



**forest
holme**
hospice

Forest Holme Hospice Charity
Annual Report and Financial Statements
For the year ended 31 March 2021





Forest Holme Hospice Charity

Accounts for the year ended 31 March 2021

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Reference and Administrative Details

Forest Holme Hospice Charity

Status

The organisation is a charitable trust and registered as a charity with the Charity Commission in England and Wales on 25 May 1994.

Governing Document

The governing document of the Charity is in the form of a Declaration of Trust dated 26 April 1994 and was last updated on 23 March 2018 by Deed of Variation.

Charity Number

1038021

Registered Office

Forest Holme Hospice Charity
5 Seldown Road
Poole
Dorset
BH15 1TS

The Board of Trustees

Stuart Bradford (Re-elected July 2020)
Valerie Horn (Vice-Chair and resigned June 2021)
Karen Johnson
Stephen Kirkham (Chair)
Beverley Lee
Rosemary Lewis (Treasurer)
Angie Smith
James Smith

Senior Management

Chief Executive & Board Secretary
Fundraising Manager
Fundraising Manager (Maternity Cover)
Communications Manager

Anne Currie
Hannah O'Hare
Lewis Hay
Paul Tucker

Patron

Dame Annette Brooke



Reference and Administrative Details (continued)

Bankers

Barclays Bank
Poole Business Centre
High Street
Poole
Dorset
BH15 1YA

CCLA Investment Management Ltd
80 Cheapside
London
EC2V 6DZ

Nat West Commercial Banking
2nd Floor, Heron House
10 Christchurch Road
Bournemouth
Dorset
BH1 3NR

Solicitors

Coles Miller Solicitors LLP
44-46 Parkstone Road
Poole
Dorset
BH15 2PG

Independent Examiners

Francis Clark LLP
Chartered Accountants
Towngate House
2-8 Parkstone Road
Poole
Dorset
BH15 2PW

Website

www.forestholmehospice.org.uk



Forest Holme Hospice Charity

Our vision is for every adult in our community affected by a potentially life limiting illness to have equal access to the support and service they need, whenever and wherever they are, in order to enhance their quality of life.

Our mission is to enhance the lives of adults in Dorset with life limiting illnesses through clinical excellence, exceptional service and compassionate care. We are committed to:

- providing emotional and practical support;
- supporting innovation and research;
- striving for equity of service provision;
- supporting training and education;

Our values underpin and influence all areas of our work. We are:

- **ambitious** to support the provision of world class palliative and end of life care;
- **approachable** in our manner;
- **committed** to delivering the best possible service in a cost-effective manner;
- **person centred** in all that we do to ensure the best possible outcome for the individual;
- **transparent** in all that we undertake to deliver our organisation's goals.



Chairman's Statement

I have worked at Forest Holme Hospice since it opened in 1993, first as a clinician in the hospice itself, and more recently as a Trustee and Chair of the Board. There is no doubt that this year has challenged both the clinical service and the Charity more than ever before.

At the start of the Covid-19 pandemic with the rules about distancing from others, visiting at Forest Holme had to be severely restricted. Of course, no one wanted to be admitted to the hospice under those circumstances, so there was enormous pressure on the community team to manage all problems at home. They responded magnificently, but it was very demanding to be working in any sector of healthcare through the spring and summer of 2020.

The New Year of 2021 brought further great demands on the NHS through the number and severity of infections with Covid-19. End of life care services within Poole Hospital came particularly under pressure as the second wave of cases progressed. The inpatient hospice had to reduce its number of beds because of distancing requirements but all of the staff, both clinical and nonclinical, within the hospice, hospital and community, have continued as always to work to the highest standards.

It seems likely that the next pressing need will be for psychological support services, which at Forest Holme are majority funded by the Charity. The Board is keeping demand for those services under review so that we can offer to increase funding if necessary. These psychological support services have had to adopt new ways of working, with most counselling and bereavement support being offered online.

All of the work of the Charity in raising funds has also had to go online, and our own staff have coped steadfastly with the big change from conventional fundraising events to engagement through online meetings. Our volunteers have joined our Zoom meetings, and we really hope that face to face meetings will be able to resume before too long.

The fall in income from fundraising and ordinary donations has fortunately been offset by a rise in legacy income, and we are grateful to all those who remember Forest Holme in their will. Even a legacy as small as 1% of an estate can really help us to continue to fund services, without greatly reducing the amount that can be left to family and friends. Income from Trusts and Grants has also grown as funding organisations have recognised the pressures upon the Charity, and we are grateful to them all. As a result of our stable income, we have been able to increase our funding for nursing care and counselling.

The Government set aside a sum of £200m to help charitable hospices; NHS hospices like Forest Holme were excluded from this even though their supporting charities give enormous financial support to core services. Many of those supporting charities, including our own, have now come together in an informal grouping in order to share experience and knowledge, and in order to be in a better position to represent our interests in the future. One of the things that has become very clear to us is that those NHS hospitals that have their own hospice services, as here in Poole, have been better placed to provide a coordinated and coherent response to an emergency like the Covid-19 pandemic. We also believe that it is the best and most sensible way to deliver services at the end of life: if those who need care are all in the NHS, then that care should likewise be in the NHS.

In summary, everyone associated with Forest Holme and with Forest Holme Hospice Charity has responded amazingly to the demands of the past year, irrespective of whether they are clinical staff, support staff, Charity staff, Trustees, volunteers or supporters. It does appear that things are likely to improve as 2021 progresses, although there is no doubt that Covid-19 will be staying with us, and sending us new challenges. All of the effort that I have described however has ensured that the Charity is in good shape to continue to meet those challenges.

