



# **MOUTH CANCER FOUNDATION ANNUAL REPORT 2020-2021**

The Trustees/Directors present their report and the audited financial statements  
for the year ended 30th June 2021.

Mouth Cancer Foundation is a registered charity No. 1109298  
Registered as a company limited by guarantee in England & Wales No. 5154295  
Registered address: 2 Larchfield Close, Weybridge, Surrey, KT13 9DD  
Head Office Number: +44 (0) 208 940 5680 Helpline Number: 01924 950 950  
[info@mouthcancerfoundation.org](mailto:info@mouthcancerfoundation.org) [www.mouthcancerfoundation.org](http://www.mouthcancerfoundation.org)



## FOUNDER'S FORWARD

The Mouth Cancer Foundation continues its work to save and improve the lives and support for head and neck cancer patients through the online support group, its website and telephone support service.

The charity remained active to increase awareness of mouth cancer with press activity, comments and patient stories for the media. The Mouth Cancer Foundation continues to operate a comprehensive social media plan, newsletter and regular news updates on its website. The charity provides articles about mouth cancer for the various dental magazines and case stories for the media. The charity also actively supports activities to raise awareness organised by supporters and the public throughout the year. The charity thanks those who have taken part in various initiatives to raise awareness and funds.

As a result of the pandemic between October and November 2020 the charity held its 15th Mouth Cancer 10KM Awareness Walk from Home so participants could stay within the government guidelines for Covid. The walk gives mouth cancer survivors and carers an event that recognizes their disease, and also acts as a remembrance occasion for those who have lost a loved one. It also continues to be an important source of income and awareness raising for the charity. Our sponsors include: Bristol Meyer Squibb, Straumann, Dental Focus, Irwin Mitchell and AS Saliva Orthana.

During 2020/21 the charity focused its attention on creating a new and improved website to better serve the community. It continued to have success with its new Bite Back at Mouth Cancer self check initiative. Bite Back at Mouth Cancer encourages everyone over the age of 16 years to screen and check themselves once a month for the signs and symptoms of

mouth cancer. The charity provides the tools and information to do this.

The charity hosts 2 websites - [www.mouthcancerfoundation.org](http://www.mouthcancerfoundation.org) and [www.mouthcancerwalk.org](http://www.mouthcancerwalk.org). The main charity website and online support group are vital to the service provided. By June 2021, the site received over 66,307 users to the website. Of those 155,813 pages were viewed. The main website still receives a Google grant and ranks at the top of Google for mouth cancer and head/neck cancer related searches.

During this period the charity set up an online support group run by Charity Ambassador, Jocelyn Harding. This proved invaluable during the pandemic giving a lifeline to patients. Online support group members have been very supportive through participation in media interviews, surveys and represented us at meetings. Countless have contributed through time spent helping others online. Volunteer members have graciously given their time to responding to requests received through the telephone helpline. The telephone helpline is manned by charity Ambassador Rachel Parsons, a patient herself with a background in helping others.

The charity also produced a patient handbook, which has proved valuable to patients and taken part in a Back to Work Guide initiative.

The charity's 'Easy-to-Swallow' cookbook, for patients with swallowing difficulties is very popular and sells copies every month via Amazon.

**Mouth Cancer Foundation**  
**Philp Lewis President**



## GOVERNANCE, STRUCTURE AND MANAGEMENT

### Governance - Charitable Status

The Mouth Cancer Foundation is a registered charitable company limited by guarantee.

It became a registered company on 15th June 2004 (registered company No. 5154295), and a registered charitable company on 3rd May 2005 (registered charity No. 1109298). It abides by a Memorandum of Association and Articles of Association. There are eight company directors who are also known as the trustees in the Charity Commission documents.

