

REGISTERED IN ENGLAND AND WALES
COMPANY NO 04181121
CHARITY NO 1104166

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

INFORMATION
FOR THE YEAR ENDED 31 MARCH 2021

Trustees	Mr S C T Fowler Mrs M White Dr I Haczewski Dr N K Holmes Mr M T Gribbon
Company Secretary	Mr S C T Fowler
Registered charity	1104166
Company number	04181121
Principal address	17/19 Brocks Road Ecotech Business & Innovation Park Swaffham Norfolk PE37 7XG
Registered office	11 London Street Swaffham Norfolk PE37 7BW
Accountants	Clenshaw Minns Chartered Accountants 24 Market Place Swaffham PE37 7QH
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Solicitors	Ward Gethin Archer 11 London Street Swaffham PE37 7BW

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SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and accounts for the year ended 31 March 2021.

Structure, Governance and Management

Governing Document

The organisation is a charitable company, limited by guarantee, incorporated on the 16 March 2001 and registered as a charity on 7 June 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association

The Directors carry out financial and administrative strategy.

Risk Management

The Directors have conducted a review of the major risks to which the charity is exposed.

Objectives

The company is a registered charity and its object is the relief of persons living in Swaffham and its surrounding areas who are suffering from chronic or terminal illness by providing for, assisting, promoting and encouraging the treatment, nursing and care of such persons in their homes. We aim to provide practical and emotional support to patients who have a cancer diagnosis or who are in need of end of life care. We aim to assist in any way which will allow the patient, where possible, to stay at home.

Services Offered

During the last year we have had to reduce our services in order to comply with the government guidelines re Covid 19 with the need to protect Patients, Staff and Volunteers. However, we continued to offer telephone support to patients and our counselling services have continued with precautionary systems in place.

We are looking forward to a return to all our previous services which are for anyone who has cancer or who are end of life within our community.

These services offer home visits, supporting family and patients practically and emotionally. We also carry out group support with our Bereavement group which is for anyone who has lost a husband, wife or life partner.

The Art and Craft group, which is for patients who meet weekly and get together to explore their creative side.

The 'Drop In' group is open to anyone who is troubled by cancer or end of life illness, this is a meeting of patients and/or family or friends to come along and spend an afternoon with others who are in a similar situation.

These groups offer a chance to socialize and also to access complimentary services and to engage with a counsellor if they would like to talk in private about their situation, worries or concerns.

We normally have a transport team of volunteer drivers, these drivers will take patients to hospital appointment, stay with the patient and support them with whatever they require at the

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

visit. Then make sure they are taken safely back home. Our drivers will also collect patients from home and bring them to our premises to attend groups or counselling appointments. We have three qualified Counsellors, who specialize in counselling cancer sufferers and palliative patients.

A great part of their work is bereavement counselling, anyone who has lost someone close to them are able to access Grief Counselling.

We also offer a Home Companion; this is mainly for people who live alone and who have a cancer diagnosis. One of our volunteers will visit the patient and have a general befriending chat, supporting through the difficult times.

All our services are provided free of charge, but as a charity we rely on donations and fundraising to help meet our costs.

We currently have eight part-time staff and approximately forty volunteers, who all do everything they can to make the difficult times a little easier for all in our community who ask for our help.

Directors/Trustees

The Trustees, who are also Directors for the purpose of company law, who served during this financial year are:

Mr S.C.T. Fowler

Mrs M. White

Doctor I. Haczewski

Doctor N.K.Holmes

Mr M.T.Gibbon

None of the Trustees has any beneficial interest in the company. All of the Trustees are Directors of the Company and guarantee to contribute £1 in the event of a winding up.

Reserves Policy

The Directors have reviewed the reserves of the charity. The review encompassed the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. They concluded that the charity has sufficient resources and future income streams to cover its ongoing commitments for the foreseeable future. There is a reserve fund of £115,000 to cover liabilities should the company cease to carry out its objectives.

Achievements and Performance

Most of our referrals come from General Practitioners, District Nurses, local hospitals and organisations or from patients themselves. Our area of referral covers a large area around Swaffham and its surrounding villages and we consider requests for help and support wherever we can. We endeavour to keep the personal touch where we respond to the needs of the people and give them the service they want.

Our figures for patient care for 2021 are detailed below and they reflect the effect that Covid19 had on the way we operated from March 2020 onwards.

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

New Referrals	78
Total Care Hours Provided	1477
Hours of Home Support	148
Escorted Hospital Trips	58
Hours spent on escorting patients to Hospital	177
Hours spent on supporting patients in Hospital	18
Attendances at Art and Craft Sessions	47
Attendances at Drop In Sessions	57
Attendances at Bereavement Group	69
Attendances at Chair Yoga Sessions	19
Bereavement Counselling	304
Cancer Counselling	35
Patient Telephone Support Hours	361
Volunteer and Staff mileage travelled	5229
Complimentary Therapy sessions	47
Volunteer Telephone Support Hours	145
Art and Craft Group – telephone support hours	41
Drop In /bereavement group – telephone support hours	138

No complaints were received during the year and we did receive several complimentary letters. Our volunteers number around 40 at the present time although their involvement with our organisation has been very limited over the last 12 months due to Covid 19 restrictions.

