

**Company registration number: 07299003**

**Charity registration number: 1136843**

**BURY HOSPICE**

**CONSOLIDATED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 March 2021**

# **BURY HOSPICE**

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## **BURY HOSPICE AND SUBSIDIARY**

### **REFERENCE AND ADMINISTRATIVE DETAILS**

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<b>Trustees</b>	S Attwell (Chair Resigned July 2020) G Yardley (Chair July – Resigned March 2021) C Claydon- Butler (Chair March – Resigned July 2021) S Paige (Chair July 2021) D M McNicoll D Lisle N A Kershaw R M Robinson Dr. G Rink P J Horrocks J Hibbert L Ali (Appointed March 21) D Cassidy (Appointed March 21) R Deakin (Appointed March 21) T Postlethwaite (Appointed March 21)
<b>Secretary</b>	N Jones
<b>Senior Management Team</b>	E Burke – Chief Executive (Resigned July 2021) N Cheetham – Head of Clinical Services N Jones – Head of Finance and Support Services S Duncan – Head of Retail and Trading R Wallace - Head of Marketing, Communications and Fundraising
<b>Principal Office</b>	Rochdale Old Road Bury Lancashire BL9 7RG
<b>Company Registration Number</b>	07299003
<b>Charity Registration Number</b>	1136843
<b>Bankers</b>	The Royal Bank of Scotland 131 Blackburn Street Radcliffe Manchester M26 9WQ  CAF Bank Limited Kings Hill West Malling Kent

## **BURY HOSPICE AND SUBSIDIARY**

### **REFERENCE AND ADMINISTRATIVE DETAILS**

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	Barclays Bank Plc 1 Central Street The Rock Bury BL9 0JN
<b>Auditor</b>	MHA Moore and Smalley Chartered Accountants and Statutory Auditor Richard House 9 Winckley Square Preston PR1 3HP
<b>Patrons</b>	Tracey Mort MBE Scott Quigg Lisa Riley Suzanne Jones

## BURY HOSPICE AND SUBSIDIARY

### TRUSTEES' REPORT

#### YEAR ENDED 31 MARCH 2021

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The Trustees, who are directors for the purpose of company law, present their annual report and the audited financial statements for the year ended 31 March 2021. There were five Board meetings from April 2020 to March 2021.

#### **Trustees**

The Trustees who served during the year are as follows:

S J Attwell

S Page - 1

J Hibbert - 3

P J Horrocks – 3

N Kershaw - 3

D Lisle - 3

D M McNicoll - 2

Dr. G Rink - 2

R M Robinson - 1

G Yardley - 3

C Claydon–Butler - 1

1 - Denotes member of the Audit and Regulatory Compliance committee

2 - Denotes member of the Clinical Governance committee

3 – Denotes member of Income Generation

With regard to the trustees in office for the full year, their attendance at 5 possible board meetings was as follows:

P J Horrocks	5
G Yardley	5
R Robinson	3
N Kershaw	4
D McNicoll	4
G Rink	5
S Page	5
J Hibbert	5
D Lisle	5
Chris Claydon-Butler	5

The agreed term for trustees is three years with the option to apply for a further 3 years. Trustees due to reach the end of a three term this year are:

P J Horrocks

# **BURY HOSPICE AND SUBSIDIARY TRUSTEES' REPORT *(continued)* YEAR ENDED 31 MARCH 2021**

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## **Structure, Governance and Management**

### **Governing Document**

Bury Hospice is a charity which was first registered on 13 February 1984 as the Bury Hospice Association. A decision was taken by the then Trustees to incorporate the Charity in order to safeguard the provision of patient services, staff employment and Trustees in a difficult economic environment. The Charity, Bury Hospice Association was dissolved on 30 September 2010 and an incorporated charity, Bury Hospice, was set up on 1 October 2010.

Bury Hospice is a registered charity and a company limited by guarantee. The Company is governed by its Memorandum and Articles of Association dated May 2010, which have not been changed since incorporation. The members of the Charity are the Trustees who have consented to act and become members and whose names have been entered into the members register. The maximum liability of each member is limited to £1, in the event of the Company being wound up.

It is registered with the Charity Commission with number 1136843.

### **Recruitment and appointment of Trustees**

The Board is responsible for undertaking a skills gap review to determine the experience and ability they look for in new trustees to complement existing board members and to allow for succession planning. Trustee recruitment is undertaken via an open and inclusive process with opportunities advertised in a public and targeted way, in order to reach both a broad and specialist audience and to maximise the securing of an appropriate and diverse skill mix. Our ambition is to work together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity

Potential trustees are invited to apply by submitting a CV and application form and if progressed, invited to meet informally with the Chairman and Chief Executive, to discuss skills, expectations and commitment, as well as ensuring the candidate trustee has a clear understanding of the role and responsibilities of being a trustee at Bury Hospice. A role profile of a trustee will also be shared with potential trustees.

Recommendation is given to the Board to enable it to make the final selection, selected candidates are required to provide references and undergo a DBS check before their appointment is confirmed.

There is a minimum of four trustees allowed to sit on the Hospice Board, with no maximum figure. Trustees are appointed for two three-year terms and may be re-appointed at the Board's request for a further term of three years. A trustee ceases to be a member upon resignation or the expiry of their term of office.

## **BURY HOSPICE AND SUBSIDIARY**

### **TRUSTEES' REPORT *(continued)***

**YEAR ENDED 31 MARCH 2021**

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#### **Induction and training of trustees**

Each new trustee will have a further discussion with the Chairman and Chief Executive to discuss which of the sub-committees are appropriate for the trustee to join, taking into account their skill set. a site visit, meet volunteers and other members of staff as well as patients and their families where possible.

An induction pack will be given to each trustee comprising:

- Strategic Plan
- Business Plan
- Annual Accounts
- Memorandum and Articles of Association
- Role profile
- Minutes of recent Board Meetings
- Hospice UK's "Twenty Minute Guide to being a Hospice Trustee"

The Chief Executive will be responsible for arranging an induction programme, with periodic training when appropriate.

#### **Trustee recruitment and skills mix**

The right skills mix for the Board of Bury Hospice will include experience in:

- Governance and Leadership
- Medical and nursing
- Finance
- Property
- Retail
- Fundraising
- Quality Assurance
- Information Technology and Informatics
- Health and Safety
- Marketing
- Volunteering
- Business Expertise
- HR- Employment Law
- Education

## **BURY HOSPICE AND SUBSIDIARY**

### **TRUSTEES' REPORT *(continued)***

#### **YEAR ENDED 31 MARCH 2021**

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##### **Skills Audit and Gap Analysis**

An audit and appraisal process is used and completed by our existing trustees to identify existing and future skills gaps.

Trustees are offered other specialist training including health and safety and information management. All trustees complete safeguarding training on an annual basis.

##### **Organisational structure**

The organisational structure of the Hospice is that the Board of Trustees is responsible for the governance and strategic direction of the Hospice. The day to day running is delegated through a Scheme of Delegation to the Chief Executive and appointed managers within pre-determined levels of authority. The remuneration of key management personnel, including the Chief Executive is determined by the Board.

The Board meets quarterly, receiving as a minimum financial management accounts and budget variance analysis, a strategic report relating to governance from the Chief Executive, clinical matters including any safeguarding incidents from the Head of Clinical Services, a health and safety update and reports from the Audit and Regulatory Compliance and Clinical Governance sub-committees, including key risks from the register.

During the initial months of the pandemic in March 2020 the Board increased the frequency of the meetings which were held virtually via a secure platform.

Risk management has been vested in the Audit and Regulatory Compliance Committee who have this as a standing agenda item. The committee meets six times a year. The Board reviews the full risk register once a year.

There is one wholly owned subsidiary, Bury Hospice Trading Limited, which runs a weekly lottery and gift aids its profits annually to the Charity. A change in accounting treatment introduced in 2018/19 means that, in the absence of a deed of covenant, only profits actually paid over in the year are accountable in the results of the Charity. This means that profits retained within the subsidiary will need to be paid over to the Charity by the 31<sup>st</sup> December 2021 to avoid any charge to taxation.

## **BURY HOSPICE AND SUBSIDIARY TRUSTEES' REPORT *(continued)* YEAR ENDED 31 MARCH 2021**

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### **Objects and aims**

The object of the Charity, as set out in its Memorandum and Articles of Association is the advancement of health for the public benefit by maintaining and managing a hospice and services for the relief of pain, the treatment of symptoms and the spiritual welfare of those requiring palliative care.

The principal activity of the Charity is to provide specialist palliative care services in a hospice and in the six townships that constitute the Metropolitan Borough of Bury, for local people and their families, who are facing the challenges of life limiting and terminal illness. Bury Hospice currently provides this care to all patients, regardless of race, creed, religion and sexual orientation, their families and carers in an in-patient unit, outpatient clinics and in the local community through its outreach service.

