

# ST LUKE'S HOSPICE (BASILDON AND DISTRICT) LIMITED

England & Wales · Charity number 289466

## Details

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**Other names** ST LUKE'S HOSPICE

**Status** Registered

**Legal form** Charitable company

**Company number** [01812104](#)

**Registered** 1984-05-24

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

## Contact

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**Address** St. Lukes Hospice  
Fobbing Farm  
Nethermayne  
Basildon  
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**Website** [www.stlukeshospice.com](http://www.stlukeshospice.com)

## Activities

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**Objects:** The relief of people living with or affected by cancer and any other advanced life limiting illness by providing acute multidisciplinary holistic care either at the Hospice or at home supported by Hospice Services and in partnership with patients, carers, families and other professionals.

**Activities:** Provision of high quality specialist palliative care services to meet the physical, social, emotional and spiritual needs of patients and their families both within the hospice environment and their own homes.

## Classification

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- **How:** Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Other Defined Groups

## Geography

- Essex

## Finances

| Period end | Income      | Expenditure | Assets      | Employees |
|------------|-------------|-------------|-------------|-----------|
| 2025-03-31 | £16,075,938 | £16,150,085 | £12,272,354 | 231       |
| 2024-03-31 | £11,806,433 | £11,820,232 | £12,346,501 | 201       |
| 2023-03-31 | £8,960,043  | £8,563,038  | £12,360,300 | 181       |
| 2022-03-31 | £9,889,363  | £7,916,090  | £11,963,295 | 189       |
| 2021-03-31 | £13,301,261 | £8,235,903  | £9,990,022  | 130       |

## Trustees

| Name                        | Role  | Appointed  |
|-----------------------------|-------|------------|
| <b>GERALD WILLIAM PEATY</b> | Chair | 1984-04-27 |
| Brian Wellman               |       | 2016-09-30 |
| Daniel Lawrence             |       | 2020-02-18 |
| Geraldine Rodgers OBE       |       | 2022-11-23 |
| Greg Jobe                   |       | 2026-04-30 |
| Joe Wilkins                 |       | 2025-10-01 |
| Leanne Elliot               |       | 2024-11-27 |
| Lee Chester                 |       | 2025-07-30 |
| Michael Nice                |       | 2020-02-18 |

**ST LUKE'S HOSPICE (BASILDON AND DISTRICT) LIMITED**

England & Wales - Charity number 289466

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# Accounts

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**St. Luke's Hospice (Basildon & District)  
2024 - 2025 Annual Report**

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# Welcome

On behalf of the Board of Trustees and the Hospice team, I am pleased to share an overview of another busy, and challenging, year at St. Luke's Hospice. Over the last 12 months we have continued to deliver exceptional care to meet the individual needs of our patients, support for their loved ones and be as responsive as we can to the wider health and social care system.

Our priority remained steadfast – to deliver flexible, agile and appropriate services to meet the evolving needs of palliative and end of life patients.

Innovation has remained a key strategic objective, and our progress in this area is evidenced by the expansion of our Clinical Outpatient Service. Additionally, *The Hospice Collaborative Partnership*, made up of St. Luke's Hospice and our neighbouring Havens Hospices and Farleigh Hospice working alongside NHS Mid and South Essex Integrated Care Board (ICB), was announced as the winner of the 'Best Not-for-Profit Working in Partnership with the NHS' at the HSJ Partnership Awards 2025. The award was in recognition of outstanding dedication to improving healthcare and effective collaboration with the NHS.

Throughout the year assessment of our care and services, and impact evaluation, also developed with new and enhanced communications; with patients, carers, loved ones and our community. This engagement is helping to shape future decisions and support equitable access to palliative and end of life care.



**Eileen Marshall**  
**CEO**  
**St. Luke's Hospice**  
**(Basildon & District)**  
**Limited**

# Welcome



**Eileen Marshall  
and  
Gerry Peaty**

The environment in which we operated was, and is, increasingly challenging and the decisions we make are carefully balanced – patient care, operational efficiency and cost effectiveness.

The strategic and governance work of the Trustee board, Executive team and I, continued to focus on future sustainability – to maximise opportunities from existing and new income streams to safeguard our future.

Whilst this has been a challenging year, we must sincerely thank all the supporters of our work and vision; all the fundraisers, donors, volunteers, partners in delivery, commissioners and professional colleagues – working together for the betterment of our community.

We also thank our team, each of whom give so much every day, responding to challenges and opportunities utilising their skills and expertise to ensure the continued provision of excellent, compassionate care.

As we move through 2025, we will mark 35 years since welcoming our first patient. This milestone will be celebrated with events and recognition activities. Such a special anniversary will also be a time to remember the contribution and dedication of so many, and reflect on what has been achieved with shared belief and full commitment.

If you have any comments about this document or St. Luke's Hospice, please contact me at [Eileen@stlukeshospice.co.uk](mailto:Eileen@stlukeshospice.co.uk).

# Governing Board

St. Luke's Hospice board, our Trustees, bring a wealth of skills, experience and knowledge.

The board meet regularly with the Executive team, to provide oversight and insightful challenge covering all areas of the Hospice; governing with compassion and keen interest.

In the coming year, our Trustees will be active in celebrating the 35<sup>th</sup> anniversary of welcoming our first patient. For some Trustees this will recall their own memories of 1990, as long standing supporters, advocates and champions of the Hospice.

In the coming year we will actively seek to diversity the board, to strengthen their already significant contribution, to support strategic aims for the future. Our goal is to increase our board from 7 to 10 trustees.

As the Hospice continues to operate in challenging and uncertain times, the role of the board is vital to achieve financial stability and safeguard the Hospice for many years to come.

If you are interested to learn more about becoming a Trustee at St. Luke's Hospice, please contact 01268 524973.



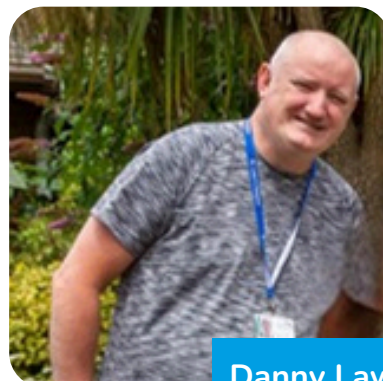
Gerry Peaty, Chair of Trustees



Geraldine Rodgers



Brian Wellman



Danny Lawrence

# Mission, Vision and Values

## MISSION

Our mission is to provide high quality, safe, honest, personalised care and support that is equitable and accessible in all care settings, delivered by a professional, knowledgeable, skilful and responsive team.

## VISION

Exceptional, compassionate palliative and end of life care for all in our community who need it.

## VALUES



We are kind and compassionate



We are inclusive and respectful



We are collaborative and innovative



# Our Objectives

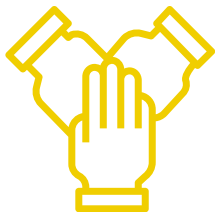
As a Hospice which has prided itself on continual improvement and innovation, we will remain resolute and ambitious in delivering our care in the future.

Here are our objectives:



## **Our Care**

Delivery of high quality person centred care, with equity of access and choice



## **Collaboration**

To influence and work in partnership to develop and deliver palliative and end of life care



## **Governance**

To maintain robust governance systems which empower a culture of safety and learning



## **Our Teams**

Our team achieve collective success through holistic support, development opportunities and engagement with our purpose



## **Sustainability**

Maximise income and effective use of resources

# Kind Words

Patients, clients and loved ones shared kind words from their experiences of care at St. Luke's Hospice.

"I have the OneResponse number and that is reassuring to know someone is there 24/7 if I need them"

"It's also been a bit of a sanctuary for me so I can sit out there quietly by myself at times. The staff are so good in recognising when I or the family need support as well as leaving us alone at times."

"To other's their job is just a job but the people here care and it really shows"

"The staff here are so compassionate and caring but also so down to earth that you can have a laugh with them"

"It really helps that the nurses explain everything to me and my wife so we can understand. It's a scary time but we know they are there for us."

"Once you have been referred to the Hospice everything flows and the service is there to support you."

“ I have been treated with respect, dignity and empathy but more than that, with kindness from all the staff.”



# James's Story

James was such a kind, unbelievably generous and incredibly caring man. He was a great singer and part of several music and theatrical groups. In 2021, James started getting persistent and troubling headaches – he went to loads of doctors and they couldn't figure out what was going on.

James mentioned that he had trouble seeing and reading of late, so was referred to an ophthalmologist. He could see the letters clearly but often could not process what they actually were. Following further scans, the doctors said that he had a large tumour in his brain. James had Stage 4 Glioblastoma. The doctors estimated he would live for just one year.

We did as much as possible. Even though James could not read anymore, and his co-ordination was not quite there due to the impact of the tumour, we were still able to share many positive experiences.

James was eventually unable to continue further treatment, so his oncologist referred him to the Hospice in 2022.

The word Hospice really is quite a scary word when you are in your 30s.

In September 2023, James went into St. Luke's Hospice's In-Patient Unit (IPU). They were able to offer him a bed and round-the-clock care. For both of us the last months were much better than they otherwise would have been.



The Hospice gave James a much better quality of life. James was able to get pain relief whenever he needed it, he also received more visitors in three months than he had in the past year. As a team the Hospice was able to keep him clean, safe and comfy - much better than he was at home.

The In-Patient Unit itself was so professional and clean, and the staff – I truly cannot speak highly enough of the staff. Throughout the Hospice, from the doctors and nurses to cleaners and kitchen staff, everyone was brilliant.

Even when James' young niece was with us, everyone in the IPU had so much time for her, which enabled James' twin sisters to spend real quality time with him. It made us feel as though we were entering into a community of friends who truly wanted the best for us as well as professionals who are good at their jobs.

There were enough people there to be able to support patients appropriately and every staff member gave adequate time to develop and make friendships - real human connections.

# James's Story

This compassion and respect resonated throughout all their care, even in the care they provided to James after he passed away.

There were so many personal touches to ensure patients, and their families, felt comfortable and so much attention paid to small things that made us all feel welcome. Everyone seemed to love their work so much and always seemed so upbeat and cheerful.

Before James got sick, he was a great singer and part of several music and theatrical groups. One day, noticing that James was struggling, one of the St. Luke's Hospice staff approached me and said, "I know that you and James are performers, would you like to come in and sing some carols in the Hospice?".

Following their recommendation, I got three friends together over Christmas-time. We sang carols and took requests from people in the IPU, including staff and other visitors.

We later found out that one of the songs we'd performed by request was another Hospice patient's favourite song (Bohemian Rhapsody, which our pianist had never played before but had an incredibly good go at!).

James was humming along as best he could, and although I was worried that he'd feel left behind, he kept asking us to play more - he was still a part of it.

If it hadn't been for Hospice staff suggesting the idea and helping us organise it, then we would completely have missed out on one of the best days we had with James. It really is amazing that the Hospice thinks of every detail - even the smallest of things, to add personal touches to make all patients feel very special.

Despite originally being given one year by the doctors, we were able to spend two years with James. He died on 4 February 2024.



# Our Care

St. Luke's Hospice provides specialist palliative and end of life care and support to people across Basildon and Thurrock whose illnesses are no longer curable. Each year, we support patients and their loved ones, offering compassionate care that focuses on comfort, dignity and individual needs.

Our care is delivered by highly skilled teams including Speciality Doctors, Clinical Nurse Specialists, Registered Nurses, Health Care Assistants, Specialist Therapists, Supportive Care staff, Clinical Administration teams and dedicated volunteers. We work to ensure our patients and their families receive what they need, where and when it's needed.

A key part of our service is OneResponse, our 24/7 telephone advice and support line, available every day of the year.

Many people believe hospice care is only for those in the final days of life, or that it is only provided within the hospice building. In reality, St. Luke's Hospice supports people at many stages of their illness, from point of diagnosis through to end of life.

Care is provided at our Hospices in Basildon and Thurrock, in the local community, in patient's own homes and in care homes. We also work closely with hospital teams and other health and social care professionals to ensure care is well coordinated, accessible and centred around the individual.

In addition to supporting patients, we offer care and guidance for loved ones and carers, recognising the vital role they play. We listen carefully, respond with compassion and respect each person's wishes.

As a registered charity, we rely on the generosity of our local community to continue delivering care where and when it is needed most. At St. Luke's Hospice, our commitment is simple: to ensure that everyone in our community can access that support and care they need.



# Impact Report

On average St. Luke's Hospice cares for **2,100** individuals per year.

## Clinical Outpatients Service



**239**

People supported by  
Clinical Outpatients

**1,613**

Procedures completed

**1,936**

Blood tests

## OneResponse

**32,485**

incoming calls into the **OneResponse**  
service

**192**

Calls on the busiest day

**3,993**

Rapid response visits within two hours

## Hospice Community Service

**1,139**

Prescriptions completed  
by a Non-medical  
prescriber

**1,685**

Face-to-face visits

**534**

People supported to die  
at home.

**522**

People supported  
through the Frailty and  
**Care Home Palliative**  
Support service

## IPU Basildon

**223**

Admissions



**30**

Bedside Companion volunteers across  
Basildon and Thurrock In- Patient Units

# Impact Report

## Integrated Therapy Services

**431** Referrals received to **Complementary Therapies**

**1,208** Therapies were given by **Complementary Therapies**

**490** People supported by **Occupational Therapy**

**632** **Specialist Physiotherapy** referrals

**342** Initial assessments carried out by the **Specialist Physiotherapy team**

## Supportive Care Services

**124** Referrals to the **Luke's Counselling for Children and Young people**

**452** Referrals to the **Dove Community Counselling (Adult)**

**1,202** Face-to-face counselling sessions

**344** Assessments undertaken by the **Carers team**

**206** Patients attended face to face groups held by the **Wellbeing Service**

## Hospice Rapid Access Service

**1,523**

Nights of care provided for 66 patients



**110,735**

Hours of domiciliary care

## South Essex Lymphoedema Service

Over

**1,000**

active patients with

**779**

referrals accepted in 24/25



# Environmental Projects

This year we have taken positive steps to reduce our environmental impact and create a more environmentally sustainable future.

