

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 2022**

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

INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2022

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

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

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

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

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The Trustees present their report and accounts for the year ended 31 March 2022.

### **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.

#### **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 and care of such persons in their home. 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 we can which will allow the patient, where possible, to stay at home.

#### **Services Offered**

Following the restrictions imposed during the pandemic, we have gradually re-introduced our services and are now operating normally.

Patients and their family are supported from the first diagnosis of cancer, or who are approaching the end of their life. We offer both practical and psychological support in the following ways.

One of our staff team visits the home of the patient to assess the situation initially and to see how we may help. They will then continue to support and visit throughout their illness. We are there for the patient and those who are important to them.

Our transport is available to take patients to hospital appointments, the driver will stay with the patient if necessary, taking them to the correct department and assisting them throughout, before returning them safely home. We also will take patients to G.P. visits and other necessary appointments. We can collect prescriptions or drive them to the various groups we run at our premises. We can even arrange shopping trips.

We have several groups, our bereavement group is for those to attend who have lost a husband, wife or life partner. This is very much a social group which may be a first step into socializing without their partner.

We also provide another group for patients; this is Art and Craft which is provided for them to have time out from illness and get in touch with their creative side.

A 'Drop In' afternoon for patients and family members to attend, this group provides a break for both patient and carer. A general get together with others who are experiencing similar difficulties.

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

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

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We have introduced two further groups since the problems following the isolation caused by the pandemic. A Book club, where patients or those bereaved can attend and share their interest in reading.

Recently we have added our 'Afternoon Tea with Friends' which again is available to all. This group is tea and cakes and chat. Attending to the social needs, especially for those who live alone with serious illness.

All our groups are more important now than ever before.

We have three qualified Counsellors who offer one-to-one counselling for patients and family members. We provide Cancer Counselling and Bereavement Counselling. Our Bereavement Counselling is open to anyone who has experienced a loss, not just those who have come through our organization. This psychological care makes up a great part of our work.

We also offer Home Companions this is a befriending service mainly for those who live alone.

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 supported by approximately forty volunteers, who all do everything they can to make the difficult times a little easier for all those in our community who ask for our help

### **Directors /Trustees**

The Directors who served during this financial year are as follows – they are all Trustees of the Charity

Mr S.C.T. Fowler

Mrs M White

Doctor I Haczewski

Doctor N.K. Holmes

Mr M.T. Gribbon

None of the Directors have any beneficial interest in the company. They all 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 outgoing commitments for the foreseeable future. There is a reserve fund of £115000 to cover liabilities should the company cease to carry out its objectives.

### **Achievements and Performance**

In the main, 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 for help and support wherever we

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

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

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can. We endeavour to keep the personal touch where we respond to the need so the people and give them the service they want.

Our figures for patient care for 2021 are detailed below and reflect the fact that we were not able to offer all of our services for part of the year.

New Referrals	65
Total Care Hours Provided	1062
Hours of Home Support	154
Escorted Hospital Trips	57
Hours spent on escorting patients to Hospital	174
Hours spent on supporting patients in Hospital restrictions)	Nil (Covid
Groups Attendances –Art & Craft, Drop In, Bereavement and Book Club 21)	181 (restarted Sep
Volunteer and Staff Mileage Travelled	5020
Complimentary Therapy Sessions restrictions)	Nil (Covid
Hours of General Bereavement Given	30
Hours of Individual Counselling	370
Hours of telephone Support	219

### **Fundraising Report**

Covid 19 restrictions curtailed our fundraising efforts until August 2021 and again we were unable to hold our annual street collection. In August, by kind permission of Mr and Mrs Simon Broke, an Open Garden event was held at Holme Hale Hall – however the weather on the day severely curtailed numbers coming to review the garden and therefore the income from entrance fees – we did however raise £470. Our Xmas Draw raised just under £800 – our thanks to Tesco for allowing us to sell tickets instore for a 4 day period. Our Memory Tree raised just under £3500 prior to Gift Aid.

