

SALIVARY GLAND CANCER UK

England & Wales · Charity number 1182762

Details

Status Registered

Legal form CIO

Registered 2019-04-03

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

Contact

Address International House
36-38 Cornhill
City of London
London
EC3V 3NG

Phone 02072722716

Email emma.kinloch@salivaryglandcancer.uk

Website www.salivaryglandcancer.uk

Activities

Objects: 1. THE RELIEF OF SICKNESS AND THE PRESERVATION OF HEALTH AMONG PEOPLE AFFECTED BY SALIVARY GLAND CANCERS BY: I. ACTING AS AN ADVOCATE AND ASSISTING PATIENTS/CARERS OF THOSE DIAGNOSED WITH SALIVARY GLAND CANCER BY PROVIDING PEER SUPPORT AND INFORMATION ABOUT THEIR DISEASE, CARE AND TREATMENT. II. PROMOTING AND ASSISTING RESEARCH INTO ALL ASPECTS OF SALIVARY GLAND CANCERS, INCLUDING CAUSES, DIAGNOSIS, TREATMENT AND CURE. 2. TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL AREAS RELATING TO SALIVARY GLAND CANCERS, INCLUDING RAISING AWARENESS OF THE SYMPTOMS OF SALIVARY GLAND CANCERS.

Activities: Focused on rare salivary gland cancers such as Adenoid Cystic Carcinoma, we provide information and support to people affected by, treating, or researching these conditions. We organise regular networking meetings and provide the opportunity to input into ground-breaking research projects and donate to the biobank. We are working to develop and improve access to, the newest targeted therapies.

Classification

- **How:** Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£37,336	£73,787	-	-
2023-12-31	£90,250	£33,514	-	-
2022-12-31	£23,025	£14,851	-	-
2021-12-31	£27,832	£14,518	-	-
2020-12-31	£12,386	£2,855	-	-

Trustees

Name	Role	Appointed
Jacqueline Ann O'Connor	Chair	2025-12-01
Barry Thomas		2025-12-01
Dr ROBERT METCALF		2019-04-03
Sally Yvonne Crowe		2025-12-01
Shane Draper		2021-04-15

SALIVARY GLAND CANCER UK

England & Wales - Charity number 1182762

Accounts

Trustees' Annual Report for the period

From 1st January 2024 To 31st December 2024

Charity name: Salivary Gland Cancer UK

Charity registration number: 1182762

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Help those affected by rare salivary gland cancers.</p> <p>Advocate for these patients and carers by providing peer support and information about their disease, care and treatment.</p> <p>Promote and assist research into all aspects of salivary gland cancers, including causes, diagnosis, treatments and cures.</p> <p>To educate the public and healthcare communities in all things related to salivary gland cancers, including raising awareness of symptoms.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Supporting the community via in person and virtual meetings for patients, carers and clinicians.• Providing information and increasing awareness via leaflets, meetings, the website, social media and fundraising events.• Raising awareness of these cancers and their unmet need via speaking, submitting materials and attending meetings and conferences.• Expansion of the network to support all salivary gland cancer types.• Expansion of the charity's outputs to provide more research and disease specific information.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have kept in mind the charity Constitution and the guidance from the Charities Commission in all of its' activities. The governance documents of the Charity are regularly reviewed at Trustee meetings.</p> <p>The charity's "8 aims" are regularly published via our social media outlets and are the foundation for all activities and</p>

		decisions within the charity. The trustees ensure the prioritisation of activities is aligned with these aims.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Following our first call for grant applications in August 2023, we subsequently awarded £36,600 to two projects. Both projects are now underway and £21,000 was paid out across of these initiatives in 2024. The Board receives regular progress updates regarding these grants.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	We are hugely grateful for the support and contribution we received from our volunteers assisting us in specific projects and outputs, sharing their stories on social media channels, and 'on the day' physical support at our events.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • <i>Bringing together those living with salivary gland cancers</i> <p>We continued to host bi-annual hybrid (in person/virtual) meetings during 2024, supporting attendees with travel bursaries for patients and their carers where needed. The hybrid structure of our events has facilitated strong attendance from our community across the country and internationally. In March 2024 we hosted a gathering in Manchester and October 2024's event was in London.</p> <p>We provided regular communications, newsletters and webinars to the network. We continued to produce our video series, releasing recordings of the presentations at our hybrid meetings to ensure we reach as many people as possible. We also continued to add patient stories on social media and on our website.</p>

2024 marked our 5 year anniversary and the publishing of our 5 year impact report, "The Story So Far." The report focused on how the collaboration between patients and clinicians has been very impactful since the charity's inception and highlights what has been achieved over this period.

- ***Raising awareness amongst the general public and the clinical community***

We continue to work to increase our visibility among the clinical and patient network by attending and presenting at various conferences and events.

In February we presented at the CRUK CNS forum and at the 2nd Annual Clinical Outsourcing Group conference. We attended the LifeArc Translational Science Summit in April where we engaged in various discussions on how translational science can potentially bridge the gap between basic research and clinical applications. The event featured presentations and valuable insights from leading scientists, experts, policy makers and innovators.