### Organisational Structure & Management Trustees/Directors (2020-2021)

The trustees are as follows:

Dr Vinod K Joshi (Honorary President)  
Mr Krishan Lee Joshi (President and Treasurer)  
Dr Mahendra Gulabbhai Patel (Committee Advisor)  
Dr Geeta Perks (Committee Advisor)  
Dr Philip Lewis  
Mahesh Kumar  
Natalie Kolf  
Mrs Manisha Patel

All trustees are given information on their responsibilities shortly after each AGM. The trustees/directors are not paid any remuneration unless it is authorised by clause 5 of the

Memorandum.

### Appointment of Trustees/Directors

The method of appointing and recruiting new trustees/directors is laid down in the Articles of Association. This states that all Officers (Trustees/Directors) of the Committee shall each hold office for a period of three years commencing from the appropriate Annual General Meeting and shall retire from office at the end of their stated term of office and shall be eligible for re-election to further periods of office of three years. Once the Officers have been elected to the Committee, they will elect the President, Honorary Secretary and Honorary Treasurer. The President also acts as the Chief Executive.

### Membership

There are 14 honorary founder members with voting rights. The honorary members volunteer their time and expertise on behalf of the charity. The support group members have helped in various ways: by contributing their 'stories' to the website, participation in the online support group, helping with the telephone support line and promoting local mouth cancer awareness activities and fundraising for the charity. We are very grateful to them for their support and encouragement.



## OBJECTIVES AND ACTIVITIES

### Objectives

The objective of the Mouth Cancer Foundation is the relief of sickness and the promotion and protection of good health among those suffering or at risk of Mouth, Throat and other Head & Neck Cancers by (a) the collation and dissemination of relevant information among the public generally and (b) by the provision of support to patients, carers and health professionals.

It will work towards bringing together the prevention, early detection of head and neck cancers, advocacy and support for mouth cancer patients and their carers under one identifiable charitable organisation that can serve as a rallying point for all those in the 'mouth cancer' community - people affected by mouth cancer, mouth cancer support groups, health care professionals, policy makers and other charities. Developing good relationships with independent head and neck cancer support groups and charities is a priority for the Charity.

### Achievements and Performance

The Mouth Cancer Foundation continues to fulfill its main objective.

### Website

The website and online support group has become a meeting point as well as a source of information. It has had the distinction of being selected as a valuable medical resource by the UK Web Archiving Consortium. By June 2021, the site received 67,000 visits. It is highly ranked by the Google search engine for the words: 'mouth cancer' and 'HPV oral cancer'.

The online support group is a caring community of patients and carers who are willing to share their experiences with others.

### Advocacy

Influencing mouth cancer policy is a priority for the Charity. We are members of the Cancer Campaigning Group (CCG), an influential coalition of national cancer-related charities and Cancer 52, a group of cancer charities representing the less common cancers, to co-ordinate and share our experiences in putting the lesser-known cancers on the political agenda.

### Mouth Cancer Awareness

Members of the Mouth Cancer Foundation have participated in numerous social media opportunities, radio and television interviews and contributed articles for newspapers and dental and medical magazines throughout the year to increase awareness of mouth cancer. Members have also organized activities throughout the year to raise awareness while raising funds for the charity. Posters and leaflets were distributed to dental and medical practices and other health bodies in the UK. These posters and mouth cancer leaflets continue to be in great demand. The Mouth Cancer Foundation held the 15th Mouth Cancer 10KM Awareness Walk from Home. Over 500 participants took part. The charity continues to promote and work on Bite Back at Mouth Cancer, a brand-new initiative to encourage members of the public to check themselves regularly for signs of mouth cancer.



## FINANCIAL REVIEW

### **Banking**

The funds of the Mouth Cancer Foundation are kept in a bank account. It is kept for the running expenses of the organisation.

