

Charity Registration No. 1115439

Company Registration No. 05822985 (England and Wales)

SAM BEARE HOSPICE

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

SAM BEARE HOSPICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Nicola Eggers (Resigned 7th June 2024)
Susan Gent
Peter Goodyear
Jon Jagger
Kerry Jarred
Tony Jarvis
Carina Kemp
Marc Riggs
Richard Roberts
Tim Stokes
Janice Whitby (Resigned 13th March 2024)

Company Secretary

Anne Collett

Charity number

1115439

Company number

05822985

Registered office

Goldsworth Park Centre
Woking
Surrey, GU21 3LG

Independent examiner

Colin Hamilton ACCA
Ward Williams Limited
Belgrave House
39-43 Monument Hill
Weybridge
KT13 8RN

Bankers

Barclays Bank PLC
Leicester, LE87 7BB

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

Solicitors

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

SAM BEARE HOSPICE

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SAM BEARE HOSPICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report and the financial statements of the Charity for the year ended 31 March 2024.

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.

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.

SAM BEARE HOSPICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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.

Remuneration policy

Trustees are not remunerated. All staff are employed by the parent Woking Hospice. Staff salaries are considered against similar roles in the voluntary sector and for our clinical staff against NHS salary levels. A Remuneration Committee consisting of Trustees is in place to approve the Management Team's salaries, which are considered 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 respected figures with a wide range of appropriate skills. Trustees all live in our local community 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

There were no related party transactions in the year, other than those detailed in note 13 of these financial statements.

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 £166,169 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' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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 and legacies of £158,827 (2023: £763,671) were received by the Charity and grants totalling £166,169 (2023: £767,781) 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 2024 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.

Going Concern

The Trustees consider that there are no material uncertainties regarding the charitable company's ability to continue as a going concern for the foreseeable future. The Hospice has continued to build on its relationships with its partners within the Integrated Care Board (the ICB) for North West Surrey although there continues to be extreme budgetary pressure across the healthcare sector which limits any increase in financial assistance. The Hospice has continued to deliver the maximum level of care it can despite any significant increase in funding. It is hoped that the inflationary pressures which have been apparent in recent years may recede and the Hospice can endeavour to achieve a balanced budget.

The Finance and Sustainability Committee of Woking Hospice continues to monitor monthly financial performance against Budget and Prior Year. The Committee also focuses quarterly on cash flow forecasts on a rolling 24-month basis and annually over a 36-month basis. Despite the cost pressures noted above, our cash reserve position appears to be sufficiently strong to maintain activities at full capacity levels.

Accordingly, 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 as they fall due for the foreseeable future.

Trustees' Responsibilities

The Trustees (who are also directors of Sam Beare Hospice for the purposes of company law) are responsible for preparing the Trustees' Annual Report and 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.

SAM BEARE HOSPICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Trustees are responsible for keeping adequate accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company 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 ...23 OCTOBER 2024... and signed on its behalf by:



J Jagger, Trustee

Dated: ...23 OCTOBER 2024...

SAM BEARE HOSPICE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SAM BEARE HOSPICE

I report to the trustees on my examination of the financial statements of Sam Beare Hospice for the year ended 31 March 2024.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements 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 the company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Colin Hamilton ACCA

Ward Williams Limited
Belgrave House
39-43 Monument Hill
Weybridge
KT13 8RN

Dated: 24/10/24.....

SAM BEARE HOSPICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	2023 £
<u>Income from:</u>			
Donations and legacies	3	158,827	763,671
Other trading activities	4	3,728	2,166
Investments	5	9,734	3,806
Total income		<u>172,289</u>	<u>769,643</u>
<u>Expenditure on:</u>			
Governance costs	7	<u>5,085</u>	<u>1,235</u>
Charitable activities	6	<u>167,204</u>	<u>768,408</u>
Total resources expended		<u>172,289</u>	<u>769,643</u>
Net income for the year/ Net movement in funds		-	-
Fund balances at 1 April 2023		<u>-</u>	<u>-</u>
Fund balances at 31 March 2024		<u><u>-</u></u>	<u><u>-</u></u>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SAM BEARE HOSPICE

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	9	31,261		148,000	
Cash at bank and in hand		138,229		1,088,000	
		<u>169,490</u>		<u>1,236,000</u>	
Creditors: amounts falling due within one year	10	<u>(169,490)</u>		<u>(1,236,000)</u>	
Net current assets			-		-
Income funds					
Unrestricted funds			-		-
			<u>-</u>		<u>-</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Trustees on 23 OCTOBER 2024