In May we visited Westminster and attended the Cancer52 launch of their manifesto to transform outcomes for people with rare cancers. We hosted a stall and spoke at the Oncology and Professional Care Conference. In September we attended the ESMO Congress in Barcelona and in November we hosted a stall and presented at the Swallows International Head and Neck Cancer Conference.

During the year, SGC UK joined the PRONTO Study Management Group, who are investigating the role of proton beam therapy for patients needing adjuvant radiotherapy. We also became members of the Northern Head and Neck Alliance.

Our Patient and Public Involvement (PPI) work has continued to grow and develop in 2024. We are regularly called upon to input into the design of research studies, provide feedback on trial protocols, help researchers develop lay summaries of their work and bring the perspective of those with lived experiences to discussions.

Many fund raising events, both large and small, have taken place during the year,

		<p>notably our supporters' participation in the Brighton and London Marathons.</p> <ul style="list-style-type: none"> • <i>Bringing together the patient, clinical and research communities to help drive forward research and improvements in treatments</i> <p>Following the closure of the National Cancer Research Institute (NCRI) and SGC UK taking forward the research activities in relation to salivary gland cancer, the Research Working Group has been very active during 2024.</p> <p>Our inaugural meeting in March 2024 was attended by clinicians, researchers and patient advocates from all around the UK and beyond. Knowledge and expertise were shared, and four key areas of research were identified. Workstreams are now in place to address these areas which also align with the charity's aims.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>As at 31st December 2024 the charity held a cash balance of £68,381, (prior year £104,832). The charity had an in-year deficit of £36,451 (prior year surplus £56,736).</p> <p>The charity received income of £37,336 (prior year £90,250) from donations raised through fund raising initiatives and personal legacies. The charity's accounts for the year have been independently reviewed with no issues raised. TBC</p> <p>Despite an in-year deficit, the charity's financial position remains robust. There was a material increase in donations in 2023, allowing sufficient brought forward funds to support the initiatives in 2024, including the issuance of two grants.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The cash balance is held in order to support the overall objectives of the charity. Cash is used to cover operating expenses, develop the charity's presence through marketing and fund specific patient/clinician events. Cash held is also the source funds for the grants we have issued and for any other grant making opportunities that may arise.
Amount of reserves held	Para 1.22	£68,381 in cash.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties around the charity's ability to continue as a going concern. The Board carefully consider the on-going running costs of the charity when assessing the funds available for grants and other events.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The Board maintains a Risk Register for the charity. This document highlights governance, operational, financial, compliance and external risks and the

		mitigants in place. The Board reviews the Risk Register periodically.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by its Constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. When selecting trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO. The Board periodically reviews a detailed skills matrix to identify any gaps and regularly discusses the structure and composition of the Board to ensure its ongoing effectiveness as a governing body.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Salivary Gland Cancer UK
Other name the charity uses	
Registered charity number	1182762
Charity's principal address	International House 36-38 Cornhill City of London London EC3V 3NG

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	Emma Jane Kinloch	Trustee and Chair		The Board
2	Dr Robert Metcalf	Trustee		The Board
3	Shane Lisa Draper	Trustee and Chief Financial Officer		The Board
4	Olorunkemi Fausat Akanke Olaiya	Treasurer	**Non-Board role	The Board
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15				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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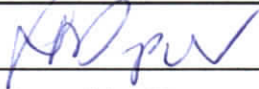
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Jane Kinloch	Shane Lisa Draper
Position (eg Secretary, Chair, etc)	Chair	Chief Financial Officer
Date	4/9/2025	



Receipts and payments accounts

For the period from	1st January 2024	To	31st December 2024
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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 via Just Giving, Easy Fundraising, Amazon, Paypal and other platforms	24,029	-	-	24,029	82,875
Donations received from organisations/individuals	11,183	-	-	11,183	6,179
Grants from organisations/collaboration agreements	840	-	-	840	550
Bank interest	1,285	-	-	1,285	645
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	37,336	-	-	37,336	90,250
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,336	-	-	37,336	90,250
A3 Payments					
Charity admin expenses and running costs	33,109	-	-	33,109	17,963
In person meeting expenses e.g. room hire	17,379	-	-	17,379	13,756
Bursaries for attendees	508	-	-	508	178
Memberships and collaborative expenses	280	-	-	280	489
Entry into events for members fundraising	1,510	-	-	1,510	1,128
Grants	21,000	-	-	21,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	73,787	-	-	73,787	33,514
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	73,787	-	-	73,787	33,514
Net of receipts/(payments)	(36,451)	-	-	36,451	56,736
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	104,832	-	-	104,832	48,096
Cash funds this year end	68,381	-	-	68,381	104,832

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	Bank account balance (Lloyds)	15,383	-	-
	Notice account (Lloyds)	51,930	-	-
	Paypal account balance	1,069	-	-
	Total cash funds	68,381	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-

	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

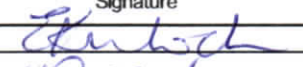

B4 Assets retained for the charity's own use

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
	Emma Kinloch	30/1/25
	Shane Draper	30/1/25



