

Sam Beare Hospice

Financial Statements Year Ended 31st March 2021

Registered Company No: 05822985

Charity Registration No: 1115439

Sam Beare Hospice Annual Report and Financial Statements Year Ended 31 March 2021

Sam Beare Hospice

Financial Statements Year Ended 31st March 2021

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Sam Beare Hospice

Financial Statements Year Ended 31st March 2021

Charity Registration Number 1115439
Company Number 05822985

The Trustees who are also the Directors of Sam Beare Hospice for the purpose of Company Law, who served during the year and since the year end were as follows

Trustees

Tim Stokes
Marc Riggs
Peter Goodyear
Piers Meadows (resigned 13th May 2021)
Richard Roberts
Jon Jagger
Tony Jarvis BSc (Hons)
Susan Gent
Nicola Eggers
Kerry Jarred (appointed 21st January 2021)
Carina Kemp (appointed 21st January 2021)

Company Secretary Anne Collett

Chief Executive Officer Marian Imrie

Registered Office

Sam Beare Hospice
Goldsworth Park Centre
Woking
Surrey GU21 3LG

Independent Examiner

MHA MacIntyre Hudson
6th Floor, 2 London Wall Place,
London EC2Y 5AU

Solicitor

Moore Barlow
The Oriel,
Sydenham Road,
Guildford, Surrey, GU1 3SR

Bankers

Barclays Bank PLC,
Leicester, LE87 7BB

Lloyds TSB PLC, Gail House, Lower Stone St.,
Maidstone ME15 6NB

Sam Beare Hospice

Trustees' Annual Report

Year Ended 31st March 2021

The Trustees present their annual report and the financial statements of the Charity for the year ended 31st March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 SORP).

Since the company qualified as small under section 383 of the Companies Act 2006 an exemption has been taken from the requirement to prepare a strategic report.

Our Vision

To enable all those with life-limiting illnesses to live life to the full and to equip them to die with choice and dignity.

Our Mission

To be a centre of excellence delivering specialist palliative care, from the heart of North West Surrey, to people with life-limiting illnesses and support to those important to them. To continually improve by gaining, sharing and applying knowledge. To raise both an awareness of our activities and the funds to deliver them.

Our Values

Caring and compassion

We will care with compassion, communicate with honesty and sensitivity, facilitate understanding and choice and ensure both respect and dignity.

Accountability

We will dedicate ourselves to safeguard and support our patients, their families, our volunteers and our staff by working to the highest professional and ethical standards.

Respect

We will respect all regardless of their ability, age, gender, race or sexual orientation and we will not tolerate prejudice of any kind.

Excellence

We will remain committed to continual learning and development to ensure we deliver excellence in all that we do.

Sam Beare Hospice

Trustees' Annual Report

Year Ended 31st March 2021

Structure, Governance and Management

Sam Beare Hospice is governed by its Memorandum and Articles of Association. In May 2006, Sam Beare Hospice, a charitable company limited by guarantee, was restructured as a wholly controlled subsidiary of Woking Hospice, a charitable company limited by guarantee which is its only member.

The Charity was formed by Woking Hospice taking over the management and operation of the Sam Beare Unit based at the Weybridge Community Hospital under a contract with the North Surrey Primary Care Trust.

Organisational Structure

Sam Beare Hospice operates under the same governance and management of the group and is governed by the same Board of Trustees who meet on a regular basis. The balance of the Board is such that it provides the hospice with the necessary skills and expertise to ensure the effective running of the hospice.

The day to day running of the Charity is undertaken by the Chief Executive and a Management Team of the parent Charity. They are tasked with making operational decisions but refer to the Board to ratify significant decisions in their meetings.

The structure of the established Governance Committees, working with the Management Team, cover all the main activities of the hospice. They have Trustee representation and chairmanship on each Committee. The Committees are comprised of senior management and Trustees.

All services are provided by the parent, Woking Hospice.

Recruitment and Appointment of Trustees

Under the requirements of the Memorandum and Articles of Association the Trustees are elected to serve for a period of four years after which they must stand for re-election.

New Trustees are appointed from the population of the catchment area of the hospice according to a formal recruitment procedure. The Board constantly monitors its own skill base and aims to ensure that it has proper representation for all functions that will enable it to govern the hospice effectively. New Trustees are recruited by identifying specific skills, through the local press, other relevant media and local organisations and where appropriate, knowledge of suitable local candidates. All potential candidates are fully vetted and go through a selection process using a sub-committee of both Trustees and senior managers who jointly recommend the most suitable person(s). Once approved, a new Trustee is co-opted until the next AGM when he or she stands for formal election.

