 2020 and focus strongly on opportunities for growth and increased patient reach

Financial Review and Reserves

The financial statements show a net surplus in resources for the year of £309,882 (2019: £71,677) which together with the funds brought forward of £784,352 (2019: £712,675) results in funds to be carried forward of £1,094,234 including unrestricted reserves of £942,738.

Our supporters raised £1.6m (2019: £2.9m) in 2020, including £0.4m of Gifts in Kind (2019: £1.5m). The remaining £1.2m came from member companies, corporate partners, individual supporters and trusts, all of whom fundraised to help the Charity support its patient beneficiaries.

The Charity invested £1.3m (2019: £2.8m) in services for cancer patients, including £0.4m of donated services. The Charity's main direct expense is on its staff (£0.7m, 2019: £ 0.8m). Most of these are directly involved in running frontline services, including:

- Recruitment, training and management of volunteers (2,229 active volunteers in 2020)
- Sourcing and coordination of product donations and logistics

- Liaising with hospitals, cancer centres and support groups who act as venues / hosts for the sessions
- PR and communications, seeking to raise awareness of the Programme amongst potential beneficiaries as well as volunteers and other supporters
- Fundraising and engaging with our corporate and other supporters
- Research and development of new services to support our beneficiaries
- Management and compliance with all relevant legislation; providing support services to the frontline staff

Other expenditure is on consumable products for the support sessions, travel costs for volunteers and running costs for head office.

Budgeting and Forward Planning

The Foundation is fortunate to have a highly qualified Finance Committee on whose expertise they can draw. This committee sits 2-3 times a year and gives input and advice on the Foundation's plans and financial projections for the year ahead, as well as scrutinising the report of the Auditors. The Finance Committee then makes recommendations to the Board of Trustees in relation to these items.

The Foundation's budget is always prepared on a prudent basis, recognising the inherent unpredictability of donation income.

Part of the Charity's core funding comes from corporate 'membership' donations. We ask that member companies make a declaration of support for the year ahead ensuring that the budget can be calculated on a sound financial basis

Donated Services

The Foundation is exceptionally grateful for the donated volunteer time, logistical support and the products used in the patients' gift bags, which have all been donated by the Cosmetic's Industry (without cost to the Foundation) without which the Programme would be unable to run. The value of the product donations and logistical support received has been included as 'Gifts in Kind' in the Statement of Financial Activities.

The Charity also receives donated advertising space which assists in raising awareness of the work of the charity. The charity is very grateful to the relevant publishers for the publicity this provides but no financial value is attributed to this advertising space as the advertising would not be undertaken if not donated.

The volunteer time, although crucial to the success of the programme, has not been valued in line with the recommendations of the Charities' SORP 2015.

Reserves Policy

At 31 December 2020 the Group had free reserves (i.e. unrestricted reserves not used to fund fixed assets) totalling £881,328 (2019: £713,769). The reserves policy is set by the Trustees and is intended to reflect the changing scale of the Charity and operations over time

- Six months operational costs allowing the activities to continue in the event of a significant fall in income
- Six months cost of logistical support at commercial rates
- An amount set aside for purchasing beauty products for use in Workshops in the event of a donation shortfall or catastrophic event, e.g. flood or fire at the logistics centres

At 31st December 2020, based on the plans for 2021, this calculation gave a desired reserves figure in the region of £550,000. Whilst current reserves look arithmetically high, during 2021 a deficit of c. £200,000 is planned which will require funding from reserves. In addition we expect services to have returned to their normal level by the end of the year with a corresponding increase in direct expenditure. Free reserves at 31st December 2021 are therefore expected to be in line with policy.

Statement of Trustees' Responsibilities Year ended 31 December 2020

The Trustees (the members of the Board who are also Directors of The Cosmetic, Toiletry & Perfumery Foundation for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable laws and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards). 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 Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions, 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 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

So far as the Members of the Board are aware, there is no relevant audit information of which the charity's auditors are unaware. The Members of the Board have each taken all the steps that we ought to have taken as Members of the Board in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Crowe U.K. LLP has expressed their willingness to continue as auditors for the next financial year.

