

Charity number: 1089306

**FRIENDS OF SUSSEX HOSPICES
TRUSTEES' REPORT AND UNAUDITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2021**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY,
ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees	Christine Field, Chairman Marion Shepherd DL, Vice Chairman Dr David Scott Helen Searle Daphne Slator Christopher Stebbing, Treasurer Edouard Altenhoven (Retired 7 th June 2021) Kathy Gore OBE DL (Retired 7 th June 2021) Dr Ian Gough (Retired 7 th June 2021) Tony Bridger (Resigned 9 th October 2020) Dianne Steele (Resigned 11 th December 2020)
Charity number	1089306
Principal office	The Strakes, Church Hill, West Hoathly, East Grinstead, West Sussex, RH19 4PW
Independent Examiner	Lucy Hammond 57 Hillview Crescent East Preston West Sussex BN16 1RG
Bankers	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA Metro Bank PLC One Southampton Row London WC1B 5HA

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements of Friends of Sussex Hospices (the charity) for the year ended 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as amended for accounting periods commencing 1 January 2019).

Structure, governance, and management

a. Constitution

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Declaration of Trust, which was adopted in August 2001 and amended in June 2012.

b. Method of appointment or election of Trustees

The charity's constitution requires at least three trustees. Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at a Special Meeting of the Trustees and the appointment would be made at this meeting. The charity has a succession policy ensuring the Board of Trustees has the right skills mix. The Board of Trustees maintains a skills matrix of all Trustees to identify any shortfall in desired competencies.

The Trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the charity are made by the Trustees at these meetings. Reporting to the Board of Trustees are committees covering Fundraising, Governance, Finance, Corporate Strategy and Publicity & Marketing. Each of those committees are chaired by a Trustee. The Trustees also hold away days when training is given to ensure the Trustees remain aware of their responsibilities and any changes in compliance or best practice.

Objectives and Activities

Friends of Sussex Hospices is a charity whose objects are to raise funds and invite and encourage contributions to relieve patients of hospices which treat patients in Sussex and to support the charitable work of these hospices.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit. They have also considered the Charity Governance Code; actions were noted, followed through, and will be kept under review by the Governance Committee. The Trustees embrace the challenges set down in the document.

Achievements and performance

The charity continued its programme of fund-raising activities during the year and total incoming resources amounted to £172,799 (2020: £358,893). These included donations of £155,783 (2020: £212,753) and legacies which amounted to £10,000 (2020: £4,000).

The contribution made by all our supporters enabled £130,000 (2020: £250,000) to be distributed to the hospices during the year.

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Financial review and Reserves policy

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's funds should be sufficient in the trustees' view to enable contractual commitments to future events to be met in full and any costs of ending current operations. As at 31 March 2021 the charity had funds of £47,561 (2019: £17,828) which in the Trustees' view exceed the necessary level required.

Covid-19

On 23rd March 2020, the government introduced measures to combat the Covid-19 pandemic. As a direct consequence of these actions, we have had to cancel / postpone numerous events because it would not have been possible for us to hold these events in a socially distanced manner. As FSH is run by volunteers, including the Trustees, the majority of its costs relate to specific events it holds and as these are cancelled / postponed only very minimal costs have been incurred.

As a consequence of these decisions, it is inevitable that a sizeable part of planned income (Activities for Generating Funds) will not materialise, which in turn means that our ability to make distributions to the Hospices we support have been restricted.

However, we are confident that we have allowed sufficient reserves to see us through the foreseeable future and have therefore considered it appropriate to prepare the financial statements on the going concern basis.

Going Concern

Whilst the impact of the Covid-19 pandemic has been assessed by the Trustees, so far as reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's reserves, together with the significant decrease in costs during the pandemic, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future, and therefore have adopted the going concern basis of accounting in preparing the financial statements.

Trustees' responsibilities statement

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 & 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:

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and 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.

This report was approved by the Trustees on 18th November 2021 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Christine Field', with a stylized flourish at the end.

**Christine Field,
Chairman**

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

This has been the most unusual and challenging year in the 25-year history of the Charity. Even at its commencement, no one could have predicted the impact which the emergence of Covid 19 would have on our daily lives and hence the fund-raising ability of our charity.