Section A Independent Examiner's Report

**Report to the trustees/
members of**

**On accounts for the year
ended** **Charity no
(if any)**

Set out on pages (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

Name:

**Relevant professional
qualification(s) or body
(if any):**

Address:

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None

SALIVARY GLAND CANCER UK

England & Wales - Charity number 1182762

Accounts

Trustees' Annual Report for the period

From 1st January 2023

To 31st December 2023

Charity name: Salivary Gland Cancer UK

Charity registration number: 1182762

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Help those affected by rare salivary gland cancers.</p> <p>Advocate for these patients and carers by providing peer support and information about their disease, care and treatment.</p> <p>Promote and assist research into all aspects of salivary gland cancers, including causes, diagnosis, treatments and cures.</p> <p>To educate the public and healthcare communities in all things related to salivary gland cancers, including raising awareness of symptoms.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Supporting the community via in person and virtual meetings for patients, carers and clinicians.• Providing information and increasing awareness via leaflets, meetings, the website, social media and fundraising events.• Raising awareness of these cancers and their unmet need via speaking, submitting materials and attending meetings and conferences.• Expansion of the network to support all salivary gland cancer types.• Expansion of the charity's outputs to provide more research and disease specific information.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have kept in mind the charity Constitution and the guidance from the Charities Commission in all of its' activities. The governance documents of the Charity are regularly reviewed at Trustee meetings.</p> <p>The charity's "8 aims" are regularly published via our social media outlets and are the foundation for all activities and</p>

		decisions within the charity. The trustees ensure the prioritisation of activities is aligned with these aims.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	In line with our grants policy, we issued our first call for grant applications in August 2023. After carefully reviewing all applications, we awarded £36,600 to two initiatives. Both projects will commence in April 2024 and will report progress regularly to the Board.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Once again we are hugely grateful for the support and contribution we received from our volunteers assisting us in specific projects and outputs, sharing their stories and social media channels, and 'on the day' physical support at our events.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • <i>Bringing together those living with salivary gland cancers</i> <p>We continued to host bi-annual hybrid (in person/virtual) meetings during 2023, supporting attendees with travel bursaries for patients and their carers where needed. The hybrid structure of our events has facilitated strong attendance from our community across the country and internationally.</p> <p>We provided regular communication and newsletters to the network. We continued to produce our video series, releasing recordings of the presentations at our hybrid meetings to ensure we reach as many people as possible. We also continued to add patient stories on social media and on our website.</p> <p>Our February 2023 meeting was hosted in Manchester and the agenda included discussions with the research team from the</p>

Christie Hospital. We were also joined by Professor Carla van Herpen who presented on the process and publication of the ESMO Guidelines on salivary gland cancers. She also gave an update on a trial targeting PSMA in ACC and salivary duct carcinoma.

In October 2023 we gathered in London. We discussed living with the late effects of radiotherapy; the clinical and molecular significance of a specific gene in ACC; and had an update from the chair of the ACCRF, (based in the US), giving highlights from their research conference.

More generally, at both events, we networked, shared and supported one another.

We look forward to an exciting events calendar in 2024 when we celebrate our 5 year anniversary since founding the charity in 2019.

- ***Raising awareness amongst the general public and the clinical community***

In April we presented and joined a panel discussion at the GP Pulse webinar. This event brings the General Practice community together to listen to the latest clinical and policy updates. This was a valuable opportunity for us to talk about salivary gland cancers and the challenges with diagnosis at the primary care stage.

In September, over 130 of our supporters donned a Salivary Gland Cancer UK running vest and pounded the streets of Sheffield to complete a 10k run. This was a hugely impactful awareness and fundraising event.

In November we attended and presented at the Swallows International Head and Neck Cancer Conference. Here we also had a stand and were able to engage in lots of great conversations with patients and health professionals.

- ***Bringing together the patient, clinical and research communities to help drive forward research and improvements in treatments***

Following the winding down of the National Cancer Research Institute (NCRI), SGC UK is taking forwards the NCRI's activities in relation to identifying the gaps in salivary gland cancer research and developing

strategic priorities in this area. An advert for membership of the SGC Working Group will go out in early 2024 together with the scheduling of the strategy meetings to be held throughout 2024.

SGC UK also added to its network by becoming a member of the Northern Head and Neck Alliance.

Furthermore, SGC UK put out a call for it's first grant during the year and have awarded a total of £36,600 to two initiatives. One of these projects is supporting the roll out of a UK wide salivary gland cancer surgical registry. This will allow for the collation of data and patient reported outcomes. The registry will be vital in understanding the natural history of salivary gland tumours, generating future research hypotheses, assessing and informing clinicians and patients about the clinical outcomes with current treatments, providing faster diagnosis and designing care pathways.

In September the Research Team at The Christie Hospital presented their research at the European Society for Medical Oncology Annual Meeting in Madrid. To support the development of new immunotherapy treatments, the study '*Multi-parameter flow cytometry analysis of circulating monocyte and NK T cell populations in recurrent/metastatic adenoid cystic carcinoma*' described a detailed new understanding of the different immune cell populations in ACC compared with other cancer types or people without cancer.