On behalf of the Board



Geoff Percy
Chairman
13th September 2021

Independent Auditor's Report to the Members Foundation for the year ended 31 December 2020

Opinion

We have audited the financial statements of The Cosmetic, Toiletry and Perfumery Foundation for the year ended 31 December 2020 which comprise the Consolidated Statement of Financial Activities (Incorporating the Income and Expenditure Account), the Consolidated and Charitable Company Balance Sheets, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 December 2020 and of the group's income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's or the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements

themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees’ report, which includes the directors’ report and the strategic report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors’ report included within the trustees’ report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors’ report included within the trustees’ report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees’ remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees’ responsibilities statement set out on page 13, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor’s responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council’s website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor’s report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charitable company and group operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's and the group's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company and the group for fraud. The laws and regulations we considered in this context for the UK operations included Employment Legislation, Taxation Legislation and General Data Protection Regulation (GDPR).

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Finance Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Tina Allison
Senior Statutory Auditor
For and on behalf of
Crowe U.K. LLP
Statutory Auditor
London

Consolidated Statement of Financial Activities
(incorporating an Income and Expenditure Account)
Year Ended 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies					
- General donations and legacies		410,858	245,731	656,589	1,087,380
- Member Pledges		147,000	-	147,000	149,500
- Gifts in Kind		359,538	-	359,538	1,521,233
Other trading activities		292,838	-	292,838	111,612
Other		133,539	-	133,539	3,003
TOTAL INCOME AND ENDOWMENTS		1,343,773	245,731	1,589,504	2,872,728
EXPENDITURE ON:					
Raising funds		346,313	34,621	380,934	490,863
Charitable activities					
Gifts in Kind		359,538	-	359,538	1,521,233
Other		457,975	81,175	539,150	788,955
TOTAL EXPENDITURE	3	1,163,826	115,796	1,279,622	2,801,051
Net Income		179,947	129,935	309,882	71,677
Funds brought forward at 1 January 2020		762,791	21,561	784,352	712,675
Funds carried forward at 31 December 2020		942,738	151,496	1,094,234	784,352

Included in Other Income above is a grant of £131,336 from the UK Government as part of the Coronavirus Job Retention Scheme (CJRS).

The notes on pages 20 to 33 form part of these financial statements

Consolidated and Foundation Balance Sheets as at 31 December 2020

	Notes	2020 Group £	2020 Parent Company £	2019 Group £	2019 Parent Company £
FIXED ASSETS					
Intangible Assets	6	32,927	32,927	31,481	31,481
Tangible assets	6	13,483	13,483	2,541	2,541
Investments	12	-	100	-	100
Total fixed assets		46,410	46,510	34,022	34,122
CURRENT ASSETS					
Stock		36,704	36,704	37,414	37,414
Debtors	7	315,929	362,057	208,621	278,705
Short term deposits		209,768	209,768	207,878	207,878
Cash at bank and in hand		733,863	672,196	443,426	385,358
		1,296,264	1,280,725	897,339	909,355
CREDITORS					
Amounts falling due within one year	8	(248,440)	(233,001)	(147,009)	(159,125)
Net current assets		1,047,824	1,047,724	750,330	750,230
NET ASSETS		1,094,234	1,094,234	784,352	784,352
FUNDS					
Unrestricted funds					
- General funds		927,738	927,738	747,791	747,791
- Designated Funds	10	15,000	15,000	15,000	15,000
Restricted funds	10	151,496	151,496	21,561	21,561
TOTAL FUNDS		1,094,234	1,094,234	784,352	784,352

The parent charity's net income included in the consolidated results above, was £18,474 (2019: £25,542 net expenditure).

