

PRISCILLA BACON LODGE SUPPORT GROUP

England & Wales · Charity number 278667

Details

Status Registered

Legal form Other

Registered 1979-11-02

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

Contact

Address 10 Ninhams Court
Norwich
NR2 1NX

Phone 01603630009

Email website@supportingpbl.org.uk

Website <https://supportingpbl.org.uk/>

Activities

Objects: TO RELIEVE PEOPLE WHO ARE SUFFERING FROM ANY CHRONIC OR TERMINAL ILLNESS OR ANY DISABILITY OR DISEASE ATTRIBUTABLE TO LIFE LIMITING ILLNESSES PARTICULARLY BUT NOT EXCLUSIVELY BY PROMOTING SPECIALIST PALLIATIVE CARE SERVICES AND ADVICE AT NHS AND OTHER FACILITIES IN NORFOLK AND TO SUPPORT THE FAMILIES OF SUCH PERSONS IN SUCH WAYS AS THE TRUSTEES SHALL FROM TIME TO TIME THINK FIT.

Activities: Assisting to improve the quality of life for those in need.

Classification

- **How:** Makes Grants To Individuals, Provides Human Resources, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** NORFOLK AREA HEALTH AUTHORITY
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£10,044	£458,011	-	-
2023-12-31	£62,572	£398,285	-	-
2022-12-31	£180,687	£106,141	-	-
2021-12-31	£208,570	£1,873,328	-	-
2020-12-31	£431,546	£136,051	-	-

Trustees

Name	Role	Appointed
PHILIP ROSS NORTON	Chair	2016-05-19
Christopher John DUGDALE		2011-07-11
KATHERINE BARBARA ANETTS		2014-05-08
Pamela Beatrice Evans		2015-05-07

PRISCILLA BACON LODGE SUPPORT GROUP

England & Wales - Charity number 278667

Accounts

**PRISCILLA BACON LODGE SUPPORT GROUP
RCN 278667**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

PRISCILLA BACON LODGE SUPPORT GROUP
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Contents

	Page No.
Report of the Trustees	1 – 3
Report of the independent examiner	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 8

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2023

The Committee present their report and accounts of the Charity for the year ended 31 December 2023.

Reference and Administrative Details

Charity Number 278667

Address 27 Whitehall Road
Norwich
NR2 3EN

President Lady Susan Bacon

Vice Presidents Dr Jenny Blyth

Charity Trustees Mr Philip Norton (chairman)
Mr Chris Dugdale (vice-chairman and co-treasurer)
Mrs Elizabeth Stallwood (secretary) (resigned 31 March 2024)
Ms Kate Anetts (co-treasurer)
Mrs Sheila Manners (resigned 31 March 2024)
Mrs Audrey Belshaw (resigned 31 March 2024)
Mrs Margo Benns (resigned 31 March 2024)
Mrs Denise Chaplin (resigned 31 May 2023)
Mrs Pam Evans

Independent Examiner I A Barlow FCCA
Sexty & Co
124 Thorpe Road
Norwich
NR1 1RS

Bankers National Westminster Bank Plc

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2023 (Continued)

Structure, Governance and Management

Governing Document

Unincorporated registered charity governed by a Deed of Constitution dated 17 May 2017 which replaced an earlier 1979 Constitution.

Registered Name

Priscilla Bacon Lodge Support Group

Related Parties

The Charity has no related parties.

Risk Management

The Trustees have examined the business and operational risks which the Charity faces and confirm that systems have been established to ensure monthly reports are produced and shared between trustees so that necessary steps can be taken to lessen these risks. Working remotely because of the pandemic had caused trustees to review their grant making processes but resuming face to face meetings has naturally helped with communicating decision making.

Objectives and Activities for the Public Benefit

The objective of the Charity is to relieve people who are suffering from any chronic or terminal illness or any disability or disease attributable to life limiting illnesses, particularly but not exclusively, by promoting specialist palliative care services and advice at NHS and other facilities in Norfolk and to support the families of such persons in such ways as the trustees shall from time-to-time think fit.

The Charity has continued to support staff of the Priscilla Bacon Lodge, a NHS facility owned, staffed and run by NCH&C, with specialist materials, training and education.

Trustees continued to support the current needs of the Priscilla Bacon Lodge, its staff, their patients and families of those suffering from life limiting illness through the purchase of small comforts and support with other care needs, up to the point when service provision moved from the 'old' PBL to the new facility adjacent to NNUH.

The year, because of the relocation of service provision, has seen trustees review their future strategy and at its annual member meeting in the summer of 2023 this charity resolved to merge into the Priscilla Bacon Hospice Norfolk charity. Trustees of the Support Group will form a new Care & Support Committee of PBH and in due course will transfer all assets to it and then wind up.

Future Plans

Trustees will continue the process of passing funds over to PBH which will be in support of their primary objective, which is identical to that of our own. Trustees will also work with PBH to develop acceptable Terms of Reference for the new Care & Support Committee which they will join so that the over-arching spirit and the original intention for the charity is maintained within PBH operations. In due course it is likely that some trustees will step down whilst a winding up process is adopted with PBH trustees applying to enter the arrangement onto the Charity Commission Register of Mergers.

Trustees consider this to be in the best interests of the charity as it will avoid any confusion for donors as to which charity following very similar objectives they should support. It will also reduce aggregate costs in terms of investment and professional charges. Trustees were given unqualified support by members of the charity in moving towards a full merger with PBH and a winding up of the Support Group as an independent charity.

Appointment of trustees

New trustees are appointed by existing trustees as and when the need arises.

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2023 (Continued)

Public benefit statement

The trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit, 'Charities and Public Benefit'.

Financial Review

The Trustees continued their usual monthly meeting basis during the year to assess applications for grants to patients, requests from the professional staff at the Lodge for equipment and approve expenditure to ensure the comfort of in-patients. The Charity also received bequests and donations, which are discussed, and the investment policy reviewed to ensure maximum income is obtained from this source. Trustees had adopted an Investment Policy which reflects good Environmental Social & Governance behaviours as well as following the six UN Principles of Responsible Investing and they received and reviewed reports on the portfolio performance through their financial advisors Loveday & Partners and investment managers LGT Vestra. During the year it was agreed in consultation with PBH that this portfolio be liquidated and funds transferred to PBH to be applied towards agreed objectives.

For the year under review, the Charity received gross income of £62,572 compared to expenditure of £404,180. After revaluation of investments the reserve funds have decreased by £355,997.