### **Fund Raising**

#### ***Voluntary Income***

In 2019/20, Mouth Cancer Foundation received voluntary income as follows:

- Donations - £73,699
- Bereavement Donations - £114

#### ***Activities for Generating Funds***

In 2019/20 the Mouth Cancer Foundation generated funds as follows:

- Mouth Cancer 10 KM Awareness Walk Income - £19,923
- Mouth Cancer 10 KM Awareness Walk Sponsorship - £7500
- Cookbook Income - £710
- Support Group Awards Sponsorship - £500



## PLANS FOR THE FUTURE

### Annual General Meeting

On 6 March 2010, at the AGM, the trustees and voting membership amended the charity's Articles of Association to reflect the Companies Act 2006, which had become fully implemented in October 2009. Companies Act 2006 simplified the setting up and running of a company and abolished the obligation for private companies to hold an annual general meeting by allowing decisions to be made by written resolution. This has helped the charity overcome the difficulty of members not being able to attend an AGM while allowing decisions to be made by written resolution using 'authorised documents' instead.

### Telephone Helpline

The Mouth Cancer Foundation provides the telephone support service that provides access to both professional advice and MCF volunteers comprising carers and survivors. The telephone-based support service launched in May 2008 for mouth cancer patients and carers and is now advertised on all our information materials.

### Raising Awareness

We are playing a major role in the Mouth Cancer Awareness programme in the United Kingdom. The Mouth Cancer 10KM Awareness Walk is now established as an annual event. The 15<sup>th</sup> walk in 2020 had over 500 participants. Work continued on a new self-screening initiative for members of the public, the website was updated, a patient handbook and back to work guide for patients created, plus the charities existing leaflets and posters were redesigned, many being translated into different languages.

The charity's HPV, Know the Signs and general charity leaflets, wristbands and pin badges are used to support awareness events. Over 25,000 leaflets were given away in 2020 and 2021. The aim is to continue raising public awareness of all mouth cancers in innovative ways and work has begun on a new website. The charity aims to continue raising awareness of the need for early detection amongst dentists, and primary care physicians.

### Mouth Cancer Support Group Network

The Mouth Cancer Foundation continues to work with support groups and linking them together for sharing of best practice and creating a stronger patient voice. The revamped website contains a national network of Head & Neck cancer patient support groups.

### Survivors Manual and Survivors Recipe Book

The charity continues to dispatch copies of Brenda Brady's 'Easy to Swallow' cookbook for patients who have swallowing difficulties as a consequence of their treatments, which is still very popular.

### Research

The charity supports research into the support needs of head and neck cancer survivors and the potential that internet-based support services can have on their lives.

### Centre of Excellence

The Mouth Cancer Foundation will continue to advocate a Centre of Excellence that is focused on optimal rehabilitation treatment for head and neck cancer patients.

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## **TRUSTEES' REPORT AND PRESENTATION OF AUDITED ACCOUNTS**

*For the year ended 30th June 2020*

### **Responsibilities of Trustees/Directors**

Mouth Cancer Foundation is a registered charity No. 1109298  
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Trustees/directors are required to prepare financial statements for each financial year. These must give a true and fair view of the state of affairs of the group and charity and the incoming resources and application of resources, including the net income or expenditure of the group for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the group and charity and which enable them to ensure that the financial statements comply with the Companies Act 1985.

The trustees are also responsible for safeguarding the assets of the group and charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Risk Management**

The trustees have assessed the major risks to which the company/charity is exposed and are satisfied that systems are in place to minimise risk exposure.

### **Independent Examination**

The Trustees require the charity's accounts to be inspected by an Independent Examiner. The trustees confirm that to the best of their knowledge there is no information relevant to the audit of which the Independent Examiners are unaware. The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit information and that this information has been communicated to the Independent Examiners.

Our accounts have been independently examined and verified by accountants Gillbeck Associates Ltd, Chartered Accountants on 31<sup>st</sup> January 2021. Accounts for the year end 30<sup>th</sup> June 2020 were prepared and submitted on 31<sup>st</sup> March 2021.

