

OXFORD CENTRE FOR EDUCATION AND RESEARCH IN PALLIATIVE CARE: SOBELL HOUSE

England & Wales · Charity number 1172165

Details

Status Registered

Legal form Charitable company

Company number [10647198](#)

Registered 2017-03-21

Register [View on the Charity Commission register](#)

Contact

Address OxCERPC
Palliative Care Department
Sobell House
Churchill Hospital
OX3 7LE

Phone 01865225886

Email ssc@ouh.nhs.uk

Website <https://www.sobelleducation.org.uk>

Activities

Objects: 1.1 THE OBJECTS OF THE CHARITY ARE FOR THE PUBLIC BENEFIT: 1.1.1 TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL (AND PARTICULARLY AMONGST THOSE WORKING IN HEALTH AND SOCIAL CARE) IN ALL AREAS RELATING TO PALLIATIVE CARE AND/OR PAIN RELIEF; AND/OR 1.1.2 TO PROMOTE RESEARCH FOR THE PUBLIC BENEFIT IN ALL ASPECTS OF PALLIATIVE CARE AND/OR PAIN RELIEF AND TO PUBLISH THE RESULTS AS THE TRUSTEES THINK FIT; AND/OR 1.1.3 TO RELIEVE THE NEED AND/OR TO RELIEVE SICKNESS AND TO PRESERVE THE HEALTH OF THE PATIENTS OF SOBELL HOUSE IN OXFORDSHIRE, AND IN ANY OTHER PLACES AS THE TRUSTEES FROM TIME TO TIME DECIDE, BY ANY CHARITABLE MEANS AS THE TRUSTEES FROM TIME TO TIME DECIDE.

Activities: The aim of the Charity is to support patient care by developing and educating health and social care staff to deliver care of high quality. Research supports patient care by looking at evidence, posing questions and seeking to find answers which will change practice. This work happens at local, national and

international level.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Services, Sponsors Or Undertakes Research
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£398,566	£354,233	-	-
2024-03-31	£398,726	£349,624	-	-
2023-03-31	£347,945	£425,048	-	-
2022-03-31	£408,490	£306,131	-	-
2021-03-31	£152,018	£234,965	-	-

Trustees

Name	Role	Appointed
Kay Symons	Chair	2023-04-25
Dr Tim Harrison		2020-04-01
Professor Anne Laurence		2024-01-24
SHARON YATES		2017-03-02

Accounts

**OXFORD CENTRE FOR EDUCATION AND RESEARCH IN PALLIATIVE CARE:
SOBELL HOUSE**

**Charity Registration Number: 1172165
Company Registration Number: 10647198**

Unaudited Financial Statements

for the year ended

31st March 2025

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Oxford Centre for Education and Research in Palliative Care: Sobell House

Reference and administrative details

Charity Registration Number: 1172165

Company Registration Number: 10647198

Trustees: T Harrison
J Holloran (resigned 15 October 2024)
E A Laurence
K Symons
S Yates

Registered Office: 30 St Giles
Oxford
OX1 3LE

Independent examiners: Wenn Townsend
Chartered Accountants and Registered Auditors
30 St Giles
Oxford
OX1 3LE

Main Bankers: CAF Bank
25 Kings Hill Avenue
West Malling
ME19 4JQ

Investment Managers: Quilter Cheviot Limited
1 Kingsway
London
WC2B 6AN

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2025 (continued)

The Trustees present their report and the financial statements of the Oxford Centre for Education and Research in Palliative Care (OxCERPC) charity for the year ended 31st March 2025. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

This report describes the eighth year of work by OxCERPC. OxCERPC charity started in April 2017, though education and research have taken place in Sobell House for approximately 49 years.

Trustees of the Charity

The directors of the charitable company are its trustees for the purposes of charity law. The Trustees who have served during the year and since the year end were as follows:

Kay Symons (Chair of the Board of Trustees)
Tim Harrison
John Holloran (resigned 15 October 2024)
Anne Laurence
Sharon Yates

Objectives and Purpose

The purpose of the charity is to provide health and social care staff with knowledge and skills, delivered through excellent education, and up to date information about best practice to enable care of the patient approaching the end of their life and support of those that are important to the patient.

The Objects of the Charity for the public benefit are:

1. To advance the education of the public in general (and particularly amongst those working in health and social care) in all areas relating to palliative care and/or pain relief; and/or
2. To promote research for the public benefit in all aspects of palliative care and/or pain relief and to publish the results as the Trustees think fit; and/or
3. To relieve the need and/or to relieve sickness and to preserve the health of the patients of Sobell House in Oxfordshire, and in any other places as the Trustees from time to time decide, by any charitable means as the Trustees from time to time decide.

The staff and Trustees are proud of meeting our objects this year as delivered through our educational and research activities.

Achievements and performance - activities for the public benefit

Educational work

Teaching was delivered to approximately 1840 people in 2024/25 (2023/24 - 1400, 2022/23 - 1500, 2021/22 - 1,220, 2020/21 - 600). Of those taught in 2024/25, 657 individuals received non-course teaching (e.g. guest lectures or one-off teaching sessions) delivered by Dr Mary Miller.

All courses are evaluated to assess impact. A variety of feedback methods are offered to delegates, tailored to the format of the course (e.g. online vs in-person), to maximise response rates. Delegates are asked for feedback on the logistics and content of courses, including questions such as whether the lecture will change their practice, has added to their knowledge and skills, has helped them understand the evidence base, or has not made a difference to their knowledge and skills.

Feedback continues to be excellent overall, and improvements to both content and logistics are implemented when identified. For example, feedback from the 2024 Newcastle Advanced Course led to a change of venue for 2025.

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2025 (continued)**

In 2024/25

- Cicely Saunders international lecture: OxCERPC was invited to act as a host site for this annual event, providing a venue and facilitating remote viewing of the live lecture. This provides an educational opportunity for staff in the palliative care department. In 2024, Dr David Hui presented “Timely Integration of Oncology and Palliative Care: A Rapidly Evolving Paradigm.”
- Kate Butcher continues as a member of the Oxford Centre for Spirituality and Wellbeing and the Hospice UK Educator forum, highlighting the work of OxCERPC to the public, and enhancing the programme of education we offer.
- Kate Butcher is a reviewer for the SUPPORTED study, a collaboration between the Universities of Bradford, Sheffield, and Hull York Medical School, focused on developing national EOLC education for home care workers. [SUPPORTED | Wolfson Centre for Palliative Care | Hull York Medical School](#)
- Kate Butcher taught on modules for generalist staff offered by Oxford Brookes/Oxford Health NHS Foundation Trust.
- Following the successful pilot of our Telecommunications course, it will now be offered as a regular part of OxCERPC’s programme.
- Dr Mary Miller is an elected member of the Association of Palliative Medicine Education and Training Committee and is lead of the Postgraduate Medical Education Special Interest Forum. This ensures OxCERPC is not replicating courses provided by other palliative care providers.
- Dr Mary Miller taught departmentally, locally, nationally, and internationally, in addition to on OxCERPC courses. See table below for details.

	DEPARTMENTAL	LOCAL	REGIONAL	NATIONAL	INTERNATIONAL	TOTAL
Teaching (people taught)	32	375	60	100	30	
Organised and facilitated (people at event)				60		
Total	32	375	60	160	30	657

- In 2024/25 OxCERPC advertised its educational work through newsletters including PCRS bulletin (Palliative Care Research Society), APM Bulletin (Association for Palliative Medicine), UKONS newsletter (UK Oncology Nursing Society), and the Oxford University Hospitals Staff Bulletin. OxCERPC also exhibited at the 2024 Hospice UK conference and the 2025 Palliative Care Congress in Belfast.

Breakdown of Delegate location in 2024/25

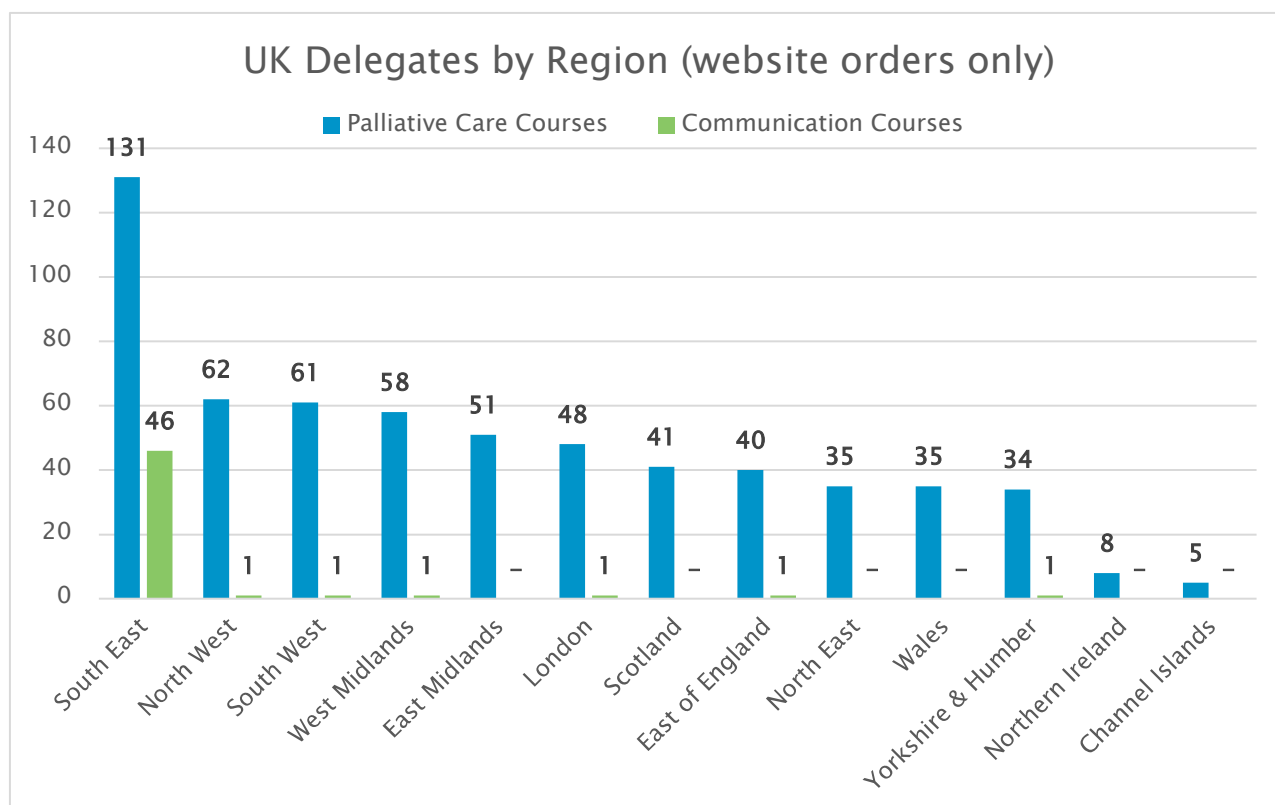
UK Delegates

During the 2024/25 financial year, our website received 810 course orders from across the UK, reflecting sustained local and national demand for both Communications and Palliative Care Courses. (70% = 810/1183)

The following chart and table shows the spread of UK delegates by region. This data comprises only website orders, not including commissioned courses, bookings made via email, or website orders with a missing or incomplete postcode. 82% of website orders had complete postcode information.

As expected, the highest attendance for both Communications Skills and Palliative Care courses came from the South East, OxCERPC’s home region, reflecting strong local awareness and access to our services. However, given that many of our courses are delivered online, it’s encouraging to see substantial participation from regions such as the South West, East Midlands, and North West.

Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2025 (continued)



REGION	Palliative Care Courses	Communications Courses
South East	131	46
North West	62	1
South West	61	1
West Midlands	58	1
East Midlands	51	0
London	48	1
Scotland	41	0
East of England	40	1
North East	35	0
Wales	35	0
Yorkshire and the Humber	34	1
Northern Ireland	8	0
Channel Islands	5	0

International Delegates

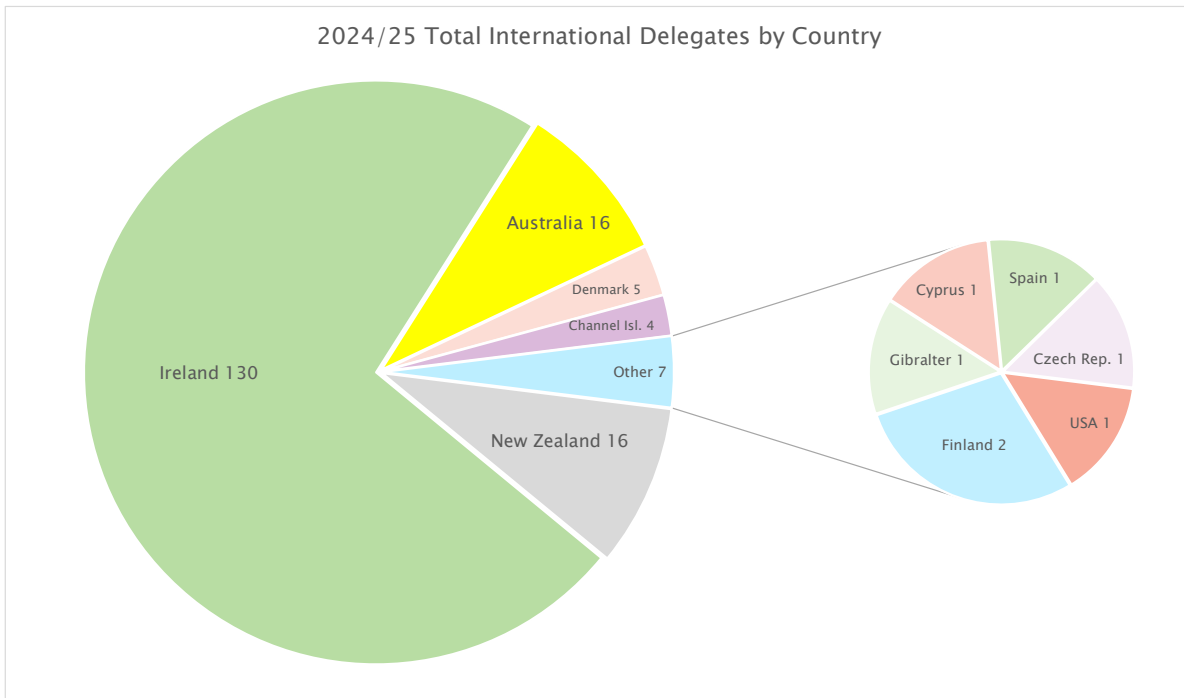
141 international delegates attended our courses in 2024/25.

98.6% (139) of international delegates attended Palliative care courses, and 1.4% (2) of international delegates attended communications skills courses.

