

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 2023

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

INFORMATION
FOR THE YEAR ENDED 31 MARCH 2023

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 2023

The Directors present their report and accounts for the year ended 31st March 2023.

Structure, Governance and Management

Governing Document

The organisation is a charitable company, limited by guarantee, incorporated on the 16th March 2001 and registered as a charity on the 7th 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

During the last 12 months we have been able to provide our services without any restrictions whatsoever.

Patients and their families are supported from the first diagnosis of cancer, or who are approaching the end of their life. We offer both psychological and practical support in the following ways. Initially, a member of our staff visits the home of the patient to assess the situation and to see how we can help. We will continue to support and visit throughout the patient's illness – we are there for them and for those who are important to them. Our transport is available to take patients to hospital appointments. Our driver will stay with the patient if necessary, taking them to the right department, assisting them throughout before returning them home. We also take patients to G.P. visits and other necessary appointments, collect prescriptions, drive them to the various groups we run from our office and will also arrange shopping trips.

We have several groups meeting at our office. 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 the first step into socializing without their partner. We run a "Drop In" afternoon for patients and family members to attend - this group provides a break for both patient and carer. It is a general get together with others who are experiencing similar difficulties.

We run a book club where patients or those bereaved can attend and share their interest in reading. Our "Afternoon Tea with Friends" group is available to all – tea, cakes and chat –

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

attends to the social needs, especially for those living alone with serious illness. We also offer Home Companions – a befriending service for those who live alone.

We have 2 qualified Counsellors who offer one to one counselling for patients and their family members. Cancer counselling and Bereavement Counselling is provided. Our Bereavement counselling is open to anyone who has experienced a loss, not just those who have come through our organisation. At the start of 2022 we had 3 qualified counsellors, but unfortunately one had to retire during the year through illness.

All of our services are provided free of charge – we rely on donations and fundraising in addition to a grant from the NHS to meet our costs.

We have 8 part time staff supported by approximately 35 volunteers who all do everything they can to make the difficult time a little easier for all those in our community who seek 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
Mr M.T. Gribbon
Mrs M. White
Doctor I Haczewski
Doctor N.K. Holmes

None of the Directors has 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 £115,000 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 the patients themselves. Our area of referral covers a large area around Swaffham and its surrounding villages. We endeavour to keep the personal touch when we respond to need of people and give them the service they want and need.

Our figures for patient care for 2022 are detailed below.

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

New Referrals	96
Total Care Hours Provided	2,401
Hours of Home Support	154
Hours of Telephone Support	129
Number of Escorted Hospital Trips	226
Hours spent Escorting Patients on Hospital Trips	844
Hours spent supporting Patients in Hospital	19
Groups attendances	709
Hours of General Bereavement Support Given	17
Hours of Individual Counselling	381
Miles travelled	23,158
Reflexology Sessions	100

Fundraising Report

A variety of events organised by our Fundraising Committee over the year raised just over £6,000 prior to any Gift Aid we were able to claim on monies donated. In May 2022, an Open Garden event was held at Holme Hale Hall by kind permission of Mr and Mrs Simon Broke, raising in excess of £400. After a break of 3 years, due to Covid restrictions, we were able to organise a Street Collection during the summer and this raised £510. Our other 2 main fundraisers during the year were the Xmas Draw and our Memory Tree raising £800 and £3,125 respectively.

Financial Review

Our balance sheet as at 31/03/23 shows our total net assets at £479,473.

Our total income for the year was £153,062 - £53,130 coming from NHS funding, the remainder from fundraising, donations, legacies, Regular Giving and Investment Income. Total expenses for the year were £138,101, 76.4% of which related to Salaries and Travel Expenses.

The organisation remains in a very healthy position and with continued monitoring and continued NHS funding, we are well placed to provide the services needed by our local communities for the foreseeable future.

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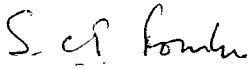
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

Summary

Working capital carried forward is £479,473.

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

On behalf of the Board


S.C.T FOWLER
Company Secretary

Date 20/06/23

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2023

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 2023, 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.

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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 21 JUNE 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 2023

	Notes	Unrestricted Funds £	Total funds 2023 £	Total funds 2022 £
Incoming resources from generated funds				
<u>Voluntary Income</u>				
Donations and bereavements		80,296	80,296	41,123
Grants receivable	4	53,130	53,130	53,130
<u>Activities for Generating Funds</u>				
Investment income		5,232	5,232	2,001
Other income		8,345	8,345	7,280
Fundraising		6,058	6,058	6,362
Total incoming resources		153,061	153,061	109,896
Costs of generating funds				
Charitable Activities		106,939	106,939	94,182
Governance Costs		32,234	32,234	35,314
Total resources expended	2	139,173	139,173	129,496
Net movement in funds	10	13,888	13,888	(19,600)
Funds brought forward 1 April 2022		465,585	465,585	485,185
Fund balances at 31 March 2023		479,473	479,473	465,585

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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BALANCE SHEET AS AT 31 MARCH 2023