### **Remuneration**

One of our trustees are directors of Sucofocus Limited, which through Dental Focus Web Design, continues to provide a *pro bono* service to the charity. No trustees/directors have been paid any remuneration unless it was authorised by clause 5 of the Memorandum.

Krishan Joshi  
Treasurer  
Mouth Cancer Foundation  
31<sup>st</sup> March 2021

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**REGISTERED COMPANY NUMBER: 05154295 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1109298**

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 30 June 2020  
for  
Mouth Cancer Foundation Limited

Contents of the Financial Statements  
for the Year Ended 30 June 2020

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

05154295 (England and Wales)

### **Registered Charity number**

1109298

### **Registered office**

Larchfield Loft  
2 Larchfield Close  
Weybridge  
Surrey  
KT139DD

### **Trustees**

Mr Krishan Lee Joshi  
Dr Vinod Joshi  
Dr Mahendra Gulabbhai Patel  
Dr Geeta Perks  
Mahesh Kumar  
Natalie Kolf  
Phillip Lewis

### **Company Secretary**

Mr Krishan Lee Joshi

Approved by order of the board of trustees on 31 March 2021 and signed on its behalf by:



Mr Krishan Lee Joshi - Trustee

**Independent examiner's report to the trustees of Mouth Cancer Foundation Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Gillbeck Associates Limited

19 April 2021

Mouth Cancer Foundation Limited

Statement of Financial Activities  
for the Year Ended 30 June 2020

|                                    | Notes | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 30.6.20<br>Total<br>funds<br>£ | 30.6.19<br>Total<br>funds<br>£ |
|------------------------------------|-------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                           |                         |                                |                                |
| Donations and legacies             |       | 73,813                    | -                       | 73,813                         | 42,054                         |
| Other trading activities           | 2     | 28,133                    | -                       | 28,133                         | 98,308                         |
| <b>Total</b>                       |       | 101,946                   | -                       | 101,946                        | 140,362                        |
| <b>EXPENDITURE ON</b>              |       |                           |                         |                                |                                |
| Raising funds                      | 3     | 105,978                   | -                       | 105,978                        | 107,331                        |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (4,032)                   | -                       | (4,032)                        | 33,031                         |
| <b>RECONCILIATION OF FUNDS</b>     |       |                           |                         |                                |                                |
| <b>Total funds brought forward</b> |       | 155,571                   | 10,000                  | 165,571                        | 132,539                        |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | 151,539                   | 10,000                  | 161,539                        | 165,570                        |

Surplus and Deficit Account 968

Posting discrepancies were found in the reserve accounts listed below. This is because the brought forward postings in the current year are not equal to the figures carried forward by IRIS at the end of last year. Please check your postings in the brought forward account for the surplus and deficit account 968.

|                         | Unrestricted<br>funds<br>£ | Total funds<br>£ |
|-------------------------|----------------------------|------------------|
| Brought forward - 968/1 | 155,571                    | 155,571          |
| Carried forward         | 155,570                    | 155,570          |
| Difference              | (1)                        | (1)              |

Post to relevant accounts (see ICHA chart of accounts for further details)

