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**MELANOMA FOCUS**  
**(A Company Limited by Guarantee)**

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**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**MELANOMA FOCUS**  
**(A Company Limited by Guarantee)**

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**MELANOMA FOCUS**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 JANUARY 2023**

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**Trustees**

Mrs Imogen Cheese  
Dr Phillippa Gail Corrie  
Dr Mark Harries  
Professor Catherine Anne Harwood  
Mrs Jacqueline Anne Hodgetts  
Professor Paul Nathan  
Mr Alan Howard Skyrme Peach  
Professor Samra Turajlic

**Company registered number**

06057181

**Charity registered number**

1124716

**Registered office**

Salisbury House  
Station Road  
Cambridge  
CB1 2LA

**Chief executive officer**

Ms Susanna Daniels

**Independent Examiner**

M Hewett FCA DChA  
Peters Elworthy & Moore  
Chartered Accountants  
Salisbury House  
Station Road  
Cambridge  
CB1 2LA

**Bankers**

NatWest  
11 Western Boulevard  
Bede Island  
Leicester  
LE2 7EJ

HSBC UK  
53 High Street  
Newmarket  
Suffolk  
CB8 8NF

**Solicitors**

Withers LLP  
20 Old Bailey  
London  
EC4M 7AN

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**MELANOMA FOCUS**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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The Trustees present their annual report together with the financial statements of the Company for the year 1 February 2022 to 31 January 2023. The annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

## **OBJECTIVES AND ACTIVITIES**

### **Policies and objectives**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The objects of Melanoma Focus as set out in its Memorandum of Association (as amended by special resolution on 5 July 2023) are to:

1. to promote research into the causes and the treatment of melanoma for the public benefit; and
2. to raise awareness and advance education in relation to melanoma and its prevention, both to the general public and within the medical and scientific community, by:
  - producing, collecting, maintaining, and disseminating information and materials about the disease, its treatment, the minimisation of risk in relation to it, and its prevention; and
  - supporting the development of clinical guidelines and consensus positions about the treatment of all forms of melanoma, and improving the efficiency, skill, and knowledge of health professionals working in the melanoma field.

Melanoma is the fifth most common cancer in the UK, with around 16,700 new melanoma cases in the UK every year, or 46 every day. It is the deadliest form of skin cancer, however, the outlook for people with advanced melanoma is improving due to significant advances in melanoma medicine. About a decade ago there was little that could be done to improve the survival of those with advanced disease; now there are a range of options, including immunotherapy treatments which are having a transformative effect. These treatments are now licensed and approved for use beyond advanced and metastatic melanomas. Yet it is surprising to reflect that each year more people die from skin cancer in the UK than in Australia.

The charity aims to improve the knowledge and understanding of all aspects of melanoma. The charity's objectives in achieving this aim include: creating reliable and trusted information resources leading to a better understanding of the disease, its treatment options supporting patients and their families; raising awareness of melanoma supporting the general public; organising the largest multidisciplinary accredited educational meetings for clinicians, scientists and others in the healthcare sector; acting as a professional membership organisation for everyone working in the melanoma field in the UK; campaigning and contributing to national debates; and raising money to fund projects directly benefiting patients as well as clinical studies into aspects of the treatment of melanoma.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**ACHIEVEMENTS AND PERFORMANCE**

**Review of activities**

Melanoma Focus reviewed its strategy in 2022. The charity focuses on 3 pillars:

1. Supporting patients and carers
2. Supporting healthcare professionals
3. Raising awareness of melanoma and campaigning.

In 2022, Melanoma Focus embarked on a significant awareness campaign during Melanoma Awareness Month in May 2022. This involved a poster and digital campaign across 128 UK service stations, the commissioning of independent research leading to media stories resulting in 262 articles and broadcasts and a reach of over 70 million and a Parliamentary drop-in event. 86% of melanomas are preventable by staying safe in the sun and avoiding sunbeds. It is known from research in Australia that repeated campaigns are required to change behaviours and therefore our annual awareness programmes are a critical element of the charity's activities. In 2022, Melanoma Focus was successful in being awarded a BBC Lifeline appeal to be aired in May 2023 during Melanoma Awareness Month.