### **Public benefit**

In shaping our objectives for the year under review and planning the Charity's services, the Trustees have considered the Charity Commission guidance on public benefit and are satisfied that the Charity meets those requirements.

Bury Hospice is available to any adult residing in the Borough of Bury who is referred to it with a life limiting illness. Its services remain free at the point of delivery to those individuals and their families and carers and no ethnic or financial criteria are applied before patients are accepted into the service.

The Trustees have complied with the requirements of section 4 of the Charities Act 2011 with due regard to the public benefit guidance published by the Charity Commission.

### **Management**

The management team remained consistent throughout the period.

The year was dominated by the impact of COVID with the leadership team having to respond and adapt to ever changing circumstances to keep staff, service users and their families safe.

The management team of Eloise Burke CEO, Nicola Cheetham Head of Clinical Services, Sam Duncan Head of Retail, Neil Jones Head of Finance and Rachel Wallace Head of Fundraising, Marketing and Communication had to navigate a very difficult set of circumstances during the pandemic when traditional retail and fundraising could not be carried out and managed to adapt the organisation model and manage costs taking advantage of government funding.

Service delivery was flexed to include virtual delivery where possible at the height of the various lockdowns and non clinical staff were furloughed or worked from home where appropriate to manage staff safety and ensure the hospice remained financially secure.

The Management team delivered an exceptional performance especially in the second half of the year in the absence of the Chief Executive who suffered from long COVID

**BURY HOSPICE AND SUBSIDIARY  
TRUSTEES' REPORT *(continued)*  
YEAR ENDED 31 MARCH 2021**

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**Annual strategic review**

The Trustees, who are directors for the purposes of company law, present their strategic review for the year ended 31 March 2021, in compliance with s414C of the Companies Act 2006.

The Trustees recognise that this last year has been very challenging in devising a response to COVID and as a result of this many of the areas that we initially planned to focus on were superseded by the need to manage the effects of the pandemic.

However this also presented an opportunity to revisit our strategy in the light of both the lessons learned during COVID and the outcome of the system wide review of palliative and EOL care carried out via the AQuA project in which the Hospice played a key role.

It is clear that working in partnership with other providers we can use our expertise to help coordinate a more joined up approach giving service users and their families a better experience across their journey.

Our Strategy has evolved to include not only additional services that we are and want to provide to patients and families but to also play a greater role in the education of partners to help them better identify and meet patient needs.

As the Health and Social care arena evolves over the next 2 years the Hospice is well placed to provide a leadership role in ensuring Bury becomes a centre of excellence for Palliative and End of Life Care.

**BURY HOSPICE AND SUBSIDIARY  
TRUSTEES' REPORT *(continued)*  
YEAR ENDED 31 MARCH 2021**

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**Achievements and performance**

The last year, although challenging has seen many positives as we evolved our service delivery and embraced different ways of working.

Our staff have continued to deliver an excellent service evolving what we do sometimes to a virtual setting which enabled us to reach more people. While the benefits of physically interacting with service users are clear, a virtual approach also allows us to stay in touch with more people and flex our service to match their needs. Going forward we will continue to use a combination of physical and virtual to best support our service users. The commitment and dedication of all our staff over the last year has been an amazing and humbling thing to see and we are very grateful for them continuing to go the extra mile.

For our non clinical staff and volunteers the pandemic resulted in a significant time away from the hospice and their roles in helping us. We ensured we communicated regularly with both staff and volunteers so they understood both how the hospice was responding to the pandemic but also our understanding of when we were looking to resume operations. This communication was key during a very uncertain time to support the wellbeing of both staff and volunteers.

Our community support has also been amazing this year. For over 6 months of the year our Retail operation remained closed and our Fundraising events could not take place. The community response to this was overwhelming with virtual events being held to raise money for us and general donations helping us to continue to operate when we could not generate our own income as effectively. Where we could we took events on line, such as Light up a life and again the community support was phenomenal and we will continue to make some events available in a virtual as well as physical setting going forward.

Our new Outreach service adapted to a virtual setting as well as providing a vital education service to partners in the system such as care homes providing advice and support to help carers better support their residents

Our Bereavement Service moved their support to online groups and meetings but also produced a Standard Bereavement Resource Pack to help the District Nurse team support families and we reached out to Funeral Directors to support them in this difficult time

Sadly we had to close our Day Services operation but reallocated our resources to IPU and flexed our admission criteria to better support the NHS.

Overall with the support of all our staff and the community and the support of the government via Hospice UK and retail grants we were able to continue to support our patients and families in their most difficult times and we are very grateful for all that support.

## **BURY HOSPICE AND SUBSIDIARY TRUSTEES' REPORT *(continued)* YEAR ENDED 31 MARCH 2021**

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### **Clinical Services 20/21**

We have continued to provide specialist palliative and end of life care services through our Inpatient Unit, our Outreach service and our Bereavement and Family Support Services.

Throughout the pandemic and within our 30<sup>th</sup> year of care we have taken an opportunity to review our relationships with our key stakeholders, assess our service models and commit to continued system wide service development.

As a result of this review and our ongoing work, we have developed and launched a new Clinical Strategy 2021-2024. This strategy maps the start of our journey to achieving our strategic ambition to become a **'Beacon for palliative and end of life care in Bury-for patients and those closest to them'**

Our Clinical Strategy was developed with our Board, the Clinical team and using valuable feedback received from our service users focused on how we can support the most people to live well whilst living with a life limiting illness. It describes how our clinical services will evolve over the next 3 years to:

- support the implementation of the Bury Palliative and End of Life care pathway
- extend our reach into the community
- enhance our local integrated neighborhood teams
- ensure our services are accessible to all

### **The impact of Covid-19**

The global pandemic had significant impact on our clinical services. We were forced to change the way we delivered our services and the spotlight was on the clinical team to adapt and flex as the Hospice stepped up to play a vital role in the community.

- We reviewed the criteria for our Inpatient unit and widened it to facilitate a step up and step down from home/hospital support.
- We developed and delivered an education programme to Residential and Nursing homes and community nursing teams via MS Teams to support an enhanced level of care for residents.
- We created a central hub of resources to support all community staff groups hosted on our website.
- We integrated with the community specialist and district nursing teams to ensure the right care at the right time by the right person.
- We collaborated with other charities to offer bereavement and psychological support and outreach to key groups such as funeral directors.
- We led an initiative to enable a standard offer of bereavement resources and we provided a resource box of essential items to all district nurse teams. We established a haven for quiet time and reflection for community staff.

## **BURY HOSPICE AND SUBSIDIARY TRUSTEES' REPORT *(continued)* YEAR ENDED 31 MARCH 2021**

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- We continued to operate a phlebotomy clinic in collaboration with The Christie to ensure this essential service was safe, effective, and able to continue to offer care closer to home.

Our work was shared and acknowledged by the Queens Nursing Institute as innovation throughout the pandemic.

### **Service Development**

During the pandemic, we took the difficult decision to close our Day services and take the opportunity to consider the needs of our community. We have widened the focus of our community services and have taken a Supportive care approach to service development. To enable patients and families to benefit from palliative care knowledge and skills earlier preventing and treating symptoms from diagnosis.

We have re purposed the space formerly used by our Day services to create a **Living Well Centre** to deliver an accessible space for our community. To provide a central hub for supportive and palliative care services. We aim to reach more people by offering a variety of services to support patients and those closest to them.

Bury Hospice will continue to build on its 30 year legacy of excellent care to our community and evolve our services to better support the people of Bury.

### **Fundraising approach:**

#### **PR and Communication**

As a result of COVID our events programme was cancelled and our income generation streams were depleted. We saved costs where possible, furloughed the majority of the fundraising team and focused our efforts on a community outreach campaign called #HereForYou. Our strong relationship with the press and our multi-media approach was pivotal to bridging our fundraising deficit. #HereForYou proved highly successful, bringing in over £300k community fundraising as well as donations of equipment when our PPE supplies ran out and we called out via social media for iPad to enable our patients to continue communicating with their family and friends when visiting was restricted.

## **BURY HOSPICE AND SUBSIDIARY TRUSTEES' REPORT *(continued)* YEAR ENDED 31 MARCH 2021**

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Bury Hospice was recognised for not only remaining a constant source of support for its community, but adapting and flexing to meet community need through the Best of Bury Business awards where we took second prize in the Community Impact category. Significantly the Leader of Bury Council announced Bury Hospice as the winner of the Council's inaugural Triumph Over Adversity award – an accolade that recognised the organisation across Bury's business community who had conquered the challenges of COVID to not only survive but support other healthcare providers across Bury.