Mouth Cancer Foundation Limited

Balance Sheet  
30 June 2020

|  | Notes | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 30.6.20<br>Total<br>funds<br>£ | 30.6.19<br>Total<br>funds<br>£ |
|--|-------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| <b>CURRENT ASSETS</b>                        |       |                           |                         |                                |                                |
| Debtors                                      | 6     | -                         | -                       | -                              | 15                             |
| Prepayments and accrued income               |       | 519                       | -                       | 519                            | 989                            |
| Cash at bank                                 |       | 159,145                   | 10,000                  | 169,145                        | 179,326                        |
|  |       | <u>159,664</u>            | <u>10,000</u>           | <u>169,664</u>                 | <u>180,330</u>                 |
| <b>CREDITORS</b>                             |       |                           |                         |                                |                                |
| Amounts falling due within one year          | 7     | (625)                     | -                       | (625)                          | (7,900)                        |
| <b>NET CURRENT ASSETS</b>                    |       | <u>159,039</u>            | <u>10,000</u>           | <u>169,039</u>                 | <u>172,430</u>                 |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | 159,039                   | 10,000                  | 169,039                        | 172,430                        |
| <b>ACCRUALS AND DEFERRED INCOME</b>          | 8     | (7,500)                   | -                       | (7,500)                        | (6,860)                        |
| <b>NET ASSETS</b>                            |       | <u>151,539</u>            | <u>10,000</u>           | <u>161,539</u>                 | <u>165,570</u>                 |
| <b>FUNDS</b>                                 | 9     |                           |                         |                                |                                |
| Unrestricted funds                           |       |                           |                         | 151,539                        | 155,570                        |
| Restricted funds                             |       |                           |                         | 10,000                         | 10,000                         |
| <b>TOTAL FUNDS</b>                           |       |                           |                         | <u>161,539</u>                 | <u>165,570</u>                 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 31 March 2021 and were signed on its behalf by:



Mr Krishan Lee Joshi - Trustee

The notes form part of these financial statements

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## **2. OTHER TRADING ACTIVITIES**

|                            | 30.6.20 | 30.6.19 |
|----------------------------|---------|---------|
|                            | £       | £       |
| Awareness Walk Income      | 19,923  | 20,702  |
| Cookbook Income            | 710     | 1,361   |
| Awareness Walk Sponsorship | 7,500   | 6,000   |
| Support Awards Sponsorship | -       | 500     |
| MCF Bike Ride              | -       | 69,745  |
|                            | <hr/>   | <hr/>   |
|                            | 28,133  | 98,308  |
|                            | <hr/>   | <hr/>   |

**3. RAISING FUNDS**

**Raising donations and legacies**

|               | 30.6.20 | 30.6.19 |
|---------------|---------|---------|
|               | £       | £       |
| Support costs | 105,978 | 107,331 |

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 June 2020 nor for the year ended 30 June 2019.

**Trustees' expenses**

The trustees have been reimbursed for expenses.

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                    | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | Total<br>funds<br>£ |
|------------------------------------|---------------------------|-------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |                           |                         |                     |
| Donations and legacies             | 42,054                    | -                       | 42,054              |
| Other trading activities           | 98,308                    | -                       | 98,308              |
| <b>Total</b>                       | 140,362                   | -                       | 140,362             |
| <b>EXPENDITURE ON</b>              |                           |                         |                     |
| Raising funds                      | 107,331                   | -                       | 107,331             |
| <b>NET INCOME</b>                  | 33,031                    | -                       | 33,031              |
| <b>RECONCILIATION OF FUNDS</b>     |                           |                         |                     |
| <b>Total funds brought forward</b> | 122,539                   | 10,000                  | 132,539             |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | 155,570                   | 10,000                  | 165,570             |

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|               | 30.6.20 | 30.6.19 |
|---------------|---------|---------|
|               | £       | £       |
| Trade debtors | -       | 15      |



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

|                 | 30.6.20    | 30.6.19      |
|-----------------|------------|--------------|
|                 | £          | £            |
| Trade creditors | 396        | 7,900        |
| Other creditors | 229        | -            |
|                 | <u>625</u> | <u>7,900</u> |

**8. ACCRUALS AND DEFERRED INCOME**

|                              | 30.6.20      | 30.6.19      |
|------------------------------|--------------|--------------|
|                              | £            | £            |
| Accruals and deferred income | <u>7,500</u> | <u>6,860</u> |

**9. MOVEMENT IN FUNDS**

|                           | At 1.7.19      | Net movement in funds | At 30.6.20     |
|---------------------------|----------------|-----------------------|----------------|
|                           | £              | £                     | £              |
| <b>Unrestricted funds</b> |                |                       |                |
| General fund              | 155,571        | (4,032)               | 151,539        |
| <b>Restricted funds</b>   |                |                       |                |
| Restricted fund           | 10,000         | -                     | 10,000         |
| <b>TOTAL FUNDS</b>        | <u>165,571</u> | <u>(4,032)</u>        | <u>161,539</u> |

