

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	10	2023	To	30	9	2024

Reference and administration details

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Let's Talk About Mouth Cancer
SC045100

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Convenor		
2		Secretary		
3		Treasurer		
4		Patient Champion		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
	1/10/2023 to 3/5/2024

## Structure, governance and management

Type of governing document

Single-tier Scottish Charitable Incorporated Organisation.  
Constitution as submitted and accepted for registration on 8<sup>th</sup> September 2014.

Trustee recruitment and appointment

There were no new appointments to the Board members. [REDACTED] retired as Trustee & Treasurer at the AGM with [REDACTED] taking on the Treasurer role. All other trustees were re-elected at the AGM.

## Objectives and activities

Charitable purposes

To advance health, in furtherance of this the organisation aims:

1. to improve the prognosis of a patient diagnosed with mouth cancer through early detection; and
2. to support research into improving diagnostic tools; and
3. to raise awareness of mouth cancer amongst the general public; and
4. to share knowledge and good practice amongst healthcare professionals.

Summary of the main activities in relation to these objects

A public health campaign focusing on raising awareness of Mouth Cancer, the signs and symptoms, associated risk factors and where to seek advice.  
Deliver and support both community and online events to empower the public with the knowledge to facilitate self-examination and encourage early presentation to a health care professional. In addition, counselling on responsible drinking, smoking cessation and a healthy lifestyle is provided. Free and open access training events for health professionals, to improve awareness of the disease amongst them and encourage early referral. Advocacy to change public policy towards Mouth Cancer detection and prevention.

## APPENDIX 1

### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

Fundraising and awareness event in Abernethy. Publicity articles in local press off the back of this and further community engagement from our Patient Champion throughout the year.

Dental Professional CPD teaching day hosted for NHS Education for Scotland in Dundee for 39 delegates. Excellent feedback from those who attended.

Undergraduate teaching day for the 5BDS students at the University of Dundee. The opening lectures were followed by interactive tutorials which the students greatly appreciated.

Fundraising and student led mouth cancer awareness was supported in Dundee, Aberdeen and Glasgow Universities through local events and the Universities of Scotland Oral Cancer Collaboration. Resources were supplied to each for stalls at stalls on campuses, in shopping centres, food banks and soup kitchens.

Delivered the £9256.80 grant to the University of Dundee who will host this for the Borderless Alliance of Early Career Researchers in Head and Neck Cancer Research (BALLANCE). The funding is already put to use with website up & running, virtual events and a webinar series.

### Financial review

#### Brief statement of the charity's policy on reserves

For reserves the policy is to have £1000. This amount is judged sufficient to act as a buffer for any unexpected costs associated with our events and also to allow cash flow. Most fundraising occurs during our awareness campaign events so maintaining cash flow would be difficult without such reserves.

#### Details of any deficit

£3647

Deficit due to payment of £9256.80 grant from Mouth Cancer Scotland legacy restricted fund to University of Dundee. Excluding this a surplus of £5609 was achieved.

#### Donated facilities and services (if any)

The trustees donated large amounts of their own free time, costs of travelling, IT services/equipment and use of homes to act as space for meetings and storage of equipment.

APPENDIX 1

Other optional information

The restricted fund established with the legacy from Mouth Cancer Scotland held £16640.09 at the start of the accounting period. A grant for £9256.80 in funding was committed in 2022-23 to a project for “Establishing a Global Head and Neck Cancer Research Network” which is held at the University of Dundee. The money was paid this year from the restricted fund to the, now named, Borderless Alliance of Early Career Researchers in Head and Neck Cancer Research (BALLANCE).

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (e.g. Chair)	Convenor	Treasurer
Date	23 <sup>rd</sup> October 2024	23 <sup>rd</sup> October 2024



Let's Talk About Mouth Cancer

SC045100



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	October	2023		30	September	2024

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>A1 Receipts</b>						
Donations	8 492				8 492	1 710
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	281
					-	
<b>A1 Sub total</b>	<b>8 492</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8 492</b>	<b>1 991</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8 492</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8 492</b>	<b>1 991</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	2 882				2 882	2 813
Grants and donations		9 257			9 257	
Governance costs:						
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>2 882</b>	<b>9 257</b>	<b>-</b>	<b>-</b>	<b>12 139</b>	<b>2 813</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2 882</b>	<b>9 257</b>	<b>-</b>	<b>-</b>	<b>12 139</b>	<b>2 813</b>
<b>Net receipts / (payments)</b>	<b>5 609</b>	<b>(9 257)</b>	<b>-</b>	<b>-</b>	<b>(3 647)</b>	<b>(822)</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>5 609</b>	<b>(9 257)</b>	<b>-</b>	<b>-</b>	<b>(3 647)</b>	<b>(822)</b>

## Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	11 129	16 640			27 769	28 592
	Surplus / (deficit) shown on receipts and payments account	5 609	(9 257)	-	-	(3 647)	(822)
						-	
						-	
	Cash and bank balances at end of year	16 739	7 383	-	-	24 122	27 769
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

Categories	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
B2 Investments				
		Total	-	-

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets	Television	Equipment	299	20	20
	Pull-up Banner Stands	Equipment	359	30	30
	Barbara's Laptop	Equipment	669	50	100
		Total	1 327	100	150

Categories	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
B4 Liabilities				
		Total	-	-

Categories	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
B5 Contingent liabilities				
		Total	-	-

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

Signature

Print Name

Date of  
approval

23 October 2024

23 October 2024

## Section C Notes to the Accounts

## C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

There is only one restricted fund established to hold the surplus from Mouth Cancer Scotland. The monies here are to be directed towards research & collaborations on mouth cancer.

## C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

## C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
--	---

## C3b Trustee remuneration - details

Authority under which paid	£

## C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
---	---

## C4b Trustee expenses - details

	Number of trustees	£

## C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

## C6 Other information

--



**Additional analysis (1)****Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Dundee Dental Students	2 360				2 360	1 587
Cash Donations	2 900				2 900	123
JustGiving	3 232				3 232	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>8 492</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8 492</b>	<b>1 710</b>

**2 Grants**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**3 Gross receipts from other charitable activities**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Hootsuite refund						281
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>281</b>

**4 Payments relating directly to charitable activities**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Dundee MCAW Campaign	736				736	992
Universities of Scotland Oral Cancer Collaboration	2 047				2 047	1 578
Dundee University Academic Prize	100				100	100
Virtual Clinics					-	144
					-	
					-	
					-	
					-	
<b>Total</b>	<b>2 882</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2 882</b>	<b>2 813</b>

## Additional analysis (2)

### 5 Breakdown of unrestricted funds

Unrestricted  
fund 1 - enter  
name of fund  
below

Unrestricted  
fund 2 - enter  
name of fund  
below

Unrestricted  
fund 3 - enter  
name of fund  
below

Unrestricted  
fund 4 - enter  
name of fund  
below

Total  
unrestricted  
funds

Total  
unrestricted  
funds last  
period

#### Receipts

Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-

cross ref error

#### Receipts from asset & investment sales

Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-

cross ref error

#### Payments

Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-

cross ref error

#### Payments relating to asset and investment movements

Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-

-

**Total payments** - - - - -

cross ref error

**Net receipts / (payments)** - - - - -

#### Transfers to / (from) funds

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

**Surplus / (deficit) for year** - - - - -

cross ref error

#### Nature and purpose of funds

--

## Additional analysis (3)

## 6 Breakdown of restricted funds

Restricted fund  
1 - enter name of  
fund below

Restricted fund  
2 - enter name of  
fund below

Restricted fund  
3 - enter name of  
fund below

Restricted fund  
4 - enter name of  
fund below

Total restricted  
fundsTotal restricted  
funds last  
period

## Receipts

Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-

## Receipts from asset &amp; investment sales

Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-

## Payments

Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-

cross ref error

## Payments relating to asset and investment movements

Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-

**Total payments****Net receipts / (payments)**

Transfers to / (from) funds

**Surplus / (deficit) for year**

cross ref error

## Nature and purpose of funds

--

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
LET'S TALK ABOUT MOUTH CANCER (SC045100)  
FOR THE YEAR ENDED 30 SEPTEMBER 2024

**Independent Examiner's Report to the Trustees of 'Let's Talk About Mouth Cancer'.**

I report on the accounts of the charity for the year ended 30 September 2024.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention;

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*17 June 2025*

---

Robson Forth Ltd  
3 St Davids Business Park  
Dalgety Bay  
Fife



Member of The Institute of Chartered Accountants of Scotland