Our aim to make Bury Hospice the 'Charity of choice' across Bury throughout 20/21 resulted in significant community fundraising and engagement.

In addition to our community #HereForYou campaign we staged our annual Light Up a Life event virtually, introducing a Book of Memories online platform and producing a film that enabled people outside Bury to join in. This resulted in over 100% increase in donations from the previous year and set the stage for re-introducing our fundraising events programme with a virtual approach – as well as planning for new virtual memorial fundraisers such as our forthcoming summer memorial campaign.

Visual communications has been a key driver for our PR success; video messaging underpins all of our campaigns proving to further engage our audiences by taking them behind the scenes of Bury Hospice. A new website is being developed at no cost to the hospice due for release in late summer 2021 that will serve to provide a clear donation and engagement platform for supporters.

### **Fundraising**

We continue to operate in a challenging fundraising environment, so partnership working and communications has been key to some notable successes.

While our traditional events could not take place the community response was overwhelming and we would like to thank them for their support in this challenging year. Their commitment and enthusiasm in raising much needed funds enabled us to care for as many people as we can.

### **Retail**

The impact of the Covid-19 pandemic meant that all of our charity shops were forced to close at the beginning of the financial year until 15<sup>th</sup> June, where we had a phased opening plan for some of our shops. We had two further periods of closure due to the national lockdown in November 2020 and then finally from 4<sup>th</sup> January until year end.

As the demand for on-line retailing increased nationally, we did manage to continue trading on-line for a large proportion of the year with some success. All retail staff were furloughed during their shop's period of closure.

## **BURY HOSPICE AND SUBSIDIARY**

### **TRUSTEES' REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2021**

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We would like to thank all retail staff and volunteers for their incredible dedication and efficiency in preparing the shops for re-opening safely for customers on two occasions this year. Fortunately, we benefitted from government retail grants which meant that we didn't need to close any of our shops permanently.

#### **Lottery**

In early March 2020 we were forced to suspend all our community collections/rounds as a direct impact of the global pandemic. We were able to transfer some players to alternative methods of payment and finished the year March 21 with 5597 players. In 2020/21 the weekly lottery raised £137,201. The lottery also managed two successful raffles bringing in an additional £38,220. The total raised by lottery players was £175,421 which greatly contributed to patient care.

#### **Staffing**

Developing a skilled and committed workforce of staff and volunteers and a plan for a robust future has remained a priority within the year.

Bury Hospice would not be able to provide the service it does without the support of those that donate to the charity, but equally without the commitment of our highly skilled staff and volunteers, who provide care and support to those who need it 24 hours a day, seven days a week. In the last year we have been fortunate to attract new staff and volunteers to join The Hospice Team. This has enhanced our current team and allows us to move forward and continue to provide a great service for the people of Bury.

#### **Volunteers**

The contribution of volunteering to the organisation was of course impacted upon as a result of the pandemic, at the height of which volunteers across the majority of roles were stood down in line with government guidelines. In an effort to support and maintain the engagement of volunteers during this time the level of outward communication was increased.

Investment was made in improving the operational efficiency of Volunteer Services going forward. One of the significant effects of the pandemic resulted in the organisation losing 26% of its volunteer workforce. Towards the second half of the year as lockdown restrictions eased existing volunteers were successfully reintroduced across many roles, and extensive recruitment campaigns utilising social media and local news coverage resulted in the recruitment of 66 new volunteers.

These campaigns attracted volunteers of a younger demographic; the average age of newly recruited volunteers was 42, compared to the average age of the total volunteer workforce at 62. The success of our recruitment offset the overall loss for the year to 14%, and with 424 volunteers on record.

The Chair and Trustees would like to record their appreciation to all our volunteers for their continued dedication and commitment to the work of the Hospice

**BURY HOSPICE AND SUBSIDIARY  
TRUSTEES' REPORT *(continued)*  
YEAR ENDED 31 MARCH 2021**

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**Our approach to fundraising**

Our fundraising, lottery and retail teams are given annual targets to raise money to meet the costs of the hospice's charitable activities. These include:

- . Individual giving
- . Community fundraising
- . Corporate fundraising
- . Fundraising events
- . Grants and Trusts fundraising
- . Legacy fundraising
- . Retail

We are committed to practicing the highest standards of fundraising and we take care to ensure that all our related activities reflect the hospice's values: operationally excellent, patient centred, enabling and inclusive and community focused.

**How our fundraising conforms to recognised standards**

We are registered with the Fundraising Regulator and committed to adhering to all recognised standards in relation to our fundraising activity.

Staff and volunteers are trained in their responsibilities in relation to fundraising regulations and legislation upon induction where appropriate and periodically thereafter as required and ensure that all fundraising activity complies with the Fundraising Regulator's Code of Fundraising Practice and the Fundraising Promise.

**How fundraising carried out on our behalf is monitored**

We are grateful for the support of very many people and organisations in the Bury community who raise funds on our behalf.

The fundraising team provide advice, support, guidance and documentation to those who notify us of their plans to raise funds and this includes statutory requirements and best practice recommendations where relevant.

We have a Risk Management Policy so as to minimise, or as far as it is reasonably practical, eliminate any risks to patients, staff, volunteers, and supporters, members of the public or the organisation's reputation in relation to our fundraising activity. Staff identify and assess risks and put in place any necessary preventative controls. If necessary we ask for and receive advice from professional organisations.

## **BURY HOSPICE AND SUBSIDIARY**

### **TRUSTEES' REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2021**

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#### **Fundraising complaints**

There was one formal complaint this year regarding fundraising. This was resolved and new processes put in place as a result to prevent a similar situation occurring. We sent out three direct mail campaigns during the year. This did prompt some people to ask to be removed from our mailing, in all cases this was done as requested.

The Board of Trustees are ultimately responsible for the organisation's fundraising activities and review and approve the strategy and budget each year. The Head of Fundraising and Head of Retail and Trading regularly report to the Board via full board meetings and the meetings of the Audit and Regulatory Compliance committee receive details of any breaches in standards and complaints received and action taken. This includes matters relating to the Fundraising Regulator's Code of Practice and Fundraising Promise, Lottery Commission regulations and the new GDPR regulations that came into effect on the 25 May 2018.

#### **How we work with and oversee any commercial participators/professional fundraisers**

We currently work with SEC Fundraising Ltd, a professional fundraising company who sign up new members to our weekly lottery. There is a signed contract in place and we regularly review their performance, monitoring quality and receiving feedback on their approach and style. Any issues are raised with them formally as soon as is practical.

#### **How we protect the public, including vulnerable persons, from unreasonable intrusive or persistent fundraising approaches and undue pressure to donate.**

We:

- Adhere to the Fundraising Regulator's Code of Practice and Fundraising Promise
- Promptly action any requests for removal from our mailing lists
- Ensure we only hold data for people who have given us permission and do so in a secure way
- Ensure we do not hold data for children
- Do not sell, pass on or procure data on any existing or potential donors and supporters to/from any third parties under any circumstances.

Only use professional fundraising agencies who can demonstrate a track record of best practice in the sector and compliance with the Fundraising Regulator's code of conduct.

#### **Financial review**

The consolidated financial performance of the Hospice our financial position shows a deficit of £13,256 before gains on investment and £5,358 after they are included. The previous year showed a surplus of £545,946 as a result of several large legacies.

The COVID-19 pandemic has increased economic pressures significantly. The challenge of raising the income needed to cover expenditure particularly apply to the Hospice as a charitable organisation which is heavily dependent upon personal support from the public.

## **BURY HOSPICE AND SUBSIDIARY TRUSTEES' REPORT *(continued)* YEAR ENDED 31 MARCH 2021**

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The general public and in particular the community of Bury and its six townships have been very supportive during the financial year. Their support has been vital in supporting the continuing financial stability of the Hospice.

The Hospice was able to secure grants from Bury Council in order to ensure the survival of Retail outlets. We used the Government's Coronavirus job retention scheme to ensure that Hospice staff were retained after a long period of inactivity due to lockdowns.

The hospice secured additional NHS funding via Hospice UK for assistance with relieving pressure during the pandemic

Bury CCG have been supportive of our Hospice, a grant of £480,322 was provided representing 25% of our charitable activities.

Our current ratio at year end was 5.89 (2020 – 5.44), the trustees were happy with this improvement helping to secure the Hospices' short term sustainability

As at the 31 March 2021, the net consolidated funds of the Hospice were in excess of £5.7m of which £4.1m is tied up in the value of the premises and other fixed assets.

### **Policy on Reserves**

The trustees have an established policy, whereby they designate a reserve fund 'Continuity Fund' which will enable the Hospice to continue, for a period of time, its current activities in the event of a significant drop in funding. This is reviewed on a regular basis as it is obviously necessary to consider how the funding will be replaced or activities modified should such circumstances arise. The current policy of the Board is a target level of this fund equivalent to six months total budgeted costs and to attempt to increase it gradually to nine months total budgeted costs.