Thank you all.

Stephen Kirkham
Chair of Trustees



Trustees' Report for the year ended 31 March 2021

The Trustees present their report and financial statements for the year ended 31 March 2021. The reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2019).

Review of Activities

Section 1: Overview

Forest Holme Hospice Charity is proud to support Forest Holme Hospice, part of University Hospitals Dorset NHS Foundation Trust, to help provide excellent Palliative and End of Life Care to over a thousand individuals and their families across Poole, Wimborne and the Isle of Purbeck.

The Charity's business plan for 2020/21 formed the first year of its five year strategy (2020-24). The Board of Trustees held an away day at the beginning of March 2020 and discussed the opportunities and challenges involved in the funding and delivery of equitable palliative and end of life care in Dorset.

The fundraising landscape was turned upside down overnight later on in March as the lockdown began and all inhouse, supporter, third party and challenge events had to be cancelled or postponed. This formed a substantial percentage of the Charity's income for the year. The decision was taken not to furlough the fundraising team and this enabled the Charity to remain visible, communicating with supporters and volunteers during this time and strengthening these existing relationships. It has been very challenging at times, but invaluable as it has helped, as well as exceptional legacy and trusts and grants income, to deliver a positive financial position for 2020/21 having initially made a forecast of a significant deficit.

Unfortunately the considerable government funding made available to independent hospices to increase capacity for the NHS, was not made available to NHS hospice charities who do likewise. However, in collaboration with fellow NHS hospice charities, Macmillan Caring Locally and University Hospitals Dorset, the Charity was able to recoup some funding through the NHS Covid Scheme. This past year has shown there is a fantastic opportunity to showcase Forest Holme's cost-effective model of service delivery for the end of life care sector.

Even though the impact of the pandemic affected the Charity's ability to fundraise, our wonderful supporter base has enabled us to be in a position to increase the level of nursing and counselling staff resources at Forest Holme at a time when it was desperately needed. We know that demand for the Hospice's services in the year ahead will only continue to increase and we need to play our part in supporting all of the teams in the community, hospital and hospice to meet this growing need.

In this report, you will find:

- **Section 2** Achievements and performance set against our key areas of priority
- **Section 3** Our strategic priorities for the future
- **Section 4** Our financial summary
- **Section 5** Governance of the Charity

Thank you

The Trustees are pleased to present this report and wish to extend their gratitude to everyone involved in supporting the aims of Forest Holme Hospice Charity. Their vital support helps enhance the lives of local people through the provision of excellent Palliative and End of Life Care provided at home, in nursing / care homes, in hospital and at the Hospice itself by Forest Holme Hospice's teams, who are part of University Hospital Dorset NHS Foundation Trust.



Section 2: Achievements and performance

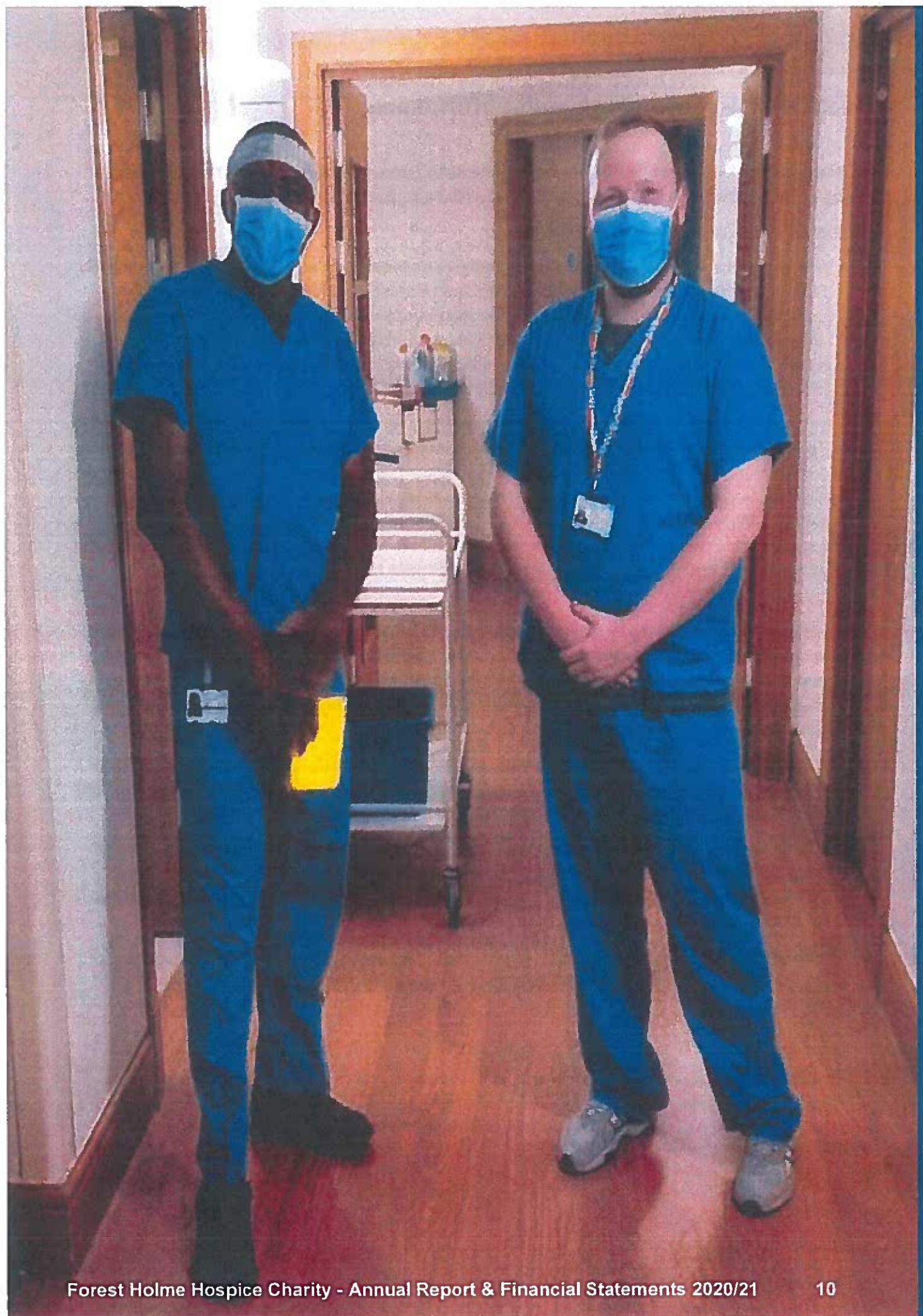
Strategic Aim 1: Understand what matters most to patients at the end of their life, and those close to them, in order to help achieve that as part of their support network.