J Jagger
Trustee

Company Registration No. 05822985

SAM BEARE HOSPICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Sam Beare Hospice is a charitable company limited by guarantee and a registered charity in the United Kingdom. The address of the registered office is given in the charity information page 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.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The Trustees consider that there are no material uncertainties regarding the charitable company's ability to continue as a going concern for the foreseeable future. The Hospice has continued to build on its relationships with its partners within the Integrated Care Board (the ICB) for North West Surrey although there continues to be extreme budgetary pressure across the healthcare sector which limits any increase in financial assistance. The Hospice has continued to deliver the maximum level of care it can despite any significant increase in funding. It is hoped that the inflationary pressures which have been apparent in recent years may recede and the Hospice can endeavour to achieve a balanced budget.

Despite the ongoing cost pressures, our cash reserve position appears to be sufficiently strong to maintain activities at full capacity levels. Accordingly, 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 as they fall due for the foreseeable future.

1.3 Incoming resources

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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 the entitlement has occurred.

1.4 Resources expended

All expenditure is accounting 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.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.6 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. Prepayments are not financial instruments.

Cash at bank - Classified as a basic financial instrument and is measured at face value.

Liabilities - Trade creditors, accruals and other creditors are classified as financial instruments, and are measured at amortised cost. 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.

1.7 Taxation

The charity is considered to pass the tests set out in paragraph 1 schedule 6 of the 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.

1.8 Debtors and creditors

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.

1.9 Fund accounting

General funds are unrestricted funds which 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.

SAM BEARE HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Consideration of the going concern basis

Going concern as described above together with legacy income recognition which is recognised on a prudent basis and will not be recognised until it is certain that they will be received.

3 Donations and legacies

	2024	2023
	£	£
Donations and gifts	23,629	29,752
Legacies receivable	124,095	726,147
In Memory	11,103	7,772
	<u>158,827</u>	<u>763,671</u>
Donations and gifts		
Donations	21,929	25,680
Corporate	1,700	4,072
	<u>23,629</u>	<u>29,752</u>

4 Other trading activities

	2024	2023
	£	£
Fundraising events	<u>3,728</u>	<u>2,166</u>

5 Investments

	2024	2023
	£	£
Bank interest	<u>9,734</u>	<u>3,806</u>

SAM BEARE HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Charitable activities

	2024	2023
	£	£
Support costs	1,035	627
Grants to institutions:		
Woking Hospice	166,169	767,781
	<u>167,204</u>	<u>768,408</u>

Woking Hospice

Any gifts received in the year are granted to the parent Charity, Woking Hospice. During the year a grant was made to Woking Hospice in order to fund End of Life and Specialist Palliative care.

7 Governance costs

	2024	2023
	£	£
Governance costs	5,085	1,235
	<u>5,085</u>	<u>1,235</u>

Included in governance costs are fees payable to the Independent Examiner of £2,400 (2023: £1,200).

8 Trustees' remuneration and expenses

During the year, no trustees received any remuneration or other benefits (2023: £Nil).

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

During the year ended 31 March 2024, no trustee expenses have been incurred (2023: £Nil).

9 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Other debtors	<u>31,261</u>	<u>148,000</u>

SAM BEARE HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

10 Creditors: amounts falling due within one year

	2024 £	2023 £
Amounts owed to Woking Hospice	166,790	1,235,000
Accruals	2,700	1,000
	<u>169,490</u>	<u>1,236,000</u>

11 Contingent assets

In the prior year, a material legacy notification was received which was not included within the accounts. The legator's estate is subject to a legal claim which means that it was not possible to value the benefit to the Hospice. This legacy will be recognised and included once the legal matters have been concluded or adequately clarified for recognition purposes. The legal claim was still ongoing during 2023/24 and since the year end.

12 Post balance sheet events

There were no post balance sheet events.

13 Related party transactions

Other than the grant to the charity's parent, Woking Hospice of £166,169 (2023: £767,781), as detailed previously, there were no other related party transactions in either year.

14 Controlling party

Sam Beare Hospice is a wholly controlled subsidiary of Woking Hospice, a company limited by guarantee and a registered charity in the United Kingdom. Woking Hospice registered charity number 1082798, with a registered company number of 03955487. The registered office address is 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 not to consolidate since March 2017 as the income and activities of the Sam Beare Hospice are immaterial in the context of the parent charity. Legacies are inherently variable in nature and if in the future it appears that Sam Beare is consistently receiving notifications of high value legacies then the point of consolidating will be reviewed again.

We are committed to retaining the Sam Beare name and therefore Woking Hospice operates as Woking & Sam Beare Hospices.