The target of six months budgeted costs based on these accounts equates to £1.46m and the actual balance of the Continuity Fund at 31 March 2021 was £1.54m. The trustees continue to take such measures that will allow the 'Continuity Fund' to be grown in the future.

A separate fixed assets fund is recognised by the trustees representing the net book value of fixed assets already held. While the value of these assets is included within the total funds of the Charity they do not represent liquid or expendable amounts and should be segregated accordingly. This Fund is amended annually by transferring an amount at 31 March to or from the fund as required.

**BURY HOSPICE AND SUBSIDIARY  
TRUSTEES' REPORT *(continued)*  
YEAR ENDED 31 MARCH 2021**

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**Investment policy and objectives**

The Trustees have, according to the Articles of Association, the power to invest any part of the income of Bury Hospice in any manner authorised by the appropriate Act(s) of Parliament.

Currently, with the exception of a small amount invested through Brewin Dolphin and set out in note 14 to the accounts, the majority of the cash and bank balances are held in interest bearing deposits with major UK banks.

**Plans for the year to 31 March 2022**

The continuing presence of the COVID-19 pandemic meant the hospice began to look strategically at its future.

The strategy was reviewed and evolved in response to the new circumstances presented by the pandemic and a new three year budget was produced.

This has enabled us to understand our income requirements for the future and start to plan how we will evolve our services and funding to match.

We have worked very closely with our partners across the locality and in particular with the Local Care Organisation in support of the system flow work and the development of a renewed Palliative and End of Life care Strategy for Bury and its surrounding townships and look forward to the formalised publication and agreement of a system wide, fully integrated Palliative and End of Life Care model for Bury.

As part of the budget process for 2022-23 managers will stringently review budgets and reforecast accordingly as we work to address the challenges and long term impact of the global pandemic and changes within our locality and ensure financial sustainability. This will enable us to foresee issues in a timely and efficient manner, enabling us to react quickly.

In addition to delivering our core offering to service users the teams will continue to grow their knowledge and skills in service development and quality improvement. We have continued to deliver person centred care against a backdrop of financial challenges. Our teams will be working hard in 2021/22 to ensure our services are effective and efficient whilst always striving to learn, improve and grow.

As we look forward beyond immediate challenges of the pandemic we will develop our plans to revive and thrive by adapting our services and realigning our strategy to meet the year ahead.

**BURY HOSPICE AND SUBSIDIARY  
TRUSTEES' REPORT *(continued)*  
YEAR ENDED 31 MARCH 2021**

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**Principal risks and uncertainties**

Principal risks and uncertainties of Bury Hospice are regularly assessed to ensure appropriate control measures are in place. Improved reporting and processes to differentiate between strategic and operational risks are now well established with the full implementation of the risk management software system – Vantage.

Operational risks are predominately identified and managed at departmental level with high level operational risks and key strategies and policies being escalated accordingly.

This year has seen the introduction of formalised operational committees that subsequently feed up to the Sub-Committees.

Strategic risks and high level operational risks are recorded in a Corporate Risk Register and reported to the Audit and Regulatory Compliance Committee at each meeting and to the Board. The Board recognises it is ultimately responsible for the management of risk and is satisfied that the processes continue to address and mitigate exposure to major risks.

The full Board reviews the full register at least once a year and receives copies for discussion, the Board considered that the major risks facing the Hospice and the work being done to mitigate those risks are:

**Impact**

We undertake impact assessments and record positive and negative comments and investigate and learn from the latter.

We also work closely with other palliative care and health and social care teams in the Borough to ensure we maintain an excellent quality of care.

We have introduced new KPI reporting and have agreed to be part of a comparison of key data produced by all Greater Manchester adult hospices. In addition we have implemented a feedback system called "I want great care" and use the feedback from this to check and evolve our delivery of services.

**BURY HOSPICE AND SUBSIDIARY  
TRUSTEES' REPORT *(continued)*  
YEAR ENDED 31 MARCH 2021**

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**Financial Sustainability**

Fluctuations in fundraising income (including legacy) as a result of the COVID – 19 Pandemic are recognised as significant risks.

All budgets are reviewed and reforecast at each year end to ensure continuity of plans.

The budgets are reviewed on a monthly basis by departmental and finance managers. A full report is then given to the full management team and audit and regulatory committee. These actions are in place to ensure financial accountability. In the short term we will increase the monitoring of these reports and to ensure our performance and risks are actively reviewed.

The changing face of the commissioning landscape as we move to a structure of transformation and sustainability through the development of a fully integrated health and social care system governed by a One Care Organisation, creates uncertainty around future commissioning intentions and associated funding. Whilst challenging, the new environment presents us with an opportunity to lead the development of palliative and end of life care as part of a wider integrated system approach.

**Disclosure of information to the auditor**

Each Trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the Charity's auditor is aware of that information. The Trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The Trustees report and the strategic review were approved by the Trustees of the Charity on 16/12/2021..... and signed on their behalf by:

  
.....

Trustee

**BURY HOSPICE AND SUBSIDIARY  
TRUSTEES' REPORT *(continued)*  
YEAR ENDED 31 MARCH 2021**

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**Statement of trustees responsibilities**


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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP & FRS 102;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

Approved by the Trustees of the Charity on.....16/12/2021..... and signed on its behalf

By: .....  
Trustee

# **BURY HOSPICE**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS**

### **YEAR ENDED 31 MARCH 2021**

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#### **Opinion**

We have audited the financial statements of Bury Hospice (the 'parent charitable company') and its subsidiary (the 'group') for the year ended 31 March 2021, which comprise Group Statement of Financial Activities, Company Statement of Financial Activities, Group Balance Sheet, Company Balance Sheet, Group Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2021, and of group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **BURY HOSPICE**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS *(continued)***

#### **YEAR ENDED 31 MARCH 2021**

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Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit: the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and the strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 22, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the groups and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or parent charitable company or to cease operations, or have no realistic alternative but to do so.

## **BURY HOSPICE**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS *(continued)*** **YEAR ENDED 31 MARCH 2021**

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#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under the Companies Act 2006 and report in accordance with this Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiries with management about any known or suspected instances of non-compliance with laws and regulations;
- Review of minutes of board meetings;
- Examination of journal entries and other adjustments to test for appropriateness and identify any instances of management override of controls;
- Review of legal and professional expenditure to identify any evidence of ongoing litigation or enquiries.

Because of the field in which the group operates we identified that employment law, health and safety legislation including regulations set out by the Care Quality Commission, Gambling Commission regulations and compliance with the UK Companies Act are the areas most likely to have a material impact on the financial statements.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## BURY HOSPICE

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS *(continued)* YEAR ENDED 31 MARCH 2021

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#### Use of report

This report is made solely to the charitable company's members, as a body, in accordance with the Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Nicola Mason*

.....

**Nicola Mason FCA (Senior Statutory Auditor)**

For and on behalf of

MHA Moore and Smalley

Chartered Accountants & Statutory Auditor

Preston

20/12/2021

.....

## BURY HOSPICE

### GROUP STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	529,390	-	529,390	1,224,354
Charitable activities	3	639,401	584,883	1,224,284	573,219
Other trading activities	4	863,011	-	863,011	1,522,510
Investment income	5	2,085	-	2,085	3,080
Other income retail grants		96,677	-	96,677	175,000
Coronavirus job retention scheme grant		187,426	-	187,426	-
Total Income		2,317,990	584,883	2,902,873	3,498,163
<b>Expenditure on:</b>					
Raising funds	6	(971,027)		(971,027)	(1,027,982)
Charitable activities	7	(1,368,831)	(576,271)	(1,945,102)	(1,922,985)
Total Expenditure		(2,339,858)	(576,271)	(2,916,129)	(2,950,967)
<b>Net income/(expenditure)</b>		(21,868)	8,612	(13,256)	547,196
Transfers between funds		-	-	-	-
<b>Other recognised gains and losses</b>					
Other gains/(losses)	8	7,898	-	7,898	(1,250)
Net movement in funds		(13,970)	8,612	(5,358)	545,946
<b>Reconciliation of funds</b>					
Total funds brought forward		5,723,099	7,000	5,730,099	5,184,153
Total funds carried forward	21	5,709,129	15,612	5,724,741	5,730,099

All of the Charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 22.