Our dedicated Environmental Group has played a key role in driving our Environmental strategy; collaborating with internal partners across Hospice teams to advise on alternative products to reduce single use plastic, and more sustainable materials for fundraising activities.

The Environmental group brings together team members from all areas of the Hospice, to share ideas, review our practices, and introduce new initiatives.

We continue to develop our gardens at Thurrock, with fruit and vegetable planting to support the menu offerings at the Luke's Sunflower Café.

Bat boxes provide alternative roost sites at Thurrock, and sympathetic planting at both hospices encourages local wildlife to thrive.

We are actively promoting the Cycle to Work scheme and investigating the feasibility of infrastructure to support electronic charging at both locations, to support alternative fuel transportation.

We are researching the positive environmental impact of our Retail stores and promotion of upcycling and recycling.

We continue to work with partners to support our environmental and sustainable aspirations.



# Equity, Diversity, Inclusion

St. Luke's Hospice maintains its commitment to an integrated and compassionate approach to Equity, Diversity and Inclusion (EDI). Guided by our organisational values, St. Luke's Hospice not only delivers expert palliative and end-of-life care but actively champions equality for its employees, volunteers, patients, and the wider community. Effective EDI is not an isolated initiative, but a thread woven throughout every aspect of our Hospice's care provision, and ways of working for employees and volunteers. The Hospice's vision encompasses building capacity to challenge and address barriers, facilitating ongoing education and awareness, and ensuring that all operational processes—from recruitment to the delivery of patient care—are evaluated through the lens of fairness and representation.



The Charity's EDI Strategy Group meets regularly with a wide representation across all Hospice services working collaboratively to focus on 4 initial priorities whilst development and engagement of our first EDI Strategy is complete. These being:

- Anti-Racism
- Becoming a leading Disability Confident employer
- LGBTQ+ Allyship
- Engagement and Co-Production

St. Luke's Hospice has continued to actively seek partnerships with local networks and groups across Basildon and Thurrock to guarantee its reach extends to all areas of our community. Collaborations include regular engagement with ethnic minority community groups, local faith groups and attendance at community events intended to raise awareness about the Hospice support available for patients and their families, whilst fostering meaningful engagement to identify challenges around access to our services.

This year the Hospice has developed improved systems for capturing, reporting and analysing data around the protected characteristics of people using our services and in our Hospice employee and volunteer workforce to help us understand the diverse needs of our local community and better inform and develop our services accordingly.

# Equity, Diversity, Inclusion

We continue to ensure that our policies, procedures, and culture are aligned with statutory requirements encompassing EDI. This legal foundation not only protects patients, employees and volunteers from discrimination, harassment, or victimisation but also propels the hospice to go beyond compliance into proactive empowerment.

Service planning at St. Luke's Hospice now incorporates Equality Impact Assessments ensuring that all new projects and proposals are evaluated for their potential impact on protected characteristics and proactively identifies opportunities to reduce health inequalities.

Demonstrating its commitment to supporting employees with a disability, the Hospice attained the highest level of Disability Confident accreditation from the Department of Work and Pensions within 6 months of embarking on the scheme which was independently assessed and validated.

There is a Sanctuary space designated across both Hospice sites for quiet reflection or prayer for people of all faiths or none.

An updated Hospice website has retained the accessibility tool including a screen reader, translation of over 100 languages, styling and customisation.



Our End of Life Care plan and Guide to Funerals for people with learning disabilities continues to be widely used and has been acknowledged as a tool of best practice by other health providers.

EDI at St. Luke's Hospice is not measured solely through organisational processes or compliance, but by cultivating a genuine sense of belonging. Practical mechanisms such as regular EDI training, open communication forums, and celebration events to demonstrate allyship (e.g., Black History Month, attendance at Basildon and Thurrock Pride, International Women's Day events with our supporters) creates an atmosphere where everyone, from patients, employees, volunteers and our wider community, feels seen, heard and valued.

# Equity, Diversity, Inclusion

The Hospice's ongoing journey in EDI aims to create lasting change by addressing health inequalities and health deprivation in the communities we serve, embedding protected characteristic considerations into every level of the organisation, and publishing transparent outcomes. St. Luke's Hospice continues to inspire hope, comfort, opportunity and access for all. We aim to achieve this through our future EDI Strategy which will have the following strategic priorities and will outline our vision and journey from 2026 to 2029:

- Leadership accountability and inclusive decision making
- Increasing access and inclusion for diverse communities
- Fostering a supportive and inclusive workplace
- Data-driven EDI improvements and transparency



# Jim and Maureen

Jim and Maureen Price were cared for, together, at St. Luke's Hospice. Their daughter Danielle shares their story:

"My dad, Jim, was an engineer in the Royal Navy and a decorated Nuclear Test Veteran. Travelling the world, living a life full of adventure before settling back in the UK.

My mum, Maureen, was born in Georgetown, in what was British Guiana. Coming to England in 1962, she stayed with her sister, who one evening invited a couple of workmates to dinner. One of whom was my dad. Just as in the best romantic novels, it was love at first sight.

"They fell for each other quickly. Life threw obstacles in their path but they kept their love alive through letters and photos. They married in 1963, spending the next 59 years together.

"Then came the call – Dad had cancer. There were no treatment options available so he was referred for palliative care.

"A nurse at St. Luke's Hospice called me within hours and arranged to visit the next day. She was so caring and positive, helping us to understand what was happening. I decided to care for Dad at home. Every night, I'd take Mum upstairs to lay beside him.

"A couple of weeks later, Dad had really deteriorated. Both Dad and I were determined for him to stay at home. One day, before heading home for the night I noticed Mum was sleeping a lot more than usual.

"I went to her in the early evening but was unable to wake her up. She was rushed to hospital. It was unbearably hard not to be at both their sides. Then, my brave selfless Dad said, "I think it's time for me to go into the Hospice".

"The Hospice arranged everything quickly and with so much kindness. He was settled into a room at the Basildon Hospice, and I met him there. Soon after, I got a call from the hospital – mum's heart was failing. She didn't have long.

"Staff at St. Luke's Hospice were already working behind the scenes to bring Mum to the Hospice.





The next day, they made it happen. The nurses took over; gently washed Mum, brushed her hair, dressed her in her own nightgown, gave her back her dignity. When Mum left the hospital, she had a pained expression but once in the Hospice she seemed to soften.

“The Hospice moved heaven and earth to bring my parents together. They cleared furniture to make space for both beds beside each other; reunited, laying side by side.

Mum lay beside him, it was like they had come home. The Hospice gave them that. Dad passed away peacefully on the morning of 2nd September 2022. Less than 24 hours later, Mum followed him. I truly believe she died of a broken heart, in every sense.

“The team at St. Luke’s Hospice were extraordinary. Nurses, doctors, volunteers - they cared for all of us. They brought drinks, comforted us and sat with my parents. They were there in every way.

I’ve had honest conversations with them, cried with them, even found unexpected moments of peace thanks to them. I would say they are literally angels.

“In all the heartbreak, I find so much comfort from the fact they were together until the very end, and I will be forever grateful to St. Luke’s Hospice for making that happen.”



# Volunteering



# 411

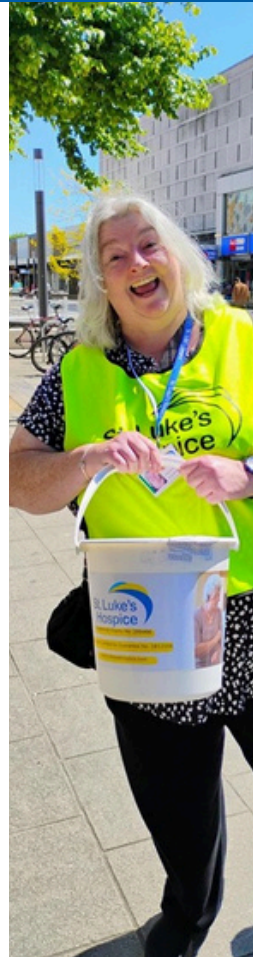
Volunteers supporting  
St. Luke's Hospice

# 65

of our Volunteers have  
volunteered with us for over  
10 years and received long  
service awards

# 188

New Volunteers from  
April 2024 - March 2025



# Nicola Stupples

## Volunteer

Nicola has been a dedicated volunteer at St. Luke's Hospice for just over two years and has supported many teams in the Hospice. She comes into the offices weekly and is more than happy to help, providing support wherever it is needed.

"I began volunteering on Reception at the Hospice in Thurrock, which was mostly greeting people, signing them in when they come for appointments, and ad hoc admin tasks. Then I moved to Fundraising, where I currently clean the collection pots and buckets. I also help at events such as collections and helped with the charity's 35th anniversary celebrations.

"The best thing about volunteering is the people you get to work alongside. It's very supportive here and I've always felt like part of the team.

"I have a neurological condition that affects my mobility and an autoimmune condition that fluctuates, which means that I'm not always able to attend on a regular basis. The Hospice allows me to commit to when I can without judgement if I am unable to.

"For me, volunteering has been confidence building. It has helped with my anxiety as I feel like this is a step towards getting back into employment after a period of ill health. It has also given me the opportunity to overcome my anxieties around meeting people and being seen again in public since a deterioration in my health that has changed my life. I have been able to rediscover how I can contribute to a work environment.

"I feel as a volunteer I'm making a difference to the Hospice. I can see the impact of my time instantly, for example getting the pots clean and ready to go back out in shops, ready for much-needed donations. When I'm volunteering in the community, people come up and support the Hospice but also show appreciation and it's nice to be able to spread awareness of the Hospice and all the services it provides."



# Our Teams

## What we want to achieve

- Develop an employer brand of the Hospice as a great place to work and volunteer, attracting the most talented and diverse workforce
- Develop the capabilities of all of our teams so that people care and they know how this contributes to our purpose.
- Celebrate the diversity our teams bring with their lived experience, becoming more representative of our wider community and being committed to the changes needed to create an inclusive culture.
- Explore new options for recruiting new talent.
- Develop an engaged team of employees and volunteers, where people are innovative and change orientated contributing ideas so that the Hospice continually improves



## What success will look like

- Improved recruitment and retention levels and increased numbers of volunteers.
- Improved communication and engagement.
- Increased opportunities for learning and development.
- Continuing improvement in cohesion and collaboration across teams with shared focus on our purpose.
- Improved understanding and collective commitment to EDI amongst our teams through a yearly plan of education, awareness raising and collective action.



# Our Teams

We are committed to developing an engaged team of employees and volunteers. Cohesion and collaboration across all Hospice teams unities our focus on the provision of specialist palliative and end of life care.

Requests for better access to equipment and adaptable working arrangements.

Ongoing consultations with departments to identify and address critical resources gaps.

Focus on decision making, communication and visible responsiveness.

New leadership development programme rollout.  
Focus on developing values based leadership principles and other leadership skills among all levels of managers.

Requests for calm spaces, regular social activities, and financial resources.

Calm spaces: Identified locations at each Hospice site to create designated quiet rooms for destressing and having lunch.

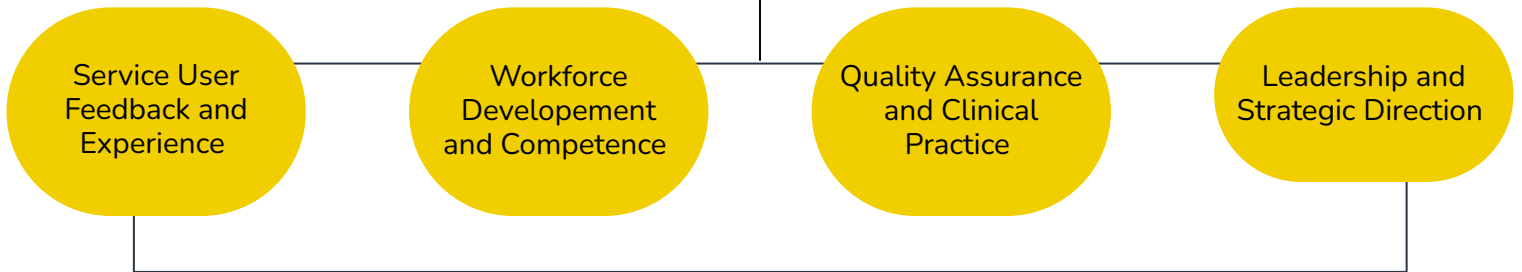
Partnering with new financial advisors to offer personal finance sessions starting 2025/26.

Resources: Sharing cost-saving opportunities, such as employee discounts and benefits awareness campaigns internally.

# Governance



Trustee and Executive oversight



**Annual Governance**  
Annual Governance Review Group (AGRG)

**Finance and Income**  
Financial Governance  
Fundraising/Trading Regulation

**Service User Involvement**  
Focus Groups  
5x5  
Surveys Outcomes

**Strategic Leadership**  
Trustees Executive Team Senior Management Team (SMT)

**Quality and Innovation**  
Strategic Quality Steering Group (SQSG)  
Project Steering Groups (PSG)

**Medicines Management**  
Medicines Management meeting  
Non medical prescribers forum  
Accountable Officer Network

**Organisation Annual Governance**  
Information Governance  
Contracts Management  
Business Continuity Plan

**Marketing & Communication**  
Marketing & Communication Governance  
Patient & Internal Comms Group

**Health & Safety, Risk Management & Safeguarding**  
Safety and Governance Meeting (SAG)  
Strategic Safeguarding Group (SSG)  
Patient Experience and Safety (PEaS)  
Risk Assessments  
Risk Register

**People and Culture**  
People & Culture Sub Committee  
Equality, Diversity & Inclusion Strategy Group  
HR Strategy Group

**Clinical Practice**  
Clinical Development Team (CDT)  
Infection Control

# St. Luke's Hospice (Basildon & District) Limited

## Report of Trustees and Strategic Report for the year ended 31 March 2025

The Trustees of the charity submit their annual report and the financial statements for the year ended 31st March 2025, which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes. The Trustees have adopted the provisions of the statement of Recommended Practice (FRS102)

'Accounting & Reporting by Charities' issued in October 2019 in preparing the annual report and financial statements of the charity, and the Charities Act 2011.