The Committee consider the state of financial affairs of the Charity to be sound. Following approval by members in General Meeting all existing funds as well as future legacies will be passed to their 'sister' charity which will continue the work of supporting and caring for patients and their families suffering from life limiting illnesses at such a difficult time.

Reserves Policy

The Trustees had considered that it should be their aim to maintain reserves of approximately one year's expenditure due to the uncertain nature of the charity's income. But in circumstances where operational matters are moving to the new PBH facility, the Charity has few commitments. Free reserves are more than sufficient to cover planned costs even allowing for the continued transfer of funds to PBH.

At the year end, unrestricted reserves amounted to £317,571 (2022 - £674,097).

Restricted fund reserves are maintained in accordance with the benefactors' requests, designated funds are funds set by the trustees for specific purposes. At the year end the total of these funds amounted to £144,758 (2022 - £144,229).

COMMITTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Where financial accounts are prepared showing a true and fair view, the Committee is required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Committee are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner

A resolution proposing the re-appointment of I A Barlow FCCA of Sexty & Co as independent examiner will be put to the annual general meeting.

On behalf of the committee



P Norton
Chairman

Date: 28 October 2024

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES
OF
PRISCILLA BACON LODGE SUPPORT GROUP**

I report to the charity trustees on my examination of the accounts of Priscilla Bacon Lodge Support Group for the year ended 31 December 2023 which are set out on pages 5 to 8.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



I A Barlow FCCA
For and on behalf of Sexty & Co
Chartered Certified Accountants
124 Thorpe Road
Norwich
NR1 1RS

Date: 28 October 2024

PRISCILLA BACON LODGE SUPPORT GROUP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED
31 DECEMBER 2023

	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2023 £	2023 £	2023 £	2022 £
Incoming resources				
Subscriptions	798	-	798	963
Donations	37,908	3,618	41,526	67,059
Legacies and bequests	13,102	-	13,102	110,933
Bank interest	5,226	86	5,312	90
Investment interest/dividends	1,834	-	1,834	1,642
Total incoming resources	<u>58,868</u>	<u>3,704</u>	<u>62,572</u>	<u>180,687</u>
Resources expended				
Charitable expenditure				
Training	-	-	-	1,675
Equipment and repairs and renewals	-	-	-	29
Comforts for patients	3,009	3,175	6,184	2,934
Support for Music Therapist	11,010	-	11,010	13,472
Mileage, ambulance and transport costs	2,891	-	2,891	5,771
Provisions for coffee room (net)	5,606	-	5,606	3,217
Donations (Note 3)	345,000	-	345,000	18,819
Support for complementary therapist	27,594	-	27,594	47,304
Support for Bereavement Coordinator	-	-	-	6,192
	<u>395,110</u>	<u>3,175</u>	<u>398,285</u>	<u>99,413</u>
Governance costs				
Printing, postages, stationery and advertising	20	-	20	185
Subscriptions – journals and books	153	-	153	108
Sundry expenditure	90	-	90	1,146
Accountant's fee	2,166	-	2,166	1,989
Investment management fees	3,159	-	3,159	2,958
Insurance	157	-	157	-
Bank charges	150	-	150	342
	<u>5,895</u>	<u>-</u>	<u>5,895</u>	<u>6,728</u>
Total resources expended	<u>(401,005)</u>	<u>(3,175)</u>	<u>(404,180)</u>	<u>(106,141)</u>
Net (outgoing) incoming resources for the year	(342,137)	529	(341,608)	74,546
Realised and unrealised profits/(losses) on investment assets	<u>(14,389)</u>	<u>-</u>	<u>(14,389)</u>	<u>(36,811)</u>
Net movement in funds	(356,526)	529	(355,997)	37,735
Balance brought forward at 1 January 2023	<u>674,097</u>	<u>144,229</u>	<u>818,326</u>	<u>780,591</u>
Balance carried forward at 31 December 2023	<u>317,571</u>	<u>144,758</u>	<u>462,329</u>	<u>818,326</u>

PRISCILLA BACON LODGE SUPPORT GROUP
BALANCE SHEET
FOR THE YEAR ENDED
31 DECEMBER 2023

	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2023 £	2023 £	2023 £	2022 £
Fixed asset investments (note 4)	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,849</u>
Current assets				
Bank Balances	321,775	146,056	467,831	657,334
Balance held by Financial Advisor	<u>63</u>	<u>-</u>	<u>63</u>	<u>8,855</u>
	321,838	146,056	467,894	666,189
Liabilities				
Due within one year – creditors and accruals	<u>5,565</u>	<u>-</u>	<u>5,565</u>	<u>73,712</u>
Net current assets	<u>316,273</u>	<u>146,056</u>	<u>462,329</u>	<u>592,477</u>
Total assets less liabilities	<u>316,273</u>	<u>146,056</u>	<u>462,329</u>	<u>818,326</u>

Represented by:-


Net Funds

Unrestricted	317,571	674,097
Restricted (note 5)	124,801	121,097
Designated (note 5)	<u>19,957</u>	<u>23,132</u>
	<u>462,329</u>	<u>818,326</u>

Approved by the trustees on 28 October 2024. and signed on their behalf by:



P Norton
Chairman



K Anetts
Treasurer

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

1. PRINCIPAL ACCOUNTING POLICIES

(a) Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

(b) Investment income

Investment income is accounted for in the period in which the charity is entitled to receipt.

(c) Donations and subscriptions

Donations and membership subscriptions are recognised when received.

(d) Funds held

Unrestricted funds are funds held for the general purpose of the charity to be spent at the discretion of the members in furtherance of the objects of the Support Group.

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 aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(e) Resources expended

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

(f) Volunteers

The value of services provided by volunteers has not been included; this amounted to an estimated 1,000 hours spent by the trustees during the year.

2. TRUSTEES REMUNERATION/EXPENSES

The Trustees received no remuneration or expenses in the year ended 31 December 2023 (2022 nil).

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

3. DONATIONS

During the year the Priscilla Bacon Lodge Support Group made donations of £345,000 to Priscilla Bacon Hospice.