Trustee Induction and Training

There is a formal induction programme using the existing Trustees, the Management Team, staff and volunteers. In addition the Trustees receive a full induction pack and ongoing training.

Sam Beare Hospice

Trustees' Annual Report

Year Ended 31st March 2021

Remuneration policy

Trustees are not remunerated. All staff are employed by the parent Woking Hospice. Staff salaries are benchmarked against similar roles in the voluntary sector and for our clinical staff against the NHS. A Remuneration Committee consisting of Trustees is in place to approve the Management Team's salaries, which are benchmarked against similar roles within the charity sector. Further details can be found in the Financial Statements of the parent, Woking Hospice.

Board Effectiveness

Our Trustees are all distinguished figures from the world of finance, business, law, medical and clinical, marketing and public life. These are all local community residents and are ultimately responsible for all we do. The Board of Trustees works with the Management Team to:

- Shape the hospice's long-term strategy and key priorities to ensure its charitable objectives are met
- Monitor progress and evaluate the impact of the hospice's activities
- Provide vision, challenge and leadership, upholding the highest levels of integrity, financial stewardship and corporate governance.

Related Parties

As detailed in note 12 of the accounts there were no related party transactions in the year.

Achievement and Performance

Sam Beare Hospice ceased the day to day running of the Hospice in December 2016. The Charity is now maintained for fundraising and donation purposes. Any gifts received in the year are granted to the parent Charity, Woking Hospice. During the year a grant of £325k was made to Woking Hospice in order to fund End of Life and Specialist Palliative care.

Principal Risks and Uncertainties

With the reallocation of services to Woking Hospice the ongoing financial risks are now within the parent, Woking Hospice.

Sam Beare Hospice

Trustees' Annual Report

Year Ended 31st March 2021

Financial Review

The net funds generated during the year have been granted to the parent, Woking Hospice. All care and retail activities within the Sam Beare Hospice have been transferred to the parent, Woking Hospice. Active fundraising activities will also be conducted by the parent, Woking Hospice. It is very important to us that we continue to support palliative care in the area covered by Sam Beare Hospice. All future surpluses generated by Sam Beare will be granted to Woking Hospice. During the year donations of £323k [2020: £69k] were received by the Charity and grants totalling £325k [2020: £70k] were made to Woking Hospice.

Reserves

All running costs of the Charity have been transferred to the parent, Woking Hospice. This therefore negates the need for Sam Beare to hold reserves. The free reserves of Sam Beare at 31 March 2021 were Nil. All free reserves have been granted to the parent. Further details on the reserves policy can be found in the accounts of Woking Hospice.

COVID - 19

Although Covid-19 has not significantly impacted the 2020/21 financial year it will have an effect for the future delivery of services and the finances of the Hospice. It is currently very difficult to quantify this effect. The management team and Trustees continue to monitor the performance and implement measures to mitigate the risk as necessary.

Going Concern

Throughout the course of 2020/21, the Hospice has continued to reduce its operating costs base. It has also made significant progress in restructuring its loan position with Woking Borough Council and these negotiations were concluded on 9th August 2021.

In parallel, the Hospice has continued to build on its relationships with its partners within the Integrated Care Partnership (the ICP) for North West Surrey and its contract for the provision of clinical services from April 2021 has been renewed.

The Finance and Sustainable Committee continues to meet each month to review financial performance against Budget and Prior Year. The Committee also focuses on cash flows forecasts on a rolling 24 month period, and periodically on a 36 month basis.

The financial statements have been prepared on a going concern basis as the Trustees consider that no material uncertainties exist concerning its ability to meet its financial obligations for the foreseeable future.

Sam Beare Hospice

Trustees' Annual Report

Year Ended 31st March 2021

Trustees' Responsibilities

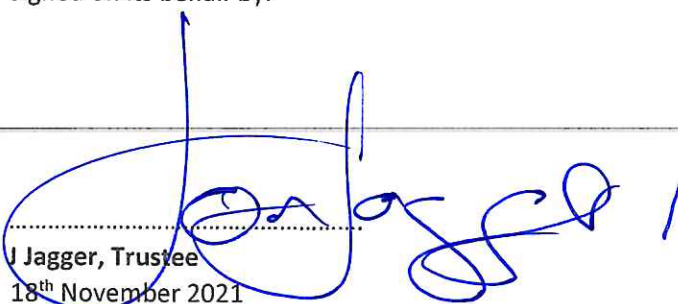
The Trustees (who are also directors of Woking Hospice for the purposes of company law) are responsible for preparing the Trustees' Annual Report (Including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for the financial year that give a true and fair view of the state of affairs of the charitable company and of the incoming and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- ensure that applicable accounting standards have been followed, subject to any material departures disclosed in the financial statements.
- 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 charitable company will continue in business. The rationale for the going concern basis is explained above.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and group and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