There has been a 207% increase in international delegates compared to 2023/24, an increase which is largely explained by the 104 international delegates who attended the Masterclass in Palliative Care held in Cork, Ireland.

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2025 (continued)**

Of the 130 total Irish delegates, 104 attended the Masterclass in Palliative Care held in Cork, Ireland. When excluding those who attended the Cork Masterclass, Ireland still accounted for more international delegates than any other country across our courses.



International work

- On 19th October 2024, OxCERPC hosted and supported the 11th annual conference of Palliative Care Works, 60 people attended. (Palliativecareworks.org: A charity of experienced palliative care practitioners, managers and educators aiming to support and develop palliative care services in resource-limited settings, in collaboration with existing initiatives and organisations).
- Dr Mary Miller was an invited speaker at the Summer School, International Collaborative for best care of the Dying Person, Malaga, Spain 13th and 14th May 2024.
- Dr Mary Miller is an invited expert working with the team at Marymount University Hospice, Cork, Republic of Ireland, to develop their education centre.
- Dr Mary Miller is the external examiner for the Masters programme in University College Cork.
- OxCERPC invited international speakers from Canada and the Republic of Ireland.
- We continue to welcome international delegates to both our online and in-person courses.

Research work

- The department led research meetings are well established and supported by OxCERPC. OxCERPC's aim is to raise interest in research, support staff to acquire research skills, and support staff to bring work to publication.
- OxCERPC supports the departmental medical journal club, weekly lists of publications relevant to the field and other bulletins. These resources are available physically in OxCERPC and electronically.
- In 2024/25 7 posters were brought to national conference and abstracts published.
- The research page on OxCERPC's website highlights both OxCERPC staff publications and departmental publications.
- Dr Mary Miller continues as the regional representative of the Palliative Care Research Society.

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2025 (continued)**

Work to support the NHS:

- Kate Butcher continues to offer time to the NHS vaccination programme.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Financial Review

The number of delegates continue to grow. The income from educational activity covered expenditure and generating a small surplus.

During the year we transferred £75,000 into our investment portfolio, which is now valued at £266,982 (2024: £192,840.) We have not drawn down on our investment portfolio in 2024-25. The performance of our Investment Fund Manager, Quilter, showed a net capital gain (realised and unrealised) of £489 for the year (2024: gain £21,798). In the opinion of the Trustees, our portfolio continues to outperform the market.

Reserves Policy

Free reserves (or operating reserves) at the year-end were £435,348 (2024: £369,884).

The Operating Reserve is intended to provide an internal source of funds for situations such as an unexpected drop in income, increase in expenses, one-time unbudgeted expenses, or uninsured losses. The Trustees have determined that the operating reserve will be equal to at least six months of average operating costs. The operating reserve requirement at 31 March 2025 is at least £128k. (2024: £124k)

Restricted Funds totalled £2,688 at the end of the year (2024: £18,960). OxCERPC has a budgeted spending plan for 2025/26 to support fund objectives.

Plans for Future Periods

New

- To expand our impact by providing more teaching specific to GPs and Care Home staff.
- To increase the visibility of departmental research by creating a new section of our website featuring short summaries of ongoing research projects.
- To expand our reach by increasing the number of newsletters and websites with whom we advertise.

Continued

- Deliver the planned course programme for 2025/26, continuing to offer our established successful courses and develop new courses. Run the re-scheduled pilot courses for OxCERP's 'Deaf awareness' and 'Teaching the Teachers' courses.
- Build capacity by developing a cohort of educators.
- Maintain an active website and social media profile to offer information and support to customers.
- Develop collaborations. Continue our Masterclasses with Dorothy House Hospice, Marymount University Hospital in the Republic of Ireland, and Strathcarron in Scotland.
- Continue to develop a research culture by helping staff develop posters and presentations at conferences.

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2025 (continued)**

The plans aim to support the objects, providing highly effective education to support health and social care staff in providing the best possible experience for those who are at the end of their life, underpinned by a sustainable business model.

Structure, Governance and Management

The Charitable Company is governed by its Memorandum and Articles of Association which were adopted on incorporation on 1st April 2017. It is registered as a Charity with the Charity Commission. The liability of members in the event of a winding up is limited by guarantee to an amount not exceeding £1 per member. At the balance sheet date there were 4 members.

The Board of Trustees, when complete, comprises a chairman and 3 – 5 other Trustees. The Trustees can fill any casual vacancy in their number. Trustees are selected, as required, to fill particular skill requirements on the Board of Trustees. Prospective Trustees are invited to make a series of introductory visits to the Hospice, Sobell House Hospice Charity offices and OxCERPC prior to being formally elected as Trustees.

The Board of Trustees meets four times a year. All policy and strategy decisions are formally tabled for approval at the Trustees' quarterly meetings. Decisions concerning the day to day running of the Charity are delegated to the director (Dr Mary Miller 0.34 WTE) and the team (5 people – 3 WTE).

Key Management Personnel Remuneration

The Trustees consider the director and education lead as the key management personnel of the Charity in charge of directing and controlling the Charity and running and operating the Charity on a day to day basis.

All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 6 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Charity's policy withdraw from decisions where a conflict of interest arises.

The pay of the employees is in line with their employer's NHS terms and conditions. One employee was employed by Katharine House Hospice Charity but seconded to OxCERPC. That employee's pay and conditions were in line with those of Katharine House Hospice Charity.

Risk management

Delegates find it difficult to secure funding for education and arrange time to attend training. The causes are multifactorial; cost of living crisis, NHS and hospice funding, industrial action and staff shortages across health and social care.

Providing online learning and recordings of the education mitigate the risks to an extent.

Small companies exemption

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

On behalf of the Board

Signature:
Tim Harrison , Trustee

Date: 26 June 2025

**Independent examiner's Report to the Trustees of
Oxford Centre for Education and Research in Palliative Care: Sobell House**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025 which are set out on pages 7 to 18

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

Signed:
Benjamin Hayes BSc FCA
Wenn Townsend
30 St Giles, Oxford
OX1 3LE

..... 2025

Oxford Centre for Education and Research in Palliative Care: Sobell House

Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2025

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Unrestricted funds £	Restricted funds £	Total 2024 £
Income from:							
Charitable activities	2	380,826	7,876	388,702	383,454	5,647	389,101
Investments	3	9,864	-	9,864	9,625	-	9,625
Total income		<u>390,690</u>	<u>7,876</u>	<u>398,566</u>	<u>393,079</u>	<u>5,647</u>	<u>398,726</u>
Expenditure on:							
Charitable activities	4	(330,085)	(24,148)	(354,233)	(317,186)	(32,438)	(349,624)
Total expenditure		<u>(330,085)</u>	<u>(24,148)</u>	<u>(354,233)</u>	<u>(317,186)</u>	<u>(32,438)</u>	<u>(349,624)</u>
Net gains/(losses) on investments	10	489	-	489	21,798	-	21,798
Net income/(expenditure)		<u>61,094</u>	<u>(16,272)</u>	<u>44,822</u>	<u>97,691</u>	<u>(26,791)</u>	<u>70,900</u>
Transfers between funds	14	-	-	-	-	-	-
Net movement in funds		<u>61,094</u>	<u>(16,272)</u>	<u>44,822</u>	<u>97,691</u>	<u>(26,791)</u>	<u>70,900</u>
Reconciliation of funds:							
Total funds brought forward		380,409	18,960	399,369	282,718	45,751	328,469
Total funds carried forward		<u>441,503</u>	<u>2,688</u>	<u>444,191</u>	<u>380,409</u>	<u>18,960</u>	<u>399,369</u>

All income and expenditure derive from continuing activities.

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

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Balance Sheet
As at 31st March 2025**

	Note	2025 £	2024 £
Fixed assets			
Intangible assets	8	400	1,316
Tangible assets	9	5,755	9,209
Investments	10	266,982	192,840
		273,137	203,365
Current assets			
Debtors	11	30,942	37,096
Cash at bank and in hand		281,193	211,353
		312,135	248,449
Creditors: amounts falling due within one year	12	(141,081)	(52,445)
Net current assets		171,054	196,004
Net assets		444,191	399,369
Charity Funds			
Restricted funds	14	2,688	18,960
Unrestricted funds	14	441,503	380,409
Total charity funds	15	444,191	399,369

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved and authorised for issue by the Board on 27 May 2025.

Signed on behalf of the Board of Trustees

.....
Tim Harrison, Trustee

26 June 2025

The notes on pages 9-18 form part of these financial statements.

Company registration number: 10647198

**Notes to the Accounts
for the year ended 31st March 2025**

1 Summary of significant accounting policies

(a) General information and basis of preparation

Oxford Centre for Education and Research in Palliative Care: Sobell House is a company limited by guarantee in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

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

(b) Funds

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

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

Course income

Course income is by far the main source of income. Course income is recognised once the course has been delivered, or in the case of the virtual course in the first month that the course is available to the participant.

**Notes to the Accounts
for the year ended 31st March 2025**

Summary of significant accounting policies (continued)

Donations and Grants

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

Gifts in kind

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Investment income

Investment income is earned through holding assets for investment purposes. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Expenditure on charitable activities includes the cost of programmes run at the Centre, and the salary costs recharged to the charity from Oxford University Hospital and Katharine House Hospice.

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

e) Intangible assets

Intangible assets are amortised on a straight line basis over their useful lives. The useful lives of intangible assets are as follows:

Website development expenditure: 3 years

**Notes to the Accounts
for the year ended 31st March 2025**

1 Summary of significant accounting policies (continued)

(f) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings: 3 years

(g) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

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

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

(i) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(j) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The resulting budgeted income and expenditure figures are deemed sufficient when coupled with the level of reserves held for the charity to be able to continue as a going concern.

2 Income from charitable activities

	2025	2024
	£	£
Course fees – advanced courses	232,832	225,785
Course fees – other programmed courses	147,625	157,305
Grants received	7,602	5,647
Donations received	643	364
	<u>388,702</u>	<u>389,101</u>

Notes to the Accounts
for the year ended 31st March 2025

3 Income from investments

	2025	2024
	£	£
Dividends received	9,864	9,625
	<u>9,864</u>	<u>9,625</u>

4 Analysis of expenditure on charitable activities

	2025	2024
	£	£
Advanced courses	39,787	35,589
Other programmed courses	74,809	83,246
Salary costs	196,445	193,139
Marketing and development	9,931	416
Accountancy and bookkeeping	11,550	12,604
Legal costs	300	5,281
Bank charges	3,316	2,708
Investment management charges	1,369	1,252
Website amortisation	916	916
Depreciation	4,292	2,442
Training	2,224	1,440
Other support costs	7,633	6,514
Governance costs (note 5)	1,661	4,493
	<u>354,233</u>	<u>349,624</u>

5 Governance costs

	2025	2024
	£	£
Independent Examiner's/ Auditor's remuneration		
- fees	1,260	3,853
- Under provision in prior year	401	640
	<u>1,661</u>	<u>4,493</u>

6 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the current or preceding year.

The total amount of employee benefits received by key management personnel is £74,930 (2024: £63,711). The Trust considers its key management personnel comprises the director and trustees.

No trustees are accruing pension arrangements. The trustees did not have any expenses reimbursed during the current or preceding year.

Notes to the Accounts
for the year ended 31st March 2025

7 Staff costs and employee benefits

The average monthly number of employees and full-time equivalent (FTE) during the period was as follows:

2025 Number	2025 FTE	2024 Number	2024 FTE
<u>5</u>	<u>3</u>	<u>5</u>	<u>3.4</u>

The total staff costs and employee benefits were as follows:

	2025 £	2024 £
Wages and salaries	<u>196,445</u>	<u>193,139</u>

Staff costs were recharged to the charity from Oxford University Hospitals Trust and Katharine House Hospice, and thus the charity does not operate its own payroll. No employees received total employee benefits (excluding employer pension costs) of over £60,000 (2024: None).

8 Intangible fixed assets

	Website development expenditure £
Cost:	
At 1st April 2024	7,699
Additions	-
At 31st March 2025	<u>7,699</u>
Amortisation:	
At 1st April 2024	6,383
Charge for the year	916
At 31st March 2025	<u>7,299</u>
Net book value:	
At 31st March 2025	<u>400</u>
At 1st April 2024	<u>1,316</u>

Notes to the Accounts
for the year ended 31st March 2025

9 Tangible fixed assets

	Office Equipment £
Cost:	
At 1st April 2024	12,317
Additions	838
At 31st March 2025	<u>13,155</u>
Depreciation:	
At 1st April 2024	3,108
Charge for the year	4,292
At 31st March 2025	<u>7,400</u>
Net book value:	
At 31st March 2025	<u>5,755</u>
At 1st April 2024	<u>9,209</u>

10 Fixed asset investments

	Listed Investments	
	2025 £	2024 £
Cost or valuation:		
At 1st April 2024	192,840	171,813
Additions	84,968	61,436
Disposals	(11,161)	(48,326)
Revaluation	1,042	7,760
Movement in cash held within portfolio	(707)	157
At 31st March 2025	<u>266,982</u>	<u>192,840</u>
Investments at fair value comprise:		
	2024 £	2023 £
Equities	166,133	166,485
Securities	98,016	22,815
Cash within investment portfolio	2,833	3,540
	<u>266,982</u>	<u>192,840</u>

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

Notes to the Accounts
for the year ended 31st March 2025

11 Debtors		
	2025	2024
	£	£
Trade debtors	20,496	26,336
Prepayments and accrued income	10,446	10,760
	<u>30,942</u>	<u>37,096</u>
	<u><u>30,942</u></u>	<u><u>37,096</u></u>
12 Creditors: amounts falling due within one year		
	2025	2024
	£	£
Deferred income (see note 13)	87,930	33,640
Accruals	40,183	18,230
Other creditors	12,968	575
	<u>141,081</u>	<u>52,445</u>
	<u><u>141,081</u></u>	<u><u>52,445</u></u>
13 Deferred income		
	2025	2024
	£	£
At 1st April 2024	33,640	72,545
Additions during the year	434,747	344,685
Amounts released to income	(380,457)	(383,590)
At 31st March 2025	<u>87,930</u>	<u>33,640</u>
	<u><u>87,930</u></u>	<u><u>33,640</u></u>

Income has been deferred for amounts invoiced in advance of the programme run date.

Notes to the Accounts
for the year ended 31st March 2025

14 Fund reconciliation

i) 2024/25

Unrestricted funds

	Balance at 01/04/24 £	Income £	Expenditure £	Investment gains £	Transfers £	Balance at 31/3/25 £
Unrestricted	380,409	390,690	(330,085)	489	-	441,503

Restricted funds

	Balance at 01/04/24 £	Income £	Expenditure £	Transfers £	Balance at 31/3/25 £
Strategic Health Authority grant	5,520	-	(5,135)	-	385
ICST Courses	1,320	-	(880)	-	440
OCCG SCAS Training	11,245	-	(9,408)	-	1,837
NHS England	26	-	-	-	26
Nuffield Capital fund	-849	7,876	(8,725)	-	-
	18,960	7,876	(24,148)	-	2,688

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

ICST Courses

Thames Valley Cancer Alliance to fund 50 delegate places on intermediate communication skills training courses.