- ***Optimising the pathways to diagnosis***

A consistent challenge raised by our patient community is that the pathway to diagnosis from the point of first engaging with any health care professional is difficult. Salivary gland cancers can present in many different ways and therefore the diagnosis can be slow and often the symptoms may be misdiagnosed.

The second of the two grants SGC UK have awarded this year is £24,600 to Dr Rack at The Christie Hospital in Manchester. The grant has been provided to enable the mapping out of the pathways to diagnosis and to develop a guidance document for front-line medical services to support the diagnosis of salivary gland cancers in GP to submit to the NHS/NICE. This initiative will commence in April 2024.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>As at 31st December 2023 the charity held a cash balance of £104,832, (prior year £48,096) the result of £56,736 in net receipts for the year (prior year £8,174).</p> <p>The charity received income of £90,250 (prior year £23,025) from donations raised through fund raising initiatives and personal legacies. The charity's accounts for the year have been independently reviewed with no issues raised.</p> <p>The charity's financial position, and the material increase in donations received in 2023 will allow sufficient funding to support the initiatives planned for 2024, including the issuance of two grants.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The cash balance is held in order to support the overall objectives of the charity. Cash is used to cover operating expenses, develop the charity's presence through marketing and fund specific patient/clinician events. Cash held is also the source funds for the grants we have issued and for any other grant making opportunities that may arise.
Amount of reserves held	Para 1.22	£104,831.86 in cash.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties around the charity's ability to continue as a going concern. The Board carefully considered the on-going running costs of the charity when assessing the funds available for the grants we have awarded in 2024.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The Board maintains a Risk Register for the charity. This document highlights governance, operational, financial, compliance and external risks and the

		mitigants in place. The Board reviews the Risk Register periodically.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by its Constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. When selecting trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO. The Board have recently completed a detailed skills matrix to identify any gaps. This is a document that will be reviewed and updated periodically.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Salivary Gland Cancer UK
Other name the charity uses	
Registered charity number	1182762
Charity's principal address	International House 36-38 Cornhill City of London London EC3V 3NG

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	Emma Jane Kinloch	Trustee and Chair		The Board
2	Dr Robert Metcalf	Trustee		The Board
3	Olorunkemi Fausat Akanke Olaiya	Trustee and Treasurer	Resigned 26 October 2023. Continues as Treasurer as a non-Board role.	The Board
4	Shane Lisa Draper	Trustee and Chief Financial Officer		The Board
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--



Other optional information

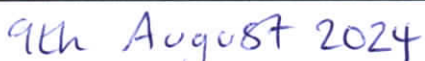
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Jane Kinloch	Shane Lisa Draper
Position (eg Secretary, Chair, etc)	Chair	Chief Financial Officer

Date 





Receipts and payments accounts

CC16a

For the period from	1st January 2023	To	31st December 2023
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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 via Just Giving, Easy Fundraising, Amazon, Paypal and other platforms	82,875	-	-	82,875	18,571
Donations received from organisations/individuals	6,179	-	-	6,179	1,244
Grants from organisations/collaboration agreements	550	-	-	550	3,210
Bank interest	645	-	-	645	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	90,250	-	-	90,250	23,025
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	90,250	-	-	90,250	23,025
A3 Payments					
Charity admin expenses and running costs	17,963	-	-	17,963	10,702
In person meeting expenses e.g. room hire	13,756	-	-	13,756	3,641
Bursaries for attendees	178	-	-	178	250
Memberships and collaborative expenses	489	-	-	489	258
Entry into events for members fundraising	1,128	-	-	1,128	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	33,514	-	-	33,514	14,851
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	33,514	-	-	33,514	14,851
Net of receipts/(payments)	56,736	-	-	56,736	8,174
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	48,096	-	-	48,096	39,922
Cash funds this year end	104,832	-	-	104,832	48,096

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

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds			
Bank account balance (Lloyds)	49,543	-	-
Notice account (Lloyds)	50,845	-	-
Paypal account balance	4,844	-	-
Total cash funds account(s))	104,832	-	-

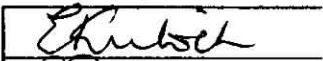

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
Details	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
Details		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Emma Kinloch	9/08/24
	Shane Draper	9/8/24



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Salivary Gland Cancer UK

**On accounts for the year
ended**

31st December 2023

**Charity no
(if any)**

1182762

Set out on pages

See form CC16a for the year ended 31st December 2023

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

4th August 2024

Name:

Mrs Karen Wicks

**Relevant professional
qualification(s) or body
(if any):**

Address:

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None.