We have worked towards achieving this by:

- Promoting the use of Care Opinion, an initiative between University Hospitals Dorset NHS Foundation Trust, Lewis Manning Hospice and Forest Holme Hospice to get a greater understanding of what matters to patients and their families at the end of life by people sharing their own personal stories. Care Opinion enables people to share their experiences about an organisation in their own words, anonymously, online. Feedback received has already led to some changes in practice;
- Hosting a series of online events and Twitter discussions during October with guest speakers including Andy Brogan and Jackie Le Fèvre focusing on "What Matters?". Topics included Bespoke by Default - What does it take to bring truly personalised care to life?, Results through Relationships - What really matters at the end of life?, Heartfelt Values - Why some things matter and some don't and Getting things done - simple approaches to ensure individuals and teams maintain focus on what matters. These were all recorded and graphics illustrated by Virpi Oinonen capturing the main themes;
- Working with our clinical and nursing colleagues to improve the quality of life for patients by funding, amongst many things, equipment to enable individuals to become more active in their daily lives, arranging for timely furniture removals to enable hospital beds to be placed in patients' houses to enable them to die at home surrounded by their loved ones and providing little touches for special events such as weddings, birthdays and Christmas time to create everlasting memories;
- Recognising the need to ensure there is support and guidance for people living with non-malignant disease such as Motor Neurone Disease by funding a part time MND Advanced Healthcare Practitioner Co-ordinator role for the Poole area;
- Taking part in Dorset Clinical Commissioning Group's (CCG) Joint Needs Assessment to understand what services are available to patients and their families across the county, identify the areas where there are gaps and help to collaboratively address the challenges of providing equitable and timely care across Dorset for everyone;
- Asking our patients, their families and friends for feedback to help improve our website content and layout to make it more accessible, easier to find information and provide practical support.

"We would like to thank the amazing staff, day and night teams, for your support, and friendship over the last week. Roger Brock received so much tender care from you all. You are all truly angels. You made an awful circumstance bearable. Thank you once again, your kindness will never be forgotten."

Sue



Section 2: Achievements and Performance (continued)

Strategic Aim 2: Champion innovative, exemplary and cost-effective palliative and end of life care, both locally and nationally, making best use of the community's resources.

We have worked towards achieving this by:

- Taking part in Nesta, Marie Curie and St Christopher's Hospice's report which was seeking to build a picture of what has changed during the pandemic and identify ways in which we can all contribute to better experiences of dying, death and bereavement and think creatively about what a better version of the future could look like;
- Contributing to Dorset CCG's Palliative Care in the Community Steering Group. This group is seeking to understand what resources there are currently and how these should be managed moving forward; pathways of care from referral to assessment and care delivered, for individuals discharged from hospital, or who are in their own home or community setting and shared responsibility for provision of care across multiple agencies, working to an agreed standard and the impact all of this may have on other areas of service;
- Working closely with Macmillan Caring Locally, another charity, who also support University Hospitals Dorset NHS Foundation Trust's newly merged Palliative and End of Life Care service at the Macmillan Unit in Christchurch. The merger of Poole Hospital and Royal Bournemouth and Christchurch Hospitals officially took place in October 2020;
- Aligning ourselves with fifteen other charities who support NHS Hospices across England to share best practice, fundraising and clinical knowledge and raise awareness of this cost-effective model of care delivery which is integrated within the NHS as a possible solution to some of the real challenges currently being experienced by the hospice sector;
- Being part of local, regional and national discussions and workshops with Hospice UK to understand the challenges and opportunities facing palliative and end of life care, post-pandemic, looking at common themes such as commissioning, workforce pressures and inequity of access to services;
- Producing virtual counselling presentations for general and palliative patients, those who have been bereaved and utilising Attend Anywhere to enable counselling sessions to continue when face to face sessions were suspended;
- Participating in clinical Podcasts initially aimed at GPs to cover topics such as nausea and vomiting, breathlessness and hiccups and this format will be extended out to meet the education needs of other health and social care professionals.

"Forest Holme were such a support, even during social distancing, they gave first class end of life care to my Dad and also helped us during this incredibly difficult time. Thank you to all the staff, especially Pauline and Carol. You were amazing!"

