

**PRISCILLA BACON LODGE SUPPORT GROUP
RCN 278667**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

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**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:-

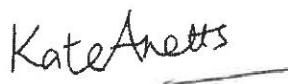
Net Funds

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 Artherton 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 Artherton Fund – treatment of patients with mesothelioma