



Registered Charity 1166411

ANNUAL REPORT AND ACCOUNTS

For year ending 30th June 2023

1. REFERENCE AND ADMINISTRATION DETAILS

1.1 Charity Name

Keystone Palliative Support Centre (known as Keystone Support Centre)
Registered Charity Number 1166411
Incorporated as a Charity on 7 April 2016

1.2 Purpose of the Charity

This is defined in the founding documents as “To relieve the suffering of those with life-limiting illnesses, their carers and the recently bereaved in Alsager and the surrounding parishes of Church Lawton and Odd Rode”.

In practice this means that the charity operates, each week, a Patient and Carer Support Group and a Bereavement Support Group as well as providing a range of therapies (such as Massage, Reflexology, Aromatherapy and Reiki), a social and learning environment (art therapy, board games etc.) and Movement and Balance classes under the banner “Tripudio”.

1.3 Charity's Administrative Address

c/o Homefields
9, Chells Hill
Church Lawton
Stoke on Trent
ST7 3FB

1.3 Trustees holding office during the Financial Year

Jane Kay Chair and Treasurer
Joyce Key (ex-officio) Founder and Centre Manager
Nicola Edge
Kath Knight
Mick Salt

1.4 Trustee Board

The above-named trustees form the charity's board and do not receive a salary or any other fees or allowances for discharging their duties. Trustees are drawn from diverse backgrounds in Public, Private and Health sectors, bringing a wide range of expertise and experience. The Trustee Board is clear about the Charity's aims, focussing on ensuring a viable future for the range of services and compliance with statutory legal and financial requirements.

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board is committed to meeting the standards laid out in the Charity Commission code and relevant legislation as well as the principles laid out by Cheshire Voluntary Services' GRIPP programme. Board members have attended appropriate networking and training activities.

The Charity is constituted as a Charitable Incorporated Organisation, whose only voting members are its Charity Trustees.

3. BRIEFING BY THE TRUSTEE BOARD CHAIR

3.1 Overview of the Year

Services

Throughout the financial year 2022/23 Keystone has continued to operate the Seasons Bereavement Group and Tripudio Movement and Balance classes at Lawton Memorial Hall in Church Lawton. The Support Group for those living with a life-limiting illness have not restarted but these patients are being given Complementary Therapy Treatments by the two qualified practitioners Jane Kay and Judith Unwin.

All the services have been well attended and much appreciated. There has been some turnover of attendees, some have sadly either passed away or become too ill to attend and others have reached a point where they're able to move on with their lives without Keystone's support.

Of the new attendees, numbering 24, several have integrated quickly into the group while some remain more comfortable with one to one therapy.

The average number of attendees has remained steady at approximately 30 per week.

Volunteers

Volunteer numbers have increased, by 2, making numbers now 15.

Costs

Costs have increased almost 10% this year, rising from £10,138 to £10,839. This increase is due to a rise in the cost of accommodation, i.e. the hire of premises from £6,360 to £7,487. Whilst there has been no increase in the fees charged by Lawton Memorial Hall, for which we are grateful, the early 8-10 weeks of the previous year had been spent at other, cheaper venues as Lawton Memorial Hall was undergoing major repairs following a flood caused by burst water pipes above the ceiling.

The fees for the Tripudio Instructor also increased by £280 over the previous year. As with the accommodation increase this was not due to increased fees but to the service having run for more weeks.

Some costs have been trimmed in order to try and mitigate the increase in accommodation and instructor fees. The landline has been discontinued, as has the broadband. We now rely upon a mobile line, and we utilise the Hall's own broadband which they have kindly allowed us to make

use of. In May 23 it was also decided to transfer monies held in the Charity bank, £15,371, to the Charity's main account.

Fundraising

Keystone's fundraising activities have raised only £5,650 during this financial year, compared to £10,541 in the previous year.

In previous years, prior to the Covid impacted years, over £5K would come from events (coffee mornings, afternoon teas, sponsored meals out, race nights etc.) organised by the volunteers. No such events took place during the financial year 2022/23, only the charity Christmas fair.

Income from collection boxes in shops, pubs and at each of the charity's support group sessions brought in £3545 which was a small increase on the previous year's £3258.

We are very grateful indeed to The Lodge Tyre Company for once again donating £1500, this company's support is very important to Keystone.