### HISTORY OBJECTIVES AND ACTIVITIES OF THE CHARITY

|                     |  |                      |
|---------------------|--|----------------------|
| Name of Charity:    | St Luke's Hospice (Basildon & District)  |                      |
| Charity No.:        | 289466   |                      |
| Company No.:        | 1812104  |                      |
| Governing Document: | St. Luke's Hospice (Basildon & District) is a company limited by guarantee, governed by Memorandum & Articles of Association dated April 27th 1984 |                      |
| Address:            | St Luke's Hospice, Nethermayne, Basildon, Essex, SS16 5NJ  |                      |
| Trustee:            | Mr G W Peaty – Chairman  | appointed 27.04.1984 |
|                     | Mrs M Moura  | died 06.02.2025      |
|                     | Mr B Wellman   | appointed 30.09.2016 |
|                     | Mr D Lawrence  | appointed 18.02.2020 |
|                     | Mr M Nice  | appointed 18.02.2020 |
|                     | Ms. G Rodgers  | appointed 23.11.2022 |
|                     | Ms. L Iles   | resigned 29.11.2024  |
|                     | Miss L Elliott   | appointed 27.11.2024 |
|                     | Mr L Chester   | appointed 30.07.2025 |
|                     | Mr J Wilkins   | appointed 1.10.2025  |
| Chief Executive:    | Mrs E Marshall - Chief Executive   | appointed 30.09.2002 |

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

## Structure, Governance & Management

The requirements of the Strategic Report are covered within the Trustees Report.

The Board of Trustees are the Governing Body.

The Memorandum and Articles of Association provides for a minimum and maximum number of Trustees. The Board of Trustees is currently comprised of 8 members. Members are elected for a period of three years after which they are eligible for re-election at the next Annual General Meeting Trustees may sit on other nominated Committees or groups, as determined and agreed collectively by the Board.

For the period, the Trustees of the charity are also Directors of an associated company, SLH Trading Limited that exists purely for generating income for the Hospice through the sale of donated goods in retail properties and social sites including eBay.

The Board meet approximately every six weeks. All Members of the Board give their time voluntarily and receive no benefits from the charity and no reimbursement of expenses were made within the year.

The Chief Executive Officer is appointed by the Board to manage the day-to-day operations of the charity. Role and job descriptions for the Trustees and Chief Executive identify the responsibilities of the respective roles and the levels of delegation.

Trustees are recruited to ensure an appropriate range of skills exists. The Trustees will periodically undertake a skills analysis to determine whether there is a need to recruit individuals with other specific skills or whether particular skill areas need to be strengthened.

## Trustee Recruitment

Recruitment processes take into account the individual's skills, knowledge, ability, and eligibility to serve as a Trustee.

The Board consider a range of selection methods, including website and/or general advertising or may consider targeted recruitment for specific skills such as Clinical skills or under-represented groups. (It is anticipated a number of new Trustees will be appointed in the forthcoming year).

Application information includes documentation to allow an assessment of the individual's eligibility to serve as a Trustee.

A panel of a minimum of two Trustees interview candidates, making recommendations to the full Board of the suitability of candidates.

Successful candidates are invited to one Board meeting to meet other members of the Board prior to any formal offer of acceptance being made.

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

All Trustees will be required to submit satisfactory references, and be subject to a formal Disclosure and Barring Service (DBS) check before commencing in the role and commit to participating in ongoing DBS verification.

Declarations/conflicts of interest are recorded and checked at each meeting.

## Trustee Induction & Training

New Trustees undertake an induction programme, setting out the role and responsibilities of Trustees. The programme provides an opportunity to meet with senior staff of the Hospice to gain an understanding of services and activity as well as the priorities of the organisation as a whole.

New Trustees receive a handbook, which provides a range of information, including key reference documents and Charity Commission guidance. Each new member is appointed a mentor from the Board. New Trustees appointments are subject to a six-month review to assess performance and capacity to continue in the role.

The Board undertake mandatory training and periodically undertake training to update their knowledge of issues facing the charity. Training is delivered within a workshop format, allowing dedicated time to reflect on and discuss a range of strategic issues for the charity including Board effectiveness and at both a local and national level.

Within the period of this report, these sessions have enabled the Board to understand the Safeguarding responsibilities of members, consider the impact of the ongoing changes within NHS commissioning structures and other issues affecting activity and service delivery and consider the financial challenges facing the charity sector.

The Chairman conducts annual appraisals with all board members, which provides an opportunity to discuss performance and to identify any specific requirements or views of members, thereby enabling training and updates to be designed to be pertinent to the needs of board members development and performance.



# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

## Related Parties

The Hospice has long held a positive view of the advantages of collaborative and partnership working, sharing knowledge and resources for the subsequent benefits to the community. This is particularly advantageous in delivering more seamless care and taking measures to reduce pressures within the system, to further the patient experience and effective delivery of care pathways.

The Hospice works with the Integrated Care Board and Alliances for Mid and South Essex, as well as other NHS colleagues and healthcare professionals.

The Hospice works with other neighbouring hospices in Essex, as part of the Hospice Collaborative Partnership (HCP). The principle aim of the group is to improve the experience for patients at the end of life and to enhance the understanding of their needs and expectations of care and ensure equity to services across the region. A number of initiatives will be jointly considered by the HCP going forward.

It is anticipated that the scope of the group will be subject to change in the future in line with changes to local commissioning structures.

Elements of the Hospice Community Services are delivered in conjunction with Marie Curie and SPDNS, a local care agency.

The Hospice continues to act in a commissioning role for a number of contracts on behalf of the ICB.

## Public Benefit Statement

The strategies and objectives of the charity focus on the provision of care and support to individuals with life limiting illnesses, including but not exclusive to cancer and are undertaken to further the organisation's charitable purposes, as a requirement of charity law, for the public benefit.

## Protecting Vulnerable People

The Hospice has processes in place to ensure that those within our community who may be vulnerable are not subject to intrusive fundraising activity and that donor preferences are observed or modified as requested, where circumstances or preferences change.

## Governance and Risk Management

The organisation recognises the importance of governance across the organisation and continues to strengthen and enhance practice, analysis and reporting. Very robust systems are in place across all departments to support safeguarding practice. Incidents and concerns are fully investigated reported and learning is always taken from each event.

The Hospice has an extensive and full range of internal policies and procedures, which are easily accessible to staff at all levels across the organisation and a comprehensive mandatory training programme, which is applied to all staff, and volunteers.

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

Opportunities exist for staff to raise concerns about any aspect of the operation of the organisation and its work with executive leads and managers, or via the Freedom to Speak up Guardian or Whistleblowing processes, both of which are well established.

National guidance is regularly reviewed and professional advice sought where necessary to further improve governance practice.

Consideration is given to the risks to which the charity may be exposed from both a clinical and business and commercial perspective. Risks are regularly assessed throughout the year and managed via internal risk management processes.

Risks for consideration currently include:

## Staff Recruitment

The Hospice acknowledges the organisation's reputation relies on the commitment and quality of the team it employs. A national shortage of trained staff with both business and clinical skills and expertise makes recruitment particularly difficult within in a highly competitive market.

During the year the Hospice has sought to review and strengthen recruitment practices, the introduction of a new software package to support enquiries and applications now streamlines the process and has continued to improve recruitment rates.

The Hospice has also reviewed staff benefits and introduced flexible working practices. However, variations in salary levels with the NHS continues to create a pressure, which, is unlikely to ease in the short term. Despite this good retention levels continue to be achieved.

## Income

Charitable income is subject to fluctuations and remains challenging across traditional income streams. Work continues to protect and build on these income streams as well as exploring opportunities for new income streams, the latter of which is being actively explored.



## Health and Social Care Systems

Re-formed health and social care systems, whilst embedded are still subject to change and changing priorities, which impact, on the priorities within the system, and ultimately impact on the Hospice. The new structures do allow the Hospice a greater opportunity to influence the integrated strategic development of palliative care, which is very much welcomed, and which the charity will continue to respond to, as the Hospice continues to build on its excellent relationships with local commissioners with a joint focus on patient care and service delivery.

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

## Objectives & Activities

The objectives of the charity are to:

- Promote and deliver high standards of palliative care for people across South West Essex, who have specialist palliative care needs principally, but not solely restricted to cancer, without discrimination.
- Adopt a holistic approach to service provision, providing for physical, social, emotional and spiritual needs of the patient in partnership with families, friends and other health and social care teams.
- Provide information to enable patients to make their own choices about the care they receive and the setting in which it is provided and continuing to reduce inequalities of access to service.
- Engage and listen to individuals and our wider community in the development of our services.
- Teach other professionals about the needs of palliative care patients so that all who are involved in their care may feel equipped for their responsibility whether they are in hospices, hospitals, or in the community.
- Support and provide a healthy and safe environment in which to work and to promote the wellbeing of our teams.

## Purpose and Difference We Make

The Hospice remains passionate about the provision of high-quality end of life care and support to individuals with life limiting illness.



The ethos of the organisation remains to meet the individual needs of patients whilst also supporting their families and carers at all stages of care within flexible working models

The Hospice works both independently and with other healthcare professionals to provide a seamless service model, with the patient at the focus of all that we do.

Services continue to operate within the Hospice and in the wider community in people's places of residence, regardless of where that may be.



The Hospice retains its award from the CQC as Outstanding, for its Basildon site, which is a reflection of the work of our teams and the focus of our priorities across our community.

The CQC inspected the new Thurrock site in 2023, despite only one assessed service being operational at the time. The subsequent rating for the site was notified as Good.

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

## Achievements in 2024-2025

Services continued to see an increase in the number of episodes of care and treatments offered.

The Clinical Outpatients Team continued to push the boundaries in the range of treatments offered and responded to an increase in demand with a 35% increase in interventions. Patients continued to welcome the flexibility and comfort of the service, which enabled treatments to be received with minimal inconvenience. An additional benefit of the model is the ability to familiarise patients with the concept of hospice care and other supportive services.

The In-Patient Unit saw an increase in admissions of 233, compared to 188 in 2023/24, a 23% increase. The unit observed increasingly complex cases. The bedside companions team comprised entirely of volunteers and has proved to be a considerable asset in supporting patients within the In-Patient Units.



In April 2024, we were proud to open the new In-Patient Unit at our Thurrock site. The new six-bedded unit became available for patients supported by our Hospice Rapid Access Service; Utilisation of the unit had been delayed as a direct long-term impact of COVID.

The Hospice Community Services Team continued to maintain exceptionally high levels of activity.

The Hospice is fortunate to have a well-established 24/7 service, One Response, which includes an advice and support line and a two hour response time, for visits where there is a requirement for greater and immediate intervention. The total number of calls to the One Response service totalled 32,485 within the period, an 8% increase compared to 30,000 in 2023/24.

In August 2023, the Hospice introduced the Hospice Rapid Access service, designed to support patients no longer needing acute care in hospital, and providing a timely intervention for continuation of care in a setting appropriate to their specific needs.



# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

The profile of the Patient Experience Programme continued to increase, with face to face discussions with patients and families together with patient and family surveys.

Feedback allows a better understanding of how our service users perceive and are supported by the care we provide. This is further supported by 'Your Voice Count Days' where views are shared collated and listened to.

Over the year this work has enabled further engagement and the development of our Hospice Experience Volunteer Group, the members of which work with us to work in the spirit of co-production and co-design, to improve the quality of our services, by directly incorporating the views and thoughts of those who utilise our services.

Our long-term aim is to ensure that those who use our services have a central role in all aspect of our care provision, design, development and assurance processes.

Additionally within the year, work to refine and define the outcomes and impact of services were formulated across all clinical teams. The work prioritised data set assessment to help inform service delivery, and evidence the difference the charity makes.. Work to embed new digital solutions continued in 2024/25 to introduce and develop new systems, supporting teams through these changes continued to be a priority.

Engagement with staff continued with the relaunch of staff and volunteer forums, which are held throughout the year enabling open and constructive discussion across the organisation.



These are supplemented by the cross-organisational sessions led by the Chief Executive and Executive Team to update on the strategic direction of the Hospice and to encourage staff to contribute their thoughts or seek clarification on any aspects of the work we do.

Two digital publications continued to be issued monthly to staff and volunteers, (the Link and the Loop) to keep all teams updated with information.

Volunteers contribute across all areas of the Hospice (and the associated Trading Company, SLH Trading). Their support is invaluable and without their dedication and commitment, our services would be much reduced.

## Objectives for the Year

The Charity continues to focus on the future, driven by local and national issues. Income appears more restricted due to the impact of the national economy, but demand continues to increase. The Hospice will continuously review its position to protect and sustain the services provided to the community.

# St. Luke's Hospice (Basildon & District) Limited

## Report of Trustees and Strategic Report for the year ended 31 March 2025

In 2025 the Hospice will mark its 35th Anniversary of opening this will be a major focus for the year, and an opportunity to celebrate the contribution of current and past team members, (staff and volunteers), as well as thanking our community and jointly celebrating the amazing work and support that has made our Hospice possible since the original vision.

During the year the Hospice will also:

- Look to further develop and build on improvements to practice as highlighted in the outcomes from the Population Needs Assessment 'Live Well' and the further views of service users to meet the identified needs of our patients and their families.
- Continue to expand the services offered in the Clinical Outpatient Service to improve the patient experience and provide services in a way which affords flexibility and ease of access during treatment.
- Transform the Hospice Community service team into a locality model in response to changing dynamics of local health and social care to ensure future demand is met, and can support future growth.
- Respond where possible to support the wider system in periods of high activity to enable the continuance of patient care without compromising standards or expectations.
- Explore options to work collaboratively, to benefit from shared skills and expertise to present a strong framework to deliver care across Mid and South Essex.
- Explore the increased use of digital technology to improve systems, to create efficiencies and streamline operations across the Hospice with the implementation of a high-level data project. The subsequent outcome will enable greater understanding and evaluation of trends to determine future demands and the development of services.
- The continual review and improvement of recruitment processes, to attract candidates including the introduction of incentives, reviewing pay and benefits to maintain a competitive presence in the market.
- Continue to add value to the health system through collaboration with other health providers to develop a collaborative strategy for care delivery.
- Continue to embed CQC Standards across the organisation.
- Encourage volunteers to engage with the work of the hospice within a valued and supportive environment.
- Enhance our supporter journey through increased digital focus.
- Further develop our Marketing and Communications plan to raise awareness of our work, and encourage engagement to support our Hospice in future years.
- Consolidate income streams to increase income and identify new income streams to further diversify income sources for the future sustainability of the charity.
- Progress health and wellbeing programmes to support our teams in their roles.