In 2022 the charity launched a new website after spending 18 months critiquing the previous cutaneous melanoma patient resource known as the Patient Decision Aid (PDA) with multiple patients and radically creating and updating the patient information. This was a significant project which was permitted by multiple grants. The Melanoma Stages & Treatment – Patient Guide (MPG) was developed through collaborative working with an agency, clinicians, nurses and patients updating our resources from diagnosis to treatment and beyond including various videos and animations and information on health and wellbeing. In addition, the Melanoma TrialFinder was also launched with the new website with two versions; a lay version translated for patients and a version for clinicians. This searchable resource explains and supports the location of melanoma clinical trials running in the UK. The goal is to raise awareness, knowledge and understanding of clinical trials and hopefully recruitment into trials which will ultimately advance the science of melanoma medicine. A Research Officer supports the TrialFinder by maintaining close relationships with sponsors, Chief and Principal investigators and trial sites to ensure our information is as up-to-date and accurate as possible.

Supporting patients, the charity was a significant sponsor and supporter of the Melanoma Patient Conference, empowering patients to take an active role in their care. Patients and carers are able to network in a safe space while learning about the latest developments in melanoma medicine. From 2023, Melanoma Focus will support the Founder by taking over the organisation and running of future conferences.

The Melanoma Helpline, a confidential, free service supporting anyone with a worry or concern about melanoma is manned by seven expert skin cancer clinical nurse specialists. The Helpline service is constantly being reviewed including ensuring the service meets demand. Feedback from questionnaires are incredibly positive.

Post Covid, since 2020, all medical professional accredited meetings moved to the virtual space. In 2022, the 'Regional' meeting in May was virtual and the charity organised a face-to-face meeting again at the Royal College of Physicians in October 2022. This meeting also marked the 10-year anniversary of the charity and permitted us to honour the Founder of the charity, Mr Simon Rodwell. From 2023, the 'Regional' meeting will continue to be virtual and there will be a face-to-face Focus on Melanoma meeting in October. Having two formats provides additional options for busy clinicians to attend meetings, be educated by eminent national and international experts as well as network with colleagues. Feedback from each meeting is collated, reviewed and is resoundingly positive.

Based on the skin cancer workforce census in 2021, the charity published a report describing the pertinent skin cancer workforce issues. Every patient should have access to a skin cancer nurse specialist. This is something that the charity continues to campaign for.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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The NICE accredited uveal melanoma guidelines and patient information was updated as part of the commitment to provide information and resources on rare melanomas.

Melanoma Focus is committed to commission, fund, support and promote research into the wide field of melanoma for patient benefit. Regular calls for proposals are invited and in 2022, four projects were approved. Covid-19 impacted on the completion of a previous project that was running for several years due to the change in Public Health England. Unfortunately, despite best efforts, the University of Leeds had to close the study and the remaining funds of £80,910 were transferred back to Melanoma Focus.

## **FINANCIAL REVIEW**

### **Going Concern**

The Trustees have reviewed the financial position of the charity and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

### **Reserves Policy**

At the end of the year there were reserves of £286,638 (2022: £289,903) of which £67,500 were restricted and £219,138 were unrestricted. The charity's income is mainly derived from donations and discretionary sponsorship.

The Trustees aim to maintain free reserves in unrestricted funds at a desired level of £120,000, with a minimum necessary of £100,000. This level of reserves is considered to be reasonable, and the charity remains in a position to support its current commitments over the next few years, as well as able to embark on our other planned initiatives.

A cautious attitude will be maintained, especially over expenditure on indirect costs, and the Trustees will continue to review the level of free reserves periodically.

### **Results for the year**

As previously, the wide range of events and initiatives in which Melanoma Focus takes part accounted for a significant proportion of our income. Melanoma Focus received donations and grants totalling £188,940 (2022: £246,826) as well as membership subscriptions and income from the Focus and Regional meetings of £44,837 (2022: £25,469). Corporate sponsorship income was £114,000 (2022: £104,420).

The charity spent £45,282 (2022: £41,703) on raising funds. Direct expenditure on the charity's main projects was £220,997 (2022: £238,749). Total expenditure amounted to £355,481 (2022: £342,383) for the year, of which £108,373 (2022: £77,667) was met from restricted funds.