OCCG SCAS Training

South Central Ambulance Fund, in collaboration with Oxford Palliative Clinical Network to fund clinical network and project manager salary costs.

NHS England

To support staff across the southeast to access education and training in end-of-life care.

Nuffield Capital fund

To fund the purchase of computer and audio-visual equipment.

Notes to the Accounts
for the year ended 31st March 2025

14 Fund reconciliation (continued)

ii) 2023/24

Unrestricted funds

	Balance at 01/04/23 £	Income £	Expenditure £	Investment gains £	Transfers £	Balance at 31/3/24
Unrestricted	282,718	393,079	(317,186)	21,798	-	380,409

Restricted funds

	Balance at 01/04/23 £	Income £	Expenditure £	Transfers £	Balance at 31/3/24 £
Strategic Health Authority grant	18,667	-	(13,147)	-	5,520
ICST Courses	4,070	-	(2,750)	-	1,320
TVCA ACST Courses	9,425	-	(9,425)	-	-
OCCG SCAS Training	12,753	-	(1,508)	-	11,245
NHS England	836	-	(810)	-	26
Nuffield Capital fund	-	5,647	(4,798)	-	849
	45,751	5,647	(32,438)	-	18,960

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

ICST Courses

Thames Valley Cancer Alliance to fund 50 delegate places on intermediate communication skills training courses.

TVCA ACST Courses

Thames Valley Cancer Alliance to fund 60 delegate places on advanced communication skills training courses.

OCCG SCAS Training

South Central Ambulance Fund, in collaboration with Oxford Palliative Clinical Network to fund clinical network and project manager salary costs.

NHS England

To support staff across the southeast to access education and training in end-of-life care.

Nuffield Capital fund

To fund the purchase of computer and audio-visual equipment.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2025

15 Analysis of net assets between funds

2025	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	6,155	-	6,155
Investments	266,982	-	266,982
Cash at bank and in hand	278,505	2,688	281,193
Other current assets/(liabilities)	(110,139)	-	(110,139)
Total	441,503	2,688	444,191

* Free reserves £435,348

2024	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	10,525	-	10,525
Investments	192,840*	-	192,840
Cash at bank and in hand	192,393*	18,960	211,353
Other current assets/(liabilities)	(15,349)*	-	(15,349)
Total	380,409	18,960	399,369

* Free reserves £369,884

16 Related party transactions

Sobell House Hospice Charity Limited (company number 05989017) is a company limited by guarantee and has some common directors with Oxford Centre for Education and Research in Palliative Care: Sobell House (OxCERPC).

During the year, Sobell House Hospice Charity Limited incurred costs of £nil (2024: £nil) on behalf of OxCERPC and recharged costs of £nil (2024: £nil). At the year end, £12,968 (2024: £575) was owed by OxCERPC to the charity for grants incorrectly paid by Hospice UK OxCERPC.

Accounts

**OXFORD CENTRE FOR EDUCATION AND RESEARCH IN PALLIATIVE CARE:
SOBELL HOUSE**

**Charity Registration Number: 1172165
Company Registration Number: 10647198**

**Financial Statements
for the year ended
31st March 2024**

**Wenn Townsend
Chartered Accountants
Oxford**

Oxford Centre for Education and Research in Palliative Care: Sobell House

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Oxford Centre for Education and Research in Palliative Care: Sobell House

Reference and administrative details

Charity Registration Number: 1172165

Company Registration Number: 10647198

Trustees: T Harrison
J Holloran
E A Laurence (appointed 23 January 2024)
K Symons (appointed 31 March 2023)
S Yates

Registered Office: 30 St Giles
Oxford
OX1 3LE

Auditors: Wenn Townsend
Chartered Accountants and Registered Auditors
30 St Giles
Oxford
OX1 3LE

Main Bankers: Barclays Bank plc
Oxford City Centre Branch
Oxford
OX1 3HB

Investment Managers: Quilter Cheviot Limited
1 Kingsway
London
WC2B 6AN

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2024

The Trustees present their report and the audited financial statements of the Oxford Centre for Education and Research in Palliative Care (OxCERPC) charity for the year ended 31st March 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

This report describes the seventh year of work by OxCERPC. OxCERPC charity started in April 2017, though education and research have taken place in Sobell House for approximately 48 years.

Trustees of the Charity

The directors of the charitable company are its trustees for the purposes of charity law. The Trustees who have served during the year and since the year end were as follows:

John Holloran (Chair of the Board of Trustees)
Tim Harrison
Anne Laurence (Appointed 23 January 2024)
Kay Symons (Appointed 31 March 2023)
Sharon Yates

Objectives

The aim of the Charity is to support patient care by developing and educating health and social care staff to deliver care of high quality. Research supports patient care by looking at evidence, posing questions and seeking to find answers which will change practice.

The Objects of the Charity for public benefit are:

1. To advance the education of the public in general (and particularly amongst those working in health and social care) in all areas relating to palliative care and/or pain relief; and/or
2. To promote research for the public benefit in all aspects of palliative care and/or pain relief and to publish the results as the Trustees think fit; and/or
3. To relieve the need and/or to relieve sickness and to preserve the health of the patients of Sobell House in Oxfordshire, and in any other places as the Trustees from time to time decide, by any charitable means as the Trustees from time to time decide.

The staff and Trustees are proud of meeting our objects this year as delivered through our educational and research activities.

Activities

Educational work

- Teaching was delivered to approximately 1400 people (2023/4 1500, 2021/2 – 1,220, 2020/1 – 600).
- All courses delivered are evaluated to assess impact. Most of the feedback remains excellent. Where improvements are needed the team implement these. The team continues to gather as much feedback as possible.
- OxCERPC is an invited site for the annual Cicely Saunders international lecture. This provides visibility at an international level as well as an educational opportunity for staff in the palliative care department locally. In 2023, Professor Chochinov spoke on "Intensive Caring: Reminding Patients They Matter".
- Kate Butcher continues as a member of the Oxford Centre for Spirituality and Wellbeing, highlighting the work of OxCERPC to public, and enhancing the programme of education we offer.
- Kate Butcher is a member of the Hospice UK Educator forum.
- Dr Miller taught the medical students and doctors in training on 10 occasions in 2023/4.
- Dr Miller is an elected member of the Association of Palliative Medicine Education and Training Committee and is lead of the Postgraduate Medical Education Special Interest Forum. This ensures OxCERPC is not replicating courses provided by other palliative care providers.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2024 (continued)

Objectives and activities for the public benefit (continued)

International work

- Fei Yang, a medical sociology research student from China was supported by the department from February 2023 to January 2024.
- OxCERPC hosted and supported the 10th annual conference of Palliative Care Works on 14th October 2023, 'The changing landscape of worldwide palliative care education'. (Palliativecareworks.org: A charity of experienced palliative care practitioners, managers and educators aiming to support and develop palliative care services in resource-limited settings, in collaboration with existing initiatives and organisations).
- Dr Miller worked with an English funder to support the development of palliative care in Kashmir Valley.
- Dr Miller was an invited speaker at the Marymount Hospice International Conference 11/12 October 2023.
- OxCERPC invited international speakers from Europe, USA and Australia. We continue to welcome international delegates – 46 in 2023.4 (50% from New Zealand).

Research work

- Research meetings are well established and supported by OxCERPC. Two members of staff are undertaking PhDs and several others engaged in smaller studies. The aim is to raise interest in research, help support staff acquire skills and support staff to bring work to publication.
- Dr Miller continues as the regional representative of the Palliative Care Research Society
- OxCERPC supports the departmental medical journal club, weekly lists of publications relevant to the field and other bulletins. These resources are available physically in OxCERPC and electronically.
- OxCERPC contributed to the departmental research strategy developed by Professor Wee
- In 2023/4 4 posters were brought to national conference and abstracts published.

Organisational:

- Kate Butcher continues to offer time to the NHS vaccination programme.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Financial Review

The number of delegates has returned to pre pandemic levels. The income from educational activity covered expenditure. Advanced courses in pain and symptom management accounted for 60% (2023: 59%) of income from the current course portfolio.

Our investment portfolio increased in value to £192,840 (2023: £171,813.) We have not drawn down on our investment portfolio in 2023-24. The performance of our Investment Fund Manager, Quilter, showed a net capital gain (realised and unrealised) of £21,798 for the year (2023: loss £16,821). In the opinion of the Trustees, our portfolio continues to outperform the market.

Reserves Policy

Free reserves (or operating reserves) at the year-end were £369,884 (2023: £276,376).

The Operating Reserve is intended to provide an internal source of funds for situations such as an unexpected drop in income, increase in expenses, one-time unbudgeted expenses, or uninsured losses. The Trustees have determined that the operating reserve will be equal to at least six months of average operating costs. The operating reserve requirement at 31 March 2024 is at least £124k.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2024 (continued)

Trustees are considering plans to spend reserves to meet the charitable objects.

Restricted Funds totalled £18,960 at the end of the year (2023: £45,751). OxCERPC has a budgeted spending plan for 2024/25 to support fund objectives.

Plans for Future Periods

- Balance our course offer with face to face and virtual events.
- Build capacity by developing a cohort of educators.
- Continue to offer our established, successful courses and develop new courses. Develop and pilot 'Hard of hearing in palliative care' and 'Educator development' in 24/25.
- Market our courses to maintain a positive balance and enable development.
- Maintain an active website and social media profile that offers information and support to our customers.
- Deliver the planned course programme for 2024/25.
- Develop collaborations. Continue work with Dorothy House Hospice. Three masterclasses are planned for 24.25, Republic of Ireland, Scotland and Dorothy House Hospice.
- Continue to develop a research culture by helping staff develop posters and presentations at conferences.

The plans aim to support the objects, providing highly effective education to support health and social care staff in providing the best possible experience for those who are at the end of their life, underpinned by a sustainable business model.

Structure, Governance and Management

The Charitable Company is governed by its Memorandum and Articles of Association which were adopted on incorporation on 1st April 2017. It is registered as a Charity with the Charity Commission. The liability of members in the event of a winding up is limited by guarantee to an amount not exceeding £1 per member. At the balance sheet date there were 5 members.

The Board of Trustees, when complete, comprises a chairman and 3 – 5 other Trustees. The Trustees can fill any casual vacancy in their number. Trustees are selected, as required, to fill particular skill requirements on the Board of Trustees. Prospective Trustees are invited to make a series of introductory visits to the Hospice, Sobell House Hospice Charity offices and OxCERPC prior to being formally elected as Trustees.

The Board of Trustees meets four times a year. All policy and strategy decisions are formally tabled for approval at the Trustees' quarterly meetings. Decisions concerning the day to day running of the Charity are delegated to the director (Dr Mary Miller 0.4 WTE) and the team (4 people – 3.0 WTE).

Key Management Personnel Remuneration

The Trustees consider the director and education lead as the key management personnel of the Charity in charge of directing and controlling the Charity and running and operating the Charity on a day to day basis.

All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 6 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Charity's policy withdraw from decisions where a conflict of interest arises.

The pay of the employees is in line with their employer's NHS terms and conditions. One employee is employed by Katharine House Hospice Charity but seconded to OxCERPC. That employee's pay and conditions are in line with those of Katharine House Hospice Charity.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2024 (continued)**

Risk management.

Delegates find it difficult to secure funding for education and arrange time to attend training. The causes are multifactorial, cost of living crisis, NHS and hospice funding, industrial action and staff shortages across health and social care.

Providing online learning and recordings of the education mitigate the risks to an extent.

Trustees' responsibilities statement

The trustees (who are also directors of Oxford Centre for Education and Research in Palliative Care: Sobell House for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2019 (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.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

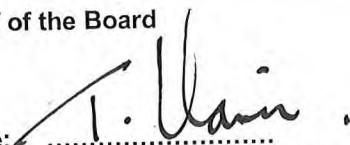
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the Board

Signature: 
.....
Dr Tim Harrison, Trustee

Date: 23 July 2024

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House**

Opinion

We have audited the financial statements of Oxford Centre for Education and Research in Palliative Care: Sobell House (the 'charitable company') for the year ended 31st March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 charitable company's affairs as at 31st March 2024, and of its 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 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 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 trustees are responsible for the 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)**

Opinions 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 directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in 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, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims.
- Enquiry of entity staff in tax and compliance functions to identify any instances of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business, and reviewing accounting estimates for bias.

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)**

Auditor's responsibilities for the audit of the financial statements (continued)

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. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with 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.



.....
Benjamin Hayes BSc FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford
OX1 3LE

23 July 2024

Oxford Centre for Education and Research in Palliative Care: Sobell House

Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Income from:							
Charitable activities	2	383,454	5,647	389,101	127,487	219,000	346,487
Investments	3	9,625	-	9,625	1,458	-	1,458
Total income		<u>393,079</u>	<u>5,647</u>	<u>398,726</u>	<u>128,945</u>	<u>219,000</u>	<u>347,945</u>
Expenditure on:							
Charitable activities	4	(317,186)	(32,438)	(349,624)	(202,287)	(222,761)	(425,048)
Total expenditure		<u>(317,186)</u>	<u>(32,438)</u>	<u>(349,624)</u>	<u>(202,287)</u>	<u>(222,761)</u>	<u>(425,048)</u>
Net gains/(losses) on investments	10	21,798	-	21,798	(16,821)	-	(16,821)
Net income/(expenditure)		<u>97,691</u>	<u>(26,791)</u>	<u>70,900</u>	<u>(90,163)</u>	<u>(3,761)</u>	<u>(93,924)</u>
Transfers between funds	14	-	-	-	1,591	(1,591)	-
Net movement in funds		<u>97,691</u>	<u>(26,791)</u>	<u>70,900</u>	<u>(88,572)</u>	<u>(5,352)</u>	<u>(93,924)</u>
Reconciliation of funds:							
Total funds brought forward		282,718	45,751	328,469	371,290	51,103	422,393
Total funds carried forward		<u>380,409</u>	<u>18,960</u>	<u>399,369</u>	<u>282,718</u>	<u>45,751</u>	<u>328,469</u>

All income and expenditure derive from continuing activities.
The statement of financial activities includes all gains and losses recognised during the year.