## BURY HOSPICE

### STATEMENT OF FINANCIAL ACTIVITIES – CHARITY (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	526,704	-	526,704	1,220,258
Charitable activities	3	639,401	584,883	1,224,284	573,219
Other trading activities	4	673,738	-	673,738	1,314,364
Investment income	5	2,020	-	2,020	2,793
Other Income Retail Grants		96,677	-	96,677	175,000
Coronavirus job retention scheme grant		184,922	-	184,922	-
Total Income		2,123,462	584,883	2,708,345	3,285,634
<b>Expenditure on:</b>					
Raising funds	6	(789,858)	-	(789,858)	(849,605)
Charitable activities	7	(1,366,410)	(576,271)	(1,942,681)	(1,920,702)
Total Expenditure		(2,156,268)	(576,271)	(2,732,539)	(2,770,307)
<b>Net income/(expenditure)</b>		(32,806)	8,612	(24,194)	515,327
Transfers between funds		-	-	-	-
<b>Other recognised gains and losses</b>					
Other gains/(losses)	8	7,898	-	7,898	(1,250)
Net movement in funds		(24,908)	8,612	(16,296)	514,077
<b>Reconciliation of funds</b>					
Total funds brought forward		5,641,644	7,000	5,648,644	5,134,567
Total funds carried forward	21	5,616,736	15,612	5,632,348	5,648,644

All of the Charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 22.

**BURY HOSPICE**  
**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 MARCH 2021**  
**(REGISTRATION NUMBER: 07299003)**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	12	4,148,887	4,295,620
Intangible Assets	13	13,225	19,531
Investments	14	10	10
		<u>4,162,122</u>	<u>4,315,161</u>
<b>Current assets</b>			
Debtors	15	287,796	756,044
Investments	16	52,563	44,367
Cash at bank and in hand		<u>1,542,036</u>	<u>930,055</u>
		<u>1,882,395</u>	<u>1,730,466</u>
<b>Creditors: Amounts falling due within one year</b>	17	<u>(319,776)</u>	<u>(315,528)</u>
<b>Net current assets</b>		<u>1,562,619</u>	<u>1,414,938</u>
<b>Total assets less current liabilities</b>		<u>5,724,741</u>	<u>5,730,099</u>
<b>Creditors: Amounts falling due after more than one year</b>		<u>-</u>	<u>-</u>
<b>Net assets</b>		<u>5,724,741</u>	<u>5,730,099</u>
<b>Funds of the Charity:</b>			
<b>Restricted income funds</b>	21	15,612	7,000
<b>Unrestricted income funds</b>			
Unrestricted income funds	21	<u>5,709,129</u>	<u>5,723,099</u>
<b>Total funds</b>		<u>5,724,741</u>	<u>5,730,099</u>

The financial statements on pages 20 to 48 were approved by the trustees, and authorised for issue on 16/12/2021 and signed on their behalf by:

  
.....

Trustee

**BURY HOSPICE**  
**BALANCE SHEET - CHARITY**  
**AS AT 31 MARCH 2021**  
**(REGISTRATION NUMBER: 07299003)**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	12	4,148,887	4,295,620
Intangible Assets	13	13,225	16,094
Investments	14	12	12
		<u>4,162,124</u>	<u>4,311,726</u>
<b>Current assets</b>			
Debtors	15	304,022	763,288
Investments	16	52,563	44,367
Cash at bank and in hand		<u>1,395,316</u>	<u>814,413</u>
		<u>1,751,901</u>	<u>1,622,068</u>
<b>Creditors: Amounts falling due within one year</b>	17	<u>(281,677)</u>	<u>(285,150)</u>
<b>Net current assets</b>		<u>1,470,224</u>	<u>1,336,918</u>
<b>Total assets less current liabilities</b>		<u>5,632,348</u>	<u>5,648,644</u>
<b>Creditors: Amounts falling due after more than one year</b>		<u>-</u>	<u>-</u>
<b>Net assets</b>		<u>5,632,348</u>	<u>5,648,644</u>
<b>Funds of the Charity:</b>			
<b>Restricted income funds</b>	21	15,612	7,000
<b>Unrestricted income funds</b>			
Unrestricted income funds	21	<u>5,616,736</u>	<u>5,641,644</u>
<b>Total funds</b>		<u>5,632,348</u>	<u>5,648,644</u>

The financial statements on pages 20 to 48 were approved by the trustees, and authorised for issue on 16/12/2021 and signed on their behalf by:



Trustee

**BURY HOSPICE****CONSOLIDATED STATEMENT OF CASH FLOWS  
YEAR ENDED 31 MARCH 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Cash flows from operating activities</b>			
Net cash income/(expenditure)		(5,358)	370,946
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation and amortisation	10	146,534	149,331
Investment income	5	(2,085)	(3,080)
(Profit)/Loss on disposal of tangible fixed asset		6,503	3,949
(Gain)/loss on investments		(8,194)	1,032
		<u>137,400</u>	<u>522,178</u>
<b>Working capital adjustments</b>			
Increase/(decrease) in debtors	15	468,248	(426,247)
Increase/(decrease) in creditors	17	<u>4,248</u>	<u>(49,176)</u>
Net cash flows from operating activities		<u>609,896</u>	<u>46,759</u>
<b>Cash flows from investing activities</b>			
Investment income		2,085	3,080
Purchase of tangible fixed assets	12	<u>-</u>	<u>(11,190)</u>
Net cash flows from investing activities		<u>2,085</u>	<u>(8,110)</u>
Net decrease in cash and cash equivalents		611,981	38,649
Cash and cash equivalents at 1 April 2020		<u>930,055</u>	<u>891,410</u>
Cash and cash equivalents at 31 March 2021		<u>1,542,036</u>	<u>930,055</u>

All of the cash flows are derived from continuing operations during the above two periods.

**BURY HOSPICE****STATEMENT OF CASH FLOWS - CHARITY  
YEAR ENDED 31 MARCH 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Cash flows from operating activities</b>			
Net cash income/(expenditure)		(16,296)	339,077
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation and amortisation	10	143,097	144,843
Investment income	5	(2,020)	(2,793)
(Profit)/Loss on disposal of tangible fixed asset		6,503	49
(Gain)/loss on investments		(8,194)	1,032
		<u>123,090</u>	<u>486,108</u>
<b>Working capital adjustments</b>			
Increase/(decrease) in debtors	15	459,266	(398,474)
Increase/(decrease) in creditors	17	<u>3,473</u>	<u>(45,739)</u>
Net cash flows from operating activities		<u>578,883</u>	<u>41,895</u>
<b>Cash flows from investing activities</b>			
Investment income		2,020	2,793
Purchase of tangible fixed assets	12	<u>-</u>	<u>(11,190)</u>
Net cash flows from investing activities		<u>2,020</u>	<u>(8,397)</u>
Net increase/(decrease) in cash and cash equivalents		580,903	33,498
Cash and cash equivalents at 1 April 2020		<u>814,413</u>	<u>780,915</u>
Cash and cash equivalents at 31 March 2021		<u>1,395,316</u>	<u>814,413</u>

All of the cash flows are derived from continuing operations during the above two periods.

# **BURY HOSPICE**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

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

#### **General information and Basis of preparation**

Bury Hospice is a company limited by guarantee in the United Kingdom. See note 26 to the accounts for further details. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operation and principle activities are set out in the trustees' report.

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) (effective 1 October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Hospice meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

These accounts have been prepared on the going concern basis and the Trustees consider that no material uncertainties exist, after due regard to the measures put in place by the trustees in respect of future cost savings and financial projections as highlighted in the trustees report. The board have approved a 3 year strategic forecast to ensure the hospice continues to grow. As a result, the Trustees consider that the charity and its subsidiary have sufficient reserves to meet liabilities as they fall due for a period of at least twelve months from the date of signing the accounts.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

No costs of fundraising have been netted against voluntary income.

The following specific policies are applied to particular categories of income:

#### **Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

The charity does not regard legacy income as receivable simply because it has been informed about it. Legacy income is only recognised when it has been received or when it is reasonably certain that the legacy will be received and the value can be measured with sufficient reliability. If a legacy has not

## **BURY HOSPICE**

### **NOTES TO THE FINANCIAL STATEMENTS *(Continued)*** **FOR THE YEAR ENDED 31 MARCH 2021**

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#### **1 Accounting policies *(Continued)***

been received or reliably quantified within one month of the year end however, the legacy will not be included in the current year's financial statements.

#### **Grants receivable**

Grants comprise amounts receivable during the year including grants received under the Coronavirus Job Retention Scheme and additional Covid-19 support grants from Hospice UK.

#### **Gifts in kind**

Gifts-in-kind are included at the cost to the donor. Where this cost is not precisely known an estimate of the value of such gifts is included in donations.

Time given by volunteers is not included at a value.

#### **Investment income**

Investment income is recognised in the accounts as it arises.

#### **Other income**

Restricted income and expenditure

Income which is received with restrictions as to its use is treated as restricted income.