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

We are proud of our teams who are unwavering in the care and support they offer, and who regardless of the role they play, are committed to ensuring the best possible care is available where the patient and their families remain the central focus of all that we do.

## Income

It is acknowledged that income generation is harder in an increasingly competitive market. Income levels in our primary areas of Fundraising and Retail are struggling to increase at the same rate as expenditure is increasing.

The Hospice benefits from a good statutory funding level, which is reflective of the large range of services provided, including Commissioner Requested Services, of which some services receive full funding, and funds passed through as part of our Lead Provider status to other organisations.

However we recognise that pressures within this area are increasing and that it remains essential that we seek a broader diversification of our income as we move forward.

Commissioned services form a large part of our care delivery, increasingly we are seeking pressures from commissioners to look for efficiencies and this can include the transfer of services to the hospice to demonstrate savings. The Hospice has actively engaged with such requests for the betterment of patient care, but must equally be mindful of the impact such growth can have on the overall operation and resources of the Hospice and ensure such developments are appropriate and sustainable.

## Financial Review

The principal funding sources were received from Clinical Commissioning Groups, donations and gifts and fundraising activities.

There was a deficit for the year of £74,147 compared to a deficit of £13,799 for the previous year.

External statutory funding from NHS sources is primarily secured via Mid and South Essex ICB. The Hospice maintains a good and strong relationship with the ICB in developing and advancing services for the local community. Statutory income has continued to be boosted by funding for the OneResponse and Hospice Rapid Access services. There is a collective Commitment to deliver innovative and streamlined services, many of which are Commissioner Requested Services or Statutory services.

Hospices received an additional capital grant through Hospice UK from the Government for £256,843 which was spent in year on patient equipment, a data project and IT equipment.

The Hospice received £477,301 from Macmillan for a social investment bond to transform the Hospice Community Services model. The estimated payback is also accrued in accounts.

# St. Luke's Hospice (Basildon & District) Limited

## Report of Trustees and Strategic Report for the year ended 31 March 2025

The associated Trading Company SLH Trading continued to perform well throughout the year. The company achieved against predicted targets with a final contribution of £425,000 to the Hospice (£530,000, 2024).

Local Hospice Lottery income also performed well within the year, with a total contribution to funds of £209,937 (£208,866, 2024).

The Hospice relies heavily on the goodwill and generosity of the local community, with funds raised through general donations, appeals and other fundraising activities. Whilst Fundraising continued to evolve and respond to changes and challenges, we remain sincerely grateful to all those who support St. Luke's Hospice and enable us to provide essential services in the catchment.

Whilst Legacy income can be difficult to predict, large legacy contributions were received throughout the year to the value of £1,094,732 (£149,105, 2024).

Gift Aid income continued to perform well throughout the year. Expenditure across the organisation was well managed with savings achieved against budget.

### Reserves Policy

The Board of Trustees undertook an annual review of the Reserves Policy for the period and determined that unrestricted funds held by the charity should, where possible, continue to be between three and six months of the annual expenditure. The Board remain confident that, at this level, charitable activities can continue should a significant drop in income occur. The remaining funds are held to further the aims of the charity.

Restricted funds were received throughout the year and held for specific capital purchases, or allocated to specific services as defined by the donors. A percentage of legacy income received by the charity supplements general funds, the remainder is wherever possible, directed to Reserves.

At 31st March 2025 the Charity held total reserves of £12,272,354 (inclusive of fixed assets), which is split as follows:

|                     |                   |
|---------------------|-------------------|
| Restricted Reserves | <b>£704,981</b>   |
| Fixed Assets        | <b>£6,210,956</b> |
| General Reserves    | <b>£5,356,417</b> |

The general reserves of **£5,356,147** are held for equipment and working capital.

### Investment Policy

The Investment Policy is similarly subject to annual review with consideration given to ethical considerations, risks and the strategic objectives of the organisation. The Board have continued to secure investment income, by investing in a range of investment products the Trustees have considered the investment options with a minimalist approach to risk. Money will be reserved on deposit account, in fixed term bonds or similar, of various durations and will be invested with a number of financial institutions, who are considered to be secure under existing financial regulations.

Approved by the Trustees on 26/11/25 and signed on behalf

 G.W. Peaty

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

## Opinion

We have audited the financial statements of St Luke's Hospice (Basildon & District) Limited for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its income and expenditure, for the year then ended;
- Have been properly prepared in accordance with United Kingdom generally accepted accounting practice; and
- Have been prepared in accordance with the requirements of the Compliance Act 2006.

## Basis of Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report.

We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.



# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

## Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained in the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Opinion on other matters prescribed by Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' and strategic report, which includes the directors' report prepared for the company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements

- The strategic report and the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements

## Matters on which we are required to Report by Exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' and strategic report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion;

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanation we require for our audit.

## Responsibilities of Trustees

As explained more fully in the trustees' responsibilities statement on pages 1 & 2 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

In preparation the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditors responsibilities of the suit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements.

During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations were identified as being of significance to the entity: Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Company Law and Tax and Pensions legislation.



# St. Luke's Hospice (Basildon & District) Limited

Report of Trustees and Strategic Report for the year ended 31 March 2025

Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the business and therefore may have a material effect on the financial statements include operating license, care quality commission compliance, environmental regulations, health and safety legislation, safeguarding adults, children and young people procedures and corporate and clinical governance policies.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: inquiries of management and those charged with governance as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities).

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jeremy Boyden BA FCA (Senior Statutory Auditor) Pocknells Audit Limited  
Chartered Accountants and Statutory Auditor

46 Hullbridge Road South Woodham Ferrers Essex  
CM3 5NG Dated: 24/11/25

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Summary of Income and Expenditure Account

|   | Notes | Unrestricted | Restricted | 2025 Total | Unrestricted | Restricted | 2024 Total |
|---|-------|--------------|------------|------------|--------------|------------|------------|
| <b><u>Donations and Legacies</u></b>            |       |              |            |            |              |            |            |
| Donations and Gifts                             | 2     | 1,006,437    | 11,187     | 1,017,624  | 939,348      | 51,356     | 990,704    |
| Legacies  |       | 1,094,732    | -          | 1,094,732  | 149,105      | -          | 149,105    |
| Trusts and other Organisations                  | 3     | 75,241       | 53,364     | 128,605    | 84,448       | 6,925      | 91,373     |
| Lottery   |       | 209,937      | -          | 209,937    | 208,866      | -          | 208,866    |
| <b><u>Income from Trading Activities</u></b>    |       |              |            |            |              |            |            |
| Fundraising                                     |       | 785,117      | -          | 785,117    | 737,888      | -          | 208,866    |
| Investment income                               | 4     | 183,546      | -          | 183,546    | 133,671      | -          | 133,671    |
| Other Income                                    |       | 83,105       | -          | 83,105     | 43,595       | -          | 43,595     |
| <b><u>Other Income</u></b>                      |       |              |            |            |              |            |            |
| Social Investment Bond                          |       | -            | 477,301    | 477,301    | -            | -          | -          |
| Sale of Asset                                   |       | 242          | -          | 242        | -            | -          | -          |
| <b><u>Income from Charitable Activities</u></b> |       |              |            |            |              |            |            |
| Education                                       |       | 6,767        | -          | 6,767      | 12,655       | -          | 12,655     |
| Hospice UK (capital grant)                      |       | 256,843      | -          | 256,843    | -            | -          | -          |
| CCG   | 3     | 4,879,990    | 6,952,129  | 11,832,119 | 8,752,339    | 686,237    | 9,438,237  |
| Total Income                                    |       | 8,581,957    | 7,493,981  | 16,075,938 | 11,061,915   | 744,518    | 11,806,433 |

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Summary of Income and Expenditure Account (continued)

|   | Notes | Unrestricted     | Restricted       | 2025 Total        | Unrestricted      | Restricted     | 2024 Total        |
|---|-------|------------------|------------------|-------------------|-------------------|----------------|-------------------|
| <b><u>Expenditure on raising funds</u></b>                |       |                  |                  |                   |                   |                |                   |
| Fundraising   |       | 627,534          | -                | 627,534           | 635,742           | -              | 635,742           |
| <b><u>Resources expended on Charitable activities</u></b> |       |                  |                  |                   |                   |                |                   |
| In Patient Unit   |       | 6,598,156        | 218,461          | 6,846,617         | 5,986,773         | 172,031        | 6,158,804         |
| Clinical Outpatients                                      |       | 248,514          | -                | 248,514           | 214,470           | -              | 214,470           |
| Hospice at Home and Hospice at Home Social Care           |       |                  | 333,002          | 333,002           | -                 | 198,537        | 198,537           |
| SAAS  |       | 835,170          | 430,842          | 1,266,012         | 1,088,294         | -              | 1,088,294         |
| Hospice Rapid Access                                      |       | -                | 6,095,219        | 6,095,219         | 2,800,245         | -              | 2,800,245         |
| SELS  |       | 178,900          | -                | 178,900           | 185,827           | -              | 185,827           |
| Counselling information and education                     |       | 226,166          | 358,121          | 584,287           | 226,166           | 312,147        | 538,313           |
| <b>Total Expenditure</b>                                  |       | <b>8,714,440</b> | <b>7,435,645</b> | <b>16,150,085</b> | <b>11,137,517</b> | <b>682,715</b> | <b>11,820,232</b> |



# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Summary of Income and Expenditure Account (continued)

| Notes  | Unrestricted | Restricted | 2025 Total | Unrestricted | Restricted | 2024 Total |
|--|--------------|------------|------------|--------------|------------|------------|
| Net Income   | (132,483)    | 58,336     | (74,147)   | (75,602)     | 61,803     | (13,799)   |
| Transfer between Funds                                     | 29,734       | (29,734)   | -          | 96,602       | (96,602)   | -          |
| Net Movement of Funds                                      | (102,749)    | 28,602     | (74,147)   | 21,000       | (34,799)   | (13,799)   |
| <b><u>Reconciliation of funds</u></b>                      |              |            |            |              |            |            |
| Total funds brought forward at 1 <sup>st</sup> April 2024  | 11,438,923   | 676,379    | 12,115,302 | 11,417,923   | 711,178    | 12,129,101 |
| Total funds carried forward at 31 <sup>st</sup> March 2025 | 11,336,174   | 704,981    | 12,041,155 | 11,438,923   | 676,379    | 12,115,302 |

All the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for the Companies Act purposes comprises the net income for the year.



# St. Luke's Hospice (Basildon & District) Limited


## Statement of Financial Activities for the year ended 31 March 2025

### Balance sheet for the year ended 31 March 2025

|  | Notes | 2025              | 2024              |
|--|-------|-------------------|-------------------|
|  |       | £                 | £                 |
| <b>Fixed Assets</b>                          |       |                   |                   |
| Tangible Assets                              | 9     | 6,210,956         | 5,713,865         |
| <b>Current Assets</b>                        |       |                   |                   |
| Debtors                                      | 10    | 1,838,265         | 1,195,939         |
| Cash at Bank                                 |       | <u>5,838,992</u>  | <u>7,023,269</u>  |
|  |       | <u>1,615,859</u>  | <u>1,586,572</u>  |
| <b>Creditors</b>                             |       |                   |                   |
| Amounts falling due within one year          | 11    |                   |                   |
| <b>Net Current Assets</b>                    |       | <u>6,061,398</u>  | <u>6,632,636</u>  |
| <b>Total Assets Less Current Liabilities</b> |       | <u>12,272,354</u> | <u>12,346,501</u> |
| <b>Funds of the Charity</b>                  |       |                   |                   |
| Unrestricted Income funds<br>General Reserve | 14    | 11,336,174        | 11,438,923        |
| Restricted income funds                      | 14    | 704,981           | 676,379           |
|  |       | <u>12,041,155</u> | <u>12,115,302</u> |
| Revaluation Fund                             | 14    | 231,199           | 231,199           |
|  |       | <u>12,272,354</u> | <u>12,346,501</u> |

Approved by the board on and signed on its behalf:

G.W. Peaty – Director and Trustee



Date 26/11/25



# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Cash flow Statement for the year ended 31 March 2025

|   | 31/03/2025  | 31/03/2024 |
|---|-------------|------------|
|   | £           | £          |
| Net cash provided by (used in) operating activities         | (590,578)   | 279,318    |
| Cash flow from investing activities:                        |             |            |
| Purchase of fixed assets                                    | (598,578)   | (116,024)  |
| Disposal of fixed assets                                    | 5,000       | 4,350      |
| Increase/(decrease) in cash and cash equivalent in the year | (1,184,277) | 167,644    |

#### Notes to the cash flow statement

a) Reconciliation of changes in resources to net inflow from operating activities

|   | 31/03/2025 | 31/03/2024 |
|---|------------|------------|
|   | £          | £          |
| Net income/(expenditure)                            | (74,147)   | (13,799)   |
| Depreciation  | 96,608     | 103,207    |
| (Increase)/decrease in debtors                      | (642,326)  | 1,139,929  |
| Increase/(decrease) in creditors                    | 29,578     | (950,019)  |
| Net Cash provided by/(used in) operating activities | (590,578)  | 279,318    |

b) Analysis of cash and cash equivalents

|                      | 31/03/2025 | Cash Flow   | 31/03/2024 |
|----------------------|------------|-------------|------------|
|                      | £          | £           | £          |
| Cash at bank in hand | 5,838,992  | (1,184,277) | 7,023,269  |

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 1 Accounting policies

##### 1(a) Basis of preparation of the accounts

The financial statements have been prepared in accordance with the Charities: Statement of Recommended Practice (applicable to 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The charity's functional and presentational currency is the pound sterling.

