

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>

		<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.</p> <p>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.</p> <p>More generally, at both events, we networked, shared and supported one another.</p> <p>We look forward to an exciting events calendar in 2024 when we celebrate our 5 year anniversary since founding the charity in 2019.</p> <ul style="list-style-type: none"> • <i>Raising awareness amongst the general public and the clinical community</i> <p>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.</p> <p>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.</p> <p>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.</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 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</p>
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		<p>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.</p> <p>SGC UK also added to its network by becoming a member of the Northern Head and Neck Alliance.</p> <p>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.</p> <p>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 '<i>Multi-parameter flow cytometry analysis of circulating monocyte and NK T cell populations in recurrent/metastatic adenoid cystic carcinoma</i>' described a detailed new understanding of the different immune cell populations in ACC compared with other cancer types or people without cancer.</p> <ul style="list-style-type: none"> • <i>Optimising the pathways to diagnosis</i> <p>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.</p> <p>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.</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 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	<p>Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>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.</p>

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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17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

9th August 2024





CHARITY COMMISSION
FOR ENGLAND AND WALES

Salivary Gland Cancer UK

Receipts and payments accounts

CC16a

For the period
from

1st January 2023

To

31st December 2023

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	104,832	-	-

account(s))

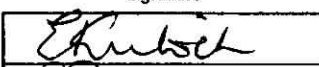
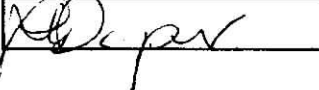
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
Details	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Salivary Gland Cancer UK

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CC16a

For the period
from

1st January 2023

To

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	-	-	-	-	-
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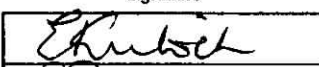
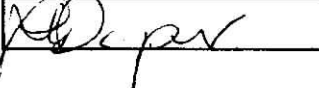
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B2 Other monetary assets			
Details	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	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)**

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Set out on pages

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4th August 2024

Name:

Mrs Karen Wicks

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

Address:

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

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