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THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees are pleased to present their annual report together with receipts and payments accounts for the Charitable Incorporated Organisation ("the Charity") for the year ended 31 December 2020.

The report and receipts and payments accounts have been prepared in accordance with the guidance issued by the Charity Commission.

Legal and administrative Information

Charity Name The Hospice Biographers

Charitable Incorporated Organisation registration no. 1169750

Registered office 25 Combemartin Road
London
SE18 5PP

Trustees	Claire Ryan-Cater Hayley Hall Adam Altounyan Barbara Altounyan Lorraine Crossland Nicola Ibison Stevan Jackson Sunil Sheth David Smith	Chair Treasurer Resigned 19 June 2020 Resigned 25 March 2021 Resigned 7 August 2020
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Chief Executive Barbara Altounyan

Independent Examiner Lubbock Fine LLP
Paternoster House
65 St Paul's Churchyard
London EC4M 8AB

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

2020 was a year of change and learning for The Hospice Biographers. Like many others we started the year committed to recording the life stories of those who were end of life in hospice settings.

When the pandemic hit and everyone was forced into isolation, this had a significant impact on our work. Our volunteers could no longer go into the hospices to do this important work. This had a cruel impact on those we are committed to supporting. Our volunteers were trained to record stories face to face which they could no longer do and we could no longer access the patients in hospices.

Realising our work remained important, in fact more important than ever, we are proud to say that we responded by rethinking how we could work:

- Offering the recording of life stories over the phone, with the support of a technician to ensure we could still achieve a high-quality recording of someone's voice, as this is so very important to our work. The clear sound of someone's voice and their story are both precious.
- Making our service available not just to hospices but to anyone with a life limiting condition
- We also created a new system of delivering our audio to our patients. Before Covid our audio interviews were delivered via USB memory sticks, post Covid we decided to use an online system called "Wetransfer" which delivered all our audio via email instead.

This involved developing new training and retraining our beloved volunteers to provide our life story recording over the phone. Our volunteers, like everyone in the UK, were facing the stresses and strains of the pandemic. Getting the training right was important in addition to investing time in the mentoring and support of our volunteers as they faced the challenges of everyday life during the pandemic and a change to how we do things.

Front and centre was keeping the service personal, making it easy and stress free and ensuring the recordings were high quality.

A New Approach To Recording Life Stories

The result is a lot of learning, a new way of providing 'life story recordings', while still making it easy and stress free with the support of a sound technician.

Thanks to today's technology it means that all that's required is a phone and we can do the rest.

Additional Learning

In 2019 and early 2020, we conducted research and reflected on or learning from our work to date. One reflection was that not everyone wants to record their 'life story' or at least not straight away. However, what some do value is the recording of a conversation between their loved ones, in particular inter generation conversations between for example grandchildren and their grandparents.

As Covid had separated so many people, we decide to work with Family Talk to try this and see what the learning was and if it was something we should consider. Like our services, it was offered as a free service for all the vulnerable and elderly across Britain.

Grandchildren were invited to draw up 15-20 questions about things they didn't already know about their grandparents. We then recorded what transpired to be heart warming and illuminating conversations. Questions were diverse and included things like:

" what was your favourite pet, what was the naughtiest thing you ever did, how did you date, what kind of clothes did you wear, how did you cope with those you didn't like ? "

In some cases this led to connecting families around the world.

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Funding

Fundraising was clearly a challenge in 2020, as it was for so many charities. Fortunately, the Wolfson Trust who had given us a grant for equipment, agreed to allow us to use our funding flexibly. This was essential to helping us through 2020 and we are very grateful for their support.

As we ended 2020 and look ahead to the future of the charity, our intention is to take the learning and innovation from this year and adapt for the long term. This will mean:

- Offering both telephone and face to face recording of life stories
- Making our service available to anyone with a life limiting condition in any setting, not just a hospice
- Adding the recording of 'conversations with families' like Family Talk
- Revisiting our name to reflect this

This has been a year of change and learning for our charity and everyone involved. We are very grateful that all those involved with our wonderful work, were keen and able to pivot and change, so that our work could not just continue but evolve.

Financial Review

The charity has shown an increase of 9.6% in receipts in 2020 all of which are unrestricted funds. A substantial grant was received from The Wolfson Foundation. Whilst this was initially awarded as restricted funds we were delighted that Wolfson agreed this could become unrestricted funding due to our changing needs and modes of operation required due to the coronavirus pandemic. There was a reduction in costs as it was not possible to run training for our volunteers in the same way as previously set up.

Overall a surplus of £11,627 was recorded and cash funds increased to £27,475 at 31 December 2020.

The unrestricted cash funds balance has increased to £26,417 (2019: £12,822) which gives the charity greater flexibility in how it can allocate funding to support the key objectives.

The Trustees are aware that the main financial risk faced by the Charity continues to be a low level of reserves. Unfortunately, we were unable to have a number of planned fundraising events during the year due to the pandemic but fundraising is a key priority for 2021. The trustees have sought to ensure that they have policies and procedures to ensure good governance and financial practices to give confidence to potential donors and funders.

Reserves Policy

As required by the Charity Commission, the Trustees have considered the need to ensure sufficient reserves are in place to safeguard the Charity's ongoing operations. It is the aim of the Charity's Trustees to hold unrestricted funds at a level sufficient to cover to six months' operating costs once sufficient incoming resources have been achieved.

Investment policy

The Trustees are aware that the Charity aims to retain a prudent amount of reserves and will seek to optimise a safe return on any available funds in the low return investment market in which we now live.

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Going Concern

The Trustees were careful to manage the finances of the charity during the year to minimise the impact of the coronavirus. The trustees continue to limit expenditure to the level of incoming resources to ensure the charity is able to continue in operation.