Receipts and payments accounts

For the period from	1st January 2023	To	31st December 2023
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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 via Just Giving, Easy Fundraising, Amazon, Paypal and other platforms	82,875	-	-	82,875	18,571
Donations received from organisations/individuals	6,179	-	-	6,179	1,244
Grants from organisations/collaboration agreements	550	-	-	550	3,210
Bank interest	645	-	-	645	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	90,250	-	-	90,250	23,025
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	90,250	-	-	90,250	23,025
A3 Payments					
Charity admin expenses and running costs	17,963	-	-	17,963	10,702
In person meeting expenses e.g. room hire	13,756	-	-	13,756	3,641
Bursaries for attendees	178	-	-	178	250
Memberships and collaborative expenses	489	-	-	489	258
Entry into events for members fundraising	1,128	-	-	1,128	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	33,514	-	-	33,514	14,851
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	33,514	-	-	33,514	14,851
Net of receipts/(payments)	56,736	-	-	56,736	8,174
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	48,096	-	-	48,096	39,922
Cash funds this year end	104,832	-	-	104,832	48,096

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

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account balance (Lloyds)	49,543	-	-
	Notice account (Lloyds)	50,845	-	-
	Paypal account balance	4,844	-	-
	Total cash funds account(s))	104,832	-	-

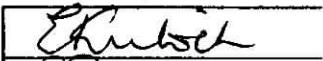

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Emma Kinloch	9/08/24
	Shane Draper	9/8/24



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Salivary Gland Cancer UK

**On accounts for the year
ended**

31st December 2023

**Charity no
(if any)**

1182762

Set out on pages

See form CC16a for the year ended 31st December 2023

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Karen Wicks

Date:

4th August 2024

Name:

Mrs Karen Wicks

**Relevant professional
qualification(s) or body
(if any):**

Address:

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None.

SALIVARY GLAND CANCER UK

England & Wales - Charity number 1182762

Accounts



Trustees' Annual Report for the period

From 1st January 2022 To 31st December 2022

Charity name: Salivary Gland Cancer UK

Charity registration number: 1182762

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Help those affected by rare salivary gland cancers.</p> <p>Advocate for these patients and carers by providing peer support and information about their disease, care and treatment.</p> <p>Promote and assist research into all aspects of salivary gland cancers, including causes, diagnosis, treatments, and cures.</p> <p>To educate the public and healthcare communities in all things related to salivary gland cancers, including raising awareness of symptoms.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Supporting the community via in person and virtual meetings for patients, carers and clinicians.• Providing information and increasing awareness via leaflets, meetings, the website, social media and fundraising events.• Raising awareness of these cancers and their unmet need via speaking, submitting materials and attending meetings and conferences.• Expansion of the network to support all salivary gland cancer types.• Expansion of the charity's outputs to provide more research and disease specific information.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<p>The trustees have kept in mind the charity Constitution and the guidance from the Charities Commission in all of its' activities. The governance documents of the Charity</p>

The event included a presentation on Carbon Ion Therapy, what it is, how it works and how it relates to adenoid cystic carcinoma and other salivary gland cancers. The event also included updates from the 2022 ASCO conference from Dr Metcalf and a fitness/wellbeing session specifically focussed on relaxation and exercises for the head and neck.

- *Providing information and awareness via leaflets, meetings, the website, social media and fundraising events.*

During the year we continued to develop and expand the online presence of the charity. SGC is now engaged and active on all of the mainstream social media platforms, including our YouTube channel. Content is posted frequently and consistently and the Board reviews key activity metrics regularly.

2022 also saw the launch of SCG's re-vamped website following input from the patient community on its content, functionality and design.

Regarding fundraising, SGC hit £23,025 in donations during 2022. Two key events were the Morrison family raising over £10,000 at a personal event in Glasgow, which was featured in the Glasgow Times, and supporter participation in the London Marathon raising a similar figure.

- *Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.*

Dr Metcalf attended the American Society of Clinical Oncology ('ASCO') 2022 Conference. Three studies were presented analysing the effectiveness of various drug therapies. Dr Metcalf produced materials and a video presentation outlining what was discussed at ASCO, entitled "Innovations in Salivary Gland Cancers" which he presented to and made available to our patient community.

SGC's founder and Chair, Ms Kinloch, also presented at various events during the year including at RareFest22 which was held in Cambridge.

- *Expansion of the network to support all salivary gland cancer types, patients and clinicians.*

Working at a European level with EURACAN

Other		
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Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--



CHARITY COMMISSION
FOR ENGLAND AND WALES

Salvatory Gland Cancer UK

No (if any)
4182762

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1st January 2022		31st December 2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations via Just Giving, Easy Fundraising, Amazon, Paypal and other platforms	18,571	-	-	18,571	16,563
Donations received from organisations/individuals	1,244	-	-	1,244	4,100
Grants from organisations/collaboration agreements	3,210	-	-	3,210	7,169
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	23,025	-	-	23,025	27,832
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	23,025	-	-	23,025	27,832
A3 Payments					
Charity admin expenses and running costs	10,702	-	-	10,702	9,776
In person meeting expenses e.g. room hire	3,641	-	-	3,641	3,965
Bursaries for attendees	250	-	-	250	225
Memberships and collaborative expenses	258	-	-	258	-
Entry into events for members fundraising	-	-	-	-	552
	-	-	-	-	-
	-	-	-	-	-
Sub total	14,851	-	-	14,851	14,518
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	14,851	-	-	14,851	14,518
Net of receipts/(payments)	8,174	-	-	8,174	13,314
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,922	-	-	39,922	26,608
Cash funds this year end	48,096	-	-	48,096	39,922

