

**PRISCILLA BACON LODGE SUPPORT GROUP
RCN 278667**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

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**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	430,913	633	431,546	676,260
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
	120,970	-	120,970	972,877
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
	13,521	1,560	15,081	23,456
Total resources expended	134,491	1,560	136,051	996,333
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	1,920,911	129,477	2,050,388	2,277,622
Balance carried forward at 31 December	2,285,844	128,550	2,414,394	2,050,388

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 January 2020 £	Incoming £	Movement in Resources Outgoing £	Transfers £	31 December 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