4. FIXED ASSET INVESTMENTS

	2023	2022
	£	£
Market value 1 January	225,849	269,686
Added at cost	31,004	39,916
Disposal proceeds	(242,464)	(48,596)
Gain/(loss) on revaluation/disposals	<u>(14,389)</u>	<u>(36,811)</u>
Market value 31 December	<u>-</u>	<u>225,849</u>
Historical cost 31 December	<u>-</u>	<u>97,849</u>

5. RESTRICTED/DESIGNATED FUNDS

	1 January 2023	Movement in Resources		31 December 2023
	£	Incoming £	Outgoing £	£
Restricted funds				
Priscilla Bacon Memorial	17,071	86	-	17,157
Care for Life at Home	<u>104,026</u>	<u>3,618</u>	<u>-</u>	<u>107,644</u>
	121,097	3,704	-	124,801
Designated funds				
Day Unit Bazaar	3,385	-	-	3,385
Ward Bazaar	18,407	-	3,175	15,232
Mary Arthurton Fund	<u>1,340</u>	<u>-</u>	<u>-</u>	<u>1,340</u>
	23,132	-	3,175	19,957
Total	<u>144,229</u>	<u>3,704</u>	<u>3,175</u>	<u>144,758</u>

Purpose of funds –

Priscilla Bacon Memorial Fund – provision of recreation for nurses

Care for Life at Home – support for patients to go home

Day Unit Bazaar – provision of equipment

Ward Bazaar – provision of equipment

Mary Arthurton Fund – treatment of patients with mesothelioma

PRISCILLA BACON LODGE SUPPORT GROUP

England & Wales - Charity number 278667

Accounts

**PRISCILLA BACON LODGE SUPPORT GROUP
RCN 278667**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

PRISCILLA BACON LODGE SUPPORT GROUP
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Contents

	Page No.
Report of the Trustees	1 – 3
Report of the independent examiner	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 8

**PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2022**

The Committee present their report and accounts of the Charity for the year ended 31 December 2022.

Reference and Administrative Details

Charity Number	278667
Address	27 Whitehall Road Norwich NR2 3EN
President	Lady Susan Bacon
Vice Presidents	Dr Jenny Blyth
Charity Trustees	Mr Philip Norton (chairman) Mr Chris Dugdale (vice-chairman and co-treasurer) Mrs Elizabeth Stallwood (secretary) Mr Malcolm Fuller (co-treasurer) (retired 13 th January 2022) Ms Kate Anetts (co-treasurer) Mrs Sheila Manners Mrs Audrey Belshaw Mrs Margo Benns Mrs Denise Chaplin Mrs Pam Evans
Independent Examiner	I A Barlow FCCA Sexty & Co 124 Thorpe Road Norwich NR1 1RS
Bankers	National Westminster Bank Plc

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2022(Continued)

Structure, Governance and Management

Governing Document

Unincorporated registered charity governed by a Deed of Constitution dated 17 May 2017 which replaced an earlier 1979 Constitution.

Registered Name

Priscilla Bacon Lodge Support Group

Related Parties

The Charity has no related parties.

Risk Management

The Trustees have examined the business and operational risks which the Charity faces and confirm that systems have been established to ensure monthly reports are produced and shared between trustees so that necessary steps can be taken to lessen these risks. Working remotely because of the pandemic has caused trustees to review their grant making processes and we are working with NCH&C to update and improve these.

Objectives and Activities for the Public Benefit

The objective of the Charity is to relieve people who are suffering from any chronic or terminal illness or any disability or disease attributable to life limiting illnesses, particularly but not exclusively, by promoting specialist palliative care services and advice at NHS and other facilities in Norfolk and to support the families of such persons in such ways as the trustees shall from time to time think fit.

The Charity continues to support staff of the Priscilla Bacon Lodge, a NHS facility owned, staffed and run by NCH&C, with specialist materials, training and education. Trustees continued to work with two local private foundations to fund a specialist Palliative Care and Dementia nurse an appointment which expired end December 2022.

The Charity has received significant bequests over the years and had built up reserves which Trustees have in large measure applied towards the re-provisioning of hospice and palliative care services in Norfolk, particularly through a new purpose built facility being constructed close to the Norfolk & Norwich University Hospital by The Priscilla Bacon Hospice Norfolk charity. Together with previous year payments the total paid to PBH amounts to £2.75m towards the successful completion of this project. Trustees are continuing to support this initiative.

Trustees continue to support current needs of the Priscilla Bacon Lodge, its staff, their patients and families of those suffering from life limiting illness through the purchase of small comforts and support with other care needs. For example, the charity supports patients and their families with transportation costs especially where an ambulance is required; we purchase equipment that would not be funded by the NHS; we supply additional refreshments; we have supported staff during the pandemic with food and other comforts when they have worked additional shifts or have not been able to get home.

The year has seen trustees review their future strategy and it is likely that this charity will merge into the Priscilla Bacon Hospice Norfolk charity. Trustees will form a new Care & Support Committee of that charity and in due course will transfer all assets to it and then wind up. This proposition will be put to the next General meeting of the charity in July 2023.

Appointment of trustees

New trustees are appointed by existing trustees as and when the need arises.

Public benefit statement

The trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit, 'Charities and Public Benefit'.

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2022 (Continued)

Financial Review

The Trustees began to move towards resuming their usual monthly meeting basis during the year to assess applications for grants to patients, requests from the professional staff at the Lodge for equipment and approve expenditure to ensure the comfort of in-patients. The Charity also received bequests and donations, which are discussed, and the investment policy reviewed to ensure maximum income is obtained from this source. Trustees have adopted an Investment Policy which reflects good Environmental Social & Governance behaviours as well as following the six UN Principles of Responsible Investing and they received and reviewed reports on the portfolio performance through their financial advisors Loveday & Partners and investment managers LGT Vestra.

For the year under review, the Charity received gross income of £180,687 compared to expenditure of £106,141. After revaluation of investments the reserve funds have increased by £37,735.

The Committee consider the state of financial affairs of the Charity to be sound. Subject to approval by members in General Meeting all existing funds as well as future legacies will be passed to their 'sister' charity which will continue the work of supporting and caring for patients and their families suffering from life limiting illnesses at such a difficult time.

Reserves Policy

The Trustees consider that it should be their aim to maintain reserves of approximately one year's expenditure due to the uncertain nature of the charity's income. The Charity has few commitments. Free reserves are more than sufficient to cover planned costs.

At the year end, unrestricted reserves amounted to £674,097 (2021 - £651,941).

Restricted fund reserves are maintained in accordance with the benefactors' requests, designated funds are funds set by the trustees for specific purposes. At the year end the total of these funds amounted to £144,229 (2021 - £128,650).

COMMITTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Where financial accounts are prepared showing a true and fair view, the Committee is required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Committee are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner

A resolution proposing the re-appointment of I A Barlow FCCA of Sexty & Co as independent examiner will be put to the annual general meeting.