We also held a Nearly New Sale in November selling clothing etc donated by volunteers and supporters alike – it raised £1070

### **Financial Review**

Our balance sheet as at the 31<sup>st</sup> March shows our total net assets at £465585.

Our total income for the year was £109896 - £53130 coming from NHS Funding, the remainder from donations, legacies, Regular Giving, investment income and our own fundraising. Total expenses for the year, including depreciation were £129496.

The organisation is in a healthy position and with continued financial monitoring and continued NHS funding (agreed for financial year ending 31/03/23), we are well placed to provide the services needed by the local communities for the foreseeable future

### **Summary**

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

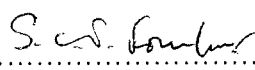
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2022

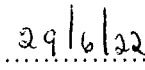
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Working capital carried forward is £465,585.

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 2022

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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  
(LIMITED BY GUARANTEE)

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

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I report on the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 8 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.

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

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

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*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 30 June 2022  
.....

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

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

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds £	Total funds 2022 £	Total funds 2021 £
<b>Incoming resources from generated funds</b>				
<u>Voluntary Income</u>				
Donations and bereavements		41,123	41,123	42,570
Grants receivable	4	53,130	53,130	53,130
<u>Activities for Generating Funds</u>				
Investment income		2,001	2,001	4,745
Other income		7,280	7,280	10,480
Fundraising		6,362	6,362	4,902
		—	—	—
<b>Total incoming resources</b>		109,896	109,896	115,827
		—	—	—
<b>Costs of generating funds</b>				
<b>Charitable Activities</b>		94,182	94,182	83,338
<b>Governance Costs</b>		35,314	35,314	30,376
		—	—	—
<b>Total resources expended</b>	2	129,496	129,496	113,714
		—	—	—
<b>Net movement in funds</b>	10	(19,600)	(19,600)	2,113
<b>Funds brought forward 1 April 2021</b>		485,185	485,185	483,072
		—	—	—
<b>Fund balances at 31 March 2022</b>		465,585	465,585	485,185
		=====	=====	=====

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

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	£	2022 £	£	2021 £
<b>Fixed assets</b>					
Tangible assets	6		995		4,049
Investment	6a		<u>269</u>		<u>251</u>
			1,264		4,300
<b>Current assets</b>					
Debtors	7	3,169		3,169	
Cash at bank and in hand		<u>463,578</u>		<u>480,312</u>	
		466,747		483,481	
<b>Creditors: amounts falling due within one year</b>	8	<u>2,426</u>		<u>2,596</u>	
<b>Net current assets</b>			<u>464,321</u>		<u>480,885</u>
<b>Total assets less current liabilities</b>			<u>465,585</u>		<u>485,185</u>
<b>Income funds</b>					
Unrestricted funds:					
Other charitable funds	10		350,585		370,185
Reserve fund			<u>115,000</u>		<u>115,000</u>
			<u>465,585</u>		<u>485,185</u>

**Notes to the financial statements**

**Employee numbers**

The average number of persons employed by the company during the year amounted to 8 (2021: 8)

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

BALANCE SHEET AS AT 31 MARCH 2022

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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 31<sup>st</sup> March 2022; 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 28/6/22..... and signed on its behalf below:

Trustee .....  
Dr I Haczewski

Trustee S. C. T. Fowler.....  
Mr S C T Fowler

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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**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  
(LIMITED BY GUARANTEE)

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**

	<b>Staff Costs £</b>	<b>Depreciation £</b>	<b>Other costs £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Direct charitable expenditure:					
Salaries, travel and patient welfare	94,182	-	-	94,182	83,338
Other expenditure:					
Management and administration	-	3,055	32,260	35,315	30,376
	<u>94,182</u>	<u>3,055</u>	<u>32,260</u>	<u>129,497</u>	<u>113,714</u>
	=====	=====	=====	=====	=====