Friends of Sussex Hospices has striven to uphold the objectives of the Charity throughout this time, and thanks to a resilient band of volunteers and supporters, has continued to raise money to support the provision of Hospice Care to the people of Sussex, by contributing to 13 Hospices and Hospice Care providers across the County of East and West Sussex. The twin aims of raising awareness of these services and their need for public support has been thrown into even sharper focus as the Hospices themselves struggled to survive financially and to rise to the challenge of extended and extenuated demand for their services.

In September 2020 our long serving Chairman, Kathy Gore, announced her intention to step down from the Chairmanship of the Charity in March 2021 and from her role as Trustee thereafter. In the event, Kathy served until the December Board meeting in order to allow for some succession planning and the Chairmanship was taken on in an interim capacity by fellow Trustee, Christine Field. During the year both Eddie Altenhoven and Ian Gough completed their terms as Trustees. Along with Kathy, they agreed to delay their departure until June 2021 to assist with a longer-term review of the Charity. FSH is immensely grateful to all 3 for the contributions that they have made to the success of the Charity and especially to Kathy Gore, with whose name the Charity, and its success, are virtually synonymous. As if to echo this, the largest single fund-raising contribution of the year came from Kathy. During the months of lockdown, she undertook a complete solo circumnavigation of the Hospice Trail – over 200 miles around the County. This produced £40,000 in sponsorship and donations and attracted significant Press and social media coverage.

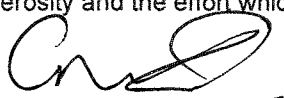
The Board of Trustees has met regularly during the period and took an early decision to cease face to face fund-raising events as the degree of the impact which the Covid pandemic would have on our lives, began to become clear. In a complete change of direction for the charity, two online events were devised and produced, the first a Bridge Bidding Quiz and the second an adaptation of the long-running Mega March Hospice Quiz. Together these raised approximately £8,000. The latter was a joint venture with the 13 Hospices who also raised funds directly from the event.

Special efforts have been made to keep people in touch with the progress of the Charity during the year. The volunteer base of over 200 people relies heavily on those in the demographic groups most impacted by the pandemic. The effect that this will have on our ability to return to former patterns of fund-raising remains to be seen.

Despite the absence of traditional fund-raising for much of the time covered by this report, a total of £159,733 has been raised enabling us to distribute £130,000 to the Hospices during the year. Over 50% of this total has come in the form of grants, donations and In Memoriam contributions from individuals, groups and Trusts. This has revealed a significant and wide-ranging body of support for the Charity throughout the County of Sussex, which the Trustees have endeavoured to acknowledge and celebrate through internal and external communications. It seems fair to say that this serves as testament to the role which the Charity plays within the community.

The Trustees have taken advantage of the absence of regular fund-raising activity and changes in membership, to review and enhance the Governance of the Charity, putting in place a full suite of policies and procedures through which the Charity can continue to develop in a sustained and secure manner.

It has been a challenging year but one from which Friends of Sussex Hospices has sought to draw positives and above all, I would wish to express my thanks to my fellow Trustees and all our supporters for their continued generosity and the effort which they have made to secure the charity's future in these extraordinary times.



Christine Field
Chairman
18th November 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF SUSSEX HOSPICES FOR THE YEAR ENDED 31 MARCH 2021

I report on the financial statements of the charity for the year ended 31 March 2021 which are set out on pages 7 to 11.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act.
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view', and the report is limited to those matters set out in the statement below.