Emma



Section 2: Achievements and Performance (continued)

Strategic Aim 3: Create a more nimble and sustainable Charity infrastructure to help meet the increasing need for responsive, comprehensive and accessible palliative and end of life care services, both now and in the future.

We have worked towards achieving this by:

- Investing in an IT structure which will enable the team to work effectively from wherever they choose to base themselves to ensure the best work / life balance for the individual member of staff;
- Researching fundraising software to make online giving easier and ensure the best possible stewardship of new, and existing, supporters via digital platforms such as Facebook and Instagram;
- Working with a local digital partner to make the Charity's website more accessible and inclusive for patients and their families through its format and content;
- Supporting clinical colleagues to make some support resources available online to patients and families when face to face or group activities were suspended;
- Taking some of our fundraising events online such as Light up a Life, Bingo Evenings and Christmas raffles which will lead to a blended approach of both online and offline activities for future fundraising initiatives such as Tie a Yellow Ribbon;
- Purchasing contactless payment terminals to help process donations due to the decrease in the amount of cash being handled during the pandemic and from here on in;
- Holding regular meetings with teams from both University Hospitals Dorset and Macmillan Caring Locally to understand where resources are best placed to meet demand in a timely and responsive manner;
- Participating in more online training opportunities and knowledge sharing through webinars on palliative care, fundraising, finance, digital, and governance networks for members of staff and the Board of Trustees;
- Utilising digital software such as Zoom, Trello, Microsoft Teams, Mural and WhatsApp to maximise the ability to work collaboratively online and keep in touch with a variety of networks such as volunteers, fundraisers, funders and other charities, both locally and nationally;
- Ensuring all literature will be printed on 100% recycled paper stock and fundraising materials to be made from sustainable resources and ethically sourced.

"Forest Holme Hospice is a sanctuary for patients and their families at the end of life. The people who work here, from receptionists to doctors and nursing staff, are truly wonderful. Their care and compassion really goes beyond anything I could have expected. They go out of their way to make this traumatic time as easy as possible. There is nowhere on earth where you could receive better care. We are so lucky to have this hospice in our area and I would encourage anyone to support them."

Cherry



Section 3: The Future

The Board of Trustees set the Charity's three overarching strategic aims in 2020. They are:

- understand what matters most to patients at the end of their life, and those close to them, in order to help achieve that as part of their support network;
- champion innovative, exemplary and cost-effective palliative and end of life care, both locally and nationally, making best use of the community's resources;
- create a more nimble and sustainable charity infrastructure to help meet the increasing need for responsive, comprehensive and accessible palliative and end of life care services, both now and in the future.

The three main principles which flow through the Charity's business plan for 2021/22 are equity, sustainability and collaboration across each area of our work. We need to ensure that we include, and meet, the diverse needs of everyone, innovate to make best use of our resources and work in partnership with others to secure a sustainable future for the organisation's beneficiaries.

As a community organisation, our stewardship of supporters is paramount. We need to ensure that this is true of each different kind of supporter be they volunteer, event participant, corporate, one-off donor, regular giver or grants organisation. It has been difficult to develop relationships with new donors during the pandemic.

The restrictions surrounding funerals, the greatly reduced footfall into the Hospice, home based working and the cancellation of all physical fundraising activities has meant a different fundraising focus. We need to ensure that our time and resource is focused well to achieve the greatest return on investment for both the short and long term financial viability of the Charity. Excellent stewardship, adoption of new digital ways of working by every member of staff and further diversification of income streams will be our fundraising priorities.

There will also be investment into IT and human resources to enable the Charity to become more agile in the way it works. We continue to finance our existing charitable activities whilst providing additional nursing and counselling resources to help address the growing need for the Hospice's services. We will also look to utilise our designated service development monies through a variety of initiatives during 2021/22 and into the next financial year.

It is also very important that we provide staff welfare, resilience training and support to all of the teams who have endured a gruelling twelve month period. This is core to our business plan for 2021/22 as we look to support a newly merged Palliative and End of Life Care Service in collaboration with Macmillan Caring Locally.

The Integrated Care System for Dorset will be pivotal for the years ahead and the collaborative working with our partner organisations across the county to ensure the best possible palliative and end of life care must continue. During the pandemic, the last year has shown that a patient-centred focus, reduced organisational boundaries and minimized bureaucracy have led to more timely and appropriate care for patients and those close to them.

"The most amazing place, with the most amazing people. There are no words."

Sarah



Washable masks for sale -
£4.50 all proceeds will go to
Forest Holme Hospice.

Section 4: Financial Summary

Income for the year totalled £981,000 (2019/20 £782,000) mainly from activities for generating funds £103,000 (2019/20 £246,000); donations £264,000 (2019/20 £347,000); legacies £529,000 (2019/20 £151,000); grants £76,000 (2019/20 £28,000) and £9,000 (2019/20 £10,000) received from dividends and interest on investments.

Expenditure totalled £680,000 (2019/20 £648,000). The Trustees decided during the year to contribute a total amount of £97,000 (2019/20 £93,000) to University Hospitals Dorset NHS Foundation Trust towards the running costs of Forest Holme Hospice. An amount of £271,000 (2019/20 £254,000) was spent on nursing, complementary therapies and counselling provision and £185,000 (2019/20 £185,000) on the cost of generating funds. Patient and staff welfare and amenities amounted to £120,000 (2019/20 £107,000).

Cash balances amount to £1,163,000 (2019/20 £1,442,000) and represent 69.2% (2019/20 89.1%) of all funds invested.