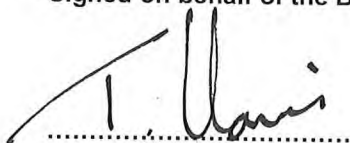
Oxford Centre for Education and Research in Palliative Care: Sobell House

Balance Sheet
As at 31st March 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	8	1,316	2,232
Tangible assets	9	9,209	4,110
Investments	10	192,840	171,813
		<u>203,365</u>	<u>178,155</u>
Current assets			
Debtors	11	37,096	13,503
Cash at bank and in hand		211,353	217,685
		<u>248,449</u>	<u>231,188</u>
Creditors: amounts falling due within one year	12	(52,445)	(80,874)
Net current assets		<u>196,004</u>	<u>150,314</u>
Net assets		<u>399,369</u>	<u>328,469</u>
Charity Funds			
Restricted funds	14	18,960	45,751
Unrestricted funds	14	380,409	282,718
Total charity funds	15	<u>399,369</u>	<u>328,469</u>

The financial statements were approved and authorised for issue by the Board on 23 July 2024.

Signed on behalf of the Board of Trustees

 23/7/24

Dr Tim Harrison
Trustee

The notes on pages 11 to 20 form part of these financial statements.

Company registration number: 10647198

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2024**

1 Summary of significant accounting policies

(a) General information and basis of preparation

Oxford Centre for Education and Research in Palliative Care: Sobell House is a company limited by guarantee in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

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

(b) Funds

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

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

Course income

Course income is by far the main source of income. Course income is recognised once the course has been delivered, or in the case of the virtual course in the first month that the course is available to the participant.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2024 (continued)

1 Summary of significant accounting policies (continued)

Donations and Grants

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

Gifts in kind

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Investment income

Investment income is earned through holding assets for investment purposes. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Expenditure on charitable activities includes the cost of programmes run at the Centre, and the salary costs recharged to the charity from Oxford University Hospital and Katharine House Hospice.

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

e) Intangible assets

Intangible assets are amortised on a straight line basis over their useful lives. The useful lives of intangible assets are as follows:

Website development expenditure: 3 years

**Notes to the Accounts
for the year ended 31st March 2024 (continued)**

1 Summary of significant accounting policies (continued)

(f) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings: 3 years

(g) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

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

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

(i) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(j) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The resulting budgeted income and expenditure figures are deemed sufficient when coupled with the level of reserves held for the charity to be able to continue as a going concern.

2 Income from charitable activities

	2024	2023
	£	£
Course fees – advanced courses	225,785	162,257
Course fees – other programmed courses	157,305	113,825
Grants received	5,647	70,000
Donations received	364	405
	389,101	346,487
	389,101	346,487

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2024 (continued)

3	Income from investments		
		2024	2023
		£	£
	Dividends received	9,625	1,458
		<u> </u>	<u> </u>
4	Analysis of expenditure on charitable activities		
		2024	2023
		£	£
	Advanced courses	35,589	45,422
	Other programmed courses	83,246	59,597
	Specific fund costs (including HDH project manager)	-	82,870
	Salary costs	193,139	197,002
	Accountancy and bookkeeping	12,604	19,596
	Legal costs	5,281	-
	Bank charges	2,708	2,739
	Investment management charges	1,252	1,021
	Website amortisation	916	517
	Depreciation	2,442	666
	Training	1,440	4,435
	Other support costs	6,514	6,830
	Governance costs (note 5)	4,493	4,353
		<u> </u>	<u> </u>
		<u>349,624</u>	<u>425,048</u>
5	Governance costs		
		2024	2023
		£	£
	Auditor's remuneration - audit fees	3,853	3,840
	- Under provision in prior year	640	513
		<u> </u>	<u> </u>
		<u>4,493</u>	<u>4,353</u>
6	Trustees' and key management personnel remuneration and expenses		
	The trustees neither received nor waived any remuneration during the current or preceding year.		
	The total amount of employee benefits received by key management personnel is £63,711 (2023: £54,026). The Trust considers its key management personnel comprises the director and trustees.		

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2024 (continued)

No trustees are accruing pension arrangements. The trustees did not have any expenses reimbursed during the current or preceding year.

7 Staff costs and employee benefits

The average monthly number of employees and full-time equivalent (FTE) during the period was as follows:

2024 Number	2024 FTE	2023 Number	2023 FTE
5	3.4	6	4
<u>5</u>	<u>3.4</u>	<u>6</u>	<u>4</u>

The total staff costs and employee benefits were as follows:

	2024 £	2023 £
Wages and salaries	193,139	197,002
	<u>193,139</u>	<u>197,002</u>

Staff costs were recharged to the charity from Oxford University Hospitals Trust and Katharine House Hospice, and thus the charity does not operate its own payroll. No employees received total employee benefits (excluding employer pension costs) of over £60,000 (2023: None).

8 Intangible fixed assets

	Website development expenditure £
Cost:	
At 1st April 2023	7,699
Additions	-
	<u>7,699</u>
At 31st March 2024	<u>7,699</u>
Amortisation:	
At 1st April 2023	5,467
Charge for the year	916
	<u>6,383</u>
At 31st March 2024	<u>6,383</u>
Net book value:	
At 31st March 2024	<u>1,316</u>
At 1st April 2024	<u>2,232</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2024 (continued)

9 Tangible fixed assets

	Office Equipment £
Cost:	
At 1st April 2023	4,776
Additions	7,541
At 31st March 2024	<u>12,317</u>
Depreciation:	
At 1st April 2023	666
Charge for the year	2,442
At 31st March 2024	<u>3,108</u>
Net book value:	
At 31st March 2024	<u>9,209</u>
At 1st April 2023	<u>4,110</u>

10 Fixed asset investments

	Listed Investments	
	2024	2023
	£	£
Cost or valuation:		
At 1st April 2023	171,813	191,464
Additions	61,436	20,550
Disposals	(48,326)	(23,028)
Revaluation	7,760	(16,821)
Movement in cash held within portfolio	157	(352)
At 31st March 2024	<u>192,840</u>	<u>171,813</u>
Investments at fair value comprise:		
	2024	2023
	£	£
Equities	166,485	146,209
Securities	22,815	22,221
Cash within investment portfolio	3,540	3,383
	<u>192,840</u>	<u>171,813</u>

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

Respite Care: Sobell House

(continued)

2024 £	2023 £
26,336	11,760
10,760	1,743
<u>37,096</u>	<u>13,503</u>

2024 £	2023 £
33,640	72,545
18,230	7,162
-	1,167
575	-
<u>52,445</u>	<u>80,874</u>

2024 £	2023 £
72,545	51,573
344,685	297,810
(383,590)	(276,838)
<u>33,640</u>	<u>72,545</u>

of the programme run date.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2024 (continued)

14 Fund reconciliation

i) 2023/24

Unrestricted funds

	Balance at 01/04/23 £	Income £	Expenditure £	Investment gains £	Transfers £	Balance at 31/3/24
Unrestricted	282,718	393,079	(317,186)	21,798	-	380,409

Restricted funds

	Balance at 01/04/23 £	Income £	Expenditure £	Transfers £	Balance at 31/3/24 £
Strategic Health Authority grant	18,667	-	(13,147)	-	5,520
ICST Courses	4,070	-	(2,750)	-	1,320
TVCA ACST Courses	9,425	-	(9,425)	-	-
OCCG SCAS Training	12,753	-	(1,508)	-	11,245
NHS England	836	-	(810)	-	26
Nuffield Capital fund	-	5,647	(4,798)	-	849
	45,751	5,647	(32,438)	-	18,960

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

ICST Courses

Thames Valley Cancer Alliance to fund 50 delegate places on intermediate communication skills training courses.

TVCA ACST Courses

Thames Valley Cancer Alliance to fund 60 delegate places on advanced communication skills training courses.

OCCG SCAS Training

South Central Ambulance Fund, in collaboration with Oxford Palliative Clinical Network to fund clinical network and project manager salary costs.

NHS England

To support staff across the southeast to access education and training in end-of-life care.

Nuffield Capital fund

To fund the purchase of computer and audio-visual equipment.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2024 (continued)

14 Fund reconciliation (continued)

ii) 2022/23

Unrestricted funds

	Balance at 01/04/22 £	Income £	Expenditure £	Investment losses £	Transfers £	Balance at 31/3/23
Unrestricted	371,290	128,945	(202,287)	(16,821)	1,591	282,718

Restricted funds

	Balance at 01/04/22 £	Income £	Expenditure £	Transfers £	Balance at 31/3/23 £
Strategic Health Authority grant	47,982	-	(29,315)	-	18,667
League of Friends Communications skills	813	-	(810)	(3)	-
HART	1,271	-	-	(1,271)	-
HEE Grant – Syringe Driver FILD	317	-	-	(317)	-
HEE Grant	720	-	(720)	-	-
ICST Courses	-	5,500	(1,430)	-	4,070
TVCA ACST Courses	-	43,500	(34,075)	-	9,425
OCCG SCAS Training	-	70,000	(57,247)	-	12,753
NHS England	-	100,000	(99,164)	-	836
	51,103	219,000	(222,761)	(1,591)	45,751

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

League of Friends Communications skills

To support entry level communications skills training for staff in Oxford university Hospitals NHS Trust.

HART

To improve knowledge and skills of staff working in the Home reablement team.

HEE Grant – Syringe Driver FILD

For the production of a syringe driver video and videos to support education.

HEE Grant

To provide improved knowledge, skills and confidence of staff providing palliative care and end of life care in HEE South East area of practice.

ICST Courses

Thames Valley Cancer Alliance to fund 50 delegate places on intermediate communication skills training courses.

TVCA ACST Courses

Thames Valley Cancer Alliance to fund 60 delegate places on advanced communication skills training courses.

OCCG SCAS Training

South Central Ambulance Fund, in collaboration with Oxford Palliative Clinical Network to fund clinical network and project manager salary costs.

NHS England

To support staff across the southeast to access education and training in end-of-life care.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2024 (continued)

15 Analysis of net assets between funds

2024	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	10,525	-	10,525
Investments	192,840*	-	192,840
Cash at bank and in hand	192,393*	18,960	211,353
Other current assets/(liabilities)	(15,349)*	-	(15,349)
Total	<u>380,409</u>	<u>18,960</u>	<u>399,369</u>

* Free reserves £369,884

2023	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	6,342	-	6,342
Investments	171,813*	-	171,813
Cash at bank and in hand	171,934*	45,751	217,685
Other current assets/(liabilities)	(67,371)*	-	(67,371)
Total	<u>282,718</u>	<u>45,751</u>	<u>328,469</u>

* Free reserves £276,376

16 Related party transactions

Sobell House Hospice Charity Limited (company number 05989017) is a company limited by guarantee and has some common directors with Oxford Centre for Education and Research in Palliative Care: Sobell House (OxCERPC).

During the year, Sobell House Hospice Charity Limited incurred costs of £nil (2023: £nil) on behalf of OxCERPC and recharged costs of £nil (2023: £12,720). At the year end, £nil (2023: £nil) was owed by OxCERPC to the charity.

Accounts

**OXFORD CENTRE FOR EDUCATION AND RESEARCH IN PALLIATIVE CARE:
SOBELL HOUSE**

**Charity Registration Number: 1172165
Company Registration Number: 10647198**

Financial Statements

for the year ended

31st March 2023

Wenn Townsend

Chartered Accountants

Oxford

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Oxford Centre for Education and Research in Palliative Care: Sobell House

Reference and administrative details

Charity Registration Number: 1172165

Company Registration Number: 10647198

Trustees: T Harrison
J Holloran
S Yates

Registered Office: 30 St Giles
Oxford
OX1 3LE

Auditors: Wenn Townsend
Chartered Accountants and Registered Auditors
30 St Giles
Oxford
OX1 3LE

Bankers: Barclays Bank plc
Oxford City Centre Branch
Oxford
OX1 3HB

Investment Managers: Quilter Cheviot Limited
1 Kingsway
London
WC2B 6AN

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2023

The Trustees present their report and the audited financial statements of the Oxford Centre for Education and Research in Palliative Care (OxCERPC) charity for the year ended 31st March 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

This report describes the fifth year of work by OxCERPC. Education and research have taken place in Sobell House for approximately 45 years.

Trustees of the Charity

The directors of the charitable company are its trustees for the purposes of charity law. The Trustees who have served during the year and since the year end were as follows:

John Holloran (Chair of the Board of Trustees)

Sharon Yates

Tim Harrison

Gillian Nineham (Resigned July 2022)

Mary Thomas (Resigned November 2022)

Objectives and Activities

The aim of the Charity is to support patient care by developing and educating health and social care staff to deliver care of high quality. Research supports patient care by looking at evidence, posing questions and seeking to find answers which will change practice.

The Objects of the Charity for public benefit are:

1. To advance the education of the public in general (and particularly amongst those working in health and social care) in all areas relating to palliative care and/or pain relief; and/or
2. To promote research for the public benefit in all aspects of palliative care and/or pain relief and to publish the results as the Trustees think fit; and/or
3. To relieve the need and/or to relieve sickness and to preserve the health of the patients of Sobell House in Oxfordshire, and in any other places as the Trustees from time to time decide, by any charitable means as the Trustees from time to time decide.

The staff and Trustees are proud of meeting our objects this year as delivered through our educational and research activities.

Education

- Teaching was delivered to approximately 1500 people (2021/22 – 1,220, 2020/21 – 600)
- All courses delivered are evaluated to assess impact. The rate of feedback is very low when delivering online teaching. The staff will focus on reviewing methods of obtaining feedback in 2023/24.
- Dr Mary Miller chaired or supported 6 webinars and two face to face sessions (invited to speak and not part of planned programme of work). These provide an opportunity to showcase the work of OxCERPC.
- OxCERPC is an invited site for the annual Cicely Saunders international lecture. This provides visibility at an international level as well as an educational opportunity for staff in the palliative care department.
- Dr Mary Miller was re-elected as a member of the Association of Palliative Medicine Education and Training Committee and is lead of the Postgraduate Medical Education Special Interest Forum. This ensures OxCERPC is not replicating courses provided by other palliative care providers.
- The work of OxCERPC is being recognised by local Cancer Alliances who are requesting bespoke education sessions to be delivered
- Kate Butcher continues as a member of the Oxford Centre for Spirituality and Wellbeing, highlighting the work of OxCERPC to public, and enhancing the programme of education we offer.
- Kate Butcher is a member of the Hospice UK Educator forum

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2023 (continued)

Objectives and activities for the public benefit (continued)

International work

- OxCERPC hosted and supported Palliative Care Works (Palliativecareworks.org: Group of experienced palliative care practitioners, managers and educators aiming to support and develop palliative care services in resource-limited settings, in collaboration with existing initiatives and organisations).
- OxCERPC hosted Dr Anne O'Callaghan, New Zealand, in summer 2022. Dr O'Callaghan and colleagues are regular attendees at our courses and engage in ongoing collaboration
- Fei Yang, a medical sociology research student from China joined the department in February 2023. OxCERPC is supporting her visit and her studies.
- Dr Mary Miller attended the McGill international palliative care congress in Montreal, Canada in October 2022. Mary was able to speak with leading Canadians and see some practice in Montreal.
- Kate Butcher and Dr Mary Miller attended a 2 day workshop on Dignity in Caring hosted by Marymount Hospice, Cork
- OxCERPC invited Dr Michael Kearney, California to speak at the Oxford Advanced Course 2022. We continue to welcome international delegates.