Restricted expenditure relates to items for which restricted income has been received. Where the restricted income is insufficient to cover the entire cost of an item, the balance of the expenditure is covered from unrestricted funds.

#### **Government grants**

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, its probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

# BURY HOSPICE

## NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies *(Continued)*

#### Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds. This includes publicity and other costs directly related to fundraising. The costs of Charity retailing (charity shops) are shown separately within this heading.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

#### 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. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Where fixed assets have been donated, these are recorded at market valuation or value in use at the time of acquisition.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold and Freehold Property	2% - 25% Straight line
Office equipment, fixtures and equipment	10% - 25% Straight line
Plant and machinery	10% Straight line
Motor Vehicles	25% Straight line

The cost of land included in the balance sheet but not depreciated is £414,000.

**BURY HOSPICE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(Continued)*  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1 Accounting policies** *(Continued)*

**Business combinations**

Business combinations are accounted for under the purchase method. Where necessary, adjustments are made to the financial statements of subsidiaries to bring the accounting policies used into line with those used by the charity. All intra-group transactions, balances, income and expenses are eliminated on consolidation. In accordance with Section 35 of FRS 102, Section 19 of FRS 102 has not been applied in these financial statements in respect of business combinations effected prior to the date of transition.

**Current asset investments**

Current asset investments are included at market value.

**Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the Charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

# **BURY HOSPICE**

## **NOTES TO THE FINANCIAL STATEMENTS *(Continued)*** **FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies *(Continued)***

#### **Fund accounting**

Unrestricted General Funds are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds are resources set aside from Unrestricted General Funds for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose within the objects of the Charity. Restrictions arise when specified by the donor/commissioner or when funds are raised for particular restricted purposes.

#### **Hire purchase and finance leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight-line basis over the lease term.

#### **Pensions and other post retirement obligations**

The Charity operates three pension schemes as detailed in note 20 to the accounts.

The annual contributions payable are charged to the Statement of Financial Activities.

#### **Financial instruments**

##### **Classification**

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Charity after deducting all of its liabilities.

#### **Judgments and key sources of estimation uncertainty**

In the application of the charity's accounting policies, the trustees are required to make judgments, 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 experiences and other factors that are considered to be relevant. Actual results may differ from these estimates.

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies *(Continued)*

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 period.

The trustees do not believe that there are any estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

#### 2 Income from donations and legacies

	Unrestricted funds £	Total 2021 £	Total 2020 £
<b>Consolidated</b>			
Donations	244,723	244,723	210,876
Legacies	238,072	238,072	983,388
Gift aid reclaimed	46,595	46,595	30,090
	<u>529,390</u>	<u>529,390</u>	<u>1,224,354</u>

	Unrestricted funds £	Total 2021 £	Total 2020 £
<b>Charity</b>			
Donations	242,037	242,037	206,780
Legacies	238,072	238,072	983,388
Gift aid reclaimed	46,595	46,595	30,090
	<u>526,704</u>	<u>526,704</u>	<u>1,220,258</u>

All of the income from donations and legacies received in this year and the comparative year was unrestricted.

The charity is currently aware of several legacies which have not been included in the financial statement as no notification of impending distribution has been received and accordingly the value of the legacies cannot be measured with sufficient reliability.

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

#### 3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds	Total 2021 £	Total 2020 £
<b>Consolidated</b>				
Grant income Bury CCG	480,322	-	480,322	521,536
Grant income NHSE	-	544,217	544,217	-
Out of area patient contributions	23,060	-	23,060	19,800
Other Grants	136,019	40,666	176,685	31,883
	<u>639,401</u>	<u>584,883</u>	<u>1,224,284</u>	<u>573,219</u>

	Unrestricted Funds £	Restricted Funds	Total 2020 £	Total 2019 £
<b>Consolidated – Prior Year</b>				
Grant income NHSE	521,536	-	521,536	429,912
Out of area patient contributions	19,800	-	19,800	13,950
Other Grants	7,086	24,797	31,883	10,500
	<u>548,422</u>	<u>24,797</u>	<u>573,219</u>	<u>454,362</u>

	Unrestricted Funds £	Restricted Funds	Total 2021 £	Total 2020 £
<b>Charity</b>				
Grant income Bury CCG	480,322	-	480,322	521,536
Grant income NHSE	-	544,217	544,217	-
Out of area patient contributions	23,060	-	23,060	19,800
Other Grants	136,019	40,666	176,685	31,883
	<u>639,401</u>	<u>583,883</u>	<u>1,224,284</u>	<u>573,219</u>

The NHSE awarded funding to allow the hospice to make available bed capacity and community support from April 2020 to July 2020 to provide support to people with complex needs in the context of the COVID-19 situation and to provide bed capacity and community support from November 2020 to March 2021 for the same purpose.

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

#### 4 Income from other trading activities

	Unrestricted funds	Total 2021	Total 2020
	£	£	£
<b>Consolidated</b>			
Charity retailing	275,237	275,237	800,933
Lottery income	353,756	353,756	340,760
Other events income	222,331	222,331	359,256
Other income - catering	4,287	4,287	16,761
Other income - rent of office space	7,400	7,400	4,800
	<u>863,011</u>	<u>863,011</u>	<u>1,522,510</u>

All of the income from trading activities received in this year and the comparative year was unrestricted.

Charity	Unrestricted funds	Total 2021	Total 2020
	£	£	£
Charity retailing	275,237	275,237	800,933
Other events income	222,331	222,331	359,256
Donation from Bury Hospice Trading Ltd	164,483	164,483	132,614
Other income - catering	4,287	4,287	16,761
Other income - rent of rooms	7,400	7,400	4,800
	<u>673,738</u>	<u>673,738</u>	<u>1,314,364</u>

All of the income from trading activities received in this year and the comparative year was unrestricted.

#### 5 Investment income

	Unrestricted funds	Total 2021	Total 2020
	£	£	£
<b>Consolidated</b>			
Other investment income	<u>2,085</u>	<u>2,085</u>	<u>3,080</u>
	Unrestricted funds	Total 2021	Total 2020
	£	£	£
<b>Charity</b>			
Other investment income	<u>2,020</u>	<u>2,020</u>	<u>2,793</u>

All of the investment income received in this year and the comparative year was unrestricted.

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

#### 6 Costs of raising funds

Consolidated Activities undertaken directly	Fundraising cost - retail	Unrestricted funds		Total 2021	Total 2020
		Fundraising cost - general			
	£	£	£	£	
Fundraising trading	-	6,976	6,976	27,399	
Costs of goods sold	121,317	-	121,317	138,187	
Depreciation	17,788	2,204	19,992	19,920	
Other costs	241,928	22,472	264,400	217,201	
Staff Costs	419,376	138,966	558,342	625,275	
	800,409	170,618	971,027	1,027,982	

Charity Activities undertaken directly	Fundraising cost - retail	Unrestricted funds		Total 2021	Total 2020
		Fundraising cost - general			
	£	£	£	£	
Fundraising trading	-	6,976	6,976	27,399	
Costs of goods sold	17,390	-	17,390	28,622	
Depreciation	14,351	2,204	16,555	15,432	
Other costs	218,771	22,472	241,243	194,150	
Staff Costs	368,728	138,966	507,694	584,002	
	619,240	170,618	789,858	849,605	

All of the costs of raising funds in this year and the comparative year were unrestricted.

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

#### 7 Costs of Charitable Activities

##### Consolidated

	Unrestricted funds	Restricted funds	Total	Total
Activities undertaken directly	Main Hospice Activities	Main Hospice Activities	2021	2020
	£	£	£	£
Employment costs	941,374	576,271	1,517,645	1,496,773
Other costs	280,929	-	280,929	281,370
Depreciation	133,046	-	133,046	133,360
<b>Governance costs:</b>				
Other governance costs	3,794	-	3,794	2,633
Audit fees: audit of the financial statements	9,336	-	9,336	8,568
Legal fees	352	-	352	281
	1,368,831	576,271	1,945,102	1,922,985

##### Charity

	Unrestricted funds	Restricted funds	Total	Total
Activities undertaken directly	Main Hospice Activities	Main Hospice Activities	2021	2020
	£	£		£
Employment costs	941,374	576,271	1,517,645	1,496,773
Other Costs	280,914	-	280,914	281,355
Depreciation	133,046	-	133,046	133,360
<b>Governance costs:</b>				
Other governance costs	3,794	-	3,794	2,633
Audit fees: audit of the financial statements	6,930	-	6,930	6,300
Legal fees	352	-	352	281
	1,366,410	576,271	1,942,681	1,920,702

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 8 Other Gains and Losses

Consolidated	Unrestricted funds £	Total 2021 £	Total 2020 £
Gain on revaluation of investment assets	7,898	7,898	(1,250)

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Consolidated – Prior Year	Unrestricted funds £	Total 2020 £	Total 2019 £
Gain on revaluation of investment assets	(1,250)	(1,250)	2,887

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#### 9 Trustee Remuneration and Expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. Two gifts for resigning trustees were worth a total of £149.