The financial statements on pages 17 to 33 were approved and authorised for issue by the Members of the Board on 1st July 2021 and signed on their behalf by the Chairman.



Geoff Percy
Chairman
13th September 2021

Consolidated Statement of Cashflows for the year ended 31 December 2020

	2020 £	2019 £
Net cash generated by operating activities	325,369	92,873
Cash flows from investing activities		
Interest	2,203	3,003
Purchase of intangible assets	(17,753)	-
Purchase of equipment	(17,492)	(1,097)
Net cash provided by investing activities	(33,042)	1,906
 Change in cash and cash equivalents in the reporting period	 292,327	 94,779
Cash and cash equivalents at 1st January 2020	651,304	556,525
Cash and cash equivalents at 31st December 2020	943,631	651,304

Reconciliation of net movement in funds to net cash flow from operating activities:

	2020 £	2019 £
Net movement in funds for the reporting period	309,882	71,677
Adjustments for:		
Depreciation charges	22,857	19,870
Interest	(2,203)	(3,003)
Decrease in stocks	710	26,841
(Increase) in debtors	(107,308)	(41,967)
Increase in creditors	101,431	19,455
Net cash inflow from operating activities	325,369	92,873

Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in hand	733,863	443,426
Notice deposits (less than 100 days)	209,768	207,878
Total cash and cash equivalents	943,631	651,304

1. Accounting Policies

a) Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the 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 (FRS102) (Charities SORP (FRS102)).

In their assessment of going concern the Trustees have considered the current and developing impact on the business as a result of the COVID19 virus.

This had a significant, immediate impact on the Charity's operations, in that income was forecast to be significantly down due to postponed/cancelled fundraising activities and that face-to-face workshops in NHS hospitals could not function during lockdown. Actual results for 2020, however, show that funding remained relatively robust due to seeking new income sources.

In 2020 the Trustees updated their annual budgets and forecasts based on estimates of the impact of the crisis and undertook the following actions (furloughed staff, temporarily reduced salaries, made 7 roles redundant as well as cutting other expenditure) in order to ensure that they had sufficient facilities in place to meet their operating cash requirements for the foreseeable future.

Having regard to the above, the Trustees believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

Intragroup balances are eliminated fully on consolidation. No statement of financial activities is presented for the charitable company alone as the results of the subsidiary company are separately identified within the group accounts and the charitable company is exempt from presenting such a statement under s408 Companies Act 2006.

b) Company Status

The charity was incorporated on 1 September 1993 in England and Wales and is limited by the guarantee of its members. Its registered address is West Hill House, 32 West Hill, Epsom, KT19 8JD.

The members of the company are the Members of The Board named on page 3.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity

c) Fund Accounting

Unrestricted funds comprise those funds, which are available for use at the

discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes.

d) **Incoming Resources**

All incoming resources are included in Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable probability. For the member pledges, this translates to recognition at the point of invoices raised. The majority of the remainder of the Charity's income is 'pure' donations, which are recognised on receipt.

e) **Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

f) **Donated Products**

The charity relies on the donation of suitable cosmetic products by various cosmetics companies for use by the charity's beneficiaries.

The products have been valued at approximate wholesale value using the market average retail price as reported by the Cosmetic, Toiletry and Perfumery Trade Association. Due to stocks of these products being kept in hospitals it is very difficult to accurately count these at the year end, so the Trustees have chosen to value the product donations at the point of distribution.

g) **Donated Volunteer Time**

The charity's workshops are provided using donated beauty consultant time freely volunteered from companies and freelancers.

In line with the Charity SORP the Trustees do not consider that they are able to reliably quantify and measure the value to the charity in financial terms of the volunteer time and this is not therefore included in the SOFA.

h) **Donated Services**

The Charity receives donated services from a member company for the distribution of the cosmetic products to the hospital workshops. This is not a service normally provided by this company for a fee.