On behalf of the committee



P Norton
Chairman

Date: 27 July 2023

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES
OF
PRISCILLA BACON LODGE SUPPORT GROUP**

I report to the charity trustees on my examination of the accounts of Priscilla Bacon Lodge Support Group for the year ended 31 December 2022 which are set out on pages 5 to 8.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



I A Barlow FCCA
For and on behalf of Sexty & Co
Chartered Certified Accountants
124 Thorpe Road
Norwich
NR1 1RS

Date: 27 July 2023

PRISCILLA BACON LODGE SUPPORT GROUP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED
31 DECEMBER 2022

	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2022 £	2022 £	2022 £	2021 £
Incoming resources				
Subscriptions	963	-	963	965
Donations	50,730	16,329	67,059	79,205
Legacies and bequests	110,933	-	110,933	110,865
Bank interest	74	16	90	31
Investment interest/dividends	1,642	-	1,642	17,504
Total incoming resources	<u>164,342</u>	<u>16,345</u>	<u>180,687</u>	<u>208,570</u>
Resources expended				
Charitable expenditure				
Training	1,675	-	1,675	20
Equipment and repairs and renewals	29	-	29	-
Comforts for patients	2,168	766	2,934	3,686
Support for Music Therapist	13,472	-	13,472	12,000
Mileage, ambulance and transport costs	5,771	-	5,771	4,251
Provisions for coffee room (net)	3,217	-	3,217	1,806
Donations (Note 3)	18,819	-	18,819	1,782,820
Support for complementary therapist	47,304	-	47,304	47,301
Support for Bereavement Coordinator	6,192	-	6,192	7,452
	<u>98,647</u>	<u>766</u>	<u>99,413</u>	<u>1,859,336</u>
Governance costs				
Printing, postages, stationery and advertising	185	-	185	210
Subscriptions – journals and books	108	-	108	246
Sundry expenditure	1,146	-	1,146	1,095
Accountant's fee	1,989	-	1,989	1,987
Investment management fees	2,958	-	2,958	9,675
Insurance	-	-	-	319
Bank charges	342	-	342	460
	<u>6,728</u>	<u>-</u>	<u>6,728</u>	<u>13,992</u>
Total resources expended	<u>(105,375)</u>	<u>(766)</u>	<u>(106,141)</u>	<u>(1,873,328)</u>
Net (outgoing) incoming resources for the year	58,967	15,579	74,546	(1,664,758)
Realised and unrealised profits/(losses) on investment assets	<u>(36,811)</u>	<u>-</u>	<u>(36,811)</u>	<u>30,955</u>
Net movement in funds	22,156	15,579	37,735	(1,633,803)
Balance brought forward at 1 January 2022	<u>651,941</u>	<u>128,650</u>	<u>780,591</u>	<u>2,414,394</u>
Balance carried forward at 31 December 2022	<u>674,097</u>	<u>144,229</u>	<u>818,326</u>	<u>780,591</u>

**PRISCILLA BACON LODGE SUPPORT GROUP
BALANCE SHEET
FOR THE YEAR ENDED
31 DECEMBER 2022**

	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2022 £	2022 £	2022 £	2021 £
Fixed asset investments (note 4)	<u>208,778</u>	<u>17,071</u>	<u>225,849</u>	<u>269,686</u>
Current assets				
Bank Balances	530,176	127,158	657,334	529,398
Balance held by Financial Advisor	<u>8,855</u>	<u>-</u>	<u>8,855</u>	<u>3,146</u>
	539,031	127,158	666,189	532,544
Liabilities				
Due within one year – creditors and accruals	<u>73,712</u>	<u>-</u>	<u>73,712</u>	<u>21,639</u>
Net current assets	<u>465,319</u>	<u>127,158</u>	<u>592,477</u>	<u>510,905</u>
Total assets less liabilities	<u>674,097</u>	<u>144,229</u>	<u>818,326</u>	<u>780,591</u>

Represented by:-

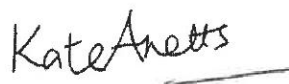
Net Funds

Unrestricted	674,097	651,941
Restricted (note 5)	121,097	104,752
Designated (note 5)	<u>23,132</u>	<u>23,898</u>
	<u>818,326</u>	<u>780,591</u>

Approved by the trustees on the 27 July 2023 and signed on their behalf by:



P Norton
Chairman



K Anetts
Treasurer

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1. PRINCIPAL ACCOUNTING POLICIES

(a) Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

(b) Investment income

Investment income is accounted for in the period in which the charity is entitled to receipt.

(c) Donations and subscriptions

Donations and membership subscriptions are recognised when received.

(d) Funds held

Unrestricted funds are funds held for the general purpose of the charity to be spent at the discretion of the members in furtherance of the objects of the Support Group.

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 aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(e) Resources expended

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

(f) Volunteers

The value of services provided by volunteers has not been included; this amounted to an estimated 1,000 hours spent by the trustees during the year.

2. TRUSTEES REMUNERATION/EXPENSES

The Trustees received no remuneration or expenses in the year ended 31 December 2022 (2021 nil).

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

3. DONATIONS

During the year the Priscilla Bacon Lodge Support Group made donations of £18,819 to support a Dementia Nurse and an Education Coordinator.

4. FIXED ASSET INVESTMENTS

	2022	2021
	£	£
Market value 1 January	269,686	1,175,619
Added at cost	39,916	115,278
Disposal proceeds	(48,596)	(1,066,465)
Gain/(loss) on revaluation/disposals	<u>(36,811)</u>	<u>30,955</u>
Market value 31 December	<u>225,849</u>	<u>269,686</u>
Historical cost 31 December	<u>97,849</u>	<u>97,849</u>

5. RESTRICTED/DESIGNATED FUNDS

	1 January 2022	Movement in Resources		31 December 2022
	£	Incoming £	Outgoing £	£
Restricted funds				
Priscilla Bacon Memorial	17,055	16	-	17,071
Care for Life at Home	87,697	16,329	-	104,026
	<u>104,752</u>	<u>16,345</u>	<u>-</u>	<u>121,097</u>
Designated funds				
Day Unit Bazaar	3,385	-	-	3,385
Ward Bazaar	19,173	-	766	18,407
Mary Arthurton Fund	1,340	-	-	1,340
	<u>23,898</u>	<u>-</u>	<u>766</u>	<u>23,132</u>
Total	<u>128,650</u>	<u>16,345</u>	<u>766</u>	<u>144,229</u>

Purpose of funds –

Priscilla Bacon Memorial Fund – provision of recreation for nurses

Care for Life at Home – support for patients to go home

Day Unit Bazaar – provision of equipment

Ward Bazaar – provision of equipment

Mary Arthurton Fund – treatment of patients with mesothelioma

PRISCILLA BACON LODGE SUPPORT GROUP

England & Wales - Charity number 278667

Accounts

**PRISCILLA BACON LODGE SUPPORT GROUP
RCN 278667**

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

PRISCILLA BACON LODGE SUPPORT GROUP
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021

Contents

	Page No.
Report of the Trustees	1 – 3
Report of the independent examiner	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 8

**PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Committee present their report and accounts of the Charity for the year ended 31 December 2021.