##### 1(b) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation and impairment charges. Freehold property is held at a valuation as shown in note 9 to the accounts.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                     |                              |
|---------------------|------------------------------|
| Plant and Machinery | -10% on cost and 25% on cost |
| Land and buildings  | -Land not provided           |
| Property            | -Buildings 0-1% on cost      |
| Improvements        | -25% on cost                 |
| Motor Vehicles      | -25% on cost                 |

#### 1(c) **Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income, receipt is virtually certain and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of Income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the Charity where this can be quantified.
- Legacies are accounted for at the time of receipt of the gift or once there is sufficient probability of receipt.
- Investment income is included when receivable.
- Grants are recorded using the performance model.

#### 1(d) **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT, which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis of management estimates of the amount attributable to that activity in the year either by reference to staff time, space occupied, or estimated usage, as appropriate.

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 1(e) **Fund accounting**

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for any other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors.

The revaluation fund represents the revaluation to fair value of the charity's freehold land and buildings.

#### 1(f) **Pension Scheme**

The company operates a defined benefit scheme and a defined contribution group personal pension scheme. The charity is unable to identify its share of the underlying assets and liabilities of the scheme as it is part of the state run NHS pension scheme. Likewise, any future contributions which may be required to make up any funding deficit are also unable to be quantified. The assets of the group personal scheme are held separately from those of the Charity in an independently administered fund. Contributions to both schemes are charged to the income and expenditure account as they become payable.

The pension costs charge represents contributions payable by the Charity to the funds for the year.

During the year, the company paid £338,269 into the NHS benefit scheme, and £288,517 into the group personal pension scheme for the benefit of staff.

#### 1(g) **Financial instruments**

Financial instruments are recognised in the Charity's balance sheet when it becomes a party to the contractual provisions of the financial instrument.

##### Trade debtors

Trade debtors are non-interest bearing and are stated at original invoiced amount.

##### Cash

Cash comprises cash at bank and in hand.

##### Trade creditors

Trade creditors are non-interest bearing and are stated at the original invoiced amount.

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

Notes to the Financial Statements for the year ended 31 March 2025

### 1(h) Operating Leases

The charity classifies the lease of certain property and business equipment as operating leases, the title to equipment remains with the lessor, rental charges are charged on a straight line basis over the term of the lease.

### 2 Donations and Gifts

Individuals and Trusts  
Corporate

| 2025      | 2024    |
|-----------|---------|
| £         | £       |
| 592,624   | 439,498 |
| 425,000   | 530,000 |
| 1,017,624 | 969,498 |

### 3 Grants Received

#### Government Funding

Core funding - MSE ICB  
Reimbursement of pharmacy costs MSE ICB  
SELS Service - MSE ICB  
Hospice community services - MSE ICB  
Physio service - MSE ICB  
Hospice rapid access service - MSEICB

| 2025      | 2024      |
|-----------|-----------|
| £         | £         |
| 2,992,276 | 3,198,519 |
| 74,019    | 73,510    |
| 258,353   | 256,575   |
| 2,381,872 | 2,789,782 |
| 31,646    | 31,429    |
| 6,093,953 | 3,088,762 |



# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

Notes to the Financial Statements for the year ended 31 March 2025

### 3 Grant Funding

|  |             |
|--|-------------|
| Hospice UK (Government Grant)  | £256,843.00 |
| St. James's Place Charitable Foundation/ Hospice UK Haslers Foundation<br>Gallagher UK/ Neighbourly<br>The Ardwick Trust<br>Essex County Council<br>Lynne Liddle Brain Cancer Trust<br>Fowler Smith and Jones Trust<br>Hospital Saturday Fund<br>Albert Hunt Trust<br>The James Wise Charitable Trust<br>The Anthony and Elizabeth Mellows Charitable Settlement The Lancashire Foundation<br>East Tilbury Relief in Need Charity<br>The Wolfson Foundation/ Hospice UK<br>The Wolfson Foundation/ Hospice UK<br>Masonic Charitable Foundation/ Hospice UK<br>The Mistra Trust<br>Ecclesiastical Insurance Ltd<br>Ecclesiastical Insurance Ltd<br>Jack Petchey Foundation<br>The Childwick Trust<br>The February Foundation<br>The James Tudor Foundation<br>The Grace Trust<br>Buchanan Programme & Keith Halewood<br>The Frank Litchfield Charitable Trust |             |
| Total  | £128,605.00 |

### 4 Investment Income

|                          | 2025   | 2024    |
|--------------------------|--------|---------|
|                          | £      | £       |
| Bank Interest Receivable | 83,105 | 133,571 |

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 5 Total Resources Expended

|  | IPU              | Day Care       | Hospice at Home Social Care | SAAS             | SELS           | Supportive Care | Fundraising    | Hospice Rapid Access | Total             | Total            |
|--|------------------|----------------|-----------------------------|------------------|----------------|-----------------|----------------|----------------------|-------------------|------------------|
|  | £                | £              | £                           | £                | £              | £               | £              | £                    | £                 | £                |
| Staff costs                            | 4,166,070        | 220,022        | 330,230                     | 1,257,588        | 170,259        | 478,715         | 498,616        | 1,913,349            | 9,034,849         | 7,465,397        |
| Staff volunteers expenses and training | 12,119           | 7,677          | 2,369                       | 15,893           | 1,484          | 2,634           | 1,315          | 2,112                | 45,603            | 65,261           |
| Property & equipment                   | 193,459          | 18,987         | -                           | 30,645           | 3,178          | 828             | -              | 2,789                | 249,886           | 226,397          |
| Other costs                            | 4,903            | 1,827          | 403                         | 6,615            | 7,156          | 16,757          | 21,878         | 12,620               | 72,159            | 62,172           |
| Care home/agency                       |                  |                |                             |                  |                |                 |                | 4,129,498            | 4,129,498         | 1,723,052        |
| Fundraising events                     | -                | -              | -                           | -                | -              | -               | 105,725        | -                    | 105,725           | 166,406          |
| Governance costs - Audit fee           | 6,500            | -              | -                           | -                | -              | -               | -              | -                    | 6,500             | 6,500            |
| <b>Total of direct costs</b>           | <b>4,383,051</b> | <b>248,513</b> | <b>333,002</b>              | <b>1,310,741</b> | <b>182,077</b> | <b>498,934</b>  | <b>627,534</b> | <b>6,060,368</b>     | <b>13,644,220</b> | <b>9,715,185</b> |

#### Support costs Allocated to activities

|                       |                  |                |                |                  |                |                |                |                  |                   |                   |
|-----------------------|------------------|----------------|----------------|------------------|----------------|----------------|----------------|------------------|-------------------|-------------------|
| Staff costs           | 1,405,038        | 351,260        |                |                  |                |                |                |                  | 1,756,298         | 1,376,348         |
| Building & facilities | 518,477          | 129,619        |                |                  |                |                |                |                  | 648,096           | 625,492           |
| Depreciation          | 81,177           | 20,295         |                |                  |                |                |                |                  | 101,471           | 103,207           |
|                       | <b>6,387,743</b> | <b>749,687</b> | <b>333,002</b> | <b>1,310,741</b> | <b>182,077</b> | <b>498,934</b> | <b>627,534</b> | <b>6,060,368</b> | <b>16,150,085</b> | <b>11,820,232</b> |



# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 6 Expenditure

|   | 2025    | 2024    |
|---|---------|---------|
|   | £       | £       |
| <i>The following are included in expenditure:</i> |         |         |
| Depreciation                                      | 101,470 | 103,207 |
| Auditor's Remuneration                            | 6,500   | 6,500   |

#### 7 Staff Costs

|                               | 2025       | 2024       |
|-------------------------------|------------|------------|
|                               | £          | £          |
| Salaries                      | 7,280,949  | 5,746,409  |
| Employers National Insurance  | 651,968    | 527,832    |
| <i>Pension Contributions:</i> |            |            |
| defined benefit scheme        | 338,269    | 264,457    |
| group personal scheme         | 288,517    | 260,287    |
|                               | <hr/>      | <hr/>      |
|                               | £8,559,703 | £6,798,985 |

No trustee received any remuneration from the Charity (2024: £Nil).

No trustee received any expenses in the year (2024: £Nil).

Staff termination payments during the year £Nil. (2024 £Nil).

The Hospice considers that the key management personnel comprise the trustees, the Chief Executive and the Executive Team. The total salaries and employer pension contributions of the key management personnel of the Hospice were £534,248 (2024 £503,104).

The highest paid member of staff salary is £88,558 (2024 £85,770), there were 3 other members of staff with a salary higher than £60,000 per annum.

The average number of employees employed on a full-time equivalent (FTE) basis and in total (NO) by the Charity during the year (excluding directors) was:

|  | 2025<br>FTE | 2025<br>NO | 2024<br>FTE | 2024<br>NO |
|--|-------------|------------|-------------|------------|
| Medical                                  | 100         | 137        | 83          | 115        |
| Counselling, Bereavement and Information | 12          | 20         | 15          | 23         |
| Fundraising                              | 12          | 12         | 12          | 12         |
| Administration                           | 46          | 62         | 39          | 52         |
|  | <hr/>       | <hr/>      | <hr/>       | <hr/>      |
|  | 170         | 231        | 149         | 202        |

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 8 Taxation

No liability to Corporation Tax arose for the year ended 31<sup>st</sup> March 2025 nor for the year ended 31<sup>st</sup> March 2024.

#### 9 Tangible Fixed Assets

|                       | Property Improvements | Land and Buildings | Plant and Machinery | Motor Vehicle | Totals    |
|-----------------------|-----------------------|--------------------|---------------------|---------------|-----------|
| Cost                  | £                     | £                  | £                   | £             | £         |
| At 1 April 2024       |                       |                    |                     |               |           |
| Additions             | 523,194               | 5,420,736          | 1,418,566           | 43,335        | 7,405,831 |
| Revaluations          | 28,801                | 270,000            | 290,566             | 9,332         | 598,699   |
| Disposals             |                       |                    |                     | (5,000)       | (5,000)   |
| At 31 March 2025      | 551,995               | 5,690,736          | 1,709,132           | 47,667        | 7,999,530 |
| <b>Depreciation</b>   |                       |                    |                     |               |           |
| At 1 April 2024       | 473,070               | 2,916              | 1,176,629           | 39,351        | 1,691,966 |
| Additions             | 19,412                | 574                | 80,581              | 903           | 101,470   |
| Disposals             |                       |                    |                     | (4,862)       | (4,862)   |
| At 31 March 2025      | 492,482               | 3,490              | 1,257,210           | 35,392        | 1,788,574 |
| <b>Net book Value</b> |                       |                    |                     |               |           |
| At 31 March 2025      | 59,513                | 5,687,246          | 451,922             | 12,275        | 6,210,956 |
| At 31 March 2024      | 50,124                | 5,417,820          | 241,937             | 3,984         | 5,713,865 |

There are two main buildings owned by the charity, Fobbing Farm, Nethermayne, Basildon, Essex SS16 5NJ which was professionally valued on 20th December 2016 by R. Freese B.Sc (Hons) MRICS of Kemsleys LLP to determine the fair/open market value of the property. This value (£2,250,000) is reflected in these accounts and the excess over cost has been credited to a Revaluation Reserve. The other building, Farriers Way, Bulphan, RM14 3EB is included at a value of £3,155,000 as valued by D Butcher BSc (Hons) MRICS in September 2021. The trustees consider these to represent the fair value of the buildings at the balance sheet date. The Hospice received a legacy house in March 2025 which was valued at £300,000 by Gibson & Brennan.

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 10 Debtors

|                               | 2025       | 2024       |
|-------------------------------|------------|------------|
|                               | £          | £          |
| Due within one year           |            |            |
| Trade Debtors                 | 663,672    | 106,555    |
| Prepayment and accrues income | 753,452    | 399,421    |
| Other debtors                 | 421,141    | 689,963    |
|                               | <hr/>      | <hr/>      |
|                               | £1,838,265 | £1,195,939 |

#### 11 Creditors: amounts falling due within one year

|                              | 2025       | 2024       |
|------------------------------|------------|------------|
|                              | £          | £          |
| Total creditors              | 440,652    | 482,866    |
| Other creditors and accruals | 733,142    | 1,088,703  |
| Social Investment Bond       | 428,554    | -          |
| Deferred                     | 13,521     | 15,003     |
|                              | <hr/>      | <hr/>      |
|                              | £1,615,869 | £1,586,572 |

Deferred income from Local Hospice Lottery income received for April 2022 – 31st March 2027 of £10,001. Additional fundraising invoices have been deferred until payment of £3,250

|   |                  |
|---|------------------|
| Balance at 1 April 2024                                     | 15,003           |
| Amount released to income earned from charitable activities | (9,565,531)      |
| Amount deferred in year                                     | <u>9,563,779</u> |
| Balance at 31 March 2025                                    | <u>£13,251</u>   |

#### 12 Related Party Transactions

£425,000 (2024, £530,000) was paid to the company as a gift from SLH Trading Limited and is an associated company controlled by the same board of directors. Included in Debtors is an amount of £330,430 (2024, £518,479) owing from this company.

#### 13 Share Capital

The company is limited by guarantee and therefore has no share capital.