The Trustees' Annual Report has been approved and authorised for issue by the board on 18th November 2021 and signed on its behalf by:



J Jagger, Trustee
18th November 2021

Sam Beare Hospice

Financial Statements Year Ended 31st March 2021

Independent Examiner's Report to the Trustees of Sam Beare Hospice ('the charity')

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 10 to 17.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

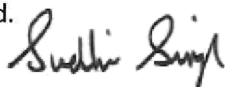
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sudhir Singh FCA

For and behalf of

MHA MacIntyre Hudson

London, United Kingdom

Date: 16 December 2021

Sam Beare Hospice (a company limited by guarantee)

Statement of Financial Activities (incorporating income and expenditure account) for the year end 31 March 2021

		Unrestricted Funds £'000	2021 Total Funds £'000	2020 Total Funds £'000
	Notes			
Income From:				
Donations and legacies	2	323	323	69
Other trading activities	3	5	5	3
Total		328	328	72
EXPENDITURE ON				
Charitable activities	4	326	326	70
Raising Funds including Retail	5	1	1	1
Governance Costs	6	1	1	1
Total		328	328	72
Net movement in funds		0	0	0
Reconciliation of funds				
Total funds brought forward		0	0	0
Total funds carried forward		0	0	0

As described in the Trustees' Annual Report, all care and retail activities have been transferred to Woking Hospice from December 2016. Active fundraising activities will be conducted by the parent, Woking Hospice.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 12-18 form part of these financial statements

Sam Beare Hospice (a company limited by guarantee)

Balance Sheet as at 31 March 2021


	Notes	Charity 2021 £'000	Charity 2020 £'000
CURRENT ASSETS			
Debtors	8	162	1
Cash at Bank and in hand		271	93
Total Current Assets		433	94
CREDITORS: amounts falling due within one year	9	(433)	(94)
NET CURRENT ASSETS		-	-
Total Assets less Current Liabilities		-	-
Net Asset/(Liabilities)		-	-
Funds of the Group/Charity			
Restricted Funds		-	-
Unrestricted Funds		-	-
TOTAL FUNDS		-	-

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2016.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 18th November 2021 by:



J Jagger

The notes on pages 12-18 form part of these financial statements

Registered Company No. 05822985

Sam Beare Hospice (a company limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2021

1 Summary of Significant Accounting Policies

(a) General information and basis of preparation

Sam Beare Hospice is a company limited by guarantee and a registered charity in the United Kingdom. The address of the registered office is given in the charity information on page 3 of these financial statements. The nature of the charity's operations and principal activities are for the provision of grants to the parent Charity, Woking Hospice in order to provide End of Life and Specialist Palliative care.

In the event of the Charitable Company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

The Charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland [FRS 102] - (Charities SORP FRS 102) and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention, if appropriate modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £000.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

(c) Income recognition

All income is included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the Charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the Charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Sam Beare Hospice (a company limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2021

For legacies, entitlement is the earlier of the Charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the Charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the Charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on fundraising activities includes the operation of the income generation and retail departments
- Expenditure on Charitable Activities includes the grant to the parent Charity, Woking Hospice

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

(e) Support costs allocation

Support costs are those that assist the work of the Charity but do not directly represent charitable activities. They are incurred directly in support of expenditure on the objects of the Charity. Where support costs cannot be directly attributed to particular headings they have been allocated to costs of fundraising activities and expenditure on charitable activities on a basis consistent with use of the resources.

(f) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) Financial Instruments

The Charity only holds basic Financial Instruments. Financial Instruments are classified and accounted for according to the substance of the contractual arrangement as financial assets or financial liabilities. The financial assets and financial liabilities of the Charity are as follows:

- Debtors – trade and other debtors (including accrued income) are financial instruments and are debt instruments measured at amortised cost as detailed in note 8. Prepayments are not financial instruments.
- Cash at bank – is classified as a basic financial instrument and is measured at face value.

Sam Beare Hospice (a company limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2021

- Liabilities – trade creditors, accruals and other creditors are classified as financial instruments, and are measured at amortised cost as detailed in note 9. Amounts due for taxation and social security are not included in the financial instruments disclosure. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is simply an obligation to deliver charitable services rather than cash or another financial instrument.