Reference and Administrative Details

Charity Number	278667
Address	27 Whitehall Road Norwich NR2 3EN
President	Lady Susan Bacon
Vice Presidents	Dr Jenny Blyth
Charity Trustees	Mr Philip Norton (chairman) Mr Chris Dugdale (vice-chairman and co-treasurer) Mrs Elizabeth Stallwood (secretary) Mr Malcolm Fuller (co-treasurer) (retired 13 th January 2022) Ms Kate Anetts (co-treasurer) Mrs Sheila Manners Mrs Audrey Belshaw Mrs Margo Bennis Mrs Denise Chaplin Mrs Pam Evans
Independent Examiner	I A Barlow FCCA Sexty & Co 124 Thorpe Road Norwich NR1 1RS
Bankers	National Westminster Bank Plc

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2021(Continued)

Structure, Governance and Management

Governing Document

Unincorporated registered charity governed by a Deed of Constitution dated 17 May 2017 which replaced an earlier 1979 Constitution.

Registered Name

Priscilla Bacon Lodge Support Group

Related Parties

The Charity has no related parties.

Risk Management

The Trustees have examined the business and operational risks which the Charity faces and confirm that systems have been established to ensure monthly reports are produced and shared between trustees so that necessary steps can be taken to lessen these risks. Working remotely because of the pandemic has caused trustees to review their grant making processes as we are working with NCH&C to update and improve these.

Objectives and Activities for the Public Benefit

The objective of the Charity is to relieve people who are suffering from any chronic or terminal illness or any disability or disease attributable to life limiting illnesses, particularly but not exclusively, by promoting specialist palliative care services and advice at NHS and other facilities in Norfolk and to support the families of such persons in such ways as the trustees shall from time to time think fit.

The Charity continues to support staff of the Priscilla Bacon Lodge, a NHS facility owned, staffed and run by NCH&C, with specialist materials, training and education as new medical techniques are developed. Trustees also collaborated with The Big C charity to fund and appoint an End of Life Education Co-Ordinator a post which terminated during the year. Trustees continue to work with two local private foundations to fund a specialist Palliative Care and Dementia nurse an appointment due to expire in December 2022. These appointments have been reviewed regularly and have resulted in greatly improved care and support delivered to patients and their families.

The Charity has received significant bequests over the years and had built up reserves which Trustees have in large measure applied towards the re-provisioning of hospice and palliative care services in Norfolk, particularly through a new purpose built facility being constructed close to the Norfolk & Norwich University Hospital by The Priscilla Bacon Hospice Norfolk charity. Together with previous year payments the total paid to PBH amounts to £2.75m towards the successful completion of this project.

Trustees continue to support current needs of the Priscilla Bacon Lodge, its staff, their patients and families of those suffering from life limiting illness through the purchase of small comforts and support with other care needs. For example, the charity supports patients and their families with transportation costs especially where an ambulance is required; we purchase equipment that would not be funded by the NHS; we supply additional refreshments; we have supported staff during the pandemic with food and other comforts when they have worked additional shifts or have not been able to get home.

The year has been a testing one for staff, patients, their families and the trustees; all have had to adapt to different ways of dealing with things. Trustees have not been able to meet in their usual way so have dealt with charity commitments by electronic means wherever possible. It proved difficult to arrange a socially distanced and regulation compliant annual meeting with members. Regular contact between trustees and NCH&C staff has also been curtailed. It is to be hoped that the next period will see the return to some semblance of normality. In the meantime we continue to communicate by Zoom/Teams/FaceTime etc.

Appointment of trustees

New trustees are appointed by existing trustees as and when the need arises.

Public benefit statement

The trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit, 'Charities and Public Benefit'.

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2021 (Continued)

Financial Review

The Trustees have been unable to meet on the usual monthly basis during the year to assess application for grants to patients, requests from the professional staff at the Lodge for equipment and approve expenditure to ensure the comfort of residents because of the pandemic. Instead trustees have had regular email exchanges and monthly financial reporting. The Charity also received bequests and donations, which are discussed, and the investment policy reviewed to ensure maximum income is obtained from this source. Trustees adopted an Investment Policy which reflects good Environmental Social & Governance behaviours as well as following the six UN Principles of Responsible Investing and they received and reviewed reports on the portfolio performance through their financial advisors Loveday & Partners.

For the year under review, the Charity received gross income of £208,570 compared to expenditure of £1,873,328. After revaluation of investments the reserve funds have decreased by £1,633,803.

The Committee consider the state of financial affairs of the Charity to be sound.

Reserves Policy

The Trustees consider that it should be their aim to maintain reserves of approximately one year's expenditure due to the uncertain nature of the charity's income. The Charity has few commitments other than the two shared cost posts referred to above which are going to cost in the region of £175,000 over their three-year terms. Free reserves more than sufficiently cover these costs.

At the year end, unrestricted reserves amounted to £651,941 (2020 - £2,285,844)

Restricted fund reserves are maintained in accordance with the benefactors' requests, designated funds are funds set by the trustees for specific purposes. At the year end the total of these funds amounted to £128,650 (2020 - £128,550)

COMMITTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Where financial accounts are prepared showing a true and fair view, the Committee is required to:-

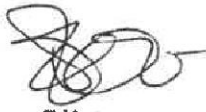
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Committee are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner

A resolution proposing the re-appointment of I A Barlow FCCA of Sexty & Co as independent examiner will be put to the annual general meeting.