However, the Trustees recognise that the scale of the Charity has grown to the extent that it would now be necessary to pay for the service if it were to lose this support and therefore have chosen to value it at the market rate which would be payable to a third party provider.

The Charity also receives donated advertising space which assists in raising awareness of the work of the charity. No financial value is attributed to this advertising space as the advertising would not be undertaken if it was not donated.

i) Tangible and Intangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected life as follows:

- Office equipment & furniture - 5 years
- Computer equipment - 3 years
- Software – between 3 and 5 years

The carrying values of tangible and intangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate the carrying value may not be recoverable.

j) Pension Costs

The company operates a defined contribution pension scheme and has complied with auto-enrolment legislation. Contributions are charged in the SOFA as they become payable in accordance with the rules of the scheme

k) Leasing Commitments

Rentals payable under operating leases are charged in the SOFA on a straight line basis over the lease term

l) Financial Instruments

The charity 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 amortised cost using the effective interest method.

Financial assets held at amortised cost comprise cash and bank and in hand, together with trade and other debtors.

Financial liabilities held at amortised cost comprise bank loans and overdrafts, trade and other creditors.

Investments in subsidiary undertakings are held at cost less impairment.

m) Key judgements and estimates

In the application of the accounting policies, Directors are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources.

The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period. If the revision affects current and future periods it will be recognised in the period of the revision and future periods.

In the view of Directors, no assumptions concerning the future or estimated uncertainty affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

n) Public Benefit

The Foundation meets the definition of a public benefit entity under the guidance issued by the Charity Commission.

o) Stocks

Stocks are valued at the lower of cost to the Group or net realisable value.

2 Donated Products and Consultant Time

During the year the charity received approximately 63,000 donated cosmetic product items (2019 - 290,000 items) and benefited from approximately 4,300 hours of volunteer time (2019: 18,200 hours) donated by 2,229 (2019: 2,855) beauty consultants and others (hospital contacts volunteer to organise workshops within hospitals and 116 semi-voluntary Regional Co-ordinators support the consultants at each workshop).

This enabled the charity to run the 562 workshops. As explained in the accounting policies in Note 1, no financial value is attributed to the volunteer time in the financial statement

3. Resources Expended

2020	Staff Costs	Direct Costs	Support Costs	Governance Costs	Total
	£	£	£	£	£
<u>Raising Funds</u>	299,909	36,675	39,731	4,619	380,934
<u>Charitable Activities</u>					
Gifts in Kind	-	359,538	-	-	359,538
Other	395,941	76,358	59,889	6,962	539,150
	395,941	435,896	59,889	6,962	898,688
Total 2020	695,850	472,571	99,620	11,581	1,279,622
2019					
<u>Raising Funds</u>	290,919	159,878	35,731	4,335	490,863
<u>Charitable Activities</u>					
Gifts in Kind	-	1,521,233	-	-	1,521,233
Other	472,862	241,461	66,558	8,074	788,955
	472,862	1,762,694	66,558	8,074	2,310,188
Total 2019	763,781	1,922,572	102,289	12,409	2,801,051

3. (cont) Analysis of Support and Governance costs

2020 Support Costs	Raising Funds	Charitable Activities	Total Basis of allocation
	£	£	£
Office rent and admin	16,202	24,422	40,624 Headcount
IT	20,628	31,094	51,722 Headcount
PR	3,133	4,722	7,855 Headcount
Other	(232)	(349)	(581) Headcount
Total Support	39,731	59,889	99,620

2019 Support Costs	Raising Funds	Charitable Activities	Total Basis of allocation
	£	£	£
Office rent and admin	13,778	25,666	39,444 Headcount
IT	17,457	32,519	49,976 Headcount
PR	2,253	4,198	6,451 Headcount
Other	2,243	4,175	6,418 Headcount
Total Support	35,731	66,558	102,289

Governance Costs	2020	2019
	£	£
Trustees expenses	460	2,470
Audit fees	8,590	8,380
Legal fees	813	1,073
Other	1,718	486
Total Governance	11,581	12,409

Notes to the Accounts Year ended 31 December 2020

Notes to the Accounts Year ended 31 December 2020

4. Employees

	2020	2019
	£	£
Wages and Salaries	608,083	666,059
Social Security Costs	55,167	61,574
Pension costs	24,063	25,174
	687,313	752,807

Travel expenses and allowances were paid to Volunteers totalling £9,190 in the year (2019: £22,496).

