

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2024 To 31<sup>st</sup> 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"><li>• Supporting the community via in person and virtual meetings for patients, carers and clinicians.</li><li>• Providing information and increasing awareness via leaflets, meetings, the website, social media and fundraising events.</li><li>• Raising awareness of these cancers and their unmet need via speaking, submitting materials and attending meetings and conferences.</li><li>• Expansion of the network to support all salivary gland cancer types.</li><li>• Expansion of the charity's outputs to provide more research and disease specific information.</li></ul>
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"> <li>• <b><i>Bringing together those living with salivary gland cancers</i></b></li> </ul> <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>

		<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.</p> <ul style="list-style-type: none"> <li>• <b><i>Raising awareness amongst the general public and the clinical community</i></b></li> </ul> <p>We continue to work to increase our visibility among the clinical and patient network by attending and presenting at various conferences and events.</p> <p>In February we presented at the CRUK CNS forum and at the 2<sup>nd</sup> 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Many fund raising events, both large and small, have taken place during the year,</p>
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		<p>notably our supporters' participation in the Brighton and London Marathons.</p> <ul style="list-style-type: none"> <li>• <b><i>Bringing together the patient, clinical and research communities to help drive forward research and improvements in treatments</i></b></li> </ul> <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 31<sup>st</sup> 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	<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 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.</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	Shane Lisa Draper	Trustee and Chief Financial Officer		The Board
4	Olorunkemi Fausat Akanke Olaiya	Treasurer	**Non-Board role	The Board
6				
7				
8				
9				
10				
11				
12				
13				
14				
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

#### 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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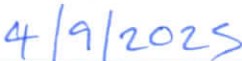
## Other optional information

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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		



## Receipts and payments accounts

CC16a

For the period  
from

1st January 2024

To

31st December 2024

### 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 £
<b>A1 Receipts</b>					
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
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>37,336</b>	<b>-</b>	<b>-</b>	<b>37,336</b>	<b>90,250</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,336</b>	<b>-</b>	<b>-</b>	<b>37,336</b>	<b>90,250</b>
<b>A3 Payments</b>					
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	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>73,787</b>	<b>-</b>	<b>-</b>	<b>73,787</b>	<b>33,514</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>73,787</b>	<b>-</b>	<b>-</b>	<b>73,787</b>	<b>33,514</b>
<b>Net of receipts/(payments)</b>	<b>(36,451)</b>	<b>-</b>	<b>-</b>	<b>- 36,451</b>	<b>56,736</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>104,832</b>	<b>-</b>	<b>-</b>	<b>104,832</b>	<b>48,096</b>
<b>Cash funds this year end</b>	<b>68,381</b>	<b>-</b>	<b>-</b>	<b>68,381</b>	<b>104,832</b>

### 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 £
<b>B1 Cash funds</b>				
	Bank account balance (Lloyds)	15,383	-	-
	Notice account (Lloyds)	51,930	-	-
	Paypal account balance	1,069	-	-
	<b>Total cash funds</b>	<b>68,381</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-

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

### B3 Investment assets

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

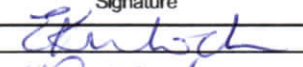

### B4 Assets retained for the charity's own use

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**

Charity Name  
Salivary Gland Cancer UK

**On accounts for the year  
ended**

31<sup>st</sup> December 2024

**Charity no  
(if any)**

1182762

**Set out on pages**

1 and 2

(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:**

17/10/25

**Name:**

Mrs Karen Wicks

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

Accountant

**Address:**

On request



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