

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 2024

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

INFORMATION
FOR THE YEAR ENDED 31 MARCH 2024

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

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Directors present their report and accounts for the year ended 31st March 2024

Structure, Governance and Management

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

We aim to compassionately provide practical, emotional, and psychological support to local people enabling them to navigate their way through cancer, serious illness, and grief. In the case of cancer, our support may help a person to stay at home where possible. Our support is from diagnosis, through treatment onto end of life care.

Services Provided

We have nine part-time staff supported by approximately 35 volunteers committed to doing all they can with warmth, kindness and respect to ensure those we support are listened to, and their individual needs are met.

Our emotional, practical, and psychological support is offered in the following ways:

Initially a member of our staff team will visit the person in their home to assess their individual situation, discuss and identify their needs and match these to our services, seeing how and where we can help. From this point, our support continues through regular telephone contact and/or home visits, and we here as much for the person through their illness as we are for their family members or those who care for them. Where we can sign post or advise we will.

Our transport service is available to take people to their hospital appointments and for their treatment. Our volunteer drivers will accompany the person to the right department, assist them as required throughout before returning them home. We are also able to take people to their GP and other necessary medical appointments. We can collect prescriptions, arrange shopping trips, and drive people to and from the groups we run from our premises.

We can offer support and advice to complete forms such as Attendance Allowance or Blue Badge.

We have several groups which run from our premises. Our bereavement group is attended by those 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 offer a 'drop in' afternoon for patients, with family members welcome to attend too. While the group enables people with similar experiences to get together and provides a break from the illness. Our book club brings together patients and those who are bereaved through a shared interest in reading. Our 'Tea with Friends' afternoon is particularly aimed at those receiving our services who are

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

living alone, although everyone is welcome to attend. Tea, cakes, lighthearted chat, and companionship are all enjoyed, and time spent with our staff and volunteers is beneficial to all.

Within the home we can offer respite sits and for those living alone or without family close by we can offer a home companion befriending service. We can also offer complementary therapy in the form of reflexology both in the home and at our drop-in group.

We have three qualified Counsellors who offer one to one counselling for both bereavement and cancer, this also extends to family members. Our bereavement counselling service is open to anyone who has experienced a loss, not just those who have received or are receiving support from us.

All our services are provided without charge. To meet our costs, we rely on donations and fundraising in addition to a grant from the NHS.

Local people are at the heart of all we do. We are here for them; through all they are facing.

Directors and Trustees

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

Doctor I. Haczewski (Chair)

Mrs M. White (Vice Chair)

Mr S.C.T. Fowler

Mr M.T. Gribbon

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 reserves 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 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 the need of people and give them the service they want and need.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

Our figures for patient care for 2023 are detailed below.

Total number of Patients, Carers and Bereaved Supported	201
New Referrals	111
Total Care Hours	2,673
Hours of Home Support	266
Hours of Telephone Support	132
Number of Escorted Hospital Trips	269
Hours spent on Escorting Patients on Hospital Trips	863
Hours spent supporting Patients in Hospital	24
Groups Attendances	635
Hours of General Bereavement Support Given	12
Hours of Individual Counselling	462
Miles Travelled	24,108
Complementary Therapy Sessions	91

Fundraising Report

During the course of the financial year ended 31st March 2024, our fundraising committee organised several events raising just under £6,600 after expenses. The 3 main events were as follows:

- a) A Nearly New Sale, where we had the use of an empty shop in Swaffham Town Centre for 2 days cleared £1,480.
- b) Our Xmas Draw raised £1,184 after expenses including prize monies.
- c) Memory Tree raised £2,130.

Financial Report

Our balance sheet as at 31/03/24 shows our total net assets at £500,149

Our total income for the year was £164,692 - £54,373 coming from NHS Funding, the remainder from fundraising, donations, legacies, regular giving and investment income. Total expenses for the year were £144,016 of which 75.2 % related to Staff costs 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.

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

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Summary

Working capital carried forward is £500,149.

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

On behalf of the Board

S.C.T FOWLER
Company Secretary

Date

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2024

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 2024, 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

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.....

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 2024

	Notes	Restricted Funds	Unrestricted Funds £	Total funds 2024 £	Total funds 2023 £
Incoming resources from generated funds					
<u>Voluntary Income</u>					
Donations and bereavements		2,500	78,012	80,512	80,296
Grants receivable	4		54,373	54,373	53,130
<u>Activities for Generating Funds</u>					
Investment income			13,996	13,996	5,232
Other income			8,384	8,384	8,345
Fundraising			7,289	7,289	6,058
Share revaluation reserve			138	138	-
Total incoming resources		2,500	162,192	164,692	153,061
Costs of generating funds					
Charitable Activities					
			109,817	109,817	106,939
Governance Costs					
			34,199	34,199	32,234
Total resources expended	2		144,016	144,016	139,173
Net movement in funds	10	2,500	18,176	20,676	13,888
Funds brought forward 1 April 2023		-	479,473	479,473	465,585
Fund balances at 31 March 2024		2,500	497,649	500,149	479,473
		=====	=====	=====	=====