Research work

- Quarterly research meetings are now well established. Three members of staff are undertaking PhDs and several other engaged in smaller studies. The aim is to raise interest in research, help support staff acquire skills and support staff to bring work to publication.
- Dr Mary Miller continues as the regional representative of the Palliative Care Research Society
- OxCERPC supports the departmental medical journal club, weekly lists of publications relevant to the field and other bulletins. These resources are available physically in OxCERPC and electronically.
- OxCERPC contributed to the departmental research strategy developed by Professor Wee
- SUPPORT study results are being analysed.
- In 2022/23 2 posters were brought to national conference and abstracts published.
- Dr Mary Miller's book chapter on care at the end of life for surgical patients has been published and is available to staff.
- Dr Mary Miller has been one of the editorial team for a new book, 'Challenging Cases'. It will be published in 2024.

Activities – organisational:

- Kate Butcher continues to offer time to the NHS vaccination programme. OxCERPC receives remuneration for this time.
- OxCERPC received a grant of £100,000 from Health Education England (South East) at the end of the financial year 2020/21. The grant supported staff to attend education in 2021/22. OxCERPC delivered teaching on care at the end of life to 423 members of staff across Hampshire, Hertfordshire, Berkshire, Buckinghamshire, KSS, Oxfordshire, Wiltshire and BOB ICB. On average, staff received educational support to the financial value of £236 per person.
- OxCERPC received a grant of £70,000 (of which £16,000 for OxCERPC work) from Oxfordshire Clinical Commissioning Group and a grant of £6000 from Nuffield Hospitals Oxford Fund (NOHF). The CCG funding is supporting education on care at the end of life for South Central Ambulance Service staff. NOHF funding supported equipment to improve online education.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Financial Review

The number of delegates has returned to pre pandemic levels. The income from educational activity covered expenditure when considering 2021/22 and 2022/23. Advanced courses in pain and symptom management accounted for 42% of the current course portfolio. In addition, OxCERPC received a grant from Oxford Clinical Commissioning Group of £70,000.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2023 (continued)

The Covid pandemic followed by war in Ukraine in quick succession required central banks to raise interest rates rapidly in a bid to curb surging inflation. Higher bond yields then resulted in volatility and large negative capital losses as both bonds and equities fell in tandem. Due to these factors our investment portfolio decreased in value to £171,813 (2022: £191,464.) We have not drawn down on our investment portfolio in 2022-23. The performance of our Investment Fund Manager, Quilter, showed a net capital loss (realised and unrealised) of £16,821 for the year (2022: gain £8,488). Despite these losses, in the opinion of the Trustees, our portfolio continues to outperform the market.

Free reserves at the year-end were £282,718. The operational reserve is £80k (5 months' salary costs).

Restricted Funds totalled £45,751 at the end of the year. OxCERPC has a proposed spending plan for 2023/24 to support fund objectives.

Plans for Future Periods

- Balance our course offer with face to face and virtual events.
- Build capacity by developing a cohort of educators.
- Continue to offer our established, successful courses and develop new courses. Develop 'Psychological skills' in 23/24
- Market our courses in order to maintain a positive balance and enable development.
- Maintain an active website and social media profile that changes weekly and offers information and support to our customers
- Deliver the planned course programme for 2023/24
- Develop collaborations. Dorothy House Hospice have requested three of our courses delivered from their hospice to their catchment. Marymount Hospice, Cork, Ireland have asked that OxCERPC returns to deliver a masterclass.
- Continue to develop a research culture by helping staff develop posters and presentations at conferences.

The plans aim to support the objectives, developing education and research in addition to supporting healthcare and social care staff in developing skills to care for those who are at the end of their life underpinned by a sustainable business model.

Structure, Governance and Management

The Charitable Company is governed by its Memorandum and Articles of Association which were adopted on incorporation on 1st April 2017. It is registered as a Charity with the Charity Commission. The liability of members in the event of a winding up is limited by guarantee to an amount not exceeding £1 per member. At the balance sheet date there were 3 members.

The Board of Trustees, when complete, comprises a Chairman and 3 – 5 Trustees. The Trustees can fill any casual vacancy in their number. Trustees are selected, as required, to fill particular skill requirements on the Board of Trustees. Prospective Trustees are invited to make a series of introductory visits to the Hospice, Sobell House Hospice Charity offices and OxCERPC prior to being formally elected as Trustees.

The Board of Trustees meets four times a year. All policy and strategy decisions are formally tabled for approval at the Trustees' quarterly meetings. Decisions concerning the day to day running of the Charity are delegated to the director (Dr Mary Miller 0.4 WTE) and the team (4 people – 3.0 WTE).

Key Management Personnel Remuneration

The Trustees consider the director and education lead as the key management personnel of the Charity in charge of directing and controlling the Charity and running and operating the Charity on a day to day basis.

All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 6 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Charity's policy withdraw from decisions where a conflict of interest arises.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2023 (continued)**

The pay of the employees is in line with their employer's NHS terms and conditions. One employee is employed by Katharine House Hospice Charity but seconded to OxCERPC. That employee's pay and conditions are in line with those of Katharine House Hospice Charity.

Risk management

Delegates find it difficult to secure funding for education and arrange time to attend training. The causes are multifactorial, cost of living crisis, NHS and hospice funding, industrial action and staff shortages across health and social care.

Providing online learning and recordings of the education mitigate the risks to an extent. The staff and Trustees have agreed a plan and investment of resources aiming to secure grants to enable staff to attend educational and training opportunities.

Trustees' responsibilities statement

The trustees (who are also directors of Oxford Centre for Education and Research in Palliative Care: Sobell House for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the Board

Signature:
Sharon Yates, Trustee

Date: 11th July 2023

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House**

Opinion

We have audited the financial statements of Oxford Centre for Education and Research in Palliative Care: Sobell House (the 'charitable company') for the year ended 31st March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 charitable company's affairs as at 31st March 2023, and of its 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 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 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 trustees are responsible for the 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)**

Opinions 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 directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in 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, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims;
- Enquiry of entity staff in tax and compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)**

Auditor's responsibilities for the audit of the financial statements (continued)

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. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with 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.

.....
Benjamin Hayes BSc FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford OX1 3LE

11th July 2023

Oxford Centre for Education and Research in Palliative Care: Sobell House

Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
Income from:							
Charitable activities	2	127,487	219,000	346,487	391,299	15,033	406,332
Investments	3	1,458	-	1,458	2,158	-	2,158
Total income		<u>128,945</u>	<u>219,000</u>	<u>347,945</u>	<u>393,457</u>	<u>15,033</u>	<u>408,490</u>
Expenditure on:							
Charitable activities	4	(202,287)	(222,761)	(425,048)	(276,270)	(29,861)	(306,131)
Total expenditure		<u>(202,287)</u>	<u>(222,761)</u>	<u>(425,048)</u>	<u>(276,270)</u>	<u>(29,861)</u>	<u>(306,131)</u>
Net gains/(losses) on investments	10	(16,821)	-	(16,821)	8,488	-	8,488
Net income/(expenditure)		<u>(90,163)</u>	<u>(3,761)</u>	<u>(93,924)</u>	<u>125,675</u>	<u>(14,828)</u>	<u>110,847</u>
Transfers between funds	14	1,591	(1,591)	-	-	-	-
Net movement in funds		<u>(88,572)</u>	<u>(5,352)</u>	<u>(93,924)</u>	<u>125,675</u>	<u>(14,828)</u>	<u>110,847</u>
Reconciliation of funds:							
Total funds brought forward		371,290	51,103	422,393	245,615	65,931	311,546
Total funds carried forward		<u><u>282,718</u></u>	<u><u>45,751</u></u>	<u><u>328,469</u></u>	<u><u>371,290</u></u>	<u><u>51,103</u></u>	<u><u>422,393</u></u>

All income and expenditure derive from continuing activities.

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

Oxford Centre for Education and Research in Palliative Care: Sobell House

Balance Sheet
As at 31st March 2023

	Note	2023 £	2022 £
Fixed assets			
Intangible assets	8	2,232	-
Tangible assets	9	4,110	-
Investments	10	171,813	191,464
		<u>178,155</u>	<u>191,464</u>
Current assets			
Debtors	11	13,503	37,107
Cash at bank and in hand		217,685	255,216
		<u>231,188</u>	<u>292,323</u>
Creditors: amounts falling due within one year	12	(80,874)	(61,394)
Net current assets		<u>150,314</u>	<u>230,929</u>
Net assets		<u><u>328,469</u></u>	<u><u>422,393</u></u>
Charity Funds			
Restricted funds	14	45,751	51,103
Unrestricted funds	14	282,718	371,290
Total charity funds	15	<u><u>328,469</u></u>	<u><u>422,393</u></u>

The financial statements were approved and authorised for issue by the Board on 11th July 2023.

Signed on behalf of the Board of Trustees

.....
S Yates
Trustee

The notes on pages 11 to 20 form part of these financial statements.

Company registration number: 10647198

**Notes to the Accounts
for the year ended 31st March 2023**

1 Summary of significant accounting policies

(a) General information and basis of preparation

Oxford Centre for Education and Research in Palliative Care: Sobell House is a company limited by guarantee in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

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

(b) Funds

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

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

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

**Notes to the Accounts
for the year ended 31st March 2023 (continued)**

1 Summary of significant accounting policies (continued)

(c) Income recognition (continued)

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Investment income is earned through holding assets for investment purposes. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Expenditure on charitable activities includes the cost of programmes run at the Centre, and the salary costs recharged to the charity from ORH.

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

(e) Intangible assets

Intangible assets are amortised on a straight line basis over their useful lives. The useful lives of intangible assets are as follows:

Website development expenditure: 3 years

(f) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings: 3 years

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2023 (continued)

1 Summary of significant accounting policies (continued)

(g) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

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

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

(i) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(j) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The resulting budgeted income and expenditure figures are deemed sufficient when coupled with the level of reserves held for the charity to be able to continue as a going concern.

2 Income from charitable activities

	2023	2022
	£	£
Course fees – advanced courses	162,257	129,765
Course fees – other programmed courses	113,825	176,001
Grants received	70,000	100,000
Donations received	405	566
	<u>346,487</u>	<u>406,332</u>

3 Income from investments

	2023	2022
	£	£
Dividends received	<u>1,458</u>	<u>2,158</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2023 (continued)**

4 Analysis of expenditure on charitable activities

	2023	2022
	£	£
Advanced courses	45,422	53,144
Other programmed courses	59,597	43,551
Specific fund costs (including HDH project manager)	82,870	29,861
Salary costs	197,002	136,016
Finance staff recharges	-	6,239
Accountancy and bookkeeping	19,596	12,260
Bank charges	2,739	1,779
Website amortisation	517	1,238
Depreciation	666	-
Other support costs	11,491	16,283
Marketing and development	795	1,836
Governance costs (note 5)	4,353	3,924
	425,048	306,131
	425,048	306,131

5 Governance costs

	2023	2022
	£	£
Finance staff recharges	-	1,000
Auditor's remuneration - audit fees	3,840	2,924
- Under provision in prior year	513	-
	4,353	3,924
	4,353	3,924

6 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the current or preceding year.

The total amount of employee benefits received by key management personnel is £54,026 (2022: £51,354). The Trust considers its key management personnel comprises the director and trustees.

No trustees are accruing pension arrangements.

The trustees did not have any expenses reimbursed during the current or preceding year.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2023 (continued)**

7 Staff costs and employee benefits

The average monthly number of employees and full-time equivalent (FTE) during the period was as follows:

	2023 Number	2023 FTE	2022 Number	2022 FTE
	<u>6</u>	<u>4</u>	<u>5</u>	<u>3</u>

The total staff costs and employee benefits were as follows:

	2023 £	2022 £
Wages and salaries	<u>197,002</u>	<u>165,877</u>

Staff costs were recharged to the charity from Oxford University Hospitals Trust and Katharine House Hospice, and thus the charity does not operate its own payroll.

No employees received total employee benefits (excluding employer pension costs) of over £60,000 (2022: None).

8 Intangible fixed assets

	Website development expenditure £
Cost:	
At 1st April 2022	4,950
Additions	2,749
At 31st March 2023	<u>7,699</u>
Amortisation:	
At 1st April 2022	4,950
Charge for the year	517
At 31st March 2023	<u>5,467</u>
Net book value:	
At 31st March 2023	<u>2,232</u>
At 1st April 2022	<u>-</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2023 (continued)

9 Tangible fixed assets

	Office Equipment £
Cost:	
At 1st April 2022	-
Additions	4,776
At 31st March 2023	<u>4,776</u>
Depreciation:	
At 1st April 2022	-
Charge for the year	666
At 31st March 2023	<u>666</u>
Net book value:	
At 31st March 2023	<u>4,110</u>
At 1st April 2022	<u>-</u>

10 Fixed asset investments

	Listed Investments	
	2023 £	2022 £
Cost or valuation:		
At 1st April 2022	191,464	234,960
Additions	20,550	-
Disposals	(23,028)	(53,485)
Revaluation	(16,821)	8,488
Movement in cash held within portfolio	(352)	1,501
At 31st March 2023	<u>171,813</u>	<u>191,464</u>
Investments at fair value comprise:		
	2023 £	2022 £
Equities	146,209	163,171
Securities	22,221	24,558
Cash within investment portfolio	3,383	3,735
	<u>171,813</u>	<u>191,464</u>

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2023 (continued)

11 Debtors

	2023 £	2022 £
Trade debtors	11,760	29,823
Prepayments and other debtors	1,743	7,284
	<u>13,503</u>	<u>37,107</u>

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Deferred income (see note 12)	72,545	51,573
Accruals	7,162	6,550
Trade creditors	1,167	3,271
	<u>80,874</u>	<u>61,394</u>

13 Deferred income

	2023 £	2022 £
At 1st April 2022	51,573	76,581
Additions during the year	297,810	398,291
Amounts released to income	(276,838)	(423,299)
At 31st March 2023	<u>72,545</u>	<u>51,573</u>

Income has been deferred for amounts invoiced in advance of the programme run date.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2023 (continued)**

14 Fund reconciliation

i) 2022/23

Unrestricted funds

	Balance at 01/04/22 £	Income £	Expenditure £	Investment losses £	Transfers £	Balance at 31/3/23
Unrestricted	371,290	128,945	(202,287)	(16,821)	1,591	282,718

Restricted funds

	Balance at 01/04/22 £	Income £	Expenditure £	Transfers £	Balance at 31/3/23 £
Strategic Health Authority grant	47,982	-	(29,315)	-	18,667
League of Friends Communications skills	813	-	(810)	(3)	-
HART	1,271	-	-	(1,271)	-
HEE Grant – Syringe Driver FILD	317	-	-	(317)	-
HEE Grant	720	-	(720)	-	-
ICST Courses	-	5,500	(1,430)	-	4,070
TVCA ACST Courses	-	43,500	(34,075)	-	9,425
OCCG SCAS Training	-	70,000	(57,247)	-	12,753
NHS England	-	100,000	(99,164)	-	836
	51,103	219,000	(222,761)	(1,591)	45,751

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

League of Friends Communications skills

To support entry level communications skills training for staff in Oxford university Hospitals NHS Trust.

