

**PRISCILLA BACON LODGE SUPPORT GROUP  
RCN 278667**

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

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**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<sup>th</sup> 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 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**

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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 £
<b>Incoming resources</b>				
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
<b>Total incoming resources</b>	<u>208,470</u>	<u>100</u>	<u>208,570</u>	<u>431,546</u>
<b>Resources expended</b>				
<b>Charitable expenditure</b>				
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>
<b>Governance costs</b>				
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>
<b>Total resources expended</b>	<u>(1,873,328)</u>	<u>-</u>	<u>(1,873,328)</u>	<u>136,051</u>
<b>Net (outgoing) incoming resources for the year</b>	<b>(1,664,858)</b>	<b>100</b>	<b>(1,664,785)</b>	<b>295,495</b>
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	<u>(1,633,903)</u>	<u>100</u>	<u>(1,633,803)</u>	<u>364,006</u>
<b>Balance brought forward at 1 January 2021</b>	<u>2,285,844</u>	<u>128,550</u>	<u>2,414,394</u>	<u>2,050,388</u>
<b>Balance carried forward at 31 December 2021</b>	<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 £
<b>Fixed asset investments (note 4)</b>	<u>252,631</u>	<u>17,055</u>	<u>269,686</u>	<u>1,175,619</u>
<b>Current assets</b>				
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
<b>Liabilities</b>				
Due within one year – creditors and accruals	<u>21,639</u>	<u>-</u>	<u>21,639</u>	<u>33,447</u>
<b>Net current assets</b>	<u>399,310</u>	<u>111,595</u>	<u>510,905</u>	<u>1,238,775</u>
<b>Total assets less liabilities</b>	<u>651,941</u>	<u>128,650</u>	<u>780,591</u>	<u>2,414,394</u>

**Represented by:-**

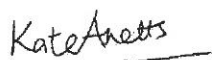
**Net Funds**

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**

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**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 £
<b>Restricted funds</b>				
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
<b>Designated funds</b>				
Day Unit Bazaar	3,385	-	-	3,385
Ward Bazaar	19,173	-	-	19,173
Mary Artherton 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 Artherton Fund – treatment of patients with mesothelioma