One employee received emoluments as defined for taxation purposes of between £80,000 and £90,000 in the year (2019: one between £90,000 and £100,000). The employee is a member of the defined contribution pension scheme; employers' contributions paid into the scheme in relation to this employee were £10,833 (2019: £12,056) in the year.

There were four key management personnel in 2020, defined as those with strategic influence.

These were:

- Chief Executive
- Finance Director
- Director / Head of Programme Services
- Director of Fundraising

Between them these four key management personnel (as defined in the Trustees Report) received total remuneration packages of £235,356 (2019: 5 heads received £301,786)

The average number of employees analysed by function during the year was:

	2020	2019
	No.	No.
Charitable Programme	9	9
Fundraising and PR	7	7
Management and Administration	5	5
	21	21

In 2020, the foundation received funding from the UK government through the Coronavirus Job Retention Scheme. 15 members of staff (10.5 average FTE) were furloughed, for varying lengths of time, between April and October (inclusive).

In 2020, 7 members of staff were made redundant. There were no redundancy payments made during the year.

In 2020 one trustee (2019 : one) was reimbursed for their travel and meeting expenses in relation to their activities on behalf of the foundation. In total, they incurred expenses of £460 (2019: £2,470) in the year, of which £0 remained as a creditor at year end (2019: £741).

Notes to the Accounts Year ended 31 December 2020

5. Net Incoming resources for the year

Net incoming resources are stated after charging:

	2020	2019
	£	£
Operating lease rentals	16,524	15,614
Depreciation	22,857	19,870
Audit fees	8,590	8,380

6. Intangible and Tangible Fixed Assets (Group & Parent Entity)

	Intangible Assets		
	2020	Office Furniture & Equipment 2020	Total 2020
	£	£	£
Cost:			
At 1 January 2020	96,025	37,032	133,057
Additions	17,753	17,492	35,245
Disposals	-	(4,285)	(4,285)
At 31 December 2020	113,778	50,239	164,017
Depreciation:			
At 1 January 2020	64,544	34,491	99,035
Charge for the year	16,307	6,550	22,857
Disposals	-	(4,285)	(4,285)
At 31 December 2020	80,851	36,756	117,607
Net book value:			
At 31 December 2020	32,927	13,483	46,410
At 31 December 2019	31,481	2,541	34,022

Notes to the Accounts Year ended 31 December 2020

Notes to the Accounts Year ended 31 December 2020

7. Debtors

	2020	2020	2019	2019
	Group	Parent	Group	Parent
		Company		Company
	£	£	£	£
Prepayments	22,807	22,807	26,595	26,595
Trade Debtors	12,962	5,416	-	-
Accrued income	280,160	42,426	182,026	154,891
Amount due from subsidiary - gift aid	-	291,408	-	97,219
Total	315,929	362,057	208,621	278,705

-

8. Creditors: amounts falling due within one year

	2020	2020	2019	2019
	Group	Parent	Group	Parent
		Company		Company
	£	£	£	£
Trade creditors	12,250	12,250	21,033	21,033
Tax and social security	25,067	13,069	23,944	17,846
Accruals and deferred income	162,971	161,579	102,032	120,246
Other Creditors	48,152	46,103	-	-
Total	248,440	233,001	147,009	159,125

Deferred Income

	2020	2019
	£	£
Balance at 1 January 2020	15,000	11,153
Amount released to incoming resources	-	(11,153)
Amount deferred in the year	89,000	15,000
Balance at 31 December 2020	104,000	15,000

The deferred income of £104,000 includes £74,000 of Membership Fees in respect of 2021 and £30,000 relating to a Netball Tournament that has been postponed until 2022 due to the coronavirus pandemic.