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

BALANCE SHEET AS AT 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		1,567		512
Investment	6a		<u>450</u>		<u>312</u>
			2,017		824
Current assets					
Debtors	7	3,169		3,169	
Cash at bank and in hand		<u>497,125</u>		<u>478,861</u>	
		500,294		482,030	
Creditors: amounts falling due within one year	8	<u>2,162</u>		<u>3,381</u>	
Net current assets			<u>498,132</u>		<u>478,649</u>
Total assets less current liabilities			500,149		479,473
			=====		=====
Income funds					
Unrestricted funds:					
Other charitable funds	10	385,149		364,473	
Reserve fund		115,000		115,000	
			<u> </u>		<u> </u>
			500,149		479,473
			=====		=====

Notes to the financial statements

Employee numbers

The average number of persons employed by the company during the year amounted to 9 (2023: 8)

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

BALANCE SHEET AS AT 31 MARCH 2024

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 2024; 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 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) 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.

**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 2024 £	Total 2023 £
Direct charitable expenditure:					
Salaries, travel and patient welfare	109,817	-	-	109,817	106,939
Other expenditure:					
Management and administration	-	1,004	33,195	34,199	32,234
	<u>109,817</u>	<u>1,004</u>	<u>33,195</u>	<u>144,016</u>	<u>139,173</u>
	=====	=====	=====	=====	=====

3. Trustees

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

4. Grants receivable

	2024 £	2023 £
NHS Norfolk & Waveney ICB	54,373	53,130
	=====	=====

5. Net incoming resources

	2024 £	2023 £
Net incoming resources are stated after charging:		
Depreciation of tangible owned assets	1,004	1,068
	=====	=====

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
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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 2023	-	6,525	8,196	14,721
Additions	-	2,059	-	2,059
Disposals	-	-	3,276	3,276
	_____	_____	_____	_____
At 31 March 2024	=	<u>8,584</u>	<u>4,920</u>	<u>13,504</u>
<u>Depreciation</u>				
As at 1 April 2023	-	6,135	8,074	14,209
Charge for the period	-	882	122	1,004
Dep'n on Disposals	-	-	3,276	3,276
	_____	_____	_____	_____
At 31 March 2024	=	<u>7,017</u>	<u>4,920</u>	<u>11,937</u>
<u>Net Book Value</u>				
At 31 March 2024	=	<u>1,567</u>	=	<u>1,567</u>
At 31 March 2023	=	<u>388</u>	<u>123</u>	<u>511</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 2024.

7. Debtors	2024 £	2023 £
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	2024	2023
	£	£
Accruals and deferred income	2,162	3,381
	=====	=====

9. Analysis of Net Assets Between Funds	2024	2023
	£	£
Tangible Fixed Assets & Investments	2,017	825
Current Assets	500,294	482,029
Current Liabilities	(2,162)	(3,381)
	500,149	479,473
	=====	=====

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 Restricted & Unrestricted funds	Reserve Fund	Other Charitable Fund
	£	£
At 1 April 2023	115,000	364,473
Profit for the year	-	20,538
Transfer	-----	-----
At 31 March 2024	115,000	385,011
	=====	=====

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.

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	Restricted Funds	Unrestricted Funds £	Total funds 2024 £	Total funds 2023 £
Incoming resources from generated funds				
<u>Voluntary Income</u>				
Donations and bereavements	2,500	78,012	80,512	80,296
Grants receivable		54,373	54,373	53,130
<u>Activities for Generating Funds</u>				
Investment income		13,996	13,996	5,232
Other income		8,384	8,384	8,345
Fundraising		7,289	7,289	6,058
Share revaluation reserve		138	138	-
	_____	_____	_____	_____
Total incoming resources	2,500	162,192	164,692	153,061
	_____	_____	_____	_____
Costs of generating funds				
Charitable Activities				
Salaries		96,284	96,284	93,209
Travel		11,572	11,572	12,319
Training		225	225	200
Community support		1,736	1,736	1,211
Reflexology		-	-	-
		_____	_____	_____
		109,817	109,817	106,939
		_____	_____	_____
Governance Costs				
		34,199	34,199	32,234
		_____	_____	_____
Total resources expended		144,016	144,016	139,173
	_____	_____	_____	_____
Net movement in funds	2,500	18,176	20,676	13,888
Funds brought forward 1 April 2023	-	479,473	479,473	465,585
	_____	_____	_____	_____
Fund balances at 31 March 2024	2,500	497,649	500,149	479,473
	=====	=====	=====	=====

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

	2024	2023
Governance Costs		
	£	£
Insurance	2,124	2,050
Postage and stationery	1,476	1,424
Telephone	3,435	4,000
Office expenses	1,165	2,398
Net fundraising expenses	693	650
Repairs and renewals	2,071	681
Computer costs	2,225	-
Subscriptions and licences	540	419
Bank charges	110	163
Accountancy	1,434	1,419
Depreciation	1,004	1,068
Rent	11,919	11,919
Light and heat	2,471	2,513
Legal and professional	-	-
Rates	1,401	1,289
Cleaning	2,382	2,228
Sundry	49	13
Sale of assets	(300)	-
	<u>34,199</u>	<u>32,234</u>
	=====	=====