The net deficit for the year was £3,265 (2022: surplus of £33,629), which has decreased the charity's funds to £286,638, of which £67,500 were restricted and £219,138 were unrestricted.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**STRUCTURE, GOVERNANCE, AND MANAGEMENT**

**Constitution**

Melanoma Focus is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 3 January 2008, with charity registration number 1124716.

It was decided to change the official name of the charity from 'Melanoma Research Foundation Limited' to 'Melanoma Focus' – the name by which it is generally known – in all official and business contexts including registration with Companies House and the Charity Commission. This change was registered at Companies House on 25 August 2020.

**Method of appointment or election of trustees**

The company is the responsibility of the trustees who are elected in accordance with the terms in its Memorandum of Association. All directors of the company are also trustees of the charity, and there are no other trustees. The trustees named below served in the year. The board has the power to appoint additional trustees as it considers fit to do so based on their suitability for the role. A board skills audit was undertaken with a view to expand the skillset of the board.

The Trustees who served during the year were:

Mrs Imogen Cheese  
Dr Philippa Gail Corrie  
Dr Mark Harries  
Professor Catherine Anne Harwood  
Mrs Jacqueline Anne Hodgetts  
Professor Paul Nathan  
Mr Alan Howard Skyrme Peach  
Professor Samra Turajlic

**Organisational structure and decision-making**

The charity's organisational structure consists of a board of Trustees, of which there were eight at the year end. The Board of Trustees meets three to four times a year to review the charity's operations and strategy. At other times all Trustees are kept informed of issues affecting the charity and they contribute to making key decisions. The extent to which Trustees' responsibilities for decisions affecting the development and operation of the charity are devolved, day to day, to the CEO is set out in the CEO's contract of employment and terms of reference.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**FUTURE ACTIVITIES**

During 2023, significant activities and projects include:

- Achieving PIF TICK accreditation demonstrating Melanoma Focus as a trusted information creator;
- Actively reviewing and updating patient information within the Melanoma Stages & Treatment – Patient Guide such as the development of additional videos, resources to explain adjuvant treatment;
- Taking over the organisation and hosting the Melanoma Patient Conference;
- Developing the Melanoma Forum, a private, online facility for our clinician and nurse members to raise queries and discuss topics;
- Organising the biannual CME-accredited melanoma healthcare professional conferences, a virtual Scottish Regional meeting and a face-to-face meeting at the Royal College of Physicians;
- Continuing to raise awareness of melanoma as a highly preventable cancer during Melanoma Awareness Month of May with a further national poster campaign and a media campaign focussing on the cost of living crisis, campaigning for the removal of VAT from high-factor sunscreens;
- Working with the BBC to create a BBC Lifeline appeal; a significant opportunity to raise awareness of melanoma and some of the activities undertaken by the charity to support beneficiaries;
- Widening the scope of the uveal melanoma guidelines with the formation of a Guidelines Development Group to review and create guidance on the surveillance of uveal melanomas;
- Set up a Guidelines Development Group to review and update the mucosal melanoma guidelines, a further rare form of melanoma;
- Launch a further call and award funding for research proposals for patient benefit;
- Review the need for VAT registration.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . 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 Company and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- Make judgments and accounting estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards (FRS 102) 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 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 and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

*Mark Harries*  
.....  
**Dr Mark Harries**  
Chairman

Date: 25 October 2023

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**MELANOMA FOCUS**  
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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**Independent Examiner's Report to the Trustees of Melanoma Focus ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 January 2023.

**Responsibilities and Basis of Report**

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

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

**Independent Examiner's Statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of (enter body here), which is one of the listed bodies.