HART

To improve knowledge and skills of staff working in the Home reablement team.

HEE Grant – Syringe Driver FILD

For the production of a syringe driver video and videos to support education.

HEE Grant

To provide improved knowledge, skills and confidence of staff providing palliative care and end of life care in HEE South East area of practice.

ICST Courses

Thames Valley Cancer Alliance to fund 50 delegate places on intermediate communication skills training courses.

TVCA ACST Courses

Thames Valley Cancer Alliance to fund 60 delegate places on advanced communication skills training courses.

OCCG SCAS Training

South Central Ambulance Fund, in collaboration with Oxford Palliative Clinical Network to fund clinical network and project manager salary costs.

NHS England

To support staff across the southeast to access education and training in end-of-life care.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2023 (continued)

14 Fund reconciliation (continued)

ii) 2021/22

Unrestricted funds

	Balance at 01/04/21 £	Income £	Expenditure £	Investment gains £	Balance at 31/3/22 £
Unrestricted	245,615	393,457	(276,270)	8,488	371,290

Restricted funds

	Balance at 01/04/21 £	Income £	Expenditure £	Transfers £	Balance at 31/3/22 £
Strategic Health Authority grant	62,616	-	(14,634)	-	47,982
League of Friends Communications skills	3,315	-	(2,502)	-	813
HART	-	3,891	(2,620)	-	1,271
HEE Grant – Syringe Driver FILD	-	317	-	-	317
HEE Grant	-	10,825	(10,105)	-	720
	65,931	15,033	(29,861)	-	51,103

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

League of Friends Communications skills

To support entry level communications skills training for staff in Oxford university Hospitals NHS Trust.

HART

To improve knowledge and skills of staff working in the Home reablement team.

HEE Grant – Syringe Driver FILD

For the production of a syringe driver video and videos to support education.

HEE Grant

To provide improved knowledge, skills and confidence of staff providing palliative care and end of life care in HEE South East area of practice.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2023 (continued)**

15 Analysis of net assets between funds

2023	Unrestricted funds £	Restricted funds £	Total £
Fixed assets (including investments)	178,155	-	178,155
Cash at bank and in hand	171,934	45,751	217,685
Other current assets/(liabilities)	(67,371)	-	(67,371)
Total	<u>282,718</u>	<u>45,751</u>	<u>328,469</u>
2022	Unrestricted funds £	Restricted funds £	Total £
Fixed assets (including investments)	191,464	-	191,464
Cash at bank and in hand	204,113	51,103	255,216
Other current assets/(liabilities)	(24,287)	-	(24,287)
Total	<u>371,290</u>	<u>51,103</u>	<u>422,393</u>

16 Related party transactions

Sobell House Hospice Charity Limited (company number 05989017) is a company limited by guarantee and has some common directors with Oxford Centre for Education and Research in Palliative Care: Sobell House (OxCERPC).

During the year, Sobell House Hospice Charity Limited incurred costs of £nil (2022: £27,870) on behalf of OxCERPC and recharged costs of £12,720 (2022: £23,665). At the year end, £nil (2022: £1,747) was owed by OxCERPC to the charity.

Accounts

**OXFORD CENTRE FOR EDUCATION AND RESEARCH IN PALLIATIVE CARE:
SOBELL HOUSE**

**Charity Registration Number: 1172165
Company Registration Number: 10647198**

Financial Statements

for the year ended

31st March 2022

Wenn Townsend

Chartered Accountants

Oxford

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Oxford Centre for Education and Research in Palliative Care: Sobell House

Reference and administrative details

Charity Registration Number:	1172165
Company Registration Number:	10647198
Trustees:	T Harrison J Holloran G Nineham M Thomas S Yates
Secretary:	D Gardner (until 19th October 2021)
Registered Office:	30 St Giles Oxford OX1 3LE
Auditors:	Wenn Townsend Chartered Accountants and Registered Auditors 30 St Giles Oxford OX1 3LE
Bankers:	Barclays Bank plc Oxford City Centre Branch Oxford OX1 3HB
Investment Managers:	Quilter Cheviot Limited 1 Kingsway London WC2B 6AN

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2022

The Trustees present their report and the audited financial statements of the Oxford Centre for Education and Research in Palliative Care (OxCERPC) charity for the year ended 31st March 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

This report describes the fourth year of OxCERPC. Although OxCERPC is a relatively young charity though education and research have taken place in Sobell House for 45 years.

Trustees of the Charity

The directors of the charitable company are its trustees for the purposes of charity law. The Trustees who have served during the year and since the year end were as follows:

John Holloran (Chair of the Board of Trustees)

Sharon Yates

Mary Thomas

Tim Harrison

Gillian Nineham

Objectives and Activities

The aim of the Charity is to support patient care by developing and educating health and social care staff to deliver care of high quality. Research supports patient care by looking at evidence, posing questions and seeking to find answers which will change practice.

The Objects of the Charity for public benefit are:

1. To advance the education of the public in general (and particularly amongst those working in health and social care) in all areas relating to palliative care and/or pain relief; and/or
2. To promote research for the public benefit in all aspects of palliative care and/or pain relief and to publish the results as the Trustees think fit; and/or
3. To relieve the need and/or to relieve sickness and to preserve the health of the patients of Sobell House in Oxfordshire, and in any other places as the Trustees from time to time decide, by any charitable means as the Trustees from time to time decide.

The staff and Trustees are proud of meeting our objects this year as delivered through our educational and research activities. The global pandemic continues to influence the provision of education, and courses in the financial year to 31st March 2022 were mostly delivered virtually.

Education

- Teaching was delivered to over 1,220 people (2020/21 – 600, 2019/20 – 1,915)
- Courses delivered were evaluated to assess impact. The rate of feedback has fallen with virtual teaching
- Mary Miller chaired or supported 3 webinars – focussing on skills to care for those dying of Covid-19 (180 delegates in total).
- Mary Miller was an invited guest speaker on a virtual debate in Cork University, Republic of Ireland, PEACE hospice 40th anniversary and an Association of Palliative Medicine event.
- Kate Butcher and Mary Miller were invited guest speakers at a Palestinian nursing seminar and co-hosted a seminar with colleagues in Cambridge.
- Participated virtually in Cicely Saunders international annual lecture
- Mary Miller continues as an elected member of the Association of Palliative Medicine Education and Training Committee and a co-lead of the Postgraduate Medical Education Special Interest Forum.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2022 (continued)

Objectives and Activities (continued)

International work

- OxCERPC has not been able to host visitors as a consequence of the pandemic

Research work

- Oxford site has rejoined the national MEFAC study and is exploring collaboration in other projects
- SUPPORT study results are being analysed
- In 2020/21 there were 12 research papers published by authors associated with OxCERPC and 5 posters that were brought to national and international conference.
- Started quarterly research meetings in 2022. This aims to raise interest in research, help support staff acquire skills and support staff to bring work to publication
- Mary Miller was appointed (2022) as the regional representative of the Palliative Care Research Society
- Mary Miller is awaiting publication of a book chapter
- Mary Miller is editing a book 'Challenging Cases'

Activities – organisational:

- Kate Butcher continues to offer time to the NHS vaccination programme. OxCERPC receives remuneration for this time.
- OxCERPC received a grant (£100,000) from Health Education England

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

The Trustees report that the pandemic continues to have an impact on the work of OxCERPC in 2021/22.

Financial Review

The number of delegates remains below the pre-pandemic numbers, the income from educational activity increased to £306,332 (£140,645 in 2020/21, £319,912 in 2019/20). Advanced courses in pain and symptom management accounted for 42% of the current course portfolio. In addition, OxCERPC received a grant from HEE for £100,000.

In November 2017, the Trustees invested £250,000 with Quilter Cheviot Ltd. £50k was drawn from mid-year 2020/21. As at 31st March 2022 the investment fund was valued at £191,464, having made a gain of circa £8,500 and having drawn down a further £50k. The decision to draw down was made to spread risk given the global market situation.

Free reserves at the year end were £371,290. The operational reserve is £80k (6 months costs). The remaining reserve includes £100k which will be used to deliver education in 2022/23 and £80k identified to employ additional staff to support the educational programme.

Restricted Funds totalled £51,103 at the end of the year. The Trustees have agreed a spending plan for 2021/22 to support fund objectives.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2022 (continued)

Plans for Future Periods

- Balancing our course offer with face to face and virtual events
- Building capacity by identifying a cohort of educators
- Marketing our courses in order to maintain a positive balance and enable development
- Maintain an active website and social media profile that changes weekly and offers information and support to our customers
- Deliver the course programme for 2022/23
- Continue to develop a research culture by helping staff develop posters and presentations at Conferences

The plans aim to support the objectives, developing education and research in addition to supporting healthcare and social care staff in developing skills to care for those who are at the end of their life underpinned by a sustainable business model.

Structure, Governance and Management

The Charitable Company is governed by its Memorandum and Articles of Association which were adopted on incorporation on 1st April 2017. It is registered as a Charity with the Charity Commission. The liability of members in the event of a winding up is limited by guarantee to an amount not exceeding £1 per member. At the balance sheet date there were six members.

The Board of Trustees, when complete, comprises a Chairman and 3 – 5 Trustees. The Trustees can fill any casual vacancy in their number. Trustees are selected, as required, to fill particular skill requirements on the Board of Trustees. Prospective Trustees are invited to make a series of introductory visits to the Hospice, Sobell House Hospice Charity offices and OxCERPC prior to being formally elected as Trustees.

The Board of Trustees meets four times a year. All policy and strategy decisions are formally tabled for approval at the Trustees' quarterly meetings. Decisions concerning the day to day running of the Charity are delegated to the director (Dr Mary Miller 0.4 WTE) and the team (5 people – 3 WTE).

Key Management Personnel Remuneration

The Trustees consider the director as the key management personnel of the Charity in charge of directing and controlling the Charity and running and operating the Charity on a day to day basis.

All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 6 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Charity's policy withdraw from decisions where a conflict of interest arises.

The pay of the employees is in line with their employer's NHS terms and conditions. One employee is employed by Sobell House Hospice Charity but seconded to OxCERPC. That employee's pay and conditions are in line with those of Sobell House Hospice Charity.

Risk management

The pandemic continues to cause uncertainty. While there is an ambitious programme in place to continue to achieve a positive financial balance, staff being freed up from clinical duties and available to attend courses is uncertain. Several charities have ceased funding of palliative care education so funding from HEE and restricted funds will be needed to enable staff to attend courses.

The Trustees are cognisant of the risks of trying to balance face to face courses with virtual education. Currently, face to face courses are considerably more expensive than pre-pandemic.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2022 (continued)**

Trustees' responsibilities statement

The trustees (who are also directors of Oxford Centre for Education and Research in Palliative Care: Sobell House for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the Board

Signature:
Sharon Yates, Trustee

Date: 26th July 2022

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House**

Opinion

We have audited the financial statements of Oxford Centre for Education and Research in Palliative Care: Sobell House (the 'charitable company') for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 charitable company's affairs as at 31st March 2022, and of its 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 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 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 trustees are responsible for the 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Independent Auditor's Report to the Members of Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)

Opinions 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 directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in 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, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims;
- Enquiry of entity staff in tax and compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)**

Auditor's responsibilities for the audit of the financial statements (continued)

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. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with 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.

.....
Benjamin Hayes BSc FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford OX1 3LE

26th July 2022

Oxford Centre for Education and Research in Palliative Care: Sobell House

Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2022

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Income from:							
Charitable activities	2	391,299	15,033	406,332	140,645	6,502	147,147
Investments	3	2,158	-	2,158	4,871	-	4,871
Total income		<u>393,457</u>	<u>15,033</u>	<u>408,490</u>	<u>145,516</u>	<u>6,502</u>	<u>152,018</u>
Expenditure on:							
Charitable activities	4	(276,270)	(29,861)	(306,131)	(216,656)	(18,309)	(234,965)
Total expenditure		<u>(276,270)</u>	<u>(29,861)</u>	<u>(306,131)</u>	<u>(216,656)</u>	<u>(18,309)</u>	<u>(234,965)</u>
Net gains on investments	9	8,488	-	8,488	63,659	-	63,659
Net income/(expenditure)		<u>125,675</u>	<u>(14,828)</u>	<u>110,847</u>	<u>(7,481)</u>	<u>(11,807)</u>	<u>(19,288)</u>
Transfers between funds	13	-	-	-	-	-	-
Net movement in funds		<u>125,675</u>	<u>(14,828)</u>	<u>110,847</u>	<u>(7,481)</u>	<u>(11,807)</u>	<u>(19,288)</u>
Reconciliation of funds:							
Total funds brought forward		245,615	65,931	311,546	253,096	77,738	330,834
Total funds carried forward		<u><u>371,290</u></u>	<u><u>51,103</u></u>	<u><u>422,393</u></u>	<u><u>245,615</u></u>	<u><u>65,931</u></u>	<u><u>311,546</u></u>

All income and expenditure derive from continuing activities.

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

Oxford Centre for Education and Research in Palliative Care: Sobell House

Balance Sheet
As at 31st March 2022

	Note	2022 £	2021 £
Fixed assets			
Intangible assets	8	-	1,238
Investments	9	191,464	234,960
		<u>191,464</u>	<u>236,198</u>
Current assets			
Debtors	10	37,107	36,135
Cash at bank and in hand		255,216	164,321
		<u>292,323</u>	<u>200,456</u>
Creditors: amounts falling due within one year	11	(61,394)	(125,108)
Net current assets		<u>230,929</u>	<u>75,348</u>
Net assets		<u>422,393</u>	<u>311,456</u>
Charity Funds			
Restricted funds	13	51,103	65,931
Unrestricted funds	13	371,290	245,615
Total charity funds	14	<u>422,393</u>	<u>311,546</u>

The financial statements were approved and authorised for issue by the Board on 26th July 2022.