Net movement in funds, included in the above are as follows:

|                           | Incoming resources | Resources expended | Movement in funds |
|---------------------------|--------------------|--------------------|-------------------|
|                           | £                  | £                  | £                 |
| <b>Unrestricted funds</b> |                    |                    |                   |
| General fund              | 101,946            | (105,978)          | (4,032)           |
| <b>TOTAL FUNDS</b>        | <u>101,946</u>     | <u>(105,978)</u>   | <u>(4,032)</u>    |

**Comparatives for movement in funds**

|                           | At 1.7.18      | Net movement in funds | At 30.6.19     |
|---------------------------|----------------|-----------------------|----------------|
|                           | £              | £                     | £              |
| <b>Unrestricted funds</b> |                |                       |                |
| General fund              | 122,539        | 33,031                | 155,570        |
| <b>Restricted funds</b>   |                |                       |                |
| Restricted fund           | 10,000         | -                     | 10,000         |
| <b>TOTAL FUNDS</b>        | <u>132,539</u> | <u>33,031</u>         | <u>165,570</u> |

**9. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 140,362                    | (107,331)                  | 33,031                    |
| <b>TOTAL FUNDS</b>        | <u>140,362</u>             | <u>(107,331)</u>           | <u>33,031</u>             |

A current year 12 months and prior year 12 months combined position is as follows:

|                           | At 1.7.18<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.20<br>£ |
|---------------------------|----------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                    |
| General fund              | 122,539        | 28,999                           | 151,538            |
| <b>Restricted funds</b>   |                |                                  |                    |
| Restricted fund           | 10,000         | -                                | 10,000             |
| <b>TOTAL FUNDS</b>        | <u>132,539</u> | <u>28,999</u>                    | <u>161,538</u>     |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 242,308                    | (213,309)                  | 28,999                    |
| <b>TOTAL FUNDS</b>        | <u>242,308</u>             | <u>(213,309)</u>           | <u>28,999</u>             |

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2020.

Mouth Cancer Foundation Limited

Detailed Statement of Financial Activities  
for the Year Ended 30 June 2020

|                                 | 30.6.20<br>£  | 30.6.19<br>£  |
|---------------------------------|---------------|---------------|
| <b>INCOME AND ENDOWMENTS</b>    |               |               |
| <b>Donations and legacies</b>   |               |               |
| Donations                       | 73,699        | 41,729        |
| Bereavement Donations           | 114           | 325           |
|                                 | <hr/> 73,813  | <hr/> 42,054  |
| <b>Other trading activities</b> |               |               |
| Awareness Walk Income           | 19,923        | 20,702        |
| Cookbook Income                 | 710           | 1,361         |
| Awareness Walk Sponsorship      | 7,500         | 6,000         |
| Support Awards Sponsorship      | -             | 500           |
| MCF Bike Ride                   | -             | 69,745        |
|                                 | <hr/> 28,133  | <hr/> 98,308  |
| <b>Total incoming resources</b> | <hr/> 101,946 | <hr/> 140,362 |
| <b>EXPENDITURE</b>              |               |               |
| <b>Support costs</b>            |               |               |
| <b>Management</b>               |               |               |
| Rent & Rates                    | 4,500         | 4,200         |
| Insurance                       | 826           | 712           |
| PR & Event Management           | 9,740         | 12,771        |
| Postage and Delivery            | 1,175         | 1,194         |
| Office Stationery               | 1,547         | 1,421         |
| Sundries                        | 286           | 373           |
| Travel & Subsistence            | 1,387         | 2,710         |
| Telephone & Internet            | -             | 482           |
| Awareness Walk Expenses         | 23,327        | 22,737        |
| Charity Management              | 22,045        | 17,179        |
| Support Group Awards            | 4,164         | 5,815         |
| Bite Back & Screening           | 3,443         | 352           |
| HPV Action                      | 1,300         | 500           |
| Cookbook Expense                | 2,634         | 3,215         |
| MCF Bike Ride                   | -             | 22,689        |
| Conferences & Events            | 3,637         | 4,601         |
| Mouth Cancer Action Month       | 5,000         | -             |
| Charity Project Awards          | 2,500         | -             |
| Marketing costs                 | 908           | -             |
|                                 | <hr/> 88,419  | <hr/> 100,951 |
| <b>Finance</b>                  |               |               |
| Professional Fees               | 112           | -             |
| Accountancy                     | 960           | 960           |
| Bookkeeping                     | 1,080         | 1,080         |
|                                 | <hr/> 2,152   | <hr/> 2,040   |