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 10 Net incoming/(outgoing) resources

Net incoming/(outgoing) resources for the year include:

	Consolidated		Charity	
	2021	2020	2021	2020
	£	£	£	£
Staff pension contributions	138,520	126,278	136,484	123,845
Payments under operating leases:				
- land and buildings	46,425	31,530	46,425	78,435
- plant and equipment	12,979	12,055	12,979	12,055
(Profit)/Loss on disposal of fixed asset	6,503	3,949	6,503	3,949
Depreciation and amortisation	146,534	149,331	143,097	144,843
Auditors' remuneration				
- audit of the financial statements	9,336	8,568	6,930	6,300

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#### 11 Staff costs

The aggregate payroll costs were as follows:

	Consolidated		Charity	
	2021	2020	2021	2020
	£	£	£	£
Wages and salaries	1,776,515	1,773,903	1,731,279	1,738,371
Social security costs	145,732	142,599	142,345	139,291
Pension costs	138,520	126,278	136,484	123,845
	2,060,767	2,042,780	2,010,108	2,001,507

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## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 11 Staff costs *(Continued)*

The monthly average number of persons (including Senior Management Team) employed by the Charity during the year expressed as total and full time equivalents was as follows:

	Consolidated			
	2021		2020	
	Staff No	FTE No	Staff No	FTE No
Clinical and support staff	43	38	41	37
Fundraising	35	26	36	26
Administration	4	3	4	3
	82	67	81	66

All staff are employed by the Hospice

The number of employees whose emoluments fell within the following bands was:

	Consolidated		Charity	
	2021 No	2020 No	2021 No	2020 No
£60,001 - £70,000	2	0	2	0
£70,001 - £80,000	0	0	0	0
£80,001 - £90,000	1	1	1	1

The Hospice considers that the key management personnel comprise the Directors and the Hospice Management Team – who throughout the year were a Chief Executive, Head of Clinical Services, Head of Retail and Trading, Head of Finance and Support Services and Head of Marketing Communications and Fundraising. The total remuneration, including Employer National Insurance and pension contributions of the key management personnel was £306,629. The prior year was £292,193. The charity directors were not paid or received any other benefits from employment with the Hospice or its subsidiary in the year (prior year: nil). Gifts for directors post resignations were £149.

# BURY HOSPICE

## NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

### 12 Tangible fixed assets

Consolidated	Freehold Land and buildings £	Leasehold land and buildings £	Furniture and equipment £	Plant and machinery (incl vehicles) £	Total £
<b>Cost</b>					
At 1 April 2020	4,803,900	143,572	221,519	171,615	5,340,606
Additions	-	-	-	-	-
Disposals	-	-	(31,184)	(37,067)	(68,251)
At 31 March 2021	4,803,900	143,572	190,335	134,548	5,272,355
<b>Depreciation</b>					
At 1 April 2020	677,397	50,645	174,325	142,620	1,044,987
Charge for the year	96,078	20,792	14,833	8,526	140,229
Eliminated on disposal	-	-	(29,965)	(31,783)	(61,748)
At 31 March 2021	773,475	71,437	159,193	119,363	1,123,468
<b>Net book value</b>					
At 31 March 2020	4,126,504	92,927	47,194	28,995	4,295,620
At 31 March 2021	4,030,425	72,135	31,142	15,185	4,148,887

# BURY HOSPICE

## NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

### 12 Tangible fixed assets *(Continued)*

Charity	Freehold Land and buildings £	Leasehold land and buildings £	Furniture and equipment £	Plant and machinery (incl vehicles) £	Total £
<b>Cost</b>					
At 1 April 2020	4,803,901	143,572	219,669	171,615	5,338,757
Additions	-	-	-	-	-
Disposals	-	-	(31,184)	(37,067)	(68,251)
At 31 March 2021	4,803,901	143,572	188,485	134,548	5,270,506
<b>Depreciation</b>					
At 1 April 2020	677,397	50,645	172,475	142,620	1,043,137
Charge for the year	96,078	20,792	14,833	8,526	140,229
Eliminated on disposal	-	-	(29,965)	(31,783)	(61,748)
At 31 March 2021	773,475	71,437	157,343	119,363	1,121,618
<b>Net book value</b>					
At 31 March 2020	4,126,504	92,927	47,194	28,995	4,295,620
At 31 March 2021	4,030,426	72,135	31,142	15,185	4,148,887

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 13 Intangible fixed assets

Consolidated	Software £	Total £
<b>Cost</b>		
At 1 April 2020	55,994	55,994
Additions	-	-
Disposals	(8,848)	(8,848)
At 31 March 2021	47,146	47,146
<b>Depreciation</b>		
At 1 April 2020	36,463	36,463
Charge for the year	6,306	6,306
Eliminated on disposal	(8,848)	(8,848)
At 31 March 2021	33,921	33,921
<b>Net book value</b>		
At 31 March 2020	19,531	19,531
At 31 March 2021	13,225	13,225

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 13 Intangible fixed assets

Charity	Software £	Total £
<b>Cost</b>		
At 1 April 2020	39,891	39,891
Additions	-	-
Disposals	(8,848)	(8,848)
At 31 March 2021	31,043	31,043
<b>Depreciation</b>		
At 1 April 2020	23,797	23,797
Charge for the year	2,869	2,868
Eliminated on disposal	(8,848)	(8,848)
At 31 March 2021	17,818	17,818
<b>Net book value</b>		
At 31 March 2020	16,094	16,094
At 31 March 2021	13,225	13,225

# BURY HOSPICE

## NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

### 14 Fixed asset investments

	Consolidated		Charity	
	2021	2020	2021	2020
	£	£	£	£
Market value at 1 <sup>st</sup> April 2020	<u>10</u>	<u>10</u>	<u>12</u>	<u>12</u>
Market value at 31st March 2021	<u>10</u>	<u>10</u>	<u>12</u>	<u>12</u>
Historical cost at 31st March 2021	<u>10</u>	<u>10</u>	<u>12</u>	<u>12</u>

### Investment in subsidiary companies

All subsidiary companies are incorporated in the UK and are wholly owned. The details of the subsidiary and the results for the year are as follows:

	Bury Hospice Trading Limited	
	2021	2020
	£	£
<b>Profit and Loss</b>		
Turnover	358,946	344,856
Cost of sales and other direct costs	(103,927)	(109,565)
Administrative expenses	(79,648)	(71,080)
Interest received	65	287
Profit/(Loss) before tax	175,436	164,498
<b>Balance Sheet</b>		
	£	£
Fixed assets	-	3,437
Current assets	154,160	135,614
Current liabilities	(61,765)	(57,594)
Net assets/(liabilities)	92,395	81,457
Ordinary £1 shares	2	2
Profit and loss account	92,393	81,455
Net assets/(liabilities)	92,395	81,457

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 15 Debtors

	Consolidated		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade debtors	-	31,300	-	31,300
Due from group undertakings	-	-	23,666	27,215
Other debtors & prepayments	89,396	88,561	81,956	68,590
Accrued income	198,400	636,183	198,400	636,183
	<u>287,796</u>	<u>756,044</u>	<u>304,022</u>	<u>763,288</u>

#### 16 Current asset investments

	Consolidated		Charity	
	2021 £	2020 £	2021 £	2020 £
Listed other shares	52,563	44,367	52,563	44,367

#### 17 Creditors: amounts falling due within one year

	Consolidated		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade creditors	88,137	63,007	83,414	62,952
Other creditors	75,113	177,406	44,065	149,222
Accruals	156,526	75,115	154,198	72,976
	<u>319,776</u>	<u>315,528</u>	<u>281,677</u>	<u>285,150</u>

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 18 Commitments under operating leases

The future minimum lease payments under non-cancellable operating leases as set out below:

	Consolidated		Charity	
	2021	2020	2021	2020
	£	£	£	£
Land and buildings:				
Amounts due within one year	53,758	54,986	53,758	54,986
Amounts due between two to five years	42,785	61,258	42,785	61,258
Amounts due after five years	-	-	-	-
Other:				
Amounts due within one year	7,795	17,479	7,795	17,479
Amounts due between two to five years	18,924	20,749	18,924	20,749
Amounts due after five years	1,945	8,253	1,945	8,253

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#### 19 Charity status

The Charity is a Charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

#### 20 Pension commitments

The Hospice operates three pension schemes:

- (a) A defined benefits pension scheme for all eligible employees. The assets of the scheme are held separately by the National Health Service Superannuation Scheme. Contributions to the scheme are charged to the profit and loss account as these are incurred. This pension scheme does not have a real pension fund but, as a statutory scheme, benefits are fully guaranteed by the Government. Contributions from both members and employers are paid to the Exchequer, which meet the cost of increasing benefits each year by the rate of inflation. This extra cost is not met by contributions from scheme members or employers. As a result of the nature of the pension scheme, there are no separately identifiable assets and liabilities which can be identified as relating to Bury Hospice. Therefore, as permitted by FRS 102, the scheme has been accounted for as a defined contribution scheme.