On behalf of the committee



P Norton
Chairman

Date: 12 September 2022

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES
OF
PRISCILLA BACON LODGE SUPPORT GROUP**

I report to the charity trustees on my examination of the accounts of Priscilla Bacon Lodge Support Group for the year ended 31 December 2021 which are set out on pages 5 to 8.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



I A Barlow FCCA
For and on behalf of Sexty & Co
Chartered Certified Accountants
124 Thorpe Road
Norwich
NR1 1RS

Date: 12 September 2022

PRISCILLA BACON LODGE SUPPORT GROUP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED
31 DECEMBER 2021

	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2021 £	2021 £	2021 £	2020 £
Incoming resources				
Subscriptions	965	-	965	1,210
Donations	79,105	100	79,205	85,366
Legacies and bequests	110,865	-	110,865	285,452
Bank interest	31	-	31	84
Income bond interest/dividends	17,504	-	17,504	59,434
Total incoming resources	<u>208,470</u>	<u>100</u>	<u>208,570</u>	<u>431,546</u>
Resources expended				
Charitable expenditure				
Training	20	-	20	3,745
Equipment and repairs and renewals	-	-	-	1,868
Comforts for patients	3,686	-	3,686	4,760
Support for Music Therapist	12,000	-	12,000	7,320
Mileage, ambulance and transport costs	4,251	-	4,251	10,023
Provisions for coffee room (net)	1,806	-	1,806	657
Donations (Note 3)	1,782,820	-	1,782,820	49,049
Support for complementary therapist	47,301	-	47,301	35,475
Support for Bereavement Coordinator	7,452	-	7,452	8,073
	<u>1,859,336</u>	<u>-</u>	<u>1,859,336</u>	<u>120,970</u>
Governance costs				
Printing, postages, stationery and advertising	210	-	210	843
Subscriptions – journals and books	246	-	246	1,668
Sundry expenditure	1,095	-	1,095	455
Accountant's fee	1,987	-	1,987	1,981
Investment management fees	9,675	-	9,675	9,173
Insurance	319	-	319	305
Bank charges	460	-	460	656
	<u>13,992</u>	<u>-</u>	<u>13,992</u>	<u>15,081</u>
Total resources expended	<u>(1,873,328)</u>	<u>-</u>	<u>(1,873,328)</u>	<u>136,051</u>
Net (outgoing) incoming resources for the year	(1,664,858)	100	(1,664,785)	295,495
Realised and unrealised profits/(losses) on investment assets	<u>30,955</u>	<u>-</u>	<u>30,955</u>	<u>68,511</u>
Net movement in funds	(1,633,903)	100	(1,633,803)	364,006
Balance brought forward at 1 January 2021	<u>2,285,844</u>	<u>128,550</u>	<u>2,414,394</u>	<u>2,050,388</u>
Balance carried forward at 31 December 2021	<u>651,941</u>	<u>128,650</u>	<u>780,591</u>	<u>2,414,394</u>

PRISCILLA BACON LODGE SUPPORT GROUP
BALANCE SHEET
FOR THE YEAR ENDED
31 DECEMBER 2021

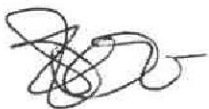
	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2021 £	2021 £	2021 £	2020 £
Fixed asset investments (note 4)	<u>252,631</u>	<u>17,055</u>	<u>269,686</u>	<u>1,175,619</u>
Current assets				
National Savings Income Bonds	-	-	-	400,000
Bank Balances	417,803	111,595	529,398	853,144
Balance held by Financial Advisor	<u>3,146</u>	<u>-</u>	<u>3,146</u>	<u>19,078</u>
	420,949	111,595	532,544	1,272,222
Liabilities				
Due within one year – creditors and accruals	<u>21,639</u>	<u>-</u>	<u>21,639</u>	<u>33,447</u>
Net current assets	<u>399,310</u>	<u>111,595</u>	<u>510,905</u>	<u>1,238,775</u>
Total assets less liabilities	<u>651,941</u>	<u>128,650</u>	<u>780,591</u>	<u>2,414,394</u>

Represented by:-

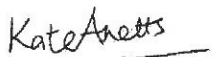
Net Funds

Unrestricted	651,941	2,285,844
Restricted (note 5)	104,752	104,652
Designated (note 5)	<u>23,898</u>	<u>23,898</u>
	<u>780,591</u>	<u>2,414,394</u>

Approved by the trustees on the 12 September 2022 and signed on their behalf by:



P Norton
Chairman



K Anetts
Treasurer

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. PRINCIPAL ACCOUNTING POLICIES

(a) Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

(b) Investment income

Investment income is accounted for in the period in which the charity is entitled to receipt.

(c) Donations and subscriptions

Donations and membership subscriptions are recognised when received.

(d) Funds held

Unrestricted funds are funds held for the general purpose of the charity to be spent at the discretion of the members in furtherance of the objects of the Support Group.

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 aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(e) Resources expended

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

(f) Volunteers

The value of services provided by volunteers has not been included; this amounted to an estimated 1,000 hours spent by the trustees during the year.

2. TRUSTEES REMUNERATION/EXPENSES

The Trustees received no remuneration or expenses in the year ended 31 December 2021 (2020 nil).

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021

3. DONATIONS

During the year the Priscilla Bacon Lodge Support Group made donations to 'Priscilla Bacon Hospice' of £1,750,000 towards the construction of a new hospice, together with donations of £32,820 to support a Dementia Nurse and an Education Coordinator, giving a total of £1,782,820 in donations.

4. FIXED ASSET INVESTMENTS

	2021 £	2020 £
Market value 1 January	1,175,619	1,107,108
Added at cost	115,278	151,124
Disposal proceeds	(1,066,465)	(188,949)
Gain/(loss) on revaluation/disposals	<u>30,955</u>	<u>68,511</u>
 Market value 31 December	 <u>269,686</u>	 <u>1,175,619</u>
 Historical cost 31 December	 <u>97,849</u>	 <u>1,047,849</u>

5. RESTRICTED/DESIGNATED FUNDS

	1 January 2021 £	Incoming £	Movement in Resources Outgoing £	31 December 2021 £
Restricted funds				
Priscilla Bacon Memorial	17,055	-	-	17,055
Care for Life at Home	<u>87,597</u>	<u>100</u>	<u>-</u>	<u>87,697</u>
	104,652	100	-	104,752
 Designated funds				
Day Unit Bazaar	3,385	-	-	3,385
Ward Bazaar	19,173	-	-	19,173
Mary Arthurton Fund	<u>1,340</u>	<u>-</u>	<u>-</u>	<u>1,340</u>
 Total	 <u>128,550</u>	 <u>100</u>	 <u>-</u>	 <u>128,650</u>

Purpose of funds –

Priscilla Bacon Memorial Fund – provision of recreation for nurses

Care for Life at Home – support for patients to go home

Day Unit Bazaar – provision of equipment

Ward Bazaar – provision of equipment

Mary Arthurton Fund – treatment of patients with mesothelioma

PRISCILLA BACON LODGE SUPPORT GROUP

England & Wales - Charity number 278667

Accounts

**PRISCILLA BACON LODGE SUPPORT GROUP
RCN 278667**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

PRISCILLA BACON LODGE SUPPORT GROUP
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Contents

	Page No.
Report of the Trustees	1 – 3
Report of the independent examiner	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 8

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2020

The Committee present their report and accounts of the Charity for the year ended 31 December 2020.