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 14 Analysis of net assets between funds

|                         | Revaluation Fund | Restricted Funds | General Funds     | Totals            |
|-------------------------|------------------|------------------|-------------------|-------------------|
|                         | £                | £                | £                 | £                 |
| Tangible fixed assets   | 231,199          | -                | 5,979,757         | 6,210,956         |
| Net current assets      | -                | 704,981          | 5,356,417         | 6,061,398         |
| <b>At 31 March 2025</b> | <b>231,199</b>   | <b>704,981</b>   | <b>11,336,174</b> | <b>12,272,354</b> |

#### Analysis of net assets between funds

|                         | Revaluation Fund | Restricted Funds | General Funds     | Totals            |
|-------------------------|------------------|------------------|-------------------|-------------------|
|                         | £                | £                | £                 | £                 |
| Tangible fixed assets   | 231,199          | -                | 5,482,666         | 5,713,865         |
| Net current assets      | -                | 676,379          | 5,956,257         | 6,632,636         |
| <b>At 31 March 2024</b> | <b>231,199</b>   | <b>676,379</b>   | <b>11,438,923</b> | <b>12,346,501</b> |



# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 15 Statement of Funds

|                                       | As 1/4/2023       | Income            | Expenditure         | Transfers | At 31/3/2024      |
|---------------------------------------|-------------------|-------------------|---------------------|-----------|-------------------|
|                                       | £                 | £                 | £                   | £         | £                 |
| <b>Unrestricted funds</b>             |                   |                   |                     |           |                   |
| General reserve                       | 11,438,923        | 8,581,958         | (8,714,441)         | 29,734    | 11,336,174        |
| <b>Restricted funds</b>               |                   |                   |                     |           |                   |
| Specific Bequests                     | 148,545           | 34,056            | -                   | (29,734)  | 152,866           |
| Hospice at Home                       | 157,912           | 333,769           | (333,002)           | -         | 158,679           |
| Adult Bereavement                     | 133,126           | 185,391           | (184,988)           | -         | 133,529           |
| Children's Bereavement                | 142,779           | 173,440           | (173,133)           | -         | 143,086           |
| IRS                                   | 19,329            | -                 | -                   | -         | 19,329            |
| Hospice at Home Social Care           | 7,663             | -                 | -                   | -         | 7,663             |
| Hospice Community services            | -                 | 507,796           | 484,207             | -         | 23,589            |
| Hospice Rapid Access                  | 10,135            | 6,093,953         | (6,095,218)         | -         | 8,870             |
| Hospice at Home Enhanced Medical Care | 54,744            | -                 | -                   | -         | 54,744            |
| Physio Team                           | 2,146             | 165,576           | (165,097)           | -         | 2,625             |
|                                       | 12,115,302        | 16,075,938        | (16,150,085)        | -         | 12,041,155        |
| Revaluation Reserve                   | 231,199           |                   |                     |           |                   |
| <b>Total Funds</b>                    | <b>12,346,501</b> | <b>16,075,938</b> | <b>(16,150,085)</b> | <b>-</b>  | <b>12,272,354</b> |
|                                       | As 1/4/2023       | Income            | Expenditure         | Transfers | At 31/3/2024      |
|                                       | £                 | £                 | £                   | £         | £                 |
| <b>Unrestricted funds</b>             |                   |                   |                     |           |                   |
| General reserve                       | 11,446,033        | 7,955,177         | (8,337,272)         | 374,984   | 11,438,923        |
| <b>Restricted funds</b>               |                   |                   |                     |           |                   |
| Specific Bequests                     | 175,815           | 69,332            | -                   | (96,602)  | 148,545           |
| Hospice at Home                       | 155,061           | 183,718           | (180,867)           | -         | 157,912           |
| Adult Bereavement                     | 132,702           | 161,391           | (160,967)           | -         | 133,126           |
| Children's Bereavement                | 142,124           | 151,835           | (151,180)           | -         | 142,779           |
| IRS                                   | 19,329            | -                 | -                   | -         | 19,329            |
| Hospice at Home Social Care           | 1,343             | 23,990            | (17,670)            | -         | 7,663             |
| Hospice Community services            | -                 | 3,088,762         | (2,800,245)         | (278,382) | 10,135            |
| Hospice Rapid Access                  |                   |                   |                     |           |                   |
| Hospice at Home Enhanced Medical Care | 54,744            | -                 | -                   | -         | 54,744            |
| Physio Team                           | 1,949             | 172,228           | (172,031)           | -         | 2,146             |
|                                       | 12,126,100        | 11,806,433        | (11,820,232)        | -         | 12,115,302        |
| Revaluation Reserve                   | 231,199           |                   |                     |           | 231,199           |
| <b>Total Funds</b>                    | <b>12,360,299</b> | <b>11,806,433</b> | <b>(11,820,232)</b> | <b>-</b>  | <b>12,346,501</b> |

# St. Luke's Hospice (Basildon & District) Limited

## Statement of Financial Activities for the year ended 31 March 2025

### Notes to the Financial Statements for the year ended 31 March 2025

#### 15 Transfer of Funds

The transfer of funds from the Specific Bequest fund to General fund is the expenditure made throughout the year for various items which have been restricted by the funder or donor. The majority of restricted income received in this financial year has been for equipment for the new Thurrock Building, which has subsequently been spent in the year. The restricted income also received for our adult and child counselling services has also been spent during the year via the general fund.

#### Policy on Reserves and Funds held

The trustees review their policy on reserves annually.

At the Balance Sheet date, the charity had total funds of £12,272,354 comprising restricted funds of £704,981 and unrestricted funds of £11,567,373.

Restricted funds are held to provide future services. The charity recognises that the money held has been provided to us by third parties for the provision of specific equipment or services and they are therefore, held for that purpose only.

Of our unrestricted funds (general reserves) of £11,567,373, £6,210,956 is designated funds relating to the fixed assets as shown in note 9. The remainder of the charity's unrestricted reserve are designated to projects below and the general fund which is used for working capital and equipment.

|              |            |
|--------------|------------|
| General Fund | £5,356,417 |
|--------------|------------|

Free reserves currently equate to approximately 5.2 months of total expenditure expected in the forthcoming financial year, with the exception of the Hospice Rapid Access Service which is a commissioner requested service, which is within our reserves policy which aims to keep 3- 6 months running costs in reserve. With a large deficit budget predicted next year, it is likely the reserves will be used for running costs and will be within policy next year. A proportion of future legacy funds will therefore be retained to maintain our policy.

#### 16 Leasing Agreements

At the year end the company had total commitments under operating leases for photocopier rental and telephone leases of £91,429 as follows:

|           |         |
|-----------|---------|
| 1 year    | £1,640  |
| 2-5 years | £89,789 |
| >5 years  | -       |

£9,429

#### 17 General Information

St Luke's Hospice (Basildon & District) Limited, incorporated in England and Wales, Registered number 1812104, is a private company limited by guarantee. The registered office is Fobbing Farm, Nethermayne, Basildon, Essex, SS16 5NJ.



# St. Luke's Hospice

St. Luke's Hospice (Basildon & District) Ltd. | A Company Limited by Guarantee No. 1812104  
Registered office: St. Luke's Hospice, Fobbing Farm, Nethermayne, Basildon SS16 5NJ  
Registered Charity Number 289466 | [www.stlukeshospice.com](http://www.stlukeshospice.com)

**ST LUKE'S HOSPICE (BASILDON AND DISTRICT) LIMITED**

England & Wales - Charity number 289466

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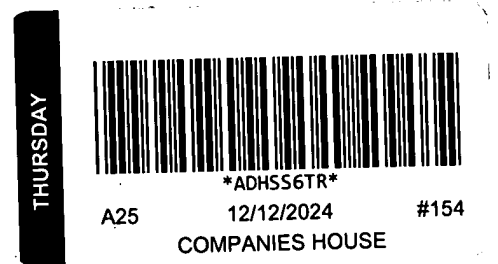
# Accounts

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Company Registration number 1812104  
Charity Registration number 289466

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**DIRECTORS' AND TRUSTEES REPORT AND ACCOUNTS FOR THE  
YEAR ENDED 31 MARCH 2024**



# ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

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## **ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

### **Report of the Trustees and Strategic Report for the year ended 31 March 2024**

The Trustees of the charity submit their annual report and the financial statements for the year ended 31<sup>st</sup> March 2024, which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes. The Trustees have adopted the provisions of the statement of Recommended Practice (FRS102) 'Accounting & Reporting by Charities' issued in October 2019 in preparing the annual report and financial statements of the charity, and the Charities Act 2011.

#### **HISTORY OBJECTIVES AND ACTIVITIES OF THE CHARITY**

|                            |   |                      |
|----------------------------|---|----------------------|
| <b>Name of Charity:</b>    | <b>St Luke's Hospice (Basildon &amp; District)</b>  |                      |
| <b>Charity No.:</b>        | <b>289466</b>   |                      |
| <b>Company No.:</b>        | <b>1812104</b>  |                      |
| <b>Governing Document:</b> | St Luke's Hospice (Basildon & District) is a company limited by guarantee, governed by Memorandum & Articles of Association dated April 27 <sup>th</sup> 1984 |                      |
| <b>Address:</b>            | St Luke's Hospice, Nethermayne, Basildon, Essex, SS16 5NJ   |                      |
| <b>Trustee:</b>            | Mr G W Peaty – Chairman   | appointed 27.04.1984 |
|                            | Mrs M Moura   | appointed 08.07.1997 |
|                            | Dr R Maunder  | resigned 09.05.2024  |
|                            | Mr B Wellman  | appointed 30.09.2016 |
|                            | Mr D Lawrence   | appointed 18.02.2020 |
|                            | Mr M Nice   | appointed 18.02.2020 |
|                            | Ms. G Rodgers   | appointed 23.11.2022 |
|                            | Ms. L Iles  | appointed 23.11.2022 |
|                            | Mr. A Gibbins   | resigned 15.08.2023  |
| <b>Chief Executive:</b>    | Mrs E Marshall – Chief Executive  | appointed 30.09.2002 |

#### **Structure, Governance & Management Appointment of Trustees**

The requirements of the Strategic Report are covered within the Trustees Report.

The Board of Trustees are the Governing Body.

The Memorandum and Articles of Association provides for a minimum and maximum number of Trustees. The Board of Trustees is currently comprised of 8 members. Members are elected for a period of three years after which they are eligible for re-election at the next Annual General Meeting Trustees may sit on other nominated Committees or groups, as determined and agreed collectively by the Board.

For the period, the Trustees of the charity are also Directors of an associated company, SLH Trading Limited that exists purely for generating income for the Hospice through the sale of donated goods in retail properties and social sites including Ebay.

The Board meet approximately every six weeks. All Members of the Board give their time voluntarily and receive no benefits from the charity and no reimbursement of expenses were made within the year.

The Chief Executive Officer is appointed by the Board to manage the day-to-day operations of the charity. Role and job descriptions for the Trustees and Chief Executive identify the responsibilities of the respective roles and the levels of delegation.

Trustees are recruited to ensure an appropriate range of skills exists. The Trustees will periodically undertake a skills analysis to determine whether there is a need to recruit individuals with other specific skills or whether particular skill areas need to be strengthened.

### **Trustee Recruitment**

Recruitment processes take into account the individual's skills, knowledge, ability, and eligibility to serve as a Trustee.

The Board consider a range of selection methods, including website and/or general advertising or may consider targeted recruitment for specific skills such as Clinical skills or under-represented groups. (It is anticipated a number of new Trustees will be appointed in the forthcoming year).

Application information includes documentation to allow an assessment of the individual's eligibility to serve as a Trustee.

A panel of a minimum of two Trustees interview candidates, making recommendations to the full Board of the suitability of candidates.

Successful candidates are invited to one Board meeting to meet other members of the Board prior to any formal offer of acceptance being made.

All Trustees will be required to submit satisfactory references, and be subject to a formal Disclosure and Barring Service (DBS) check before commencing in the role and commit to participating in ongoing DBS verification.

Declarations/conflicts of interest are recorded and checked at each meeting.

### **Trustee Induction & Training**

New Trustees undertake an induction programme, setting out the role and responsibilities of Trustees. The programme provides an opportunity to meet with senior staff of the Hospice to gain an understanding of services and activity as well as the priorities of the organisation as a whole.

New Trustees receive a handbook, which provides a range of information, including key reference documents and Charity Commission guidance. Each new member is appointed a mentor from the Board. New Trustees appointments are subject to a six-month review to assess performance and capacity to continue in the role.

The Board periodically undertakes training to update their knowledge of issues facing the charity. Training is delivered within a workshop format, allowing dedicated time to reflect on and discuss a range of strategic issues at both a local and national level, as well as Board effectiveness.

Within the period of this report, these sessions have enabled the Board to understand the Safeguarding responsibilities of members, consider the impact of the ongoing changes within NHS commissioning structures and other issues affecting activity and service delivery.

Additionally within the last year, the Trustees have completed mandatory training pertinent to their role, safeguarding training and development of hospice strategy.

The Chairman conducts annual appraisals with all board members, which provides an opportunity to discuss performance and to identify any specific requirements or views of members, thereby enabling training and updates to be designed to be pertinent to the needs of board members development and performance.

### **Related Parties**

The Hospice has long held a positive view of the advantages of collaborative and partnership working, sharing

knowledge and resources for the subsequent benefits to the community. This is particularly advantageous in delivering more seamless care and taking measures to reduce pressures within the system, to further the patient experience and effective delivery of care pathways.

The Hospice works with the Integrated Care Board and Alliances for Mid and South Essex, as well as other NHS colleagues and healthcare professionals.

The Hospice works with other neighboring hospices in Essex, as part of the Hospice Collaborative Partnership (HCP). The aim of the group is to improve the experience for patients at the end of life and to enhance the understanding of their needs and expectations of care. A number of initiatives will be jointly considered by the HCP during 2024/25.

Elements of the Hospice Community Services are delivered in conjunction with Mary Curie and SPDNS, a local care agency.

The Hospice continues to be recognised as a Lead Provider and as such has a commissioning role with Saint Francis Hospice for the area of Brentwood.

### **Public Benefit Statement**

The strategies and objectives of the charity focus on the provision of care and support to individuals with life limiting illnesses, including but not exclusive to cancer and are undertaken to further the organisation's charitable purposes, as a requirement of charity law, for the public benefit.

### **Protecting Vulnerable People**

The Hospice has processes in place to ensure that those within our community who may be vulnerable are not subject to intrusive fundraising activity and that donor preferences are observed or modified as requested, where circumstances or preferences change.

### **Governance and Risk Management**

The organisation recognises the importance of governance across the organisation and continues to strengthen and enhance practice, analysis and reporting. Very robust systems are in place across all departments to support safeguarding practice. Incidents and concerns are fully investigated reported and learning is always taken from each event.

The Hospice has an extensive and full range of internal policies and procedures, which are easily accessible to staff at all levels across the organisation and a comprehensive mandatory training programme, which is applied to all staff, and volunteers.

Opportunities exist for staff to raise concerns about any aspect of the operation of the organisation and its work with executive leads and managers, or via the Freedom to Speak up Guardian or Whistleblowing processes, both of which are well established.

National guidance is regularly reviewed and professional advice sought where necessary to further improve governance practice.