## **BURY HOSPICE**

### **NOTES TO THE FINANCIAL STATEMENTS *(Continued)*** **FOR THE YEAR ENDED 31 MARCH 2021**

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- (a) A defined contribution group personnel pension scheme for employees not eligible to join the above scheme. This is provided by AEGON, the Bury Hospice approved pension provider.
- (b) Nest – a Government auto-enrolment workplace pension scheme for those employees not in either of the two schemes above. Some employees have exercised their right not to be enrolled in this or any scheme.

The total contributions made to all schemes by Bury Hospice in the year were £138,520 (2020 - £126,278).

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

#### 21 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Transfers £	Balance at 31 March 2021 £
<b>Consolidated</b>						
<b>Unrestricted funds</b>						
<i><b>Unrestricted designated funds</b></i>						
Continuity Fund	1,407,948	2,317,990	(2,339,858)	7,898	142,090	1,536,078
Fixed Asset Fund	4,315,151	-	-	-	(142,090)	4,173,061
	5,723,099	2,317,990	(2,339,858)	7,898	-	5,709,129
<b>Restricted funds</b>						
Outreach Fixed Asset Fund	7,000	-	(7,000)	-	-	-
NHSE Emergency Funding		544,217	(544,217)	-	-	-
National Lottery	-	37,000	(25,054)	-	-	11,946
Hospice gardens	-	3,666	-	-	-	3,666
<b>Total restricted funds</b>	7,000	584,883	(576,271)			15,612
<b>Total funds</b>	5,730,099	2,902,873	(2,916,129)	7,898	-	5,724,741

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Transfers £	Balance at 31 March 2020 £
<b>Consolidated – Prior Year</b>						
<b>Unrestricted funds</b>						
<i><b>Unrestricted designated funds</b></i>						
Continuity Fund	716,412	3,473,366	(2,922,670)	(1,250)	142,090	1,407,948
Fixed Asset Fund	4,457,241	-	-	-	(142,090)	4,315,151
	<u>5,173,653</u>	<u>3,473,366</u>	<u>(2,922,670)</u>	<u>(1,250)</u>	<u>-</u>	<u>5,723,099</u>
<b>Restricted funds</b>						
Outreach	8,000	24,797	(25,797)	-	-	7,000
Bereavement Support	2,500	-	(2,500)	-	-	-
<b>Total restricted funds</b>	<u>10,500</u>	<u>24,797</u>	<u>(28,297)</u>	<u>-</u>	<u>-</u>	<u>7,000</u>
<b>Total funds</b>	<u>5,184,153</u>	<u>3,498,163</u>	<u>(2,950,967)</u>	<u>(1,250)</u>	<u>-</u>	<u>5,730,099</u>

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Transfers £	Balance at 31 March 2021 £
<b>Charity</b>						
<b>Unrestricted funds</b>						
<i><b>Unrestricted designated funds</b></i>						
Continuity Fund	1,329,930	2,123,462	(2,156,268)	7,898	149,601	1,454,623
Fixed Asset Fund	4,311,714	-	-	-	(149,601)	4,162,113
	<u>5,641,644</u>	<u>2,123,462</u>	<u>(2,156,268)</u>	<u>7,898</u>	<u>-</u>	<u>5,616,736</u>
<b>Restricted funds</b>						
Outreach	7,000	-	(7,000)	-	-	-
NHSE Emergency Funding	-	544,217	(544,217)	-	-	-
National Lottery	-	37,000	(25,054)	-	-	11,946
Hospice gardens	-	3,666	-	-	-	3,666
<b>Total restricted funds</b>	<u>7,000</u>	<u>584,883</u>	<u>(576,271)</u>	<u>-</u>	<u>-</u>	<u>15,612</u>
<b>Total funds</b>	<u>5,648,644</u>	<u>2,708,345</u>	<u>(2,732,539)</u>	<u>7,898</u>	<u>-</u>	<u>5,632,348</u>

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

	Balance at 1 April 2019	Incoming resources	Resources expended	Other recognised gains/(losses)	Transfers £	Balance at 31 March 2020
Charity – Prior Year	£	£	£	£		£
<b>Unrestricted designated funds</b>						
Continuity Fund	674,754	3,260,837	(2,742,010)	(1,250)	137,599	1,329,930
Fixed Asset Fund	4,449,313	-	-	-	(137,599)	4,311,714
	5,124,067	3,260,837	(2,742,010)	(1,250)	-	5,641,644
<b>Restricted funds</b>						
Domiciliary Care fund	8,000	24,797	(25,797)	-	-	7,000
GP Education	2,500	-	(2,500)	-	-	-
<b>Total restricted funds</b>	10,500	24,797	(28,297)	-	-	7,000
<b>Total funds</b>	5,134,567	3,285,634	(2,770,307)	(1,250)	-	5,648,644

The specific purposes for which the funds are to be applied are as follows:

#### Restricted funds

£7,000 donated in 19/20 by the Albert Hunt Trust toward nursing costs for the Hospice's new outreach programme was fully spent in 20/21.

The Hospice was successful in a funding bid to National Lottery to pay for the salaries of Health Care assistants for our Outreach programme.

The hospice had received two grants from St James Place and Tesco to help with garden renovations. This work is yet to be completed

The NHSE awarded funding to allow the hospice to make available bed capacity and community support from April 2020 to July 2020 to provide support to people with complex needs in the context of the COVID-19 situation and to provide bed capacity and community support from November 2020 to March 2021 for the same purpose

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

#### Continuity Fund

In 2019 the Trustees confirmed the decision taken in 2011 to set the target level of this fund at six month's total budgeted costs and to attempt to increase it gradually to nine months' total budgeted costs. This is reviewed on a regular basis as it is obviously necessary to consider how the funding will be replaced or the activities modified should such circumstances arise.

The target of six months' budgeted costs based on these accounts equates to approximately £1,169,929 and the actual balance of the continuity fund at 31 March 2021 was £1,536,078, a surplus of £366,149.

#### Fixed Asset Fund

A separate fixed assets fund is recognised by the Trustees representing the net book value of fixed assets already held. Whilst the value of these assets is included within the total funds of the Charity they do not represent liquid or expendable amounts and should be segregated accordingly. This Fund is amended annually by transferring an amount at 31 March to or from the Fund as required.

#### Restricted funds

#### 22 Analysis of net assets between funds

	Designated funds	Restricted funds	Total funds
Consolidated	£	£	£
Tangible fixed assets	4,148,887	-	4,148,887
Intangible fixed assets	13,225	-	13,225
Fixed asset investments	10	-	10
Current assets	1,866,783	15,612	1,882,390
Current liabilities	(319,776)	-	(319,761)
Total net assets	5,709,129	15,612	5,724,741

	Designated funds	Restricted funds	Total funds
Charity	£	£	£
Tangible fixed assets	4,148,887	-	4,148,887
Intangible fixed assets	13,225	-	13,225
Fixed asset investments	12	-	12
Current assets	1,736,288	15,612	1,751,900
Current liabilities	(281,676)	-	(281,676)
Total net assets	5,616,736	15,612	5,632,348

## BURY HOSPICE

### NOTES TO THE FINANCIAL STATEMENTS *(Continued)* FOR THE YEAR ENDED 31 MARCH 2021

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#### 23 Group undertakings

The Financial Statements consolidate the following undertaking on a line-by-line basis:

Bury Hospice Trading Limited is a limited company registered in England and Wales (company registration number 02786522). The shares of the Company are held by certain Trustees as nominees on behalf of Bury Hospice. The Board of Trustees appoints all directors to the Board of Bury Hospice Trading Limited and exercises significant influence over the Company's activities. The Company administers the Bury Hospice Lottery for the benefit of Bury Hospice.

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	2021 £	2020 £
Aggregate capital and reserves (funds)		
Bury Hospice Trading Limited	<u>2</u>	<u>2</u>
Surplus for the year		
Bury Hospice Trading Limited	<u>175,421</u>	<u>164,498</u>

#### 24 Related party transactions

There have been no related party transactions in the reporting period that require disclosure.

#### 25 Members

The charity is a company limited by guarantee but not having a share capital and is registered as a charity under the Charities Act 2011.