



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

Section A Reference and administration details

Charity name

The Head and Neck Cancer Research Trust

Other names charity is known by

Registered charity number (if any)

1180082

Charity's principal address

Beacon House

113 Kingsway

London

Postcode WC2B 6PP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Amie Mertens			
2	Karen Wint			
3	Vessela Vassileva			
4				
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12				
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15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	New trustees maybe appointed to the board at any time by the trustees. Selection is based on skill, knowledge and experience needed for the effective administration of the CIO

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

HNCRT aims at advancing research into prevention, early detection and treatment of head and neck cancer, and supporting the research work of the 'Bench to Bedside Head and Neck Cancer Programme' led by Dr Matt. Lechner (MD, PhD).

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity aims to increase the awareness of Human Papilloma Virus and to pursue the introduction of the HPV vaccine for boys and men in the UK and worldwide.

Work is being carried out develop a test which might enable early detection in respect of HPV-associated oropharyngeal cancer.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Section E Financial review

Brief statement of the charity's policy on reserves

The charity is still in the early stages of becoming established and as such the Trustees have yet to set a formal policy in respect of reserves. The Trustees have full control of the bank account and manage funds accordingly.
Once more substantial income streams are in place a formal policy will be documented and adopted.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Amie Mertens	
Full name(s)	Amie Mertens	
Position (eg Secretary, Chair, etc)	Trustee	
Date	28.01.23	

Receipts and payments accounts

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	3,250	-	-	3,250	-
	-	-	-	-	-
Bank interest	19	-	-	19	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,269	-	-	3,269	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,269	-	-	3,269	-
A3 Payments					
Computer costs	16	-	-	16	-
Grant to UCL	3,000	-	-	3,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,016	-	-	3,016	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,016	-	-	3,016	-
Net of receipts/(payments)	253	-	-	253	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,014	-	-	2,014	-
Cash funds this year end	2,267	-	-	2,267	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest bank account	2,267	-	-
		-	-	-
		-	-	-
	Total cash funds	2,267	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	A Mertens	A Mertens	28.01.23	