In addition to the above we also received donations of totalling £600 from other local businesses and individuals and £160 from regular donations via direct debit.

The charity's total income for this financial year was just £5,651, this compares to an average of over £14,000 per year over the 4 years prior to 2019. The Charity has reserves of just over £19,600 at the year end.

Keystone therefore suffered an operating loss of **£5,285**.

3.2 Moving Forward

Costs for the financial year 2023/24 are expected to be broadly in line with this year.

Further measures will have to be taken to cut costs in order to reduce the operating losses and prolong the life of the charity and the board will see if as a group we are able to bring back past successful fundraising activities.

See Section 5 for budget and Appendix 2 for breakdown of budget

4 Results for Financial Year 2022/23

The results were quite different to the budget, for the reasons discussed earlier.

Operating Results Year Ending 30th June 2023

| | Actual | Budget | 2020/21 actual |
|-----------------|---------|---------|----------------|
| Revenue | £5,650 | £6,170 | £3,807 |
| Expenditure | £10,935 | £12,220 | £3,802 |
| Surplus/Deficit | -£5,285 | -£6,050 | £ 268 |

Appendix 1 shows the results in more detail

5. Outline Service Plan and Budget for FY 2023/24

| | Budget | 2023/23actual |
|-----------------|---------|---------------|
| Revenue | £7090 | £5,650 |
| Expenditure | £12,370 | £10,935 |
| Surplus/Deficit | -£5,280 | -£5,285 |

See Appendix 2 for Breakdown

APPENDIX 1

KEYSTONE SUMMARY ACCOUNT JULY 2022 – JUNE 2023

| Income | | Expenditure | | | | |
|--------------|--------------------------------------|----------------|--------------|--|--|----------------|
| <u>2021</u> | | <u>2021/22</u> | | | | <u>2022/23</u> |
| 9080 | Balance at Bank 1st July 2022 | 9348 | 6360 | Hall Fees | | 7487 |
| | Balance at The Charity Bank 1/7/2022 | 0 | 1240 | Tripudio Instructor Fees | | 1520 |
| | Donations, Sponsorship, Fundraising | | | | | |
| 10451 | Events | 5650 | 483 | BT & Vodafone (landline & mobile) | | 539 |
| 1535 | *Gift Aid Relief | 0 | 0 | Marketing Materials | | 116 |
| 195 | Charity Bank Interest (est.) | 0 | 0 | Mktg/Fundraising events | | 40 |
| | Transferred from Charity Bank | 15371 | 373 | Insurances | | 388 |
| | | | 541 | Consumables: Food etc. | | 410 |
| | | | 1006 | Therapist materials | | 288 |
| | | | 0 | Membership & Professional Fees | | 0 |
| | | | 0 | Transport Costs | | 0 |
| | | | 80 | IT costs | | 148 |
| | | | - | Covid-19 Related - PPE etc. | | 0 |
| | | | 100 | Patient Direct Support | | 0 |
| | | | 10183 | Total Expenditure | | 10936 |
| | | | 15371 | Balance at The Charity Bank 30/06/2022 | | |
| | Balance at Bank as of 30th June 2022 | | 9348 | Balance at Bank as of 30th June 2022 | | 19607 |
| 19531 | | 30369 | 34902 | | | 30543 |

APPENDIX 2

ASSUMPTIONS FOR 2023/24 BUDGET

| Expenditure | £ |
|--|--------------|
| Hall Rental | 8200 |
| Tripudio Instructor (48 sessions @ £40) | 1920 |
| Mobile (Tesco Mobile) | 300 |
| Marketing Costs | 250 |
| Events (Assumes 1 x Coffee Morning Spring 2024) | 250 |
| Insurance | 400 |
| Consumables (Food, Tea, Coffee, Napkins, Ink etc.) | 750 |
| Therapist Materials | 200 |
| PPE (assumes sufficient stock from previous year) | 0 |
| Membership & Professional Fees | 0 |
| Transport | 0 |
| IT Costs | 100 |
| | |
| | |
| Total | 12370 |

| Revenue | £ |
|---|-------------|
| Regular Donations | 240 |
| Events | 750 |
| Collection Boxes and Individual Donations | 3500 |
| Corporate Donations | 1500 |
| In Memoriam | 100 |
| Gift Aid Rebate (re 2022/2023) | 1000 |
| | |
| Total | 7090 |