

**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 2021 £	Total 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 1st January 2021 £	Income £	Expenditure £	Funds 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 1st January 2020 £	Income £	Expenditure £	Funds 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	Restricted	Total
	Funds	Funds	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