The Trustees have decided to invest a proportion of the charitable funds in Common Investment Funds (CIFs) and would expect these funds to provide long term capital growth and income. CIFs represent 30.8% (2019/20 10.9%) of all the funds invested. During the course of the year, the Trustees decided to close the NatWest bank account and transfer the monies to the CCLA Deposit Fund. A decision was then made to transfer £300,000 from the CCLA Deposit account into the CIF Equity Fund. The monies held in the CIF Equity Fund showed an overall increase in value of 8.6%.

£518,000 (2019/20 £177,000), representing 30.8% (2019/20 10.9%) of the total funds is invested on behalf of the Charity by CCLA (COIF) in Common Investment Funds. £487,000 (2019/20 £179,000), representing 29% (2019/20 11.1%) of the total funds is invested with CCLA in a short term deposit account.

Expenditure on our charitable purposes represented 72.8% of our total expenditure (compared to 71% in 2019/20). Expenditure on administration and fundraising represented 27.2% of total expenditure (compared to 29% in 2019/20).



Section 5: Governance

Organisational Structure

During 2020/21 Forest Holme Hospice Charity was governed by a Board of eight Trustees who met formally six times during the year. One Trustee retired from the Board during this period (Val Horn) and one was re-elected (Stuart Bradford).

Forest Holme Hospice Charity operates a full strategic planning and budgeting process, with detailed budgets and plans being presented to, and approved by, the Board each year, with performance subsequently reported and assessed against those plans and budgets on a bi-monthly basis. Day-to-day running of the charity is delegated to the Chief Executive, who reports to the Chair of Trustees. Appropriate approval levels are in place within the charity regarding requests for funding.

Public Benefit

The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with the Charity Commission's guidance on Public Benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set. The charity achieves its principal objects and purposes through the provision of patient care and staff welfare at Forest Holme, which provides palliative and end of life care at home, in the hospice and in Poole Hospital to those living within the Poole, Wimborne and the Purbeck area. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission guidance on Public Benefit.

Appointment of Trustees

New trustees are appointed when existing trustees retire or resign. Trustees are normally expected to have a professional background (e.g. legal, accounting, medical, or health), lived experience or direct involvement in palliative care and have a good understanding of the aims and objectives of the charity and its relationship with University Hospitals Dorset NHS Foundation Trust. In the first instance new Trustees are introduced to the existing Trustees. The potential new Trustee is then invited to a Board meeting as an observer before appointment is confirmed by a majority vote of the existing Trustees held at a special meeting of the Board. Trustees receive introductory training to the Charity and an annual update on good governance. Trustees can serve a maximum of three, three year terms on the Board before they must retire.

Reserves Policy

The Trustees regularly review the level of reserves of Forest Holme Hospice Charity, looking at the nature of income and expenditure streams and the need to match variable income against the expenditure incurred by the Charity in respect of the on-going provision of palliative and end of life care, which is regular and largely fixed expenditure. The Trustees review the Reserves Policy in line with best practice and the Charity Commission's Guidelines on an annual basis.

The Trustees would expect to hold reserves of a minimum of twelve months' budgeted expenditure. This takes into account the fact that Forest Holme Hospice Charity does not have any committed long term income, that income levels fluctuate across the year, and a proportion of costs are fixed in nature, all of which have a direct impact on the cash flow of the organisation. Unrestricted reserves at 31 March 2021 were £2,056,000 (2019/20 £1,714,000). The Trustees recognise that due to exceptionally large legacy income this year, the level of reserves is above their minimum requirement at present, but they are comfortable with this position due to the impact the pandemic has had on the Charity's fundraising and donation levels to date. This is expected to continue to have an impact, due to economic uncertainty, on the Charity's resources the nature of the flow of income and the Charity's short term commitments having designated £600,000 for the development of its services.



Section 5: Governance (continued)

Investment Policy

The Trustees have the power to invest in such assets as they see fit. They have decided to invest monies with COIF Charity Funds, managed by CCLA Investment Management Ltd. At the start of the year, these funds were held in an Equity Fund and, after a review, the Board of Trustees agreed to transfer a further total of £300,000, in two tranches, from the CCLA Deposit Fund into the Equity Fund across two financial quarters.

Risk Management

The major strategic risks to which the Charity is exposed have been identified and considered by the Board of Trustees. They include the financial impact of the COVID19 pandemic (being addressed by scenario planning, cashflow forecasting and excellent stewardship of supporters), University Hospitals Dorset NHS Foundation Trust does not continue to invest in End of Life Care (being addressed by working collaboratively with Macmillan Caring Locally and inviting a Non Executive Director of the Trust to attend the Charity's Board meetings as a guest) and the clarity and parity of NHS commissioning arrangements (being addressed by engagement with Dorset Clinical Commissioning Group's Specialist Palliative Care Strategic Group).

These risks, amongst many others, are discussed and systems established to help mitigate those risks. The Charity maintains a risk register which is reviewed bi-monthly by the Board of Trustees. Income and expenditure is monitored in total and compared with the approved plan on a monthly basis with the Treasurer to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

Pay policy for senior staff

There are four key management personnel of the Charity including the Chief Executive, Fundraising Manager, including their maternity cover, and the Communications Manager who comprise 3.5 full time equivalents. Their posts are paid in accordance with the NHS (Agenda for Change) salary framework. Their roles are assigned to individual NHS Salary Bands. Subject to satisfactory performance, they also receive annual increments on the anniversary of their appointment until they reach the top of their band. Where senior employees take on significant new responsibilities during the year, salaries are adjusted accordingly.