Fundraising Report

Covid 19 restrictions meant that we were unable to hold any fundraising events during the financial year other than our Memory Tree. This raised just over £4800 prior to gift aid of around £600. Events such as our annual Quiz and Street collection had to be cancelled in addition to another 2 events being organized by third parties for our benefit.

Financial Review

Our Balance sheet shows our total net assets as at 31 March 2021 stood at £485,186

Our total income for the year was £115,827 - £53,130 from NHS Funding, the remainder coming from donations, regular giving, legacies and investment income. Total expenses for the year including depreciation were £113,714.

Essentially, the organisation is in a healthy position and with continued financial monitoring and continued NHS Funding, we are well placed to continue to provide the services needed by the local communities for the foreseeable future.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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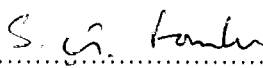
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

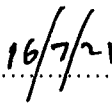
Summary

Working capital carried forward is £485,185.

The company's financial statements are set out on pages 8-16.

On behalf of the Board


.....
Mr S C T Fowler - Secretary


.....
Date

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2021

Law applicable to charitable companies requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- 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 accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. 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

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF SWAFFHAM
& LITCHAM HOME HOSPICE LIMITED CHARITABLE COMPANY

I report on the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 9 to 16.

Respective responsibilities of Trustees and examiner

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.


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INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF SWAFFHAM
& LITCHAM HOME HOSPICE LIMITED CHARITABLE COMPANY

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 s386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the statement of Recommended Practice: Accounting and Reporting by Charities 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.


.....
Gavin Minns FCA

Date 16 JULY 2021
.....

Clenshaw Minns
Chartered Accountants
24 Market Place
Swaffham
Norfolk
PE37 7QH

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds £	Total funds 2021 £	Total funds 2020 £
Incoming resources from generated funds				
<u>Voluntary Income</u>				
Donations and bereavements		42,570	42,570	210,271
Grants receivable	4	53,130	53,130	53,130
<u>Activities for Generating Funds</u>				
Investment income		4,745	4,745	4,289
Other income		10,480	10,480	7,907
Fundraising		4,902	4,902	12,463
Hospice Clothing Net		-	-	
		_____	_____	_____
Total incoming resources		115,827	115,827	288,060
		_____	_____	_____
Costs of generating funds				
Charitable Activities		83,338	83,338	113,276
Governance Costs		30,376	30,376	37,542
		_____	_____	_____
Total resources expended	2	113,714	113,714	150,818
		_____	_____	_____
Net movement in funds	10	2,113	2,113	137,242
Funds brought forward 1 April 2020		483,072	137,242	345,830
		_____	_____	_____
Fund balances at 31 March 2021		485,185	139,355	483,072
		=====	=====	=====

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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BALANCE SHEET AS AT 31 MARCH 2021

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		4,049		6,613
Investment	6a		<u>251</u>		<u>196</u>
			4,300		6,809
Current assets					
Debtors	7	3,169		3,169	
Cash at bank and in hand		<u>480,312</u>		<u>479,786</u>	
		483,481		482,955	
Creditors: amounts falling due within one year	8	<u>2,596</u>		<u>6,692</u>	
Net current assets			<u>480,885</u>		<u>476,263</u>
Total assets less current liabilities			<u>485,185</u>		<u>483,072</u>
			=====		=====
Income funds					
Unrestricted funds:					
Other charitable funds	10	370,185		368,072	
Reserve fund		<u>115,000</u>		<u>115,000</u>	
			<u>485,185</u>		<u>483,072</u>
			=====		=====

Notes to the financial statements

Employee numbers

The average number of persons employed by the company during the year amounted to 8 (2020: 13)

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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BALANCE SHEET AS AT 31 MARCH 2021

In approving these financial statements as Trustees of the company we hereby confirm:

- a) That for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006.
- b) That no notice has been deposited at registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31st March 2021; and
- c) That we acknowledge our responsibility for:
 - i. Ensuring that the company keeps accounting records which comply with section 386, and
 - ii. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved by the Board of Trustees on 16 July 2021..... and signed on its behalf below:

Trustee
Dr I Haczewski

Trustee
Mr S C T Fowler

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:

1.1 Basis of preparation

The financial statements have been prepared in accordance with the statement of Recommended Practice: Accounting and Reporting Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.3 Grants

Grants and any associated repayments of income tax are normally only accounted for when received, no account being taken of promised or covenanted donations not yet received.

1.4 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.5 Resources expended

Management and administration expenses reflect central establishment costs and do not include the costs of managing charitable projects.

1.6 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1.7 Tangible Fixed Assets and Depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows;

Fixtures, fittings and equipment	33% straight line
Plant and Equipment	25% straight line

2. Total resources expended

	Staff Costs £	Depreciation £	Other costs £	Total 2021 £	Total 2020 £
Direct charitable expenditure:					
Salaries, travel and patient welfare	83,338	-	-	83,338	113,276
Other expenditure:					
Management and administration	-	3,053	27,323	30,376	37,542
	<u>83,338</u>	<u>3,053</u>	<u>27,323</u>	<u>113,714</u>	<u>150,818</u>
	=====	=====	=====	=====	=====

3. Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the period.