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

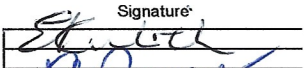

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Bank account balance (Lloyds)	44,672	-	-
	Paypal account balance	3,424	-	-
		-	-	-
	Total cash funds	48,096	-	-
	account(s)	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	



Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Emma Kinloch	18/08/23
	Shane Draper	18/08/23

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Jane Kinloch	Shane Lisa Draper
Position (eg Secretary, Chair, etc)	Chair	Chief Financial Officer

Date 18th August 2023.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by its Constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a CIO.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. When selecting trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Salivary Gland Cancer UK
Other name the charity uses	
Registered charity number	1182762
Charity's principal address	International House, 36-38 Cornhill, London EC3V 3NG

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>As at 31st December 2022 the charity held a cash balance of £48,096, (prior year £39,922) the result of £8,174 in net receipts for the year (prior year £13,314).</p> <p>The charity received income of £23,025 (prior year £27,832), the majority being donations through various sources including donation platforms and personal legacies, together with other income received from collaborations with other organisations and specific fund raising events.</p> <p>The charity's financial position will allow sufficient funding to support the initiatives planned for 2023, including any grant activity.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The cash balance is held in order to support the overall objectives of the charity. Cash is used to cover operating expenses, develop the charity's presence through marketing and fund specific patient/clinician events. Cash held is also the source funds of any grant opportunities as they arise.
Amount of reserves held	Para 1.22	£48,096 in cash.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties around the charity's ability to continue as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

		<p>we have been part of the team that developed the ESMO Guidelines for rare Salivary Gland Cancers, and the STARTER registry, a clinical registry for rare adult solid cancers. Both projects have provided an opportunity for European-wide collaboration and network building across all cancer types. The ESMO Salivary Gland Cancer Guidelines for diagnosis, treatment and follow-up are now available on our website.</p> <ul style="list-style-type: none"> • <i>Expansion of the charity's outputs to provide more research and disease specific information.</i> <p>The genomics educational material the charity commenced work on in 2021, in collaboration with Roche, was finalised and published in 2022. The genomics leaflet highlights the benefits of tumour profiling to develop new, better and more targeted treatments. The material will inform patients and also assist them in how to donate tumours to the national salivary gland cancer research programme at The Christie cancer centre.</p> <p>We continued to produce our video series, releasing recordings of the presentations at our hybrid meetings to ensure we reach as many people as possible. We also continued to add patient stories on social media and on our website.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Commission on public benefit		<p>are regularly reviewed at Trustee meetings.</p> <p>The charity's "8 aims" are regularly published via our social media outlets and are the foundation for all activities and decisions within the charity. The trustees ensure the prioritisation of activities is aligned with these aims.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	In 2022 we finalised our policy on grant making ahead of putting out our first call in 2023.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Once again we are hugely grateful for the support we received from our volunteers assisting us in specific projects and outputs, sharing their stories and social media channels, and 'on the day' physical support at our events.
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	Para 1.20	<ul style="list-style-type: none"> Supporting the community via in person and virtual meetings for patients, carers and clinicians. <p>For our hybrid (in person/virtual) meetings during 2022, we were able to provide bursaries for patients and their carers to support their in-person attendance when needed. The hybrid structure of our events has facilitated strong attendance from our community across the country and internationally.</p> <p>We continued to provide regular communication and newsletters to the network.</p> <p>Our June 2022 meeting was held in London.</p>

SALIVARY GLAND CANCER UK

England & Wales - Charity number 1182762

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2021

To 31st December 2021

Charity name: Salivary Gland Cancer UK

Charity registration number: 1182762

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Help those affected by rare salivary gland cancers.</p> <p>Advocate for these patients and carers by providing peer support and information about their disease, care and treatment.</p> <p>Promote and assist research into all aspects of salivary gland cancers, including causes, diagnosis, treatment and cure.</p> <p>To educate the public in all things related to salivary gland cancers, including raising awareness of symptoms.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Supporting the community via in person and virtual meetings for patients, carers and clinicians.• Providing information via leaflets, meetings, the website and social media.• Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.• Expansion of the network to support more salivary gland cancer types.• Expansion of the charity's outputs to provide more research and disease specific information.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have kept in mind the charity Constitution and the guidance from the Charities Commission in all of its' activities. The governance documents of the Charity are regularly reviewed at Trustee meetings.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • <i>Supporting the community via in person and virtual meetings for patients, carers and clinicians.</i> <p>For our hybrid (in person/virtual) meetings earlier in the year we were able to support bursaries for patients and their carers to support their in person attendance when needed.</p> <p>Having confidently adapted to a virtual environment during the pandemic, we have been able to continue to use Zoom to accompany our in person meetings. This has facilitated strong attendance from our community across the country and internationally.</p> <p>We continued to provide regular communication and newsletters to the network.</p> <p>Our July 2021 meeting was focussed on 'The challenges of diagnosis, and what this means for treatments'. In October 2021 our hybrid gathering was titled 'Understanding Adenoid Cystic Carcinoma: the role of MYB'.</p> <ul style="list-style-type: none"> • <i>Providing information via leaflets, meetings, the website and social media.</i>

In January 2021 we launched on Instagram.