**3. Trustees**

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

**4. Grants receivable**

	<b>2022 £</b>	<b>2021 £</b>
Norfolk & Waveney CCG	53,130	53,130
	=====	=====

**5. Net incoming resources**

	<b>2022 £</b>	<b>2021 £</b>
Net incoming resources are stated after charging:		
Depreciation of tangible owned assets	3,055	3,053
	=====	=====

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

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 2021	8,482	7,200	20,590	36,272
Additions	-	-	-	-
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2022	<u>8,482</u>	<u>7,200</u>	<u>20,590</u>	<u>36,272</u>
<u>Depreciation</u>				
As at 1 April 2021	8,482	5,018	18,723	32,222
Charge for the period	-	2,182	873	3,055
Dep'n on Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2022	<u>8,482</u>	<u>7,200</u>	<u>19,596</u>	<u>35,277</u>
<u>Net Book Value</u>				
At 31 March 2022	=	=	<u>995</u>	<u>995</u>
At 31 March 2021	=	<u>2,182</u>	<u>1,867</u>	<u>4,049</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 2022.

<b>7. Debtors</b>	<b>2022 £</b>	<b>2021 £</b>
Prepayments	-	-
Other debtors	<u>3,169</u>	<u>3,169</u>
	<u>3,169</u>	<u>3,169</u>
	<u>=====</u>	<u>=====</u>



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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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<b>8. Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	2,426	2,596
	=====	=====

<b>9. Analysis of Net Assets Between Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>
Tangible Fixed Assets & Investments	1,264	1,264
Current Assets	466,767	466,767
Current Liabilities	(2,426)	(2,426)
	465,605	465,605
	=====	=====

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

<b>10 Unrestricted funds</b>	<b>Reserve Fund</b>	<b>Other Charitable Fund</b>
	<b>£</b>	<b>£</b>
At 1 April 2021	115,000	370,185
Deficit for the year	-	(19,600)
Transfer	_____	_____
At 31 March 2022	115,000	350,585
	=====	=====

**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.

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	Unrestricted Funds £	Total funds 2022 £	Total funds 2021 £
<b>Incoming resources from generated funds</b>			
<u>Voluntary Income</u>			
Donations and bereavements	41,123	41,123	42,570
Grants receivable	53,130	53,130	53,130
<u>Activities for Generating Funds</u>			
Investment income	2,001	2,001	4,745
Other income	7,280	7,280	10,481
Fundraising	6,362	6,362	4,902
<b>Total incoming resources</b>	109,896	109,896	115,827
<b>Costs of generating funds</b>			
<b>Charitable Activities</b>			
Salaries	90,404	90,404	82,946
Travel	3,133	3,133	202
Training	400	400	190
Community support	245	245	-
Reflexology	-	-	-
	94,182	94,182	83,338
<b>Governance Costs</b>			
	35,314	35,314	30,376
<b>Total resources expended</b>	129,496	129,496	113,714
<b>Net movement in funds</b>	(19,600)	(19,600)	2,113
<b>Funds brought forward 1 April 2021</b>	485,185	485,185	483,072
<b>Fund balances at 31 March 2022</b>	465,585	465,585	485,185

2022      2021

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**Governance Costs**

	£	£
Insurance	1,797	1,848
Postage and stationery	1,139	1,123
Publicity	-	-
Telephone	2,926	2,774
Office expenses	2,046	1,035
Net fundraising expenses	879	260
Repairs and renewals	2,292	1,007
Subscriptions and licences	911	406
Bank charges	226	184
Accountancy	1,304	1,190
Depreciation	3,055	3,053
Rent	11,919	11,744
Light and heat	3,038	2,788
Legal and professional	162	128
Rates	1,554	1,075
Cleaning	2,072	1,804
Sundry	12	12
Revaluation	-18	-55
	<u>35,314</u>	<u>30,376</u>
	=====	=====