4. Grants receivable

	2021 £	2020 £
West Norfolk CCG	53,130	53,130
	=====	=====

5. Net incoming resources

	2021 £	2020 £
Net incoming resources are stated after charging:		
Depreciation of tangible owned assets	3,053	3,216
	=====	=====

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

6. Tangible Fixed Assets

	Property improvements £	Fixtures, fittings & equipment £	Plant and equipment £	TOTAL £
<u>Cost</u>				
At 1 April 2020	8,482	7,200	20,100	35,782
Additions	-	-	490	490
Disposals	-	-	-	-
	<u>8,482</u>	<u>7,200</u>	<u>20,590</u>	<u>36,272</u>
At 31 March 2021	<u>8,482</u>	<u>7,200</u>	<u>20,590</u>	<u>36,272</u>
<u>Depreciation</u>				
As at 1 April 2020	8,482	2,837	17,850	29,169
Charge for the period	-	2,181	872	3,053
Dep'n on Disposals	-	-	-	-
	<u>8,482</u>	<u>5,018</u>	<u>18,722</u>	<u>32,222</u>
At 31 March 2020	<u>8,482</u>	<u>5,018</u>	<u>18,722</u>	<u>32,222</u>
<u>Net Book Value</u>				
At 31 March 2021	=	<u>2,182</u>	<u>1,867</u>	<u>4,049</u>
At 31 March 2020	=	<u>4,363</u>	<u>2,250</u>	<u>6,613</u>

The above fixed assets have been reviewed in year and several assets have been written off as it has been agreed that the value of these assets are negligible.

6a. Fixed Asset Investment

These comprise 100 Banco Santander shares donated to Swaffham & Litcham Home Hospice valued at fair value at the year-end 31 March 2021.

7. Debtors	2021 £	2020 £
Prepayments	-	-
Other debtors	<u>3,169</u>	<u>3,169</u>
	<u>3,169</u>	<u>3,169</u>
	=====	=====

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

8. Creditors: amounts falling due within one year	2021	2020
	£	£
Accruals and deferred income	2,596	6,692
	=====	=====

9. Analysis of Net Assets Between Funds	Unrestricted Funds	Total Funds
	£	£
Tangible Fixed Assets & Investments	4,300	4,300
Current Assets	483,481	483,481
Current Liabilities	<u>(2,596)</u>	<u>(2,596)</u>
	485,185	485,185
	=====	=====

Closing members' funds shown above are held on charitable trust and in accordance with the restrictions contained in the company's Memorandum of Association.

10 Unrestricted funds	Reserve Fund	Other Charitable Fund
	£	£
At 1 April 2020	115,000	368,072
Surplus for the year	-	2,113
Transfer	<u>-</u>	<u>-</u>
At 31 March 2021	115,000	370,185
	=====	=====

12. Transactions with Directors and connected persons

None of the Directors (all of whom also act as Trustees for the charitable activities of the company) entered into any material transactions, contract or other arrangement with the company.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	Unrestricted Funds £	Total funds 2021 £	Total funds 2020 £
Incoming resources from generated funds			
<u>Voluntary Income</u>			
Donations and bereavements	42,570	42,570	210,271
Grants receivable	53,130	53,130	53,130
<u>Activities for Generating Funds</u>			
Investment income	4,745	4,745	4,289
Other income	10,481	10,481	7,907
Fundraising	4,902	4,902	12,463
Hospice clothing Net	-	-	-
	_____	_____	_____
Total incoming resources	115,827	115,827	288,060
	_____	_____	_____
Costs of generating funds			
Charitable Activities			
Salaries	82,946	82,946	91,806
Travel	202	202	15,787
Training	190	190	148
Community support	-	-	1,055
Reflexology	-	-	4,480
	_____	_____	_____
	83,338	83,338	113,276
	_____	_____	_____
Governance Costs			
	30,376	30,376	37,542
	_____	_____	_____
Total resources expended	113,714	113,714	150,818
	_____	_____	_____
Net movement in funds	2,113	2,113	137,242
Funds brought forward 1 April 2020	483,072	483,072	345,830
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Fund balances at 31 March 2021	485,185 =====	485,185 =====	483,072 =====

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	2021	2020
Governance Costs		
	£	£
Insurance	1,848	1,909
Postage and stationery	1,123	1,366
Publicity	-	-
Telephone	2,774	3,352
Office expenses	1,035	1,621
Net fundraising expenses	260	2,734
Repairs and renewals	1,007	1,536
Subscriptions and licences	406	1,706
Bank charges	184	156
Accountancy	1,190	1,260
Depreciation	3,053	3,216
Rent	11,744	11,514
Light and heat	2,788	2,775
Legal and professional	128	162
Rates	1,075	1,084
Cleaning	1,804	2,847
Sundry	12	14
Revaluation	-55	290
	<u>30,376</u>	<u>37,542</u>
	=====	=====