During the year we continued to develop the online presence of the charity by providing regular updates on our social media platforms and the website to highlight news, reports and key developments.

- *Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.*

Dr Metcalf attended and spoke at the American Society of Clinical Oncology ('ASCO') 2021 Conference. He presented a UK research study analysing the 'biobanked' salivary gland cancer tumour DNA samples from 120 patients which was set up with the support and input of the SGC UK patient network. (Clinical disease course and survival outcomes following disease recurrence in adenoid cystic carcinoma (ACC) with NOTCH signalling pathway activation. See reference in Journal of Clinical Oncology 2021 39:15 suppl, 6072-6072).

- *Expansion of the network to support more salivary gland cancer types, patients and clinicians.*

Working at a European level with EURACAN we have been developing the ESMO Guidelines for rare Salivary Gland Cancers, and the STARTER registry. Both projects have provided an opportunity for European-wide collaboration and network building across all cancer types.

- *Expansion of the charity's outputs to provide more research and disease specific information.*

Returning to work after treatment for SGCs can be difficult. The long-term physical effects of treatments can make simple tasks at work, very challenging. We partnered with Bristol Myers Squibb and the Head and Neck community to develop a Back-to-work Guide; a co-created resource designed to help people living with HNC get back to work.

As the interest in genomics gathers momentum, we have started work on educational material, in collaboration with Roche, to highlight the benefits of tumour profiling to develop new, better and more targeted treatments. The materials will

		<p>inform patients and also assist them in how to donate tumours to the national salivary gland cancer research programme at The Christie cancer centre. Materials are due to be published in the first half of 2022.</p> <p>We continued to produce our video series, releasing recordings of the presentations at our hybrid meetings to ensure we reach as many people as possible.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>As at 31st December 2021 the charity held a cash balance of £39,922, the result of £13,314 in net receipts for the year.</p> <p>The charity received income of £27,832, the majority being from donations through various sources including donation platforms and personal legacies, together with other income received from collaborations with other organisations.</p> <p>The charity's financial position will allow sufficient funding to support the initiatives planned for 2022, included the charity's first research grant.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The cash balance is held in order to support the overall objectives of the charity. Cash is used to cover operating expenses, develop the charity's presence through marketing and fund specific patient/clinician events.
Amount of reserves held	Para 1.22	£39,922 in cash.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties around the charity's ability to continue as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by its Constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a CIO.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. When selecting trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Salivary Gland Cancer UK
Other name the charity uses	
Registered charity number	1182762

Charity's principal address	International House, 24 Holborn Viaduct, London, EC1A 2BN

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	Emma Jane Kinloch	Chair		The Board
2	Dr Robert Metcalf	Trustee		The Board
3	Olorunkemi Fausat Akanke Olaiya	Treasurer		The Board
4	Shane Lisa Draper	Chief Financial Officer		The Board
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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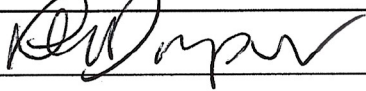
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Jane Kinloch	Shane Lisa Draper
Position (eg Secretary, Chair, etc)	Chair	Chief Financial Officer
Date	14 th September 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Salivary Gland Cancer UK

10 00 0001
10/2021

Receipts and payments accounts

CC16a

For the period
from

1st January 2021

To

31st December 2021

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 via Just Giving, Easy Fundraising, Amazon, Paypal and other platforms	16,563	-	-	16,563	-
Donations received from organisations/individuals	4,100	-	-	4,100	-
Grants from organisations/collaboration agreements	7,169	-	-	7,169	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,832	-	-	27,832	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,832	-	-	27,832	-
A3 Payments					
Charity admin expenses and running costs	9,776	-	-	9,776	-
In person meeting expenses e.g. room hire	3,965	-	-	3,965	-
Bursaries for attendees	225	-	-	225	-
Memberships and collaborative expenses	-	-	-	-	-
Entry into events for members fundraising	552	-	-	552	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	14,518	-	-	14,518	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	14,518	-	-	14,518	-
Net of receipts/(payments)	13,314	-	-	13,314	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,608	-	-	26,608	-
Cash funds this year end	39,922	-	-	39,922	-

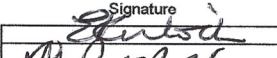
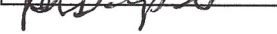
Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account balance (Lloyds)	39,240	-	-
	Paypal account balance	682	-	-
	Total cash funds	39,922	-	-
account(s)				
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
	Emma Jane Kinloch - Chair	14/09/2022
	Shane Lisa Draper - Chief Financial Officer	