Signed on behalf of the Board of Trustees

.....
S Yates
Trustee

The notes on pages 11 to 20 form part of these financial statements.

Company registration number: 10647198

**Notes to the Accounts
for the year ended 31st March 2022**

1 Summary of significant accounting policies

(a) General information and basis of preparation

Oxford Centre for Education and Research in Palliative Care: Sobell House is a company limited by guarantee in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

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

(b) Funds

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

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

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

**Notes to the Accounts
for the year ended 31st March 2022 (continued)**

1 Summary of significant accounting policies (continued)

(c) Income recognition (continued)

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Investment income is earned through holding assets for investment purposes. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Expenditure on charitable activities includes the cost of programmes run at the Centre, and the salary costs recharged to the charity from ORH.

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

(e) Intangible assets

Intangible assets are amortised on a straight line basis over their useful lives. The useful lives of intangible assets are as follows:

Website development expenditure: 3 years

(f) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2022 (continued)

1 Summary of significant accounting policies (continued)

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

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

(h) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. They have also considered the impact of COVID-19 on the charity, and reviewed projections in light of the estimated impact of this issue on operations. The resulting budgeted income and expenditure figures are deemed sufficient when coupled with the level of reserves held for the charity to be able to continue as a going concern.

2 Income from charitable activities

	2022	2021
	£	£
Course fees – advanced courses	129,765	84,225
Course fees – other programmed courses	176,001	56,420
Grants received	100,000	6,000
Donations received	566	502
	<u>406,332</u>	<u>147,147</u>

3 Income from investments

	2022	2021
	£	£
Dividends received	<u>2,158</u>	<u>4,871</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2022 (continued)**

4 Analysis of expenditure on charitable activities

	2022	2021
	£	£
Advanced courses (including salary costs)	53,144	41,206
Other programmed courses	43,551	32,132
Specific fund costs	29,861	18,309
Salary costs	136,016	116,991
Finance staff recharges	6,239	7,970
Accountancy and bookkeeping	12,260	-
Bank charges	1,779	2,001
Website amortisation	1,238	1,650
Other support costs	16,283	8,822
Marketing and development	1,836	1,884
Governance costs (note 5)	3,924	4,000
	<u>306,131</u>	<u>234,965</u>
	<u>306,131</u>	<u>234,965</u>

5 Governance costs

	2022	2021
	£	£
Finance staff recharges	1,000	1,000
Auditor's remuneration - audit fees	2,924	3,000
- other advice	-	-
	<u>3,924</u>	<u>4,000</u>
	<u>3,924</u>	<u>4,000</u>

6 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the current or preceding year.

The total amount of employee benefits received by key management personnel is £51,354 (2021: £58,547). The Trust considers its key management personnel comprises the director and trustees.

No trustees are accruing pension arrangements.

The trustees did not have any expenses reimbursed during the current or preceding year.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2022 (continued)**

7 Staff costs and employee benefits

The average monthly number of employees and full-time equivalent (FTE) during the period was as follows:

	2022 Number	2022 FTE	2021 Number	2021 FTE
	<u>5</u>	<u>3</u>	<u>6</u>	<u>3.84</u>

The total staff costs and employee benefits were as follows:

	2022 £	2021 £
Wages and salaries	<u>165,877</u>	<u>143,991</u>

Staff costs were recharged to the charity from Oxford University Hospitals Trust, and thus the charity does not operate its own payroll.

No employees received total employee benefits (excluding employer pension costs) of over £60,000 (2021: None).

8 Intangible fixed assets

	Website development expenditure £
Cost:	
At 1st April 2021	4,950
At 31st March 2022	<u>4,950</u>
Amortisation:	
At 1st April 2021	3,712
Charge for the year	1,238
At 31st March 2022	<u>4,950</u>
Net book value:	
At 31st March 2022	<u>-</u>
At 1st April 2021	<u>1,238</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2022 (continued)

9 Fixed asset investments

	Listed Investments	
	2022	2021
	£	£
Cost or valuation:		
At 1st April 2021	234,960	222,152
Additions	-	10,595
Disposals	(53,485)	(58,822)
Revaluation	8,488	63,659
Increase in cash held within portfolio	1,501	(2,624)
	<u>191,464</u>	<u>234,960</u>
At 31st March 2022	<u>191,464</u>	<u>234,960</u>
Investments at fair value comprise:		
	2022	2021
	£	£
Equities	163,171	198,156
Securities	24,558	34,570
Cash within investment portfolio	3,735	2,234
	<u>191,464</u>	<u>234,960</u>

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

10 Debtors

	2022	2021
	£	£
Trade debtors	29,823	20,425
Prepayments and other debtors	7,284	15,710
	<u>37,107</u>	<u>36,135</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2022 (continued)

11 Creditors: amounts falling due within one year

	2022	2021
	£	£
Deferred income (see note 12)	51,573	76,581
Accruals	6,550	48,527
Trade creditors	3,271	-
	<u>61,394</u>	<u>125,108</u>

12 Deferred income

	2022	2021
	£	£
At 1st April 2021	76,581	97,560
Additions during the year	398,291	119,666
Amounts released to income	(423,299)	(140,645)
At 31st March 2022	<u>51,573</u>	<u>76,581</u>

Income has been deferred for amounts invoiced in advance of the programme run date.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2022 (continued)

13 Fund reconciliation

i) 2021/22

Unrestricted funds

	Balance at 01/04/21 £	Income £	Expenditure £	Investment gains £	Balance at 31/3/22 £
Unrestricted	245,615	393,457	(276,270)	8,488	371,290

Restricted funds

	Balance at 01/04/21 £	Income £	Expenditure £	Transfers £	Balance at 31/3/22 £
Strategic Health Authority grant	62,616	-	(14,634)	-	47,982
League of Friends Communications skills	3,315	-	(2,502)	-	813
HART	-	3,891	(2,620)	-	1,271
HEE Grant – Syringe Driver FILD	-	317	-	-	317
HEE Grant	-	10,825	(10,105)	-	720
	65,931	15,033	(29,861)	-	51,103

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

League of Friends Communications skills

To support entry level communications skills training for staff in Oxford university Hospitals NHS Trust.

HART

To improve knowledge and skills of staff working in the Home reablement team.

HEE Grant – Syringe Driver FILD

For the production of a syringe driver video and videos to support education.

HEE Grant

To provide improved knowledge, skills and confidence of staff providing palliative care and end of life care in HEE South East area of practice.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2022 (continued)**

13 Fund reconciliation (continued)

ii) 2020/21

Unrestricted funds

	Balance at 01/04/20	Income	Expenditure	Investment gains	Balance at 31/3/21
	£	£	£	£	£
Unrestricted	253,096	145,516	(216,656)	63,659	245,615

Restricted funds

	Balance at 01/04/20	Income	Expenditure	Transfers	Balance at 31/3/21
	£	£	£	£	£
HEE Grant – Syringe Driver FILD	7,298	-	(6,981)	(317)	-
Community Education	48,160	502	(148)	(48,514)	-
OUH	22,280	-	(8,495)	(13,785)	-
Strategic Health Authority grant	-	-	-	62,616	62,616
League of Friends Communications skills	-	6,000	(2,685)	-	3,315
	77,738	6,502	(18,309)	-	65,931

Fund descriptions

Fund Transfers

The Funds at the end of last year were amalgamated into 3 funds with the approval of the Trustees and donors in order to more effectively apply the funds according to the original donors' wishes.

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

League of Friends Communications skills

To support entry level communications skills training for staff in Oxford university Hospitals NHS Trust.

HEE Grant – Syringe Driver FILD

For the production of a syringe driver video and videos to support education.

OCCG: Community Education

To support staff working in the community of Oxfordshire.

OUH

To support education of Oxford University Hospitals staff.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2022 (continued)**

14 Analysis of net assets between funds

2022	Unrestricted funds £	Restricted funds £	Total £
Fixed assets (including investments)	191,464	-	191,464
Cash at bank and in hand	204,113	51,103	255,216
Other current assets/(liabilities)	(24,287)	-	(24,287)
Total	<u>371,290</u>	<u>51,103</u>	<u>422,393</u>
2021	Unrestricted funds £	Restricted funds £	Total £
Fixed assets (including investments)	236,198	-	236,198
Cash at bank and in hand	98,390	65,931	164,321
Other current assets/(liabilities)	(88,973)	-	(88,973)
Total	<u>245,615</u>	<u>65,931</u>	<u>311,546</u>

15 Related party transactions

Sobell House Hospice Charity Limited (company number 05989017) is a company limited by guarantee and has some common directors with Oxford Centre for Education and Research in Palliative Care: Sobell House (OxCERPC).

During the year, Sobell House Hospice Charity Limited incurred costs of £7,239 (2021: £29,790) on behalf of OxCERPC and recharged costs of £23,665 (2021: £13,170). At the year end, £1,747 (2021: £7,138) was owed by OxCERPC to the charity.

Accounts

**OXFORD CENTRE FOR EDUCATION AND RESEARCH IN PALLIATIVE CARE:
SOBELL HOUSE**

**Charity Registration Number: 1172165
Company Registration Number: 10647198**

**Financial Statements
for the year ended
31st March 2021**

**Wenn Townsend
Chartered Accountants
Oxford**

Oxford Centre for Education and Research in Palliative Care: Sobell House

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Oxford Centre for Education and Research in Palliative Care: Sobell House

Reference and administrative details

Charity Registration Number: 1172165

Company Registration Number: 10647198

Trustees: A Anderson
T Harrison (appointed 1st April 2020)
J Holloran
G Nineham (appointed 1st April 2020)
M Thomas
S Yates

Secretary: D Gardner

Registered Office: 30 St Giles
Oxford
OX1 3LE

Auditors: Wenn Townsend
Chartered Accountants and Registered Auditors
30 St Giles
Oxford
OX1 3LE

Bankers: Barclays Bank plc
Oxford City Centre Branch
Oxford
OX1 3HB

Investment Managers: Quilter Cheviot Limited
1 Kingsway
London
WC2B 6AN

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2021

The Trustees present their report and the audited financial statements of the Oxford Centre for Education and Research in Palliative Care (OxCERPC) charity for the year ended 31st March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

This report describes the fourth year of OxCERPC. Although OxCERPC is a relatively young charity though education and research have taken place in Sobell House for 45 years.

Trustees of the Charity

The directors of the charitable company are its trustees for the purposes of charity law. The Trustees who have served during the year and since the year end were as follows:

John Holloran (Chair of the Board of Trustees)

Sharon Yates

Mary Thomas

Andy Anderson

Tim Harrison (reappointed 1st April 2020)

Gillian Nineham (reappointed 1st April 2020)

Objectives and Activities

The aim of the Charity is to support patient care by developing and educating health and social care staff to deliver care of high quality. Research supports patient care by looking at evidence, posing questions and seeking to find answers which will change practice.

The Objects of the Charity for public benefit are:

- 1 To advance the education of the public in general (and particularly amongst those working in health and social care) in all areas relating to palliative care and/or pain relief; and/or
2. To promote research for the public benefit in all aspects of palliative care and/or pain relief and to publish the results as the Trustees think fit; and/or
3. To relieve the need and/or to relieve sickness and to preserve the health of the patients of Sobell House in Oxfordshire, and in any other places as the Trustees from time to time decide, by any charitable means as the Trustees from time to time decide.

The staff and Trustees are proud of meeting our objects this year as delivered through our educational and research activities. They acknowledge that the global pandemic has had a significant impact on the provision of education in the financial year to 31.03.2021.

Education

- In excess of 25 educational events were delivered to over 600 people (mainly postgraduate due to the changes to medical and nursing undergraduate studies). Effectively the programme ran in the second half of the year – from mid-September 2020. As a comparator in 2019/20 56 events were delivered to 1,915 participants.
- Courses delivered were evaluated to assess impact
- Courses were moved online to enable safe attendance by delegates and business continuity. This entailed acquiring considerable additional expertise to support virtual learning, technological and chairing skills.
- The attendance of social care staff was significantly impacted by the pandemic.
- Mary Miller chaired or supported 3 webinars – focussing on skills to care for those dying of Covid-19 (180 delegates in total).
- Mary Miller was an invited guest speaker on a virtual debate in Cork University, Republic of Ireland (70 delegates) for 10 General Practitioners, 40 participants interested in Human Learning Systems and to 600 people in New Zealand on symptom management.
- Participated virtually in Cicely Saunders international annual lecture. Colleagues across Oxfordshire are invited to attend.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2021 (continued)

Objectives and Activities (continued)

International work

- Supported free access by 10 countries of the Russian Federation to access the online Oxford Advanced Course in Pain and Symptom Management

Research work

- Oxford site had to withdraw from the national MEFAC study – a consequence of the pandemic.
- SUPPORT study has struggled through the pandemic. It closed earlier than expected. Results are being analysed.
- OxCERPC led two applications for research funding. One was unsuccessful. Information about the second is outstanding.
- In 20/21 there were 19 research papers published by authors associated with OxCERPC and 9 posters that were brought to national and international conference.

Activities – organisational:

- 4 members of staff contributed time to the NHS during the financial year 20/21. OxCERPC received remuneration for this time.
- Applications for funding in 20/21 achieved a 33% success rate, compared with a sector standard of 10%. The successful applications include OUH League of Friends £6k for staff education, Nuffield Oxford Hospitals funds £12k for new chairs, HEETV £11k training fund, and several applications of about £100k in total in progress.
- Fundraising strategy in development.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

The Trustees report that the pandemic has had significant impact on the work of OxCERPC in 20/21.

Financial Review

The COVID pandemic has had a major impact on the Charity's work this year: in the first half year all courses had to be cancelled and 2 of the senior staff were seconded to the NHS for frontline clinical and administrative duties. In the second half of the year OxCERPC successfully redesigned its course portfolio to a predominantly online delivery model.

The effects are evident in the financial results. The income from courses decreased by £179,287 to £140,645 in 20/21. Advanced Courses in pain and symptom management accounting for 60% of the current course portfolio. In mitigation, the staff costs reduced by £68,839.

In November 2017, the Trustees invested £250,000 with Quilter Cheviot Ltd. As at 31.3.21 the investment fund was valued at £234,960, not including a withdrawal to support cash flow of £50k mid-year but including investment gains of £63,659 through the year.

Free reserves at the year end were £245,615 which covers an operational reserve of 6 months of costs of £80k. The remaining reserve will support an "investment for growth" programme to ensure the sustainability of OxCERPC into the future.