(h) Tax

The Charity is considered to pass the tests set out in paragraph 1 schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. It therefore does not suffer tax on income or gains applied for charitable purposes

(i) Going concern statement for Sam Beare Hospice

Throughout the course of 2020/21, the Hospice has continued to reduce its operating costs base. It has also made significant progress in restructuring its loan position with Woking Borough Council and these negotiations were concluded on 9th August 2021.

In parallel, the Hospice has continued to build on its relationships with its partners within the Integrated Care Partnership (the ICP) for North West Surrey and its contract for the provision of clinical services from April 2021 has been renewed.

The Finance and Sustainable Committee continues to meet each month to review financial performance against Budget and Prior Year. The Committee also focuses on cash flows forecasts on a rolling 24 month period, and periodically on a 36 month basis.

The financial statements have been prepared on a going concern basis as the Trustees consider that no material uncertainties exist concerning its ability to meet its financial obligations for the foreseeable future.

(j) Judgements and key sources of estimation uncertainty

The following judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies that have had the most significant effect on amounts recognised in the financial statements: Consideration of the going concern basis, as described above.

Sam Beare Hospice (a company limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2021

2 Income from Donations and Legacies

	Unrestricted Funds £000	Total Funds 2021 £000	Total Funds 2020 £000
General Donations	36	36	28
In Memory	14	14	4
Legacies	272	272	20
Trusts & Grants	0	0	16
Corporate	1	1	2
	<u>323</u>	<u>323</u>	<u>70</u>

In 2021 and 2020 all income in this category was unrestricted

3 Income from other Trading Activities

	2021 £000	2020 £000
Fundraising events	<u>5</u>	<u>3</u>
	<u>5</u>	<u>3</u>

All 2021 and 2020 all income from trading activities was unrestricted

4 Expenditure on Charitable Activities

	2021 £000	2020 £000
Grant to Woking Hospice	325	69
Support costs	<u>1</u>	<u>1</u>
	<u>326</u>	<u>70</u>

In 2021 and 2020 all expenditure in this category was unrestricted.

5 Expenditure on Fundraising Activities

	2021 £000	2020 £000
Direct fundraising costs	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>

In 2021 and 2020 all expenditure in this category was unrestricted.

Sam Beare Hospice (a company limited by guarantee)
Notes to the Financial Statements for the year ended 31 March 2021

6 Governance Costs

	2021	2020
	£000	£000
Independent Examination Fees	1	1
	<u>1</u>	<u>1</u>

7 Trustees' and Key Management Personnel Remuneration and Expenses

Trustees did not receive remuneration in either year.

The Charity considers its key management personnel comprise the Trustees, CEO and Management Team. Details of the remuneration paid to key management personnel are provided in the accounts of the parent, Woking Hospice.

The reimbursement of trustees' expenses was £Nil in both 2021 and 2020

8 Debtors

	2021	2020
	£'000	£'000
Other Debtors	162	1
	<u>162</u>	<u>1</u>

9 Creditors

	2021	2020
	£'000	£'000
Amounts due to Woking Hospice	(432)	(93)
Accruals and Deferred Income	(1)	(1)
	<u>(433)</u>	<u>(94)</u>

10 Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
	£'000	£'000	£'000	£'000	£'000	£'000
Fixed Assets	-	-	-	-	-	-
Current Assets	433	-	433	94	-	94
Current Liabilities	(433)	-	(433)	(94)	-	(94)
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Sam Beare Hospice (a company limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2021

11 Related Party Transactions

Other than the grant to the charity's parent, Woking Hospice, of £325k (2020: £70k), as detailed in Note 4 above, there were no related party transactions in either year.

12 Controlling party

Sam Beare Hospice is a wholly controlled subsidiary of Woking Hospice, a company limited by guarantee and a registered charity. Woking Hospice is the sole member and deemed to be the ultimate parent undertaking. Woking Hospice is registered charity number 1082798, registered company number 03955487 with the registered office address of Goldsworth Park Centre, Woking, Surrey, GU21 3LG. Woking Hospice is a company limited by guarantee and a registered charity in the United Kingdom.

Woking Hospice is a patient-centred charity that delivers palliative and end of life care to people with advanced life limiting illnesses and that provides support to their carers and families.

The Trustees have taken the option of not preparing consolidated financial statements as the income and activities of the Sam Beare Hospice are immaterial in the context of the parent charity. We are committed to retaining the Sam Beare name and therefore Woking Hospice operates as Woking & Sam Beare Hospices.

13 Post balance sheet events

There were no post balance sheet events.