Reference and Administrative Details

Charity Number 278667

Address 27 Whitehall Road
Norwich
NR2 3EN

President Lady Susan Bacon

Vice Presidents Dr Jenny Blyth
Mr David Bradford (deceased 1 May 2021)

Charity Trustees Mr Philip Norton (chairman)
Mr Chris Dugdale (vice-chairman and co-treasurer)
Mrs Elizabeth Stallwood (secretary)
Mr Malcolm Fuller (co-treasurer)
Ms Kate Anetts (co-treasurer)
Mrs Sheila Manners
Mrs Audrey Belshaw
Mrs Margo Benns
Mrs Denise Chaplin
Mrs Pam Evans

Independent Examiner Mr I A Barlow
Sexty & Co
124 Thorpe Road
Norwich
NR1 1RS

Bankers National Westminster Bank Plc

PRISCILLA BACON LODGE SUPPORT GROUP

REPORT OF THE COMMITTEE

FOR THE YEAR ENDED 31 DECEMBER 2020 (Continued)Structure, Governance and Management

Governing Document

Unincorporated registered charity governed by a Deed of Constitution dated 17 May 2017 which replaced an earlier 1979 Constitution.

Registered Name

Priscilla Bacon Lodge Support Group

Related Parties

The Charity has no related parties.

Risk Management

The Trustees have examined the business and operational risks which the Charity faces and confirm that systems have been established to ensure monthly reports are produced and shared between trustees so that necessary steps can be taken to lessen these risks. Working remotely because of the pandemic has caused trustees to review their grant making processes and we are working with NCH&C to update and improve these.

Objectives and Activities for the Public Benefit

The objective of the Charity is to relieve people who are suffering from any chronic or terminal illness or any disability or disease attributable to life limiting illnesses, particularly but not exclusively, by promoting specialist palliative care services and advice at NHS and other facilities in Norfolk and to support the families of such persons in such ways as the trustees shall from time to time think fit.

The Charity continues to support staff of the Priscilla Bacon Lodge, a NHS facility owned, staffed and run by NCH&C, with specialist materials, training and education as new medical techniques are developed. Trustees also collaborated with The Big C charity to fund and appoint an End of Life Education Co-Ordinator who took up post in during the year. They also worked with two local private foundations to fund and appoint a specialist Palliative Care and Dementia nurse. Each appointment is for a minimum of three years (End of Life Education Co-Ordinator appointment expires September 2022, Dementia Nurse appointment expires December 2022) with funding being shared equally. These two appointments are reviewed regularly and have greatly improved the care and comfort delivered to patients and their families.

The Charity has received significant bequests over the years and has built up reserves which Trustees have intended applying towards the support of the re-provisioning of hospice and palliative care services in Norfolk, particularly through a new purpose built facility to be constructed close to the Norfolk & Norwich Hospital by The Priscilla Bacon Hospice Norfolk charity. During the year they paid over sums which together with previous year payments amounted to £1m; a pledge to pay an additional £1.75m has also been given; and trustees expect to make further payments towards the successful completion of this project.

Trustees continue to support current needs of the Priscilla Bacon Lodge, its staff, their patients and families of those suffering from life limiting illness through the purchase of small comforts and support with other care needs. For example, we support patients and their families with transportation costs especially where an ambulance is required; we purchase equipment that would not be funded by the NHS; we supply additional refreshments; we have supported staff during the pandemic with food and other comforts when they have worked additional shifts or have not been able to get home.

The year has been a testing one for staff, patients, their families and the trustees; all have had to adapt to different ways of dealing with things. Trustees have not been able to meet in their usual way so have dealt with charity commitments by electronic means wherever possible. It proved difficult to arrange a socially distanced and regulation compliant annual meeting with members. Regular contact between trustees and NCH&C staff has also been curtailed. It is to be hoped that the next period will see the return to some semblance of normality.

Appointment of trustees

New trustees are appointed by existing trustees as and when the need arises.

Public benefit statement

The trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit, 'Charities and Public Benefit'.

PRISCILLA BACON LODGE SUPPORT GROUP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2020 (Continued)

Financial Review

The Trustees have been unable to meet on the usual monthly basis during the year to assess application for grants to patients, requests from the professional staff at the Lodge for equipment and approve expenditure to ensure the comfort of residents because of the pandemic. Instead trustees have had regular email exchanges and monthly financial reporting. The Charity also received bequests and donations, which are discussed, and the investment policy reviewed to ensure maximum income is obtained from this source. Having transferred the fixed asset investment portfolio to an ethically tailored one managed by LGT Vestra following adoption of an Investment Policy which reflects good Environmental Social & Governance behaviours as well as following the six UN Principles of Responsible Investing, trustees received and reviewed reports on the portfolio performance through their financial advisors Loveday & Partners.

For the year under review, the Charity received gross income of £431,546 compared to expenditure of £136,051. After revaluation of investments the reserve funds have increased by £364,006.

The Committee consider the state of financial affairs of the Charity to be sound.

Reserves Policy

The Trustees consider that it should be their aim to maintain reserves of approximately one year's expenditure due to the uncertain nature of the charity's income. The Charity has few commitments other than the two shared cost posts referred to above which are going to cost in the region of £175,000 over their three-year terms. Free reserves more than sufficiently cover these costs.

At the year end, unrestricted reserves amounted to £2,285,844.

Restricted fund reserves are maintained in accordance with the benefactors' requests, designated funds are funds set by the trustees for specific purposes. At the year end the total of these funds amounted to £128,550.

COMMITTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Where financial accounts are prepared showing a true and fair view, the Committee is required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Committee are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner

A resolution proposing the re-appointment of Mr I A Barlow of Sexty & Co as independent examiner will be put to the annual general meeting.