Fundraising Practice

Forest Holme Hospice Charity is committed to ensuring that our fundraising is undertaken in an accountable, courteous, legal, respectful and transparent manner. We are voluntarily registered with the Fundraising Regulator and all of our activities adhere to the Code of Fundraising Practice. We received no complaints about our fundraising methods during the course of the year. We do not use third party professional fundraisers or commercial participators to undertake any of our fundraising activities and as a small, local charity we feel very strongly that donors are not put under any pressure to donate to our cause.

We do not use cold calling to solicit donations, we do not buy or share personal data or allow anyone else to do so on our behalf. We adhere to best practice with regards to data protection and ensure it is straightforward for anyone to stop all, or particular, contact from us.





Section 6: Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed:



Date: 30 July 2021

Dr Stephen Kirkham - Chair of Trustees



Independent Examiner's Report to the Trustees of Forest Holme Hospice Charity

I report to the Trustees on my examination of the accounts of Forest Holme Hospice Charity for the year ended 31 March 2021 which are set out on pages 26 to 40.

Responsibilities and basis of report

As the Trustees of the Charity 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 Charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW and ACCA, both of which are listed bodies.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. that accounts do not accord with those records; or
3. that accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Anne-Marie Gates FCCA FCA

Signed

A Partner of

Francis Clark LLP

Chartered Accountants

Towngate House

Poole

BH15 2PW

Date: 14 August 2021

Statement of Financial Activities for the year ended 31 March 2021

Income:	Note	Unrestricted Funds		Prior Year	
		General	Restricted	Total Funds	Total Funds
		£000	£000	£000	£000
Donations and legacies:					
Donations	2	260	4	264	347
Legacies	3	529	-	529	151
Grants	4	56	20	76	28
		845	24	869	526
Income from trading activities:					
Shops		-	-	-	-
Lottery		-	-	-	-
Fundraising events	5	103	-	103	246
		103	-	103	246
Investment income	6	9	-	9	10
Total income		957	24	981	782
Cost of raising funds	9	185	-	185	185
Fundraising trading: costs of goods sold and other costs		-	-	-	-
Costs of raising funds		185	-	185	185
Nursing		181	-	181	177
Counsellors		67	23	90	77
Contribution to University Hospitals Dorset for Hospice running costs		97	-	97	93
Patient welfare and amenities		101	1	102	91
Staff welfare and amenities		18	-	18	16
Miscellaneous		7	-	7	9
Expenditure on charitable activities		471	24	495	463
Total expenditure	7+8	656	24	680	648
Net income for the year before gains and losses on investments		301	-	301	134
Net gains/(losses) on investments		41	-	41	-8
Net income/ (expenditure) for the year		342	-	342	126
Net movement in funds		342	-	342	126
Reconciliation of funds:					
Total funds brought forward		1,714	7	1,721	1,595
Total funds carried forward		2,056	7	2,063	1,721

All amounts relate to continuing activities of the Charity. The Statement of Financial Activities includes all the gains and losses recognised in the year. The notes to the accounts are shown on pages 29-40.

Balance sheet as at 31 March 2021

	Notes	Current Year £000	Prior Year £000
Fixed assets			
Investments	12	518	177
		<u>518</u>	<u>177</u>
Current assets			
Stock			
Debtors	13	390	118
Cash at bank and in hand		1,163	1,442
		<u>1,553</u>	<u>1,560</u>
Liabilities			
Creditors: amounts falling due within one year	14	-8	-16
		<u>1,545</u>	<u>1,544</u>
Net current assets			
		<u>2,063</u>	<u>1,721</u>
Total net assets			
		<u>2,063</u>	<u>1,721</u>
The funds of the charity:			
Restricted income funds	15	7	7
Unrestricted funds			
General funds	16	2,056	1,714
Total unrestricted		<u>2,056</u>	<u>1,714</u>
Total funds		<u>2,063</u>	<u>1,721</u>

Approved by the trustees and signed and authorised for issue on their behalf by:

Dr Stephen Kirkham

Chair of Trustees

Date:

30 July 2021

The notes to the accounts are shown on pages 29-40.

Statement of cash flows as at 31 March 2021

	Notes	Current Year £000	Prior Year £000
Cash flows from operating activities			
<i>Net cash provided by/(used in) operating activities</i>	21	<u>-288</u>	<u>330</u>
Cash flows from investing activities			
<i>Dividends, interest and rents from investments</i>		9	10
<i>Net cash provided by/(used in) investing activities</i>		<u>9</u>	<u>10</u>
Change in cash and cash equivalents in the reporting period		<u>-279</u>	<u>340</u>
<i>Cash and cash equivalents at the beginning of the reporting period</i>		1,442	1,102
<i>Cash and cash equivalents at the end of the reporting period</i>	22	<u>1,163</u>	<u>1,442</u>

The notes to the accounts are shown on pages 29-40.

Notes to the accounts

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Legal status of the Charity

Forest Holme Hospice Charity was established by a Declaration of Trust.

c) Going concern

The financial statements have been prepared on a going concern basis. As explained in the Trustees' report on page 21, the Trustees have considered the uncertainty relating to the impact of the Coronavirus pandemic and what effect this will have on the Charity's operations and finances in the short to medium term. In the opinion of the Trustees by proactively managing cash-flow, the Charity has sufficient working capital to continue to its financial obligations and pay its liabilities as they fall due for the foreseeable future and therefore the financial statements have been prepared on a going concern basis.