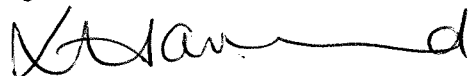
Independent examiner's statement

In connection with 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 130 of the Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated: 3.12.2021



Lucy Hammond FCA

57 Hillview Crescent
East Preston
West Sussex
BN16 1RG

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 £	2020 £
Income on:			
Incoming resources from generated funds:			
Voluntary income	2	151,876	203,273
Direct donations	2	3,907	9,440
Legacies	2	10,000	4,000
Activities for generating funds	3	6,979	142,131
Investment income	4	37	49
Total incoming resources		<u>172,799</u>	<u>358,893</u>
Expenditure on:			
Fundraising expenses and other costs	3	9,159	92,650
Distributions to hospices	5	130,000	250,000
Direct Donations	5	3,907	9,440
Total resources expended		<u>143,066</u>	<u>352,090</u>
Movement in total funds for the year			
Net surplus for the year	6	29,733	6,803
Total funds at 1 April 2020		17,828	11,025
Total funds at 31 March 2021		<u>47,561</u>	<u>17,828</u>


All funds are unrestricted. Income received for a specific hospice is accounted for within unrestricted funds, if all the funds received are paid over to that hospice before the Charity's year end.

The notes on pages 9 to 11 form part of these financial statements.

BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Current assets			
Cash at bank		44,933	21,010
Debtors	7	11,848	11,143
		<u>56,781</u>	<u>32,153</u>
Creditors: falling due within one year	8	(9,220)	(14,325)
Net current assets		<u>47,561</u>	<u>17,828</u>
Net assets		<u>47,561</u>	<u>17,828</u>
Charity funds			
Unrestricted funds	9	47,561	17,828
Total funds		<u>47,561</u>	<u>17,828</u>

The financial statements were approved by the Trustees on 18th November 2021 and signed on their behalf, by:


Christopher Stebbing,
Treasurer

The notes on pages 9 to 11 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

1.1 Basis of preparation of financial statements

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 (FRS102) (as amended for accounting periods commencing from 1 January 2019) – Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Friends of Sussex Hospices meets the definition of a public benefit entity under FRS102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Friends of Sussex Hospices ability to continue as a going concern.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Investment income, gains and losses are allocated to the appropriate fund.

1.3 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.4 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2. Voluntary income

	2021	2020
	£	£
Donations	151,876	203,273
Direct donations (see note 5)	3,907	9,440
Legacies	<u>10,000</u>	<u>4,000</u>
	<u>165,783</u>	<u>216,713</u>

3. Fundraising activities

	Fundraising income £	Fundraising expenditure £	Surplus/ (Deficit) 2021 £	Surplus 2020 £
Events and Functions	<u>6,979</u>	<u>(9,159)</u>	<u>(2,180)</u>	<u>49,841</u>
2020	<u>142,131</u>	<u>(92,650)</u>	<u>49,481</u>	

4. Investment income

	2021	2020
	£	£
Interest received	<u>37</u>	<u>49</u>

5. Distribution to hospices

	2021	2020
	£	£
Chestnut Tree House Children's Hospice	2,396	5,514
St Catherine's Hospice	14,197	25,720
St Wilfrid's Hospice - Eastbourne	19,203	33,556
Hospice in the Weald	2,980	5,595
The St. Peter and St. James Hospice	8,654	18,703
Martlets Hospice	19,561	39,268
St Michael's Hospice	20,753	31,550
Demelza Hospice Care for Children	906	1,541
Leo House at Home	1,299	645
The Sussex Snowdrop Trust	882	4,005
The Sussex Beacon	3,123	-
St Barnabas House	23,423	54,045
St Wilfrid's Hospice - Chichester	12,623	29,859
Total	<u>130,000</u>	<u>250,000</u>

In addition, donations of £3,907 (2020 £9,440) were received for specific hospices, as part of the charity's fundraising which were passed directly to those charities.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

6. Net income

During the year, no Trustees received any remuneration (2020 - £NIL).

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2020 - £NIL).

7. Debtors

	2021	2020
	£	£
Gift aid receivable	9,820	8,035
Prepayments	2,028	3,108
	<u>11,848</u>	<u>11,143</u>

8. Creditors:

Amounts falling due within one year

	2021	2020
	£	£
Income in advance	9,220	14,325
	<u>9,220</u>	<u>11,217</u>

Deferred income and expenditure relate to income and expenditure for events which take place after the financial year end.

9. Statement of funds

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
Unrestricted funds				
General funds	<u>17,828</u>	<u>172,799</u>	<u>143,066</u>	<u>47,561</u>

10. Related Parties Transactions

No transactions with related parties took place during the year (2020 – Nil).