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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. This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed: 

Dated: 30 October 2023

**M Hewett FCA DChA**  
**Peters Elworthy & Moore**

Chartered Accountants  
Cambridge

**MELANOMA FOCUS**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 JANUARY 2023**

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>INCOME FROM:</b>					
Donations, grants and legacies	2	166,760	22,180	188,940	246,826
Charitable activities	3	47,970	-	47,970	33,815
Other trading activities	4	104,583	10,000	114,583	105,340
Investments	5	723	-	723	31
<b>TOTAL INCOME</b>		<b>320,036</b>	<b>32,180</b>	<b>352,216</b>	<b>386,012</b>
<b>EXPENDITURE ON:</b>					
Raising funds	6	45,282	-	45,282	41,703
Charitable activities		201,826	108,373	310,199	310,680
<b>TOTAL EXPENDITURE</b>		<b>247,108</b>	<b>108,373</b>	<b>355,481</b>	<b>352,383</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>72,928</b>	<b>(76,193)</b>	<b>(3,265)</b>	<b>33,629</b>
Transfers between funds	14	(57,082)	57,082	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>15,846</b>	<b>(19,111)</b>	<b>(3,265)</b>	<b>33,629</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		203,292	86,611	289,903	256,274
Net movement in funds		15,846	(19,111)	(3,265)	33,629
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>219,138</b>	<b>67,500</b>	<b>286,638</b>	<b>289,903</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 12 to 27 form part of these financial statements.

**MELANOMA FOCUS**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 06057181**

**BALANCE SHEET**  
**AS AT 31 JANUARY 2023**

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	10	4,356	2,976
		<u>4,356</u>	<u>2,976</u>
<b>CURRENT ASSETS</b>			
Debtors	11	5,458	2,367
Cash at bank and in hand		359,908	365,666
		<u>365,366</u>	<u>368,033</u>
Creditors: amounts falling due within one year	12	(83,084)	(81,106)
<b>NET CURRENT ASSETS</b>		<u>282,282</u>	286,927
<b>TOTAL NET ASSETS</b>		<u><u>286,638</u></u>	<u><u>289,903</u></u>
<b>CHARITY FUNDS</b>			
Restricted funds	14	67,500	86,611
Unrestricted funds	14	219,138	203,292
<b>TOTAL FUNDS</b>		<u><u>286,638</u></u>	<u><u>289,903</u></u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

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**MELANOMA FOCUS**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 06057181**

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**BALANCE SHEET (CONTINUED)**  
**AS AT 31 JANUARY 2023**

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The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Mark Harries*  
.....  
**Dr Mark Harries**  
Chairman

Date: 25 October 2023

The notes on pages 12 to 27 form part of these financial statements.

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**MELANOMA FOCUS**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements 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) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Melanoma Focus meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

**1.2 GOING CONCERN**

The Trustees have reviewed the financial position of the charity, and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

**1.3 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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**MELANOMA FOCUS**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.4 INCOME**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Income from funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Meeting income is recognised in the period to which it relates. Income received in advance is carried forward as deferred income on the balance sheet. Any amounts owing to the charity for meetings which have occurred during the accounting period are included as debtors.

Membership income is recognised in the period in which it is received.

Grant income is recognised in the period to which it relates. Any income received in advance is carried forward as deferred income.

Donations raised through JustGiving and related gift aid are recognised in the period in which the income is transferred to the company's bank account. Other donations raised directly are recognised when receivable and the amount can be measured reliably by the charity.

Sponsorship income is recognised once the charity has received confirmation that the funding will be paid and the sum has been agreed, which may occur when a formal agreement is signed or may arise by a verbal or other written communication.

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**MELANOMA FOCUS**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.5 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Support costs are those incurred directly in support of the charitable activities and the general running of the charity.

Governance costs are those incurred in connection with administration of the charity, and to ensure compliance with constitutional and statutory requirements.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

Grants payable on projects undertaken are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

**1.6 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets costing £250 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25% reducing balance
Computer equipment	-	25% reducing balance
Website	-	25% reducing balance

**1.7 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.



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**MELANOMA FOCUS**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.8 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.9 PENSIONS**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**1.10 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**1.11 FINANCIAL INSTRUMENTS**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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**2. INCOME FROM DONATIONS, GRANTS AND LEGACIES**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	98,633	-	<b>98,633</b>	164,817
Legacies	47,627	-	<b>47,627</b>	-
Grants	20,500	22,180	<b>42,680</b>	82,009
	<u>166,760</u>	<u>22,180</u>	<u><b>188,940</b></u>	<u>246,826</u>
TOTAL 2022	<u><u>202,949</u></u>	<u><u>43,877</u></u>	<u><u>246,826</u></u>	