Structure, governance and management

Governing document

The Charitable Incorporated Organisation ("the Charity") operates under its own Constitution and is registered with the Charity Commission in England. The Charity was registered on 18 October 2016.

Members of the Board of Trustees

The Members of the Board of Trustees who served during the period and up to the date of this report are set out on page 1.

Recruitment and Appointment of Trustees

The Charity's policy is to invite suitably qualified professionals to become Trustees of the Charity. Trustees are initially appointed for between two to four years. The Charity considers the need to appoint new Trustees annually to complement the skillsets and knowledge of the board. Trustees are encouraged to ensure they understand their responsibilities for governance and also the sector in which the charity operates.

Organisational structure and decision making

Decisions are taken by the Trustee Board as a whole and they meet at least quarterly.

The Trustees are responsible for the management of the risks faced by the Charity. Risks are identified by the Board of Trustees and are assessed, reviewed and monitored throughout the year. Internal control risks are minimised by the implementation of procedures for authorisation and review of all transactions, including new and existing projects.

Procedures and written policies are in progress to ensure compliance with the safeguarding of vulnerable beneficiaries and the General Data Protection Regulation.

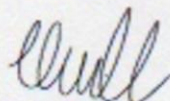
Budgetary review occurs on a regular basis at the meetings of the Board of Trustees.

Remuneration of key management personnel

The Trustees consider that the key management personnel of the charity comprise the Board of Trustees and the Chief Executive. No salaries were paid to the key management personnel in relation to the financial year 2020. The Chief Executive, who is also a trustee, is due accrued fees for services supplied in 2017 to set up the charity, under the provisions of the governing document, which are detailed in note 2 to the accounts. Part of these fees has been paid during the course of 2020.

The trustees declare that they have approved the trustees' report above.

Approved by the Board of Trustees for issue on 29 October 2021 and signed on its behalf by:



C Ryan-Cater
Chair of the Board of Trustees

THE HOSPICE BIOGRAPHERS

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

I report to the trustees on my examination of the accounts of The Hospice Biographers for the year ended 31 December 2020.

RESPONSIBILITIES AND BASIS OF REPORT

As trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Lee Facey
Independent Examiner

Lubbock Fine LLP
Paternoster House
65 St Paul's Churchyard
London EC4M

Date:

THE HOSPICE BIOGRAPHERS

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Total receipts	1	32,643	-	32,643	29,794
Operating expenditure					
Hospice Liaison and volunteer management		8,258		8,258	11,130
Training of specialist volunteers		2,040	1,968	4,008	4,951
Fundraising and administration		2,248		2,248	8,368
Staff costs 2017 (note 2)		3,800	-	3,800	-
		16,346	1,968	18,314	24,449
Purchase of fixed assets		2,702	-	2,702	2,619
Total payments		19,048	1,968	21,016	27,068
Net (expenditure)/receipts		13,595	(1,968)	11,627	2,726
Cash funds at 1 January 2020	1	12,822	3,026	15,848	13,122
Cash funds at 31 December 2020	1	26,417	1,058	27,475	15,848

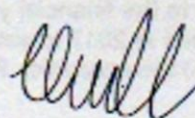
The notes on pages 8 form part of these accounts

THE HOSPICE BIOGRAPHERS

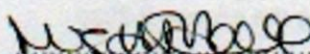
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2020

		Unrestricted funds	Restricted funds	Total funds 2020	Total funds 2019
	Note	£	£	£	£
Cash funds					
Barclays current account		26,196	1,058	27,254	15,627
Barclays deposit account		221	-	221	2201
		<u>26,417</u>	<u>1,058</u>	<u>27,475</u>	<u>15,848</u>
Liabilities					
Creditors					840
Accrued expenses-					
Hospice liaison and charity set up fees	2	13,200	-	13,200	17,000
Expenses in respect of the foregoing	2	879	-	879	879
Launch event costs		-	-	-	-
Bookkeeping		-	-	-	-
Accountancy fees		-	-	-	-
		<u>14,079</u>	<u>-</u>	<u>14,079</u>	<u>18,719</u>

The receipts and payments accounts were approved by the Board of Trustees for issue on 29 October 2021 and signed on their behalf by:



C Ryan-Cater (Chair)



H Hall (Treasurer)

The notes on page 8 form part of these accounts

THE HOSPICE BIOGRAPHERS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Fund balances

The cash balance on restricted funds comprises the following:

	Incoming Resources £	Outgoing Resources £	2020 Balance £	2019 Balance £
Training restricted fund				
Tesco Bags of Help grants	-	(1,968)	1,058	3,026
	<u>-</u>	<u>(1,968)</u>	<u>1,058</u>	<u>3,026</u>

Tesco Bags of Help and Zurich Community Trust

These relate to funding awarded to cover the cost of further training courses for our volunteer biographers.

The cash balance on unrestricted funds is:

	2020 £	2019 £
Unrestricted funds	26,417	12,822

2 Transactions with related parties and trustees

The Charity has accrued fees of £13,200 at 31 December 2020 (2019: £17,000) relating to an agreed payment for services supplied at a substantial discount by the Chief Executive, Barbara Altounyan, for work undertaken in setting up the Hospice Network and Volunteer Training programmes. This liability remains outstanding at the date of signing of the accounts but a repayment plan has now been agreed to reduce this liability. Unpaid operational expenses incurred during the initial set up phase by the Chief Executive totalling £879 are an accrued liability at 31 December 2020 (2019: £879).

3 Information required by the Charitable Incorporated Organisations (General) Regulations 2012

No guarantees have been given by the Charity and there are no secured liabilities at 31 December 2020 (2019: £nil).