Notes to the Accounts Year ended 31 December 2020

9. Other Financial Commitments**Operating leases**

At 31 December 2020 the company had commitments under non-cancellable operating leases as set out below:

	Land and buildings		Other	
	2020	2019	2020	2019
	£	£	£	£
Amounts Due:				
Within 1 year	14,000	14,910	1,228	1,614
Within 2 – 5 years	13,583	29,386	1,924	3,152
Total	27,583	44,296	3,152	4,766

All leased items are based at the Foundation's offices at West Hill House, 32 West Hill, Epsom, KT19 8JD.

10. Analysis of movement in Unrestricted Funds

	Funds				Funds
Current year	1st Jan 2020	Income	Expenditure	Transfers	31st Dec 2020
	£	£	£		£
General Fund	747,791	1,343,773	(1,163,826)	-	927,738
Designated Strategic Research	15,000	-	-	-	15,000
Total Designated Fund	15,000	-	-	-	15,000
Total	762,791	1,343,773	(1,163,826)	-	942,738

	Funds				Funds
Prior year comparative	1st Jan 2019	Income	Expenditure	Transfers	31st Dec 2019
	£	£	£		£
General Fund	688,356	2,794,975	(2,742,514)	6,974	747,791
Designated Men's Programme	345	-	(345)	-	-
Designated Online Tutorials - teenage and women	6,974	-	-	(6,974)	-
Designated Strategic Research	15,000	-	-	-	15,000
Total Designated Fund	22,319	-	(345)	(6,974)	15,000
Total	710,675	2,794,975	(2,742,859)	-	762,791

Designated Funds

The planned strategic research project that was due to start work in 2020 was postponed due to the Coronavirus pandemic. This work is now planned to be carried out during 2021-2023.

Cosmetic, Toiletry & Perfumery Foundation (Limited by Guarantee)

Notes to the Accounts Year ended 31 December 2020

Analysis of movement in Restricted Funds

Current year	Funds 1st January 2020	Income	Expenditure	Funds 31st December 2020
	£	£	£	£
Various - Workshop Funding	21,561	37,531	(18,567)	40,525
The Julia and Hans Rausing Trust - Core funding	-	208,200	(97,229)	110,971
Total	21,561	245,731	(115,796)	151,496
Prior year	Funds 1st January 2019	Income	Expenditure	Funds 31st December 2019
	£	£	£	£
Various	2,000	77,753	(58,192)	21,561

Restricted Fund

In 2020 and 2019, numerous donations were received from trusts and foundations for workshops in specific locations. In addition, in 2020, the foundation received a grant from the Julia and Hans Rausing Trust to support its core operations during the Coronavirus pandemic.

11. Analysis of group net assets between funds

	General Fund	Designated Funds	Restricted Funds	31st Dec 2020 Total
	£	£	£	£
Fixed Assets	46,410	-	-	46,410
Cash at bank, in hand and deposits	777,135	15,000	151,496	943,631
Net current assets	104,193	-	-	104,193
Total	927,738	15,000	151,496	1,094,234
Prior Year	General Fund	Designated Funds	Restricted Funds	31st Dec 2019 Total
	£	£	£	£
Fixed Assets	34,022	-	-	34,022
Cash at bank, in hand and deposits	614,743	15,000	21,561	651,304
Net current assets	99,026	-	-	99,026
Total	747,791	15,000	21,561	784,352

Notes to the Accounts Year ended 31 December 2020

12. Investment in subsidiary

	Investment in subsidiary undertaking £
Cost and net book value	
As 1 January 2020	100
Additions	-
 As 31 December 2020	 100

The wholly owned trading subsidiary Look Good Feel Better Trading Limited was incorporated in England and Wales (Registered Company No: 09017551) on 29th April 2014 and pays all of its taxable profits to the charity under the gift aid scheme. Its registered office is at West Hill House, 32 West Hill, Epsom, KT19 8JD. The Company carries out trading activities on behalf of the Foundation, including, but not limited to licencing the name of Look Good Feel Better Programme to commercial partners engaged in promotions which are of benefit to the Charity.