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Membership fees	3,133	<b>3,133</b>	8,346
Focus on Melanoma meeting income	31,008	<b>31,008</b>	14,350
Regional meeting income	13,829	<b>13,829</b>	11,119
	<u>47,970</u>	<u><b>47,970</b></u>	<u>33,815</u>
TOTAL 2022	<u><u>33,815</u></u>	<u><u>33,815</u></u>	

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**4. INCOME FROM OTHER TRADING ACTIVITIES**

**Income from fundraising events**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Sales of merchandise	583	<b>583</b>	920
	<u>583</u>	<u>583</u>	<u>920</u>
TOTAL 2022	<u>920</u>	<u>920</u>	

**Income from non charitable trading activities**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Corporate sponsorship for Focus on Melanoma meetings	62,000	-	<b>62,000</b>	49,500
Corporate sponsorship for Regional meetings	42,000	-	<b>42,000</b>	54,920
Sponsorship for Awareness campaign	-	10,000	<b>10,000</b>	-
	<u>104,000</u>	<u>10,000</u>	<u><b>114,000</b></u>	<u>104,420</u>
TOTAL 2022	<u>104,420</u>	<u>-</u>	<u>104,420</u>	

**5. INVESTMENT INCOME**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Deposit account interest	723	<b>723</b>	31
	<u>723</u>	<u>723</u>	<u>31</u>
TOTAL 2022	<u>31</u>	<u>31</u>	

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**6. EXPENDITURE ON RAISING FUNDS**

**COSTS OF RAISING VOLUNTARY INCOME**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Fundraising Activities	10,256	<b>10,256</b>	15,079
Fundraising Officer	35,026	<b>35,026</b>	26,624
	<u>45,282</u>	<u><b>45,282</b></u>	<u>41,703</u>
	<u>41,703</u>	<u>41,703</u>	
<b>TOTAL 2022</b>	<u>41,703</u>	<u>41,703</u>	

**7. ANALYSIS OF CHARITABLE EXPENDITURE**

	<b>Activities undertaken directly 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Charitable activities	220,997	89,202	<b>310,199</b>	310,680
	<u>220,997</u>	<u>89,202</u>	<u><b>310,199</b></u>	<u>310,680</u>
<b>TOTAL 2022</b>	<u>220,997</u>	<u>89,202</u>	<u><b>310,199</b></u>	

In 2022 £87,667 of charitable expenditure was met from restricted funds with the balance met from unrestricted funds.

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**7. ANALYSIS OF CHARITABLE EXPENDITURE (CONTINUED)**

**ANALYSIS OF DIRECT COSTS**

	<b>Charitable activities 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Staff costs	133,146	<b>133,146</b>	104,768
Depreciation and loss on disposal of fixed assets	1,452	<b>1,452</b>	1,939
Melanoma database project	(7,500)	<b>(7,500)</b>	10,000
Meeting costs	53,800	<b>53,800</b>	37,828
Research projects	(58,418)	<b>(58,418)</b>	35,578
Helpline	4,627	<b>4,627</b>	7,126
PDA / MPG project	20,263	<b>20,263</b>	22,959
Trial Finder project	15,260	<b>15,260</b>	10,455
Uveal Guideline Review project	4,657	<b>4,657</b>	8,096
Awareness Campaign	43,710	<b>43,710</b>	-
Patient Conference sponsorship	10,000	<b>10,000</b>	-
	<u>220,997</u>	<u><b>220,997</b></u>	<u>238,749</u>
TOTAL 2022	<u>238,749</u>	<u>238,749</u>	

Melanoma database project comprises a £7,500 correction to reverse an adjustment made in the previous year.

Helpline restricted fund expenditure of £31,983 is comprised of £4,627 direct costs as above, and £27,356 allocated staff costs.

Research projects includes a £80,910 reimbursement of funds which were unable to be spent on the associated project.