This page does not form part of the statutory financial statements

Mouth Cancer Foundation Limited

Detailed Statement of Financial Activities  
for the Year Ended 30 June 2020

|                                 | 30.6.20<br>£  | 30.6.19<br>£  |
|---------------------------------|---------------|---------------|
| <b>Finance</b>                  |               |               |
| <b>Information technology</b>   |               |               |
| Website Hosting                 | 2,665         | 3,314         |
| <b>Human resources</b>          |               |               |
| Wages                           | 11,739        | -             |
| <b>Other</b>                    |               |               |
| Donations / Sponsorships        | 293           | -             |
| Storage                         | 253           | 810           |
| Just Giving Membership          | 457           | 216           |
|                                 | <hr/> 1,003   | <hr/> 1,026   |
| Total resources expended        | <hr/> 105,978 | <hr/> 107,331 |
| <b>Net (expenditure)/income</b> | <hr/> (4,032) | <hr/> 33,031  |



## TRUSTEES' REPORT AND PRESENTATION OF AUDITED ACCOUNTS

*For the year ended 30th June 2020*

**Responsibilities of Trustees/Directors** Trustees/directors are required to prepare financial statements for each financial year. These must give a true and fair view of the state of affairs of the group and charity and the incoming resources and application of resources, including the net income or expenditure of the group for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the group and charity and which enable them to ensure that the financial statements comply with the Companies Act 1985.

The trustees are also responsible for safeguarding the assets of the group and charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Risk Management**

The trustees have assessed the major risks to which the company/charity is exposed and are satisfied that systems are in place to minimise risk exposure.

### **Independent Examination**

The Trustees require the charity's accounts to be inspected by an Independent Examiner. The trustees confirm that to the best of their knowledge there is no information relevant to the audit of which the Independent Examiners are unaware. The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit information and that this information has been communicated to the Independent Examiners.

Our accounts have been independently examined and verified by accountants Gillbeck Associates Ltd, Chartered Accountants on 31<sup>st</sup> January 2021. Accounts for the year end 30<sup>th</sup> June 2020 were prepared and submitted on 31<sup>st</sup> March 2021.

### **Remuneration**

One of our trustees are directors of Sucofocus Limited, which through Dental Focus Web Design, continues to provide a *pro bono* service to the charity. No trustees/directors have been paid any remuneration unless it was authorised by clause 5 of the Memorandum.



Krishan Joshi  
Treasurer  
Mouth Cancer Foundation  
31<sup>st</sup> March 2021

Mouth Cancer Foundation is a registered charity No. 1109298  
Registered as a company limited by guarantee in England & Wales No. 5154295  
Registered address: 2 Larchfield Close, Weybridge, Surrey, KT13 9DD  
Head Office Number: +44 (0) 208 940 5680 Helpline Number: 01924 950 950  
[info@mouthcancerfoundation.org](mailto:info@mouthcancerfoundation.org) [www.mouthcancerfoundation.org](http://www.mouthcancerfoundation.org)