Restricted Funds totalled £65,931 at the end of the year. The Trustees have agreed a spending plan for 20/21 to support fund objectives.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Trustees' Annual Report (including Directors' Report) for the year ended 31st March 2021 (continued)

Plans for Future Periods

- Recovering from the impact of SARS-Cov-2
- Building capacity by identifying a cohort of educators
- Marketing our courses in order to maintain a positive balance and enable development
- Maintain an active website and social media profile that changes weekly and offers information and support to our customers
- Deliver the course programme for 21/22
- Continue to develop a research culture by helping staff develop posters and presentations at Conferences

The plans aim to support the objectives, developing education and research in addition to supporting healthcare and social care staff in developing skills to care for those who are at the end of their life underpinned by a sustainable business model.

Structure, Governance and Management

The Charitable Company is governed by its Memorandum and Articles of Association which were adopted on incorporation on 1st April 2017. It is registered as a Charity with the Charity Commission. The liability of members in the event of a winding up is limited by guarantee to an amount not exceeding £1 per member. At the balance sheet date there were six members.

The Board of Trustees, when complete, comprises a Chairman and 3 – 5 Trustees. The Trustees can fill any casual vacancy in their number. Trustees are selected, as required, to fill particular skill requirements on the Board of Trustees. Prospective Trustees are invited to make a series of introductory visits to the Hospice, Sobell House Hospice Charity offices and OxCERPC prior to being formally elected as Trustees.

The Board of Trustees meets four times a year. All policy and strategy decisions are formally tabled for approval at the Trustees' quarterly meetings. Decisions concerning the day to day running of the Charity are delegated to the director (Dr Mary Miller 0.4 WTE) and the team (5 people – 3.44 WTE).

Key Management Personnel Remuneration

The Trustees consider the director and the team as comprising the key management personnel of the Charity in charge of directing and controlling the Charity and running and operating the Charity on a day to day basis.

All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 4 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Charity's policy withdraw from decisions where a conflict of interest arises.

The pay of the employees is in line with their employer's NHS terms and conditions. One employee is employed by Sobell House Hospice Charity but seconded to OxCERPC. That employee's pay and conditions are in line with those of Sobell House Hospice Charity.

Risk management

The pandemic continues to cause uncertainty. While there is an ambitious programme in place to achieve a positive financial balance, staff being freed up from clinical duties and available to attend courses is uncertain. Several charities have ceased funding of palliative care education so funding to enable staff to attend courses may also be more difficult than in the pre pandemic era.

The Trustees have looked at the risks and tasked the staff with developing proposals to increase capacity, delivery and reach of education both nationally and globally.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Trustees' Annual Report (including Directors' Report)
for the year ended 31st March 2021 (continued)**

Trustees' responsibilities statement

The trustees (who are also directors of Oxford Centre for Education and Research in Palliative Care: Sobell House for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the Board

Signature: 
Sharon Yates, Trustee

Date: 1 October 2021

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House**

Opinion

We have audited the financial statements of Oxford Centre for Education and Research in Palliative Care: Sobell House (the 'charitable company') for the year ended 31st March 2020 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 charitable company's affairs as at 31st March 2020, and of its 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 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 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 trustees are responsible for the 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)**

Opinions 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 directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in 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, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims;
- Enquiry of entity staff in tax and compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Independent Auditor's Report to the Members of
Oxford Centre for Education and Research in Palliative Care: Sobell House (continued)

Auditor's responsibilities for the audit of the financial statements (continued)

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. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with 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.

G Cole

.....
Graham Cole BA FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford OX1 3LE

10 October 2021

Oxford Centre for Education and Research in Palliative Care: Sobell House

Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:							
Charitable activities	2	140,645	6,502	147,147	322,332	10,000	332,332
Investments	3	4,871	-	4,871	6,204	-	6,204
Total income		<u>145,516</u>	<u>6,502</u>	<u>152,018</u>	<u>328,536</u>	<u>10,000</u>	<u>338,536</u>
Expenditure on:							
Charitable activities	4	(216,656)	(18,309)	(234,965)	(365,441)	(32,646)	(398,087)
Total expenditure		<u>(216,656)</u>	<u>(18,309)</u>	<u>(234,965)</u>	<u>(365,441)</u>	<u>(32,646)</u>	<u>(398,087)</u>
Net gains/(losses) on investments	9	63,659	-	63,659	(23,045)	-	(23,045)
Net (expenditure)		<u>(7,481)</u>	<u>(11,807)</u>	<u>(19,288)</u>	<u>(59,950)</u>	<u>(22,646)</u>	<u>(82,596)</u>
Transfers between funds	13	-	-	-	9,702	(9,702)	-
Net movement in funds		<u>(7,481)</u>	<u>(11,807)</u>	<u>(19,288)</u>	<u>(50,248)</u>	<u>(32,348)</u>	<u>(82,596)</u>
Reconciliation of funds:							
Total funds brought forward		253,096	77,738	330,834	303,344	110,086	413,430
Total funds carried forward		<u>245,615</u>	<u>65,931</u>	<u>311,546</u>	<u>253,096</u>	<u>77,738</u>	<u>330,834</u>

All income and expenditure derive from continuing activities.
The statement of financial activities includes all gains and losses recognised during the year.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Balance Sheet
As at 31st March 2021

	Note	2021 £	2020 £
Fixed assets			
Intangible assets	8	1,238	2,888
Investments	9	234,960	222,152
		<u>236,198</u>	<u>225,040</u>
Current assets			
Debtors	10	36,135	43,622
Cash at bank and in hand		164,321	222,897
		<u>200,456</u>	<u>266,519</u>
Creditors: amounts falling due within one year	11	(125,108)	(160,725)
Net current assets		<u>75,348</u>	<u>105,794</u>
Net assets		<u>311,456</u>	<u>330,834</u>
Charity Funds			
Restricted funds	13	65,931	77,738
Unrestricted funds	13	245,615	253,096
Total charity funds	14	<u>311,546</u>	<u>330,834</u>

The financial statements were approved and authorised for issue by the Board on 1 October 2021.

Signed on behalf of the Board of Trustees

S Yates

S Yates
Trustee

The notes on pages 11 to 21 form part of these financial statements.

Company registration number: 10647198

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts for the year ended 31st March 2021

1 Summary of significant accounting policies

(a) General information and basis of preparation

Oxford Centre for Education and Research in Palliative Care: Sobell House is a company limited by guarantee in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

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

(b) Funds

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

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

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

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2021 (continued)**

1 Summary of significant accounting policies (continued)

(c) Income recognition (continued)

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Investment income is earned through holding assets for investment purposes. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Expenditure on charitable activities includes the cost of programmes run at the Centre, and the salary costs recharged to the charity from ORH.

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

(e) Intangible assets

Intangible assets are amortised on a straight line basis over their useful lives. The useful lives of intangible assets are as follows:

Website development expenditure: 3 years

(f) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2021 (continued)**

1 Summary of significant accounting policies (continued)

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

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

(h) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. They have also considered the impact of COVID-19 on the charity, and reviewed projections in light of the estimated impact of this issue on operations. The resulting budgeted income and expenditure figures are deemed sufficient when coupled with the level of reserves held for the charity to be able to continue as a going concern.

2 Income from charitable activities

	2021	2020
	£	£
Course fees – advanced courses	84,225	240,855
Course fees – other programmed courses	56,420	79,077
Grants received	6,000	10,000
Donations received	502	2,400
	<u>147,147</u>	<u>332,332</u>

3 Income from investments

	2021	2020
	£	£
Dividends received	4,871	6,204
	<u>4,871</u>	<u>6,204</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2021 (continued)

4 Analysis of expenditure on charitable activities

	2021	2020
	£	£
Advanced courses (including salary costs)	41,206	83,788
Other programmed courses	32,132	35,376
Specific fund costs	18,309	32,646
Salary costs	116,991	185,830
Finance staff recharges	7,970	6,950
Bank charges	2,001	2,810
Website amortisation	1,650	1,650
Other support costs	8,822	25,033
Marketing and development	1,884	19,800
Governance costs (note 5)	4,000	4,204
	<u>234,965</u>	<u>398,087</u>

5 Governance costs

	2021	2020
	£	£
Finance staff recharges	1,000	1,000
Auditor's remuneration - audit fees	3,000	2,640
- other advice	-	564
	<u>4,000</u>	<u>4,204</u>

6 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the current or preceding year.

The total amount of employee benefits received by key management personnel is £58,547 (2020: £113,199). The Trust considers its key management personnel comprises

No trustees are accruing pension arrangements.

The trustees did not have any expenses reimbursed during the current or preceding year.

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2021 (continued)**

7 Staff costs and employee benefits

The average monthly number of employees and full-time equivalent (FTE) during the period was as follows:

	2021 Number	2021 FTE	2020 Number	2020 FTE
	<u>6</u>	<u>3.84</u>	<u>6</u>	<u>3.75</u>

The total staff costs and employee benefits were as follows:

	2021 £	2020 £
Wages and salaries	<u>143,991</u>	<u>185,830</u>

Staff costs were recharged to the charity from Oxford University Hospitals Trust, and thus the charity does not operate its own payroll.

No employees received total employee benefits (excluding employer pension costs) of over £60,000 (2020: One employee received total benefits of £60,000 – £70,000).

8 Intangible fixed assets

	Website development expenditure £
Cost:	
At 1st April 2020	4,950
At 31st March 2021	<u>4,950</u>
Amortisation:	
At 1st April 2020	2,062
Charge for the year	1,650
At 31st March 2021	<u>3,712</u>
Net book value:	
At 31st March 2021	<u>1,238</u>
At 1st April 2020	<u>2,888</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2021 (continued)

9 Fixed asset investments

	2021	Listed Investments 2020
	£	£
Cost or valuation:		
At 1st April 2020	222,152	246,050
Additions	10,595	20,101
Disposals	(58,822)	(10,103)
Revaluation	63,659	(23,045)
Decrease in cash held within portfolio	(2,624)	(10,851)
At 31st March 2021	<u>234,960</u>	<u>222,152</u>
Investments at fair value comprise:		
	2021	2020
	£	£
Equities	198,156	184,950
Securities	34,570	32,344
Cash within investment portfolio	2,234	4,858
	<u>234,960</u>	<u>222,152</u>

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

10 Debtors

	2021	2020
	£	£
Trade debtors	20,425	20,515
Prepayments and other debtors	15,710	23,107
	<u>36,135</u>	<u>43,622</u>

Oxford Centre for Education and Research in Palliative Care: Sobell House

**Notes to the Accounts
for the year ended 31st March 2021 (continued)**

11 Creditors: amounts falling due within one year

	2021	2020
	£	£
Deferred income (see note 12)	76,581	97,560
Accruals	48,527	63,165
	<u>125,108</u>	<u>160,725</u>

12 Deferred income

	2021	2020
	£	£
At 1st April 2020	97,560	103,260
Additions during the year	119,666	253,160
Amounts released to income	(140,645)	(258,860)
	<u>76,581</u>	<u>97,560</u>

Income has been deferred for amounts invoiced in advance of the programme run date.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2021 (continued)

13 Fund reconciliation

i) 2020/21

Unrestricted funds

	Balance at 01/04/20	Income	Expenditure	Investment gains	Balance at 31/3/21
	£	£	£	£	£
Unrestricted	253,096	145,516	(216,656)	63,659	245,615

Restricted funds

	Balance at 01/04/20	Income	Expenditure	Transfers	Balance at 31/3/21
	£	£	£	£	£
HEE Grant – Syringe Driver FILD	7,298	-	(6,981)	(317)	-
Community Education	48,160	502	(148)	(48,514)	-
OUH	22,280	-	(8,495)	(13,785)	-
Strategic Health Authority grant	-	-	-	62,616	62,616
League of Friends Communications skills	-	6,000	(2,685)	-	3,315
	77,738	6,502	(18,309)	-	65,931

Fund Transfers

The Funds at the end of last year were amalgamated into 3 funds with the approval of the Trustees and donors in order to more effectively apply the funds according to the original donors' wishes.

Strategic Health Authority grant

To support the provision of end of life care through education and training in the community of Oxfordshire.

League of Friends Communications skills

To support entry level communications skills training for staff in Oxford university Hospitals NHS Trust.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2021 (continued)

13 Fund reconciliation (continued)

ii) 2019/20

Unrestricted funds

	Balance at 01/04/19 £	Income £	Expenditure £	Investment losses £	Transfers £	Balance at 31/3/20 £
Unrestricted	303,344	328,536	(365,441)	(23,045)	9,702	253,096

Restricted funds

	Balance at 01/04/19 £	Income £	Expenditure £	Transfers £	Balance at 31/3/20 £
OCCG Grant – EOLC Placements (Nurses etc)	34,846	-	-	(34,846)	-
OCCG Grant – Community Education	30,377	-	-	(30,377)	-
OCCG Grant – EOLC Placements (GP's)	2,550	-	-	(2,550)	-
OCCG Grant – OUH End of Life Support	21,895	-	-	(21,895)	-
OCCG Grant – Other	4,299	-	-	(4,299)	-
OCCG Sage & Thyme Program	155	-	-	(155)	-
OCCG Grant – End of Life Education Fund	11	-	(11)	-	-
HEE Grant – Syringe Driver FILD	7,298	-	-	-	7,298
HETV-Advance Communications Skills	3,379	-	(3,379)	-	-
HETV-ECST	5,276	-	(5,276)	-	-
Community Education	-	-	(4,067)	52,227	48,160
OUH	-	-	(19,615)	41,895	22,280
HART	-	10,000	(10,000)	-	-
	110,086	10,000	(42,348)	-	77,738

Fund descriptions

HEE Grant – Syringe Driver FILD

For the production of a syringe driver video and videos to support education.

OCCG: Community Education

To support staff working in the community of Oxfordshire.

OUH

To support education of Oxford University Hospitals staff.

Oxford Centre for Education and Research in Palliative Care: Sobell House

Notes to the Accounts
for the year ended 31st March 2021 (continued)

14 Analysis of net assets between funds

2021	Unrestricted funds £	Restricted funds £	Total £
Fixed assets (including investments)	236,198	-	236,198
Cash at bank and in hand	98,390	65,931	164,321
Other current assets/(liabilities)	(88,973)	-	(88,973)
Total	<u>245,615</u>	<u>65,931</u>	<u>311,546</u>
2020	Unrestricted funds £	Restricted funds £	Total £
Fixed assets (including investments)	225,040	-	225,040
Cash at bank and in hand	145,159	77,738	222,897
Other current assets/(liabilities)	(117,103)	-	(117,103)
Total	<u>253,096</u>	<u>77,738</u>	<u>330,834</u>

15 Related party transactions

Sobell House Hospice Charity Limited (company number 05989017) is a company limited by guarantee and has some common directors with Oxford Centre for Education and Research in Palliative Care: Sobell House (OXCERP).

During the year, Sobell House Hospice Charity Limited incurred costs of £29,790 (2020: £6,510) on behalf of OXCERP and recharged costs of £13,170 (2020: £12,863). At the year end, £7,138 (2020: £8,084) was owed by OXCERP to the charity.