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		512		995
Investment	6a		<u>312</u>		<u>269</u>
			824		1,264
Current assets					
Debtors	7	3,169		3,169	
Cash at bank and in hand		<u>478,861</u>		<u>463,578</u>	
		482,030		466,747	
Creditors: amounts falling due within one year	8	<u>3,381</u>		<u>2,426</u>	
Net current assets			<u>478,649</u>		<u>464,321</u>
Total assets less current liabilities			<u>479,473</u>		<u>465,585</u>
Income funds					
Unrestricted funds:					
Other charitable funds	10		364,473		350,585
Reserve fund			<u>115,000</u>		<u>115,000</u>
			<u>479,473</u>		<u>465,585</u>

Notes to the financial statements

Employee numbers

The average number of persons employed by the company during the year amounted to 8 (2022: 8)

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BALANCE SHEET AS AT 31 MARCH 2023

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 2023; 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 ...20/06/2023..... and signed on its behalf below:

Trustee
Dr I Haczewski

Trustee
Mr S C T Fowler

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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) effective from 1 January 2019, 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.

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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 2023 £	Total 2022 £
Direct charitable expenditure:					
Salaries, travel and patient welfare	106,939	-	-	106,939	94,182
Other expenditure:					
Management and administration	-	1,068	31,166	32,234	35,315
	<u>106,939</u>	<u>1,068</u>	<u>31,166</u>	<u>139,173</u>	<u>129,497</u>

3. Trustees

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

4. Grants receivable

	2023 £	2022 £
Norfolk & Waveney CCG	53,130	53,130

5. Net incoming resources

	2023 £	2022 £
Net incoming resources are stated after charging:		
Depreciation of tangible owned assets	1,068	3,055

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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 2022	8,482	7,200	20,590	36,272
Additions	-	583	-	583
Disposals	8,482	1,258	12,394	22,134
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2023	=	<u>6,525</u>	<u>8,196</u>	<u>14,721</u>
<u>Depreciation</u>				
As at 1 April 2022	8,482	7,200	19,595	35,276
Charge for the period	-	195	873	1,068
Dep'n on Disposals	8,482	1,258	12,394	22,134
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2023	=	<u>6,137</u>	<u>8,074</u>	<u>14,209</u>
<u>Net Book Value</u>				
At 31 March 2023	=	<u>388</u>	<u>123</u>	<u>511</u>
At 31 March 2022	=	=	<u>995</u>	<u>995</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 Santander shares donated to Swaffham & Litcham Home Hospice valued at fair value at the year-end 31 March 2023.

7. Debtors	2023 £	2022 £
Prepayments	-	-
Other debtors	<u>3,169</u>	<u>3,169</u>
	<u>3,169</u>	<u>3,169</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

8. Creditors: amounts falling due within one year	2023	2022
	£	£
Accruals and deferred income	3,381	2,426
	=====	=====

9. Analysis of Net Assets Between Funds	Unrestricted Funds	Total Funds
	£	£
Tangible Fixed Assets & Investments	825	1,264
Current Assets	482,029	466,767
Current Liabilities	<u>(3,381)</u>	<u>(2,426)</u>
	479,473	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.

10 Unrestricted funds	Reserve Fund	Other Charitable Fund
	£	£
At 1 April 2022	115,000	350,585
Profit for the year	-	13,888
Transfer	<u>-</u>	<u>-</u>
At 31 March 2023	115,000	364,473
	=====	=====

11. 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 2023 £	Total funds 2022 £
Incoming resources from generated funds			
<u>Voluntary Income</u>			
Donations and bereavements	80,296	80,296	41,123
Grants receivable	53,130	53,130	53,130
<u>Activities for Generating Funds</u>			
Investment income	5,232	5,232	2,001
Other income	8,345	8,345	7,280
Fundraising	6,058	6,058	6,362
Total incoming resources	153,061	153,061	109,896
Costs of generating funds			
Charitable Activities			
Salaries	93,209	93,209	90,404
Travel	12,319	12,319	3,133
Training	200	200	400
Community support	1,211	1,211	245
Reflexology	-	-	-
	106,939	106,939	94,182
Governance Costs			
	32,234	32,234	35,314
Total resources expended	139,173	139,173	129,496
Net movement in funds	13,888	13,888	(19,600)
Funds brought forward 1 April 2022	465,585	465,585	485,185
Fund balances at 31 March 2023	479,473	479,473	465,585

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	2023	2022
Governance Costs		
	£	£
Insurance	2,050	1,797
Postage and stationery	1,424	1,139
Telephone	4,000	2,926
Office expenses	2,398	2,046
Net fundraising expenses	650	879
Repairs and renewals	681	2,292
Subscriptions and licences	419	911
Bank charges	163	226
Accountancy	1,419	1,304
Depreciation	1,068	3,055
Rent	11,919	11,919
Light and heat	2,513	3,038
Legal and professional	-	162
Rates	1,289	1,554
Cleaning	2,228	2,072
Sundry	13	12
Revaluation	-	-18
	<u>32,234</u>	<u>35,314</u>
	=====	=====