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**7. ANALYSIS OF CHARITABLE EXPENDITURE (CONTINUED)**

**ANALYSIS OF SUPPORT COSTS**

	<b>Charitable activities 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Rent	1,050	<b>1,050</b>	4,388
Bank charges	1,172	<b>1,172</b>	592
Insurance	1,614	<b>1,614</b>	1,551
Travel	2,386	<b>2,386</b>	-
Postage and stationery	4,499	<b>4,499</b>	1,966
Advertising and promotion	3,893	<b>3,893</b>	752
IT services and supplies	21,946	<b>21,946</b>	17,605
Professional information	2,980	<b>2,980</b>	-
Professional fees and costs	32,661	<b>32,661</b>	35,939
Legal fees (governance)	4,961	<b>4,961</b>	-
Accountancy fees (governance)	12,040	<b>12,040</b>	9,138
	<u>89,202</u>	<u><b>89,202</b></u>	<u>71,931</u>
TOTAL 2022	<u>71,931</u>	<u>71,931</u>	

**8. INDEPENDENT EXAMINER'S REMUNERATION**

	<b>2023 £</b>	<b>2022 £</b>
Fees payable to the Company's independent examiner in respect of:		
Independent examination of the Company's annual accounts	<b>3,000</b>	2,810
Other accountancy services	<b>9,040</b>	6,328
	<u><b>12,040</b></u>	<u>9,138</u>

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**9. STAFF COSTS**

	<b>2023</b>	2022
	<b>£</b>	<b>£</b>
Wages and salaries	<b>151,463</b>	122,434
Social security costs	<b>13,951</b>	8,003
Contribution to defined contribution pension schemes	<b>2,758</b>	955
	<b>168,172</b>	131,392

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

	<b>2023</b>	2022
	<b>No.</b>	<b>No.</b>
Charitable activities	<b>3</b>	3

No employee received remuneration amounting to more than £60,000 in either year.

The charity considers its key personnel to be the Trustees and Chief Executive. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2022: £Nil). The Chief Executive was paid a total gross annual salary (including Employer's National Insurance Contributions and Employer's Pension) of £68,396 (2022: £104,726) during the year.

During the year, no voluntary contributions and donations were received from trustees (2022: £Nil). No other Trustees received any reimbursement of expenses or had expenses paid directly to a third party on their behalf (2022: £Nil).

**10. TANGIBLE FIXED ASSETS**

	<b>Fixtures and fittings</b>	<b>Computer equipment</b>	<b>Website</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST OR VALUATION</b>				
At 1 February 2022	<b>524</b>	<b>6,463</b>	<b>2,840</b>	<b>9,827</b>
Additions	<b>-</b>	<b>2,833</b>	<b>-</b>	<b>2,833</b>
At 31 January 2023	<b>524</b>	<b>9,296</b>	<b>2,840</b>	<b>12,660</b>

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**10. TANGIBLE FIXED ASSETS (CONTINUED)**

	Fixtures and fittings £	Computer equipment £	Website £	Total £
<b>DEPRECIATION</b>				
At 1 February 2022	420	3,950	2,481	6,851
Charge for the year	26	1,338	89	1,453
At 31 January 2023	446	5,288	2,570	8,304
<b>NET BOOK VALUE</b>				
At 31 January 2023	78	4,008	270	4,356
At 31 January 2022	104	2,513	359	2,976

**11. DEBTORS**

	2023 £	2022 £
<b>DUE WITHIN ONE YEAR</b>		
Trade debtors	335	1,140
Prepayments and accrued income	5,123	1,227
	5,458	2,367



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

	<b>2023</b>	2022
	£	£
Trade creditors	<b>4,145</b>	144
Other taxation and social security	<b>4,565</b>	3,072
Other creditors	-	80
Project commitments	<b>67,500</b>	75,000
Accruals and deferred income	<b>6,874</b>	2,810
	<b>83,084</b>	81,106
	<b>2023</b>	2022
	£	£
<b>DEFERRED INCOME</b>		
Deferred income at 1 February 2022	-	35,333
Resources deferred during the year	<b>2,570</b>	-
Amounts released from previous periods	-	(35,333)
	<b>2,570</b>	-

Deferred income relates to meeting income received in advance.

**13. PRIOR YEAR ADJUSTMENTS**

A prior year adjustment has been made to correct restricted funds which had been transferred to unrestricted funds in the year to 31 January 2021. On review it was determined that there remained funds of £67,500 that related to restricted activities.

