

**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 MEAC 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.

**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

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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
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	<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)
At 31st March 2021	<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.