The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient, with the level of reserves held, for the Charity to be able to continue as a going concern.

d) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements. Restricted funds are donations where the donor has specified they should only be used for particular areas of the hospice's work. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each material designated and restricted fund is set out in the notes to the financial statements. Investment income, gains and losses are allocated to the appropriate fund.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where income has related expenditure (as with fundraising or contract income), the income and related expenditure are reported gross in the Statement of Financial Activities.

Donations, grants and gifts are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period. Income from Gift Aid tax reclaims is for any donations with relevant Gift Aid certificates recognised in income for the year. Any amounts of Gift Aid not received by the year end are accounted for in income and accrued income in debtors.

Income from NHS contracts, government and other grants, whether 'capital' grants or 'revenue' grants, are recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/ executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on deposit funds held is included when receivable and the amount can be measured reliably by the charity which is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio. Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable

Sponsorship from events, fundraising and events registration fees are recognised in income when the event takes place. Lottery income is accounted for in respect of those draws that have taken place in the year.

f) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis under the following headings:

Costs of raising funds comprises fundraising costs incurred in seeking donations, grants and legacies; investment management fees; costs of fundraising activities and their associated support costs. Fundraising costs do not include the costs of disseminating information of support of the charitable activities.

Expenditure on charitable activities includes the costs of providing specialist palliative care and support, community services, research and other educational activities undertaken to further the purposes of the charity and their associated support costs.

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs

incurred in connection with the compliance with constitutional and statutory requirements of the charity.

Support costs are allocated to each of the activities on one of the following basis: either floor space or staff time or staff headcount depending on the nature of the support costs, to best allocate the costs to each attributable heading. More detail on the analysis and basis of allocation is given in note 8 to the financial statements.

g) Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in note 10 to these financial statements and in the Trustees' report.

h) Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

j) Cash at bank and in hand

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

k) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

l) Pensions

Employees of the Charity are entitled to join the NHS Pension Scheme, a defined benefit scheme. The scheme is not designed to be run in a way that enables bodies to identify their share of the underlying scheme assets and liabilities. Therefore, the scheme is accounted for as if it were a defined contribution

scheme: the cost to the charity of participating in the scheme is taken as equal to the contributions payable to the scheme for the accounting period. There were no outstanding contributions at the year end. The costs of the scheme are included with the associated staff costs and allocated to raising funds, charitable activities, support and governance costs and charged to the unrestricted funds of the charity.

Notes to the accounts

2 Donations	Current Year	Prior Year
	£000	£000
General donations	144	240
In memoriam	110	96
Standing orders and direct debits	10	11
	<u>264</u>	<u>347</u>

Of the total donations received £260k (2020: £344k) was attributed to unrestricted funds and 4k (2020: £3k) was attributed to restricted funds.

3 Legacies	Current Year	Prior Year
	£000	£000
	529	151
	<u>529</u>	<u>151</u>

The income from legacies was £529k (2020: £151k) of which £529k was unrestricted (2020 year: £151k).

4 Grants received	Current Year	Prior Year
	£000	£000
Core funding grants	76	28
	<u>76</u>	<u>28</u>

The income from grants received was £76k (2020: £28k) of which £56k was unrestricted (2020: £12k).

5 Fundraising events	Current Year			Prior Year		
	£000	£000	£000	£000	£000	£000
	Income	expenditure	Net income	Income	expenditure	Net income
Big Brunch	-	-	-	1	-	1
Bingo Night	2	-	2	4	1	3
Christmas Raffle	10	2	8	5	-	5
Christmas Dance	-	-	-	7	4	3
Dancethon	-	-	-	4	-	4
Light up a Life	13	3	10	8	1	7
Quiz Night	-	-	-	2	1	1
Sunflower Ball	-	-	-	32	8	24
Tie a Yellow Ribbon	4	-	4	5	-	5
Trolley Dash	2	-	2	2	-	2
Wareham Cruise	-	-	-	4	1	3
Volunteer events	72	-	72	172	-	172
	<u>103</u>	<u>5</u>	<u>98</u>	<u>246</u>	<u>16</u>	<u>230</u>

Of all fundraising event income received £103k (2020: £246k) was attributed to unrestricted funds and £0k (2020: £0k) was attributed to restricted funds.

6 Investment income

	Current Year £000	Prior Year £000
Dividends - equities	9	10
	<u>9</u>	<u>10</u>

All investment income in both the current and previous year relates to unrestricted funds.

7 Analysis of expenditure

	Direct Costs £000	Support costs (note 9) £000	Total Costs £000	Prior Year £000
Events costs	5	-	5	16
Fundraising costs	180	-	180	169
Raising funds	185	-	185	185
Nursing	172	9	181	177
Counsellors	85	5	90	77
Contribution to PHFT	55	42	97	93
Patient welfare / amenities	93	9	102	91
Staff welfare / amenities	13	5	18	16
Miscellaneous	6	1	7	9
Charitable activities	424	71	495	463
Total	<u>609</u>	<u>71</u>	<u>680</u>	<u>648</u>

Of the total expenditure of £680k (2020: £648k), all raising funds expenditure of £185k (2020: £185k) was unrestricted.

Of the charitable activities expenditure of £495k (2020: £463k), £24k (2020: £15k) was restricted.