As such, the comparatives for 2022 have been restated so that there are restricted funds of £67,500 and unrestricted funds of as at 31 January 2022, also remaining as at 31 January 2023. There has been no change in total closing funds as at 31 January 2022.

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**14. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 February 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 January 2023 £
<b>UNRESTRICTED FUNDS</b>					
Unrestricted Funds	203,292	320,036	(247,108)	(57,082)	219,138
<b>RESTRICTED FUNDS</b>					
PDA/MPG project	6,731	-	(12,763)	6,032	-
Trial Finder project	12,380	-	(15,260)	2,880	-
Melanoma Helpline	-	-	(31,983)	31,983	-
Uveal Guideline project	-	-	(4,657)	4,657	-
Melanoma Awareness activities	-	32,180	(43,710)	11,530	-
National Melanoma Database project	67,500	-	-	-	67,500
	86,611	32,180	(108,373)	57,082	67,500
<b>TOTAL OF FUNDS</b>	<b>289,903</b>	<b>352,216</b>	<b>(355,481)</b>	<b>-</b>	<b>286,638</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**14. STATEMENT OF FUNDS (CONTINUED)**

PDA/MPG project - Supported by a number of grants, the PDA/MPG (Melanoma Patient Guide) project allowed the charity to review and overhaul the charity's patient information including the creation of various videos and animations.

Trial Finder project - The Melanoma TrialFinder is a searchable resource explaining clinical trials running in the UK. A bespoke database was created and a Research Officer supports the running of the database and ensures the information is kept up to date.

Melanoma Helpline - The Melanoma Helpline is manned by experienced skin cancer nurses and support anyone with a concern about melanoma. The service is constantly being monitored and expands according to demand.

Uveal Guideline project - Melanoma Focus is committed to creating guidelines, care pathways and patient information for rare melanomas including uveal melanoma and mucosal melanomas. These guidelines are NICE accredited each supported by a Guidelines Development Group.

Melanoma Awareness activities - Melanoma Focus is committed to raising awareness of melanoma as it is a largely preventable cancer. The majority of the activities fall within Melanoma Awareness Month of May and resources are created for the Summer months.

National Melanoma Database project - The National Melanoma Database project under the Melanoma Focus umbrella was previously closed to future sites being set up after an internal and external review due to large scale IT projects outside of the NHS being extremely challenging. The database continues to run in three hospitals and a further hospital is in set up. Some restricted funds remain to support various final payments and a data review of three sites with the consideration of writing up the research.

Transfers from unrestricted to restricted funds are made where spend for certain activities is in excess of the original income.

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**14. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 February 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 January 2022 £
<b>UNRESTRICTED FUNDS</b>					
Unrestricted Funds	158,863	342,135	(264,716)	(32,990)	203,292
<b>RESTRICTED FUNDS</b>					
PDA/MPG project	19,690	20,000	(32,959)	-	6,731
Trial Finder project	458	22,377	(10,455)	-	12,380
Melanoma Helpline	7,771	1,500	(36,157)	26,886	-
Uveal Guideline project	1,992	-	(8,096)	6,104	-
Melanoma Awareness activities	67,500	-	-	-	67,500
	97,411	43,877	(87,667)	32,990	86,611
<b>TOTAL OF FUNDS</b>	256,274	386,012	(352,383)	-	289,903

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

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	4,356	-	4,356
Current assets	230,366	135,000	365,366
Creditors due within one year	(15,584)	(67,500)	(83,084)
<b>TOTAL</b>	<b>219,138</b>	<b>67,500</b>	<b>286,638</b>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	2,976	-	2,976
Current assets	338,922	29,111	368,033
Creditors due within one year	(71,106)	(10,000)	(81,106)
<b>TOTAL</b>	<b>270,792</b>	<b>19,111</b>	<b>289,903</b>

**16. PENSION COMMITMENTS**

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge representing employer contributions payable by the company to the fund amounted to £2,758 (2022: £955). No contributions were payable to the fund at the balance sheet date (2022: £Nil).

**17. RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year other than disclosed in note 10.