

**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

**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
	<u>425,048</u>	<u>306,131</u>

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	-
	<u>4,353</u>	<u>3,924</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 £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
	<hr/>
At 31st March 2023	4,776
	<hr/> <hr/>
Depreciation:	
At 1st April 2022	-
Charge for the year	666
	<hr/>
At 31st March 2023	666
	<hr/> <hr/>
Net book value:	
At 31st March 2023	4,110
	<hr/> <hr/>
At 1st April 2022	-
	<hr/> <hr/>

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
	<hr/>	<hr/>
At 31st March 2023	171,813	191,464
	<hr/> <hr/>	<hr/> <hr/>
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
	<hr/>	<hr/>
	171,813	191,464
	<hr/> <hr/>	<hr/> <hr/>

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>
	<u><u>13,503</u></u>	<u><u>37,107</u></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>
	<u><u>80,874</u></u>	<u><u>61,394</u></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)
	<u>72,545</u>	<u>51,573</u>
At 31st March 2023	<u><u>72,545</u></u>	<u><u>51,573</u></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	282,718	45,751	328,469

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	371,290	51,103	422,393

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.