On behalf of the committee

.....
P Norton
Chairman

Date:

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES
OF
PRISCILLA BACON LODGE SUPPORT GROUP**

I report to the charity trustees on my examination of the accounts of Priscilla Bacon Lodge Support Group for the year ended 31 December 2020 which are set out on pages 5 to 8.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

.....
I A Barlow FCCA
For and on behalf of Sexty & Co
Chartered Certified Accountants
124 Thorpe Road
Norwich
NR1 1RS

Date:

PRISCILLA BACON LODGE SUPPORT GROUP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED
31 DECEMBER 2020

	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2020 £	2020 £	2020 £	2019 £
Incoming resources				
Subscriptions	1,210	-	1,210	1,145
Donations	85,114	252	85,366	178,366
Legacies and bequests	285,452	-	285,452	435,976
Bank interest	78	6	84	291
Income bond interest/dividends	59,059	375	59,434	60,482
Total incoming resources	<u>430,913</u>	<u>633</u>	<u>431,546</u>	<u>676,260</u>
Resources expended				
Charitable expenditure				
Training	3,745	-	3,745	9,327
Equipment and repairs and renewals	1,868	-	1,868	1,679
Comforts for patients	12,080	-	12,080	29,259
Grants to patients and organisations	-	-	-	4,870
Mileage, ambulance and transport costs	10,023	-	10,023	25,090
Provisions for coffee room	657	-	657	239
Donations	49,049	-	49,049	833,946
Support for complimentary therapist	43,548	-	43,548	68,467
	<u>120,970</u>	<u>-</u>	<u>120,970</u>	<u>972,877</u>
Governance costs				
Printing, postages, stationery and advertising	843	-	843	1,629
Subscriptions – journals and books	108	1,560	1,668	410
Sundry expenditure	455	-	455	4,290
Accountant's fee	1,981	-	1,981	1,542
Investment management fees	9,173	-	9,173	14,112
Insurance	305	-	305	305
Bank charges	656	-	656	1,168
	<u>13,521</u>	<u>1,560</u>	<u>15,081</u>	<u>23,456</u>
Total resources expended	<u>134,491</u>	<u>1,560</u>	<u>136,051</u>	<u>996,333</u>
Net (outgoing) incoming resources for the year	296,422	(927)	295,495	(320,073)
Realised and unrealised profits/(losses) on investment assets	68,511	-	68,511	92,839
Net movement in funds	364,933	(927)	364,006	(227,234)
Balance brought forward at 1 January	<u>1,920,911</u>	<u>129,477</u>	<u>2,050,388</u>	<u>2,277,622</u>
Balance carried forward at 31 December	<u>2,285,844</u>	<u>128,550</u>	<u>2,414,394</u>	<u>2,050,388</u>

PRISCILLA BACON LODGE SUPPORT GROUP
BALANCE SHEET
FOR THE YEAR ENDED
31 DECEMBER 2020

	Unrestricted Funds	Restricted/ Designated Funds	Total Funds	Total Funds
	2020 £	2020 £	2020 £	2019 £
Fixed asset investments (note 3)	<u>1,158,564</u>	<u>17,055</u>	<u>1,175,619</u>	<u>1,107,107</u>
Current assets				
National Savings Income Bonds	400,000	-	400,000	400,000
Bank Balances	741,649	111,495	853,144	555,158
Balance held by Financial Advisor	<u>19,078</u>	<u>-</u>	<u>19,078</u>	<u>15,914</u>
	1,160,727	111,495	1,272,222	971,072
Liabilities				
Due within one year – creditors and accruals	<u>33,447</u>	<u>-</u>	<u>33,447</u>	<u>27,791</u>
Net current assets	<u>1,127,280</u>	<u>111,495</u>	<u>1,238,775</u>	<u>943,281</u>
Total assets less liabilities	<u>2,285,844</u>	<u>128,550</u>	<u>2,414,394</u>	<u>2,050,388</u>
Represented by:-				
Net Funds				
Unrestricted			2,285,844	1,920,911
Restricted (note 4)			104,652	16,674
Designated (note 4)			<u>23,898</u>	<u>112,803</u>
			<u>2,414,394</u>	<u>2,050,388</u>

Approved by the trustees on the day of and signed on their behalf by:

.....
P Norton
Chairman

.....
K Anetts
Treasurer

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. PRINCIPAL ACCOUNTING POLICIES

(a) Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

(b) Investment income

Investment income is accounted for in the period in which the charity is entitled to receipt.

(c) Donations and subscriptions

Donations and membership subscriptions are recognised when received.

(d) Funds held

Unrestricted funds are funds held for the general purpose of the charity to be spent at the discretion of the members in furtherance of the objects of the Support Group.

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 aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(e) Resources expended

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

(f) Volunteers

The value of services provided by volunteers has not been included; this amounted to an estimated 1,000 hours spent by the trustees during the year.

2. TRUSTEES REMUNERATION/EXPENSES

The Trustees received no remuneration or expenses in the year ended 31 December 2020 (2019 nil).

PRISCILLA BACON LODGE SUPPORT GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

3. FIXED ASSET INVESTMENTS

	2020	2019
	£	£
Market value 1 January	1,107,108	1,014,268
Added at cost	151,124	1,045,297
Disposal proceeds	(188,949)	(1,045,362)
Gain/(loss) on revaluation/disposals	<u>68,511</u>	<u>87,905</u>
Market value 31 December	<u>1,175,619</u>	<u>1,107,108</u>
Historical cost 31 December	<u>1,047,849</u>	<u>1,085,674</u>

4. RESTRICTED/DESIGNATED FUNDS

	1	Movement in			31 December
	January	Incoming	Outgoing	Transfers	2020
	2020	£	£	£	£
	£	£	£	£	£
Restricted funds					
Priscilla Bacon Memorial	16,674	381	-		17,055
Care for Life at Home	-	-	(1,560)	89,157	87,597
	<u>16,674</u>	<u>381</u>	<u>(1,560)</u>	<u>89,157</u>	<u>104,652</u>
Designated funds					
Care for Life at Home	89,157	-	-	(89,157)	-
Day Unit Bazaar	3,133	252	-	-	3,385
Ward Bazaar	19,173	-	-	-	19,173
Mary Arthurton Fund	1,340	-	-	-	1,340
	<u>129,477</u>	<u>633</u>	<u>(1,560)</u>	<u>-</u>	<u>128,550</u>
Total	<u>129,477</u>	<u>633</u>	<u>(1,560)</u>	<u>-</u>	<u>128,550</u>

Purpose of funds –

Priscilla Bacon Memorial Fund – provision of recreation for nurses

Care for Life at Home – support for patients to go home

Day Unit Bazaar – provision of equipment

Ward Bazaar – provision of equipment

Mary Arthurton Fund – treatment of patients with mesothelioma