

**PRISCILLA BACON LODGE SUPPORT GROUP
RCN 278667**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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**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	58,868	3,704	62,572	180,687
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
	395,110	3,175	398,285	99,413
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
	5,895	-	5,895	6,728
Total resources expended	(401,005)	(3,175)	(404,180)	(106,141)
Net (outgoing) incoming resources for the year	(342,137)	529	(341,608)	74,546
Realised and unrealised profits/(losses) on investment assets	(14,389)	-	(14,389)	(36,811)
Net movement in funds	(356,526)	529	(355,997)	37,735
Balance brought forward at 1 January 2023	674,097	144,229	818,326	780,591
Balance carried forward at 31 December 2023	317,571	144,758	462,329	818,326

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)	-	-	-	225,849
Current assets				
Bank Balances	321,775	146,056	467,831	657,334
Balance held by Financial Advisor	63	-	63	8,855
	321,838	146,056	467,894	666,189
Liabilities				
Due within one year – creditors and accruals	5,565	-	5,565	73,712
Net current assets	316,273	146,056	462,329	592,477
Total assets less liabilities	316,273	146,056	462,329	818,326

Represented by:-

Net Funds

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

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	(14,389)	(36,811)
	<u>-</u>	<u>225,849</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	Movement in		31 December
	2023	Resources		2023
	£	Incoming	Outgoing	£
		£	£	
Restricted funds				
Priscilla Bacon Memorial	17,071	86	-	17,157
Care for Life at Home	104,026	3,618	-	107,644
	<u>121,097</u>	<u>3,704</u>	<u>-</u>	<u>124,801</u>
Designated funds				
Day Unit Bazaar	3,385	-	-	3,385
Ward Bazaar	18,407	-	3,175	15,232
Mary Arthurton Fund	1,340	-	-	1,340
	<u>23,132</u>	<u>-</u>	<u>3,175</u>	<u>19,957</u>
Total	<u><u>144,229</u></u>	<u><u>3,704</u></u>	<u><u>3,175</u></u>	<u><u>144,758</u></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