

**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.

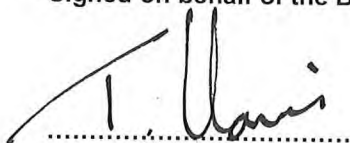
Oxford Centre for Education and Research in Palliative Care: Sobell House

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

**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.

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
	<u>389,101</u>	<u>346,487</u>

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

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>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>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
<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	<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	-
At 31st March 2024	<u>7,699</u>
Amortisation:	
At 1st April 2023	5,467
Charge for the year	916
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.

Residential 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	380,409	18,960	399,369

* 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	282,718	45,751	328,469

* 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.