8 Analysis of support costs

	Management HR £000	Finance £000	IT £000	Governance £000	Total £000	Prior Year £000
Nursing	5	2	1	-	1	9
Counsellors	2	1	1	-	1	5
Contribution to UHD for Hospice running costs	30	3	7	1	1	42
Patient welfare / amenities	5	1	2	-	1	9
Staff welfare / amenities	2	1	1	-	1	7
Miscellaneous	1	-	-	-	-	1
Charitable services	45	8	12	1	5	71
Total	<u>45</u>	<u>8</u>	<u>12</u>	<u>1</u>	<u>5</u>	<u>71</u>

Governance costs total £5k (2020: £5k) including independent examination fees.

9 Analysis of staff costs and key management personnel

	Current Year	Prior Year
	£000	£000
Wages and salaries	180	155
Social security costs	18	15
Pension costs	19	21
	<u>217</u>	<u>191</u>

The Charity Trustees have received no remuneration from the Charity in the current year, with no Trustees' expenses being claimed in the preceding year.

There were no staff employed directly by the Charity. Staff are employed by University Hospitals Dorset NHS Foundation Trust (UHD) and the costs shown above relate to the reimbursement of these staff costs to UHD. The average monthly head count was 7 (2020: 6), and analysis of staff employees in the year were:

	Actual number	Current Year Full time equivalent	Prior Year Actual number	Prior Year Full time equivalent
Fundraising services	5	5	4	4
Support services	2	2	2	2
Total	<u>7</u>	<u>7</u>	<u>6</u>	<u>6</u>

There were no employees whose total employee benefits excluding pension contributions were over £60,000.

There are four key management personnel, including maternity cover, of the Charity whose employee benefits total £115k. (2020: £99k)

The Charity has an average of 100 volunteers during the year (2020: 100) supporting the charitable and administrative work of the Charity.

10 Net incoming resources

	Current Year	Prior Year
	£000	£000
Net income resources is stated after charging		
Independent Examination	<u>3</u>	<u>3</u>
	<u>3</u>	<u>3</u>

11 Taxation

Forest Holme Hospice Charity is a registered charity and as such is exempt from taxation on its income and gains to the extent that these are applied for charitable purposes.

12 Investments

a)

	£000
As start of the year	177
Additions	300
Unrealised Gains on Revaluation	41
At the end of the year	<u>518</u>

b)

Analysis of investments	Current Year	Prior Year
	£000	£000
Equities	518	177
Total charity	<u>518</u>	<u>177</u>

All investments are held in the UK.

The historical cost of the investments is £420k. (2020: £120k)

13 Debtors

	Current Year	Prior Year
	£000	£000
Taxation recoverable	7	5
Other debtors	1	4
Prepayments	1	1
Accrued income	381	108
	<u>390</u>	<u>118</u>

14 Creditors: amounts falling due within one year

	Current Year	Prior Year
	£000	£000
Trade creditors	3	3
Other creditors	5	13
	<u>8</u>	<u>16</u>

15 Restricted funds	Balance as stated at the end of the year £000	Income £000	Expenditure £000	Transfers £000	Balance at end of the year £000
	7	24	24	-	7
Total	7	24	24	-	7

The £7k (2020: £7k) of restricted funds at year end are allocated to patient welfare and amenities.

16 Unrestricted funds	Balance as stated at the end of the year £000	Income £000	Expenditure and gains £000	Transfers £000	Balance at end of the year £000
General fund	1,114	957	615	-	1,456
Designated funds	600	-	-	-	600
Total unrestricted funds	1,714	957	615	-	2,056

17 Net assets by funds	General funds £000	Restricted £000	Designated £000	Total funds £000
Investments	518	-	-	518
Current assets	946	7	600	1,553
Creditors falling due in less than a year	-8	-	-	-8
	1,456	7	600	2,063

18 Related party transactions

University Hospitals Dorset NHS Foundation Trust (UHD) operates Forest Holme Hospice. The Charity supports the Hospice financially and is committed to pay for certain agreed staff costs and amenities.

The Charity agreed to make a contribution of £495k (2020: £463k) towards the general running costs of Forest Holme Hospice during 2020/21.

The following Trustees of the Charity, during the accounting year, were employed by University Hospitals Dorset:
Dr Beverley Lee, Consultant in Palliative Medicine.
Val Horn, Discharge Services Manager.

Stuart Bradford, a Trustee, is also a Partner at Coles Miller Solicitors LLP, the Charity's solicitors.

19 Contingent assets - legacy income

As at 31 March 2021 the Charity had been notified of three residuary legacies.

Three pecuniary legacies, and four residual, which total £381k have been accrued for (2020: £108k).

20 Financial performance of the Charity.

The summary performance of the Charity is as follows:

	Current Year	Prior Year
	£000	£000
Income	981	782
Total Expenditure	-680	-648
Net gains/losses on investments	41	-8
Net income	342	126
Total funds brought forward	1,721	1,595
Total funds carried forward	2,063	1,721
Represented by:		
Restricted funds	7	7
Unrestricted funds	2,056	1,714
	2,063	1,721

21 Reconciliation of net income/expenditure to net cash flow from operating activities

	Charity Current Year	Prior Year
	£000	£000
Net Income/expenditure for the reporting period (as per the statement of financial activities)	342	126
Adjustments for:		
Loss/Gain on investments	-341	8
Dividends, interest and rents from investments	-9	-10
(Increase)/decrease in debtors	-272	196
Increase/(decrease) in creditors	-8	10
Increase/(decrease) in stock	0	0
Net cash provided by/ (used in) operating activities	-288	330

22 Analysis of cash and cash equivalents

	Current Year	Prior Year
	£000	£000
Cash in hand	1,163	1,442
Total cash and cash equivalents	<u>1,163</u>	<u>1,442</u>