SALIVARY GLAND CANCER UK

England & Wales - Charity number 1182762

Accounts



Trustees' Annual Report for the period

From 1st January 2020

To 31st December 2020

Charity name: **Salivary Gland Cancer UK**

Charity registration number: **1182762**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Help those affected by rare salivary gland cancers.</p> <p>Advocate for these patients and carers by providing peer support and information about their disease, care and treatment.</p> <p>Promote and assist research into all aspects of salivary gland cancers, including causes, diagnosis, treatment and cure.</p> <p>To educate the public in all things related to salivary gland cancers, including raising awareness of symptoms.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Supporting the community via in person and virtual meetings for patients, carers and clinicians.• Providing information via leaflets, meetings, the website and social media.• Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.• Expansion of the network to support more salivary gland cancer types.• Expansion of the charity's outputs to provide more research and disease specific information, including pertinent research updates.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have kept in mind the charity Constitution and the guidance from the Charities Commission in all of its' activities. The governance documents of the Charity are regularly reviewed at Trustee meetings.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none">• <i>Supporting the community via in person and virtual meetings for patients, carers and clinicians.</i> <p>For our in person meetings earlier in the year we were able to support bursaries for patients and their carers to support their in person attendance when needed.</p> <p>Adapting to a virtual environment by using zoom for our meetings allowed us to continue our support of the community during lockdown.</p> <p>We continued to provide regular communication and newsletters to the network.</p> <p>Our October 2020 virtual meeting was focussed on salivary gland cancers and your mental health. This topic was identified as an unmet need by our network.</p> <ul style="list-style-type: none">• <i>Providing information via leaflets, meetings, the website and social media.</i> <p>Leaflets were provided to nurses, hospitals</p>

		<p>and other healthcare professionals.</p> <p>Ongoing development of the online presence and regular updates of social media and the website to highlight news and reports and key developments.</p> <ul style="list-style-type: none"> • <i>Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.</i> <p>SGC UK had a poster at the 'RareFest 2020' festival organised by the University of Cambridge.</p> <p>The Chair presented at The Swallows 'International Head and Neck Conference 2020' on the importance of collaboration between patients, clinicians and healthcare providers.</p> <ul style="list-style-type: none"> • <i>Expansion of the network to support more salivary gland cancer types.</i> <p>Expansion of the network from Adenoid Cystic Carcinoma to other salivary gland cancers. We held specific events focussed on acinic cell carcinoma, ductal carcinoma and secretory carcinoma.</p> <ul style="list-style-type: none"> • <i>Expansion of the charity's outputs to provide more research and disease specific information, including research updates.</i> <p>In March 2020 we held a researcher - clinician discussion day the outputs of which will not only feed into our strategy but inform our research priorities.</p> <p>We started a series of interviews with key researchers and clinicians involved in salivary gland cancer research. We started with a blog of an Interview with ACC Immunotherapy Researcher Dave Morgan.</p> <p>Our first podcast came from our August meeting where Dr Rob Metcalf talked about scans, in particular MRI and CT scans, and their role in discovering and monitoring disease in ACC.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

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Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As at 31 st December 2020 the charity held a cash balance of £26,608, the result of £9,531 in net receipts for the year. The charity received income of £12,386 in donations through various sources including donation platforms and personal legacies. The charity's financial position will allow sufficient funding to support the initiatives planned for 2021.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The cash balance is held in order to support the overall objectives of the charity. Cash is used to cover operating expenses, develop the charity's presence through marketing and fund specific patient/clinician events. Due to the Covid-19 pandemic, no in-person events were held during 2020 which contributed to lower than expected expenses being incurred.
Amount of reserves held	Para 1.22	£26,608 in cash.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties around the charity's ability to continue as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by its Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. When selecting trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Salivary Gland Cancer UK
Other name the charity uses	
Registered charity number	1182762
Charity's principal address	International House, 24 Holborn Viaduct, London EC1A 2BN

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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	Emma Jane Kinloch	Chair		The Board
2	Dr Robert Metcalf	Trustee		The Board
3	Olorunkemi Fausat Akanke Olaiya	Treasurer		The Board
4	Shane Lisa Draper	Chief Financial Officer		The Board
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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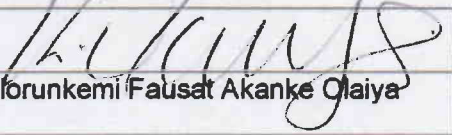
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Jane Kinloch	Oforunkemi Fausat Akanke Olaiya
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27 th Oct 2021 .	



Receipts and payments accounts

For the period from	Period start date 1st January 2020	To	Period end date 31st December 2020
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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 via Just Giving, Easy Fundraising, Amazon, Paypal	12,000	-	-	12,000	-
Donations received from organisations/individuals	264	-	-	264	-
Foreign income (USD)	123	-	-	123	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,386	-	-	12,386	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,386	-	-	12,386	-
A3 Payments					
Charity admin expenses and running costs	2,607	-	-	2,607	-
In person meeting expenses e.g. room hire	218	-	-	218	-
Bursaries for attendees	30	-	-	30	-
Memberships and collaborative expenses	-	-	-	-	-
Entry into events for members fundraising	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,855	-	-	2,855	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,855	-	-	2,855	-
Net of receipts/(payments)	9,531	-	-	9,531	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,077	-	-	17,077	-
Cash funds this year end	26,608	-	-	26,608	-

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	Bank account balance (Lloyds)	23,869	-	-
	Paypal account balance	2,739	-	-
		-	-	-

Total cash funds	26,608	-	-
account(s)	OK	OK	OK


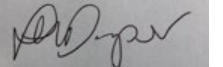
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Kemi Olaiya	26-Oct-21
	Shane Draper	26-Oct-21