The results for the year of the subsidiary are shown below.

	Look Good Feel Better Trading Limited	
	2020	2019
	£	£
Turnover	292,838	111,612
Cost of Sales/Administrative expenses	(1,430)	(10,980)
Profit before taxation	291,408	100,632
Corporation tax payable	-	(3,413)
Profit after tax	291,408	97,219
Gift aid donation to parent charity	(291,408)	(97,219)
Surplus for the year	-	-
Retained earnings brought forward	-	-
Retained surplus for year	-	-
 Total assets	 306,946	 104,626
Total liabilities	(306,846)	(104,526)
Total funds	100	100

13. Related Party Transactions

Included in debtors of the parent charity is an amount of £288,370 (2019: £97,219) due from the fully owned subsidiary Look Good Feel Better Trading Limited

Kenneth Green Associates, a company of which a CTPF trustee has significant control, made donations of £0 (2019: £10,850). There were no other transactions with Trustees during the year nor balances at the year end.

Notes to the Accounts Year ended 31 December 2020

14. Prior year comparatives

	Unrestricted Funds £	Restricted Funds £	Total 2019 £
INCOME AND ENDOWMENTS FROM:			
Donations and legacies			
- General donations and legacies	1,009,627	77,753	1,087,380
- Member Pledges	149,500	-	149,500
- Gifts in Kind	1,521,233	-	1,521,233
Other trading activities	111,612	-	111,612
Other	3,003	-	3,003
TOTAL	2,794,975	77,753	2,872,728
EXPENDITURE ON:			
Raising funds	490,863	-	490,863
Charitable activities			
Gifts in Kind	1,521,233	-	1,521,233
Other	788,955	-	788,955
TOTAL	2,801,051	-	2,801,051
NET INCOME/EXPENDITURE			
FOR THE YEAR	(6,076)	77,753	71,677
Funds brought forward at 1 January	712,675		712,675
Funds carried forward at 31 December	706,599	77,753	784,352

15. List of Supporting Organisations

The following is a list of significant donors to the LGFB Programme in 2020. The donations may have been financial or of products, volunteer time, advertising space or other services. The Foundation would like to express its gratitude for all donations received over the period.

Member Companies

Arthur Edward

Chanel *

Clarins

Charles Worthington Salons

Combe International *

Coty UK Limited *

Coty Prestige
Max Factor
Rimmel London

Designer Parfums

Estée Lauder Companies *

Aveda
Bobbi Brown
Clinique
Crème de la Mer
Estée Lauder
Jo Malone
Origins

FDD International

Karium Ltd

Kenneth Green Associates

La Prairie UK

L'Oréal UK *

Garnier Maybelline
IT Cosmetics
L'Oréal Paris
La Roche-Posay
Lancôme
Luxury Designer Fragrances
YSL Beauté
Urban Decay

LVMH Group *

Benefit Cosmetics
Guerlain
Parfums Christian Dior
Parfums Givenchy

Morphe

Procter & Gamble UK *

Olay

Philip Kingsley

Puig

Revlon International/ Elizabeth Arden *

Shiseido Group*

bareMinerals
Buxom
Laura Mercier
Nars
Shiseido

The Perfume Shop

Partner Organisations

Avon Cosmetics

ASOS

Beauty Pro (Barber Pro)

CTPA

Copra

Emma Hardie Skincare

England Netball

Grape Tree Health Foods

Latest in Beauty

Merkle

The Orange Square Company

Waitrose

*** Founder Members**