Consideration is given to the risks to which the charity may be exposed from both a clinical and business and commercial perspective. Risks are regularly assessed throughout the year and managed via internal risk management processes.

Risks for consideration currently include:

#### **Staff Recruitment**

The Hospice acknowledges the organisation's reputation relies on the commitment and quality of the team it employs. A national shortage of trained staff with both business and clinical skills and expertise makes recruitment particularly

difficult within in a highly competitive market.

During the year the Hospice has sought to review and strengthen recruitment practices, the introduction of a new software package to support enquiries and applications now streamlines the process and has improved recruitment success rates.

The Hospice has also reviewed staff benefits and introduced flexible working practices. However, variations in salary levels with the NHS continues to create a pressure, which, is unlikely to ease in the short term. Despite this good retention levels continue to be achieved.

#### Income

Charitable income is subject to fluctuations and remains challenging across traditional income streams  
Work continues to protect and build on these income streams as well as exploring opportunities for new income streams, the latter of which is being actively explored.

#### Health and Social Care Systems

Re- formed health and social care systems, whilst embedded are still subject to change changing priorities, which impact, on the priorities within the system, and ultimately impact on the Hospice. The new structures do allow the Hospice a greater opportunity to influence the integrated strategic development of palliative care, which is very much welcomed, and which the charity will continue to respond to, as the Hospice continues to build on its excellent relationships with local commissioners with a joint focus on patient care and service delivery.

#### **Objectives & Activities**

The objectives of the charity are to:

- Promote and deliver high standards of palliative care for people across South West Essex, who have specialist palliative care needs principally, but not solely restricted to cancer, without discrimination
- Adopt a holistic approach to service provision, providing for the physical, social, emotional and spiritual needs of the patient in partnership with families, friends and other health and social care teams
- Provide information to enable patients to make their own choices about the care they receive and the setting in which it is provided and continuing reduce inequalities of access to service.
- Engage and listen to individuals and our wider community in the development of services.
- Teach other professionals about the needs of palliative care patients so that all who are involved in their care may feel equipped for their responsibility whether they are in hospices, hospitals, or in the community
- Support and provide a healthy and safe environment in which to work and to promote the wellbeing of our teams

#### **Purpose and Difference We Make**

The Hospice remains passionate about the provision of high-quality end of life care and support to individuals with life limiting illness.

The ethos of the organisation remains to meet the individual needs of patients whilst also supporting their families and carers at all stages of care within flexible working models. The Hospice works both independently and with other healthcare professionals to provide a seamless service model, with the patient at the focus of all that we do.

Services continue to operate within the Hospice and in the wider community in people's places of residence, regardless of where that may be.

The Hospice retains its award from the CQC as Outstanding, for its Basildon Site, which is a reflection of the work of our teams and the focus of our priorities across our community.

The CQC inspected the new Thurrock site in 2023, despite only one assessed service being operational at the time. The subsequent rating for the site was notified as Good

## **Achievements in 2023-2024**

Services continued to see an increase in the number of episodes of care and treatments offered.

The Clinical Outpatients Team continued to push the boundaries in the range of treatments offered and responded to an increase in demand with 1130 interventions provided, compared to 761 in 2022/23, and a rise of 75%. Patients particularly welcomed the flexibility and comfort of the service, which enabled treatments to be received with minimal inconvenience. An additional benefit of the model is the ability to familiarise patients with the concept of hospice care and other services.

A similar level of increase was observed in the Lymphoedema service with a 56% increase in referrals, 1042 in 2023/24 compared to 668 in the previous year.

The In- Patient Unit saw a lower number of patients from the previous year, 188, which was a reflection of the more complex cases received and an increased number of younger patients requiring care. Average occupancy was 80%. The bedside companions team comprised entirely of volunteers and has proved to be an invaluable addition to supporting patients within our In- Patient Units.

The temporary four-bedded In Patient Unit, which was rapidly mobilised in 2022 to address network pressures and support the NHS Trust, operated until March 2023. This was the first time in the history of the Hospice that a ward model had been offered. Patients and their relatives highly commended the new facility and the care and compassion received following transfer to the Hospice. The transfer also enabled patients and relatives to become more familiar with the work of the Hospice and to go on to access bereavement support or other pertinent services as required.

With the closure of the temporary ward, preparations were made to transfer patients to the new In Patient Unit at Thurrock from April 2024.

The Hospice Community Services Team continued to maintain exceptionally high levels of activity.

The Hospice is fortunate to have a well-established 24/7 service, One Response, which includes an advice and support line and a two hour response time, for visits where there is a requirement for more intervention. The total number of calls to the One Response service totaled 30,000 within the period.

In August 2023, the Hospice introduced the Hospice Rapid Access service, a service designed to support patients no longer needing acute care in hospital, and providing a timely intervention for continuation of care in a setting appropriate to their specific needs.

The service developed in conjunction with the ICB and other Hospices, commenced in August 2023. Service activity has far exceeded original expectations with the number of referrals received to March 2024 totaling 690. 44 patients were cared for within the Hospice In-patient unit, with 333 patients being cared for at home with appropriate care, a further 190 patients were placed in care homes. The remaining referrals were directed to other services where the support was more appropriate for their needs and care requirements.

Counselling, Complementary Therapy and Carers Services all saw increased activity as the Hospice continued to adapt and reach out to the community whose needs continued to grow at pace.

The profile of the Patient Experience Programme continues to increase understanding of the direct experiences of service users and to actively encourage the views of service users to develop services further.

Work to embed new digital solutions continued in 2023/24 to introduce and develop new systems. Supporting teams through these changes will continue to be a priority.

Engagement with staff continued with the relaunch of staff and volunteer forums, which are held throughout the year enabling open and constructive discussion across the organisation.

These are supplemented by the cross-organisational sessions led by the Chief Executive and Executive Team to update on the strategic direction of the Hospice and to encourage staff to contribute their thoughts or seek clarification on any

aspects of the work we do.

Two digital publications are issued monthly to staff and volunteers, (the Link and the Loop) to keep all teams updated with information.

Volunteers contribute across all areas of the Hospice (and the associated Trading Company SLH Trading). Their support is invaluable and without their dedication and commitment, our services would be much reduced.

### **Objectives for the Year**

The Charity continues to focus on the future, driven by local and national issues. Income appears more restricted due to the impact of the national economy, but demand continues to increase. The Hospice will continuously review its position to protect and sustain the services provided to the community.

During the year, the Hospice will:

- Look to implement improvements to practice as highlighted in the outcomes from the Population Needs Assessment 'Live Well' to meet the identified needs of our patients and their families
- Continue to expand the Clinical Outpatient Service to improve the patient experience and provide services in a way which affords flexibility and ease of access during treatment
- Transform the Hospice Community service team into a locality model in response to changing dynamics of local health and social care to ensure future demand is met, and can support future growth.
- Respond where possible to support the wider system in periods of high activity to enable the continuance of patient care without compromising standards or expectations
- Explore options to work collaboratively, to benefit from shared skills and expertise to present a strong framework to deliver care across Mid and South Essex
- Explore the increased use of digital technology to improve systems, create efficiencies and streamline operations across the Hospice
- Develop data collection to inform activity and trends to evaluate service outcomes and future practice
- Review and improve recruitment processes to attract candidates including the introduction of incentives reviewing pay and benefits to attract new staff
- Continue to add value to the health system through collaboration with other health providers to develop strategy
- Continue to embed new CQC Standards across the organisation
- Encourage volunteers to engage with the work of the hospice within a valued and supportive environment
- Enhance our supporter journey through increased digital focus
- Enhance practice to understand the patient experience and inform developments
- Consolidate income streams to increase income and identify new income streams to further diversify income sources for the future
- Progress health and wellbeing programmes to support our teams in their roles

We are proud of our teams who are unwavering in the care and support they offer, and who regardless of the role they play, are committed to ensuring the best possible care is available where the patient and their families remain the central focus of all that we do.

### **Income**

It is acknowledged that income generation is harder in an increasingly competitive market. Income levels in our primary areas of Fundraising and Retail are increasing since Covid-19 and we are targeting year on year increases.

The Hospice benefits from a good statutory funding level, which is reflective of the large range of services provided, including Commissioner Requested Services, of which some services receive full funding, and funds passed through as part of our Lead Provider status to other organisations.

However, we recognise that pressures within this area are increasing and that it remains essential that we seek a broader diversification of our income as we move forward.

Commissioned services form a large part of our care delivery, increasingly we are seeking pressures from

commissioners to look for efficiencies and this can include the transfer of services to the hospice to demonstrate savings. The Hospice has actively engaged with such requests for the betterment of patient care, but must equally be mindful of the impact such growth can have on the overall operation and resources of the Hospice and ensure such developments are appropriate and sustainable.

### **Financial Review**

The principal funding sources were received from Clinical Commissioning Groups, donations and gifts and fundraising activities.

There was a deficit for the year of £13,799 compared to a surplus of £397,005 for the previous year.

External statutory funding from NHS sources is primarily secured via MSE ICB. The Hospice maintains a good and strong relationship with the ICB in developing and advancing services for the local community. There is a collective Commitment to deliver innovative and streamlined services, many of which are Commissioner Requested Services. In August 2024 at the request of the MSE ICB the hospice launched a new service, the hospice rapid access service. This increased hospice statutory income by £2,800,245 and is a fully funded service.

The associated Trading Company SLH Trading continued to perform well throughout the year. The company achieved against predicted targets with a final contribution of £530,000 to the Hospice (£450,000 2023). Local Hospice Lottery income was slightly down compared to last year, with a total contribution to funds of £208,866 (£240,004 2023).

The Hospice relies heavily on the goodwill and generosity of the local community, with funds raised through general donations, appeals and other fundraising activities. Whilst Fundraising continued to evolve and respond to changes and challenges, we remain sincerely grateful to all those who support St. Luke's Hospice and enable us to provide essential services in the catchment.

Whilst Legacy income can be difficult to predict, large legacy contributions were low throughout the year to the value of £149,105, this is due to the timing of releasing legacies being delayed. (£680,172 2023)

### **Reserves Policy**

The Board of Trustees undertook an annual review of the Reserves Policy for the period and determined that unrestricted funds held by the charity should, where possible, continue to be between three and six months of the annual expenditure. The Board remain confident that, at this level, charitable activities can continue should a significant drop in income occur. The remaining funds are held to further the aims of the charity.

Restricted funds were received throughout the year and held for specific capital purchases, or allocated to specific services as defined by the donors. A percentage of legacy income received by the charity supplements general funds, the remainder is wherever possible, directed to Reserves.

At 31st March 2022 the Charity held total reserves of £12,346,501 (inclusive of fixed assets), which is split as follows

|                     |            |
|---------------------|------------|
| Restricted Reserves | £693,418   |
| Fixed Assets        | £5,713,865 |
| Designated funds    | £740,000   |
| General Reserves    | £5,199,218 |

The general reserves of £5,199,218 are held for equipment and working capital.

### **Investment Policy**

The Investment Policy is similarly subject to annual review with consideration given to ethical considerations, risks and the strategic objectives of the organisation. The Board have continued to secure investment income, by investing in a range of Trustees have considered the investment vi investment options with a minimalist approach to risk.

Money will be reserved on deposit account, in fixed term bonds or similar, of various durations and will be invested

with a number of financial institutions, who are considered to be secure under existing financial regulations.

Approved by the Trustees on .....27/11/24..... and signed on behalf

 ..... G.W. Peaty

## **ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

### **Independent Auditor's Report To the Members of St Luke's Hospice (Basildon & District) Limited for the year ended 31 March 2024**

#### **Opinion**

We have audited the financial statements of St Luke's Hospice (Basildon & District) Limited for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- Have been properly prepared in accordance with United Kingdom generally accepted accounting practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006

#### **Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained in the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we

conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' and strategic report, which includes the directors' report prepared for the company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements
- The strategic report and the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements

### **Matters on which we are required to Report by Exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' and strategic report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion;

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of Trustees**

As explained more fully in the trustees' responsibilities statement on pages 1 & 2 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparation the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditors responsibilities of the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations were identified as being of significance to the entity:

Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Company Law and Tax and Pensions legislation.

Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the business and therefore may have a material effect on the financial statements include operating license, care quality commission compliance, environmental regulations, health and safety legislation, safeguarding adults, children and young people procedures and corporate and clinical governance policies.


Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: inquiries of management and those charged with governance as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
  
Jeremy Boyden BA FCA (Senior Statutory Auditor) Pocknells Audit Limited  
Chartered Accountants and Statutory Auditor

46 Hullbridge Road South Woodham Ferrers Essex  
CM3 5NG Dated: .....01/12/24.....

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Statement of Financial Activities for the year ended 31 March 2024**

**Summary of Income and Expenditure Account**

|  | Note | <u>Unrestricted</u> | <u>Restricted</u> | <u>2024 Total</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>2023 Total</u> |
|--|------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| <b>Income</b>                                      |      |                     |                   |                   |                     |                   |                   |
| <u>Donations and Legacies</u>                      |      |                     |                   |                   |                     |                   |                   |
| Donations and Gifts                                | 2    | 939,348             | 51,356            | 990,704           | 621,018             | 50,615            | 671,633           |
| Legacies   |      | 149,105             | -                 | 149,105           | 680,172             | -                 | 680,172           |
| Trusts and other Organisations                     | 3    | 84,448              | 6,925             | 91,373            | 22,507              | 121,997           | 144,504           |
| Lottery  |      | 208,866             | -                 | 208,866           | 240,004             | -                 | 240,004           |
| <u>Income from Trading Activities</u>              |      |                     |                   |                   |                     |                   |                   |
| Fundraising  |      | 737,888             | -                 | 737,888           | 696,963             | -                 | 696,963           |
| Cycle to work scheme                               |      | -                   | -                 | -                 | 795                 | -                 | 795               |
| Investment income                                  | 4    | 133,671             | -                 | 133,671           | 31,882              | -                 | 31,882            |
| Other Income                                       |      | 43,595              | -                 | 43,595            | -                   | -                 | -                 |
| <u>Income from Charitable Activities</u>           |      |                     |                   |                   |                     |                   |                   |
| Education  |      | 12,655              | -                 | 12,655            | 11,928              | -                 | 11,928            |
| Hospice UK resilience funding                      |      | -                   | -                 | -                 | -                   | 18,693            | 18,693            |
| CCG  | 3    | 8,752,339           | 686,237           | 9,438,576         | 5,726,701           | 736,768           | 6,463,469         |
| <b>Total income</b>                                |      | <b>11,061,915</b>   | <b>744,518</b>    | <b>11,806,433</b> | <b>8,031,970</b>    | <b>928,073</b>    | <b>8,960,043</b>  |
| <b>Expenditure</b>                                 |      |                     |                   |                   |                     |                   |                   |
| <u>Expenditure on raising funds</u>                |      |                     |                   |                   |                     |                   |                   |
| Fundraising  | 5    | 635,742             | -                 | 635,742           | 562,267             | -                 | 562,267           |
| <u>Resources expended on Charitable activities</u> |      |                     |                   |                   |                     |                   |                   |
| In Patient Unit                                    | 5    | 5,986,773           | 172,031           | 6,158,804         | 5,381,177           | 136,126           | 5,517,303         |
| Day Care   |      | 214,470             | -                 | 214,470           | 284,374             | -                 | 284,374           |
| Hospice at Home and Hospice at Home Social Care    |      | -                   | 198,537           | 198,537           | -                   | 357,051           | 357,051           |
| SAAS   |      | 1,088,294           | -                 | 1,088,294         | 839,785             | -                 | 839,785           |
| Hospice Rapid Access                               |      | 2,800,245           | -                 | 2,800,245         | -                   | -                 | -                 |
| SELS   |      | 185,827             | -                 | 185,827           | 161,376             | -                 | 161,376           |
| Counselling information and education              |      | 226,166             | 312,147           | 538,313           | 501,513             | 339,369           | 840,882           |
| <b>Total expenditure</b>                           |      | <b>11,137,517</b>   | <b>682,715</b>    | <b>11,820,232</b> | <b>7,730,492</b>    | <b>832,546</b>    | <b>8,563,038</b>  |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Statement of Financial Activities for the year ended 31 March 2024**

**Summary of Income and Expenditure Account (continued)**

|   | Note | <u>Unrestricted</u> | <u>Restricted</u> | <u>2024 Total</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>2023 Total</u> |
|---|------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Net Income  |      | (75,602)            | 61,803            | (13,799)          | 301,478             | 95,527            | 397,005           |
| Transfer between Funds                                |      | 96,602              | (96,602)          | -                 | 117,351             | (117,351)         | -                 |
| <b>Net Movement of Funds</b>                          |      | <b>21,000</b>       | <b>(34,799)</b>   | <b>(13,799)</b>   | <b>418,829</b>      | <b>(21,824)</b>   | <b>397,005</b>    |
| <u>Reconciliation of funds</u>                        |      |                     |                   |                   |                     |                   |                   |
| Total funds brought forward at 1st April 2023         |      | 11,417,923          | 711,178           | 12,129,101        | 10,999,074          | 733,022           | 11,732,096        |
| <b>Total funds carried forward at 31st March 2024</b> |      | <b>11,438,923</b>   | <b>676,379</b>    | <b>12,115,302</b> | <b>11,417,923</b>   | <b>711,178</b>    | <b>12,129,101</b> |

All the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for the Companies Act purposes comprises the net income for the year.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Balance Sheet for the year ended 31 March 2024**

|  | Note | 2024               | 2023               |
|--|------|--------------------|--------------------|
|  |      | £                  | £                  |
| <b>Fixed Assets</b>                          |      |                    |                    |
| Tangible Assets                              | 9    | 5,713,865          | 5,705,398          |
| <b>Current Assets</b>                        |      |                    |                    |
| Debtors                                      | 10   | 1,195,939          | 2,335,868          |
| Cash at Bank                                 |      | <u>7,023,269</u>   | <u>6,855,625</u>   |
|  |      | 8,219,208          | 9,191,493          |
| <b>Creditors</b>                             |      |                    |                    |
| Amounts falling due within one year          | 11   | <u>1,586,572</u>   | <u>2,536,591</u>   |
| <b>Net Current Assets</b>                    |      | <u>6,632,636</u>   | <u>6,654,902</u>   |
| <b>Total Assets Less Current Liabilities</b> |      | <u>£12,346,501</u> | <u>£12,360,300</u> |
| <b>Funds of the Charity</b>                  |      |                    |                    |
| Unrestricted income funds:                   |      |                    |                    |
| General Reserve                              | 14   | 11,421,884         | 11,417,903         |
| Restricted income funds                      | 14   | <u>693,418</u>     | <u>711,198</u>     |
|  |      | 12,115,302         | 12,129,101         |
| Revaluation fund                             | 14   | <u>231,199</u>     | <u>231,199</u>     |
|  |      | <u>£12,346,501</u> | <u>£12,360,300</u> |

Approved by the board on  
and signed on its behalf:

G.W. Peaty – Director and Trustee .....



Date .....

24/11/24

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Cash Flow Statement for the year ended 31 March 2024**

|   | <b>31/03/2024</b> | <b>31/03/2023</b> |
|---|-------------------|-------------------|
|   | £                 | £                 |
| <b>Net cash provided by (used in) operating activities</b>          | 279,318           | 928,257           |
| <b>Cash flow from investing activities:</b>                         |                   |                   |
| Purchase of fixed assets  | (116,024)         | (108,440)         |
| Disposal of fixed assets  | 4,350             | 30,000            |
| <b>Increase/(decrease) in cash and cash equivalents in the year</b> | <u>167,644</u>    | <u>849,817</u>    |

**Notes to the cash flow statement**

|  | <b>31/03/2024</b> | <b>31/03/2023</b> |
|--|-------------------|-------------------|
|  | £                 | £                 |
| <b>a) Reconciliation of changes in resources to net inflow from operating activities</b> |                   |                   |
| Net income/(expenditure)   | (13,799)          | 397,005           |
| Depreciation   | 103,207           | 68,252            |
| (Increase)/decrease in debtors   | 1,139,929         | 249,682           |
| Increase/(decrease) in creditors   | (950,019)         | 213,318           |
| <b>Net Cash provided by/(used in) operating activities</b>                               | <u>279,318</u>    | <u>928,257</u>    |

|   | <b>31/03/2024</b> | <b>Cash Flow</b> | <b>31/03/2023</b> |
|---|-------------------|------------------|-------------------|
|   | £                 | £                | £                 |
| <b>b) Analysis of cash and cash equivalents</b> |                   |                  |                   |
| Cash at bank and in hand                        | 7,023,269         | 167,644          | 6,855,625         |

## ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

### Notes to the Financial Statements for the year ended 31 March 2024

#### 1 Accounting policies

##### 1 (a) Basis of preparation of the accounts

The financial statements have been prepared in accordance with the Charities: Statement of Recommended Practice (applicable to 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The charity's functional and presentational currency is the pound sterling.

##### 1 (b) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation and impairment charges. Freehold property is held at a valuation as shown in note 9 to the accounts.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                       |                               |
|-----------------------|-------------------------------|
| Plant and machinery   | - 10% on cost and 25% on cost |
| Land and buildings    | - Land not provided for       |
|                       | - Buildings 0-1% on cost      |
| Property Improvements | - 25% on cost                 |
| Motor Vehicles        | - 25% on cost                 |

## ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

### Notes to the Financial Statements for the year ended 31 March 2024

#### 1 (c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income, receipt is virtually certain and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of Income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the Charity where this can be quantified.
- Legacies are accounted for at the time of receipt of the gift or once there is sufficient probability of receipt.
- Investment income is included when receivable.

#### 1 (d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT, which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis of management estimates of the amount attributable to that activity in the year either by reference to staff time, space occupied, or estimated usage, as appropriate.

## ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

### Notes to the Financial Statements for the year ended 31 March 2024

#### 1 (e) Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for any other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors.

The revaluation fund represents the revaluation to fair value of the charity's freehold land and buildings

#### 1 (f) Pension scheme

The company operates a defined benefit scheme and a defined contribution group personal pension scheme. The charity is unable to identify its share of the underlying assets and liabilities of the scheme as it is part of the state run NHS pension scheme. Likewise, any future contributions which may be required to make up any funding deficit are also unable to be quantified. The assets of the group personal scheme are held separately from those of the Charity in an independently administered fund. Contributions to both schemes are charged to the income and expenditure account as they become payable.

The pension costs charge represents contributions payable by the Charity to the funds for the year.

During the year, the company paid £228,873 into the NHS benefit scheme, and £242,306 into the group personal pension scheme for the benefit of staff.

#### 1 (g) Financial instruments

Financial instruments are recognised in the Charity's balance sheet when it becomes a party to the contractual provisions of the financial instrument.

##### Trade debtors

Trade debtors are non-interest bearing and are stated at original invoiced amount.

##### Cash

Cash comprises cash at bank and in hand.

##### Trade creditors

Trade creditors are non-interest bearing and are stated at the original invoiced amount.

#### 1(h) Operating Leases

The charity classifies the lease of certain property and business equipment as operating leases, the title to equipment remains with the lessor, rental charges are charged on a straight line basis over the term of the lease.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the Financial Statements for the year ended 31 March 2024**

|                              | <b>2024</b>           | <b>2023</b>           |
|------------------------------|-----------------------|-----------------------|
|                              | <b>£</b>              | <b>£</b>              |
| <b>2 Donations and Gifts</b> |                       |                       |
| Individuals and Trusts       | 439,498               | 241,633               |
| Corporate                    | <u>530,000</u>        | <u>430,000</u>        |
|                              | <u><u>969,498</u></u> | <u><u>671,633</u></u> |

**3 Grants received**

Grants received include the following:

Clinical Commissioning Group for running of the Hospice £4,238,374 (2023 £4,103,373)

Clinical Commissioning Group to fund SELS £250,732 (2023 £242,746).

Clinical Commissioning Group to fund Hospice at Home Service £204,212 (2023 £197,708)

Clinical Commissioning Group to fund Adult Bereavement Service £67,171 (2023 £65,032)

Clinical Commissioning Group to fund Child Bereavement Service £69,841 (2023 £67,616)

Clinical Commissioning Group to fund Hospice at Home Social Care £19,051 (2023 £19,440)

Clinical Commissioning Group to fund SAAS £780,237 (2023 £755,385)

As lead provider, we also receive income from the Clinical Commissioning Group for Marie Curie and St Francis services £884,625 (2023 £623,342)

Charles S French Charitable Trust - £10,000

Fowler Smith and Jones Trust - £3,000

Tesco Community Grants - £1,500

Douglas Allen Estate Agents Charity Fund - administered by Essex Community Foundation - £5,000

Wolfson Foundation, managed by Hospice UK - £1,900

The Albert Hunt Trust - £25,000

The Grace Trust - £3,000

The Sandra Charitable Trust - £4,000

Gallagher UK, administered by Neighbourly - £1,000

Enterprise Holdings Foundation - £2,000

Thomas J Horne Memorial Trust - £6,500

Wilmington Trust SP Services (London) Limited - £27,332.96

**4 Investment income**

|                          | <b>2024</b>           | <b>2023</b>          |
|--------------------------|-----------------------|----------------------|
|                          | <b>£</b>              | <b>£</b>             |
| Bank interest receivable | <u><u>133,671</u></u> | <u><u>31,882</u></u> |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the Financial Statements for the year ended 31 March 2024**

Notes to the financial statements (cont'd)  
for the year ended 31 March 2024

**5. TOTAL RESOURCES EXPENDED**

|  |   | Hospice @Home    |                |                |                  | Counselling    |                | Hospice Rapid  |                  | 2024              | 2023             |
|--|---|------------------|----------------|----------------|------------------|----------------|----------------|----------------|------------------|-------------------|------------------|
|  |   | Ipu              | Day Care       | Hospice @Home  | SAAS             | SELS           | & Education    | Fundraising    | Access           | TOTAL             | TOTAL            |
|  |   | £                | £              | Social Care    |                  |                |                |                |                  | £                 | £                |
| Staff costs                                  | D | 3,782,876        | 193,887        | 345,272        | 991,937          | 180,869        | 523,199        | 535,423        | 911,934          | 7,465,397         | 5,862,343        |
| Staff volunteers expenses and training       |   | 13,308           | 6,402          | 11,233         | 23,304           | 3,178          | 5,162          | 1,331          | 1,343            | 65,261            | 26,608           |
| Property & equipment                         |   | 147,944          | 11,380         | -              | 59,910           | 796            | 828            | 689            | 4,850            | 226,397           | 78,929           |
| Marketing                                    | D |                  | -              | -              | -                | -              | -              | -              | -                | -                 | 869              |
| Other costs                                  | D | 17,392           | 2,802          | 1,317          | 13,141           | 893            | 9,124          | 15,096         | 2,407            | 62,172            | 223,299          |
| Care home/agency                             |   |                  |                |                |                  |                |                |                | 1,723,052        | 1,723,052         | -                |
| Fundraising events                           |   | -                | -              | -              | -                | -              | -              | 83,203         | 83,203           | 166,406           | 74,939           |
| Governance costs - Audit Fee                 |   | 6,500            | -              | -              | -                | -              | -              | -              | -                | 6,500             | 6,500            |
| <b>Total of direct costs</b>                 |   | <b>3,968,020</b> | <b>214,471</b> | <b>357,822</b> | <b>1,088,292</b> | <b>185,736</b> | <b>538,313</b> | <b>635,742</b> | <b>2,726,789</b> | <b>9,715,185</b>  | <b>6,273,487</b> |
| <b>Support Costs Allocated to activities</b> |   |                  |                |                |                  |                |                |                |                  |                   |                  |
| Staff costs                                  | C | 1,101,078        | 275,270        |                |                  |                |                |                |                  | 1,376,348         | 1,550,500        |
| Building & facilities                        |   | 500,394          | 125,098        |                |                  |                |                |                |                  | 625,492           | 643,314          |
| Depreciation                                 | C | 82,565           | 20,642         |                |                  |                |                |                |                  | 103,207           | 95,737           |
|  |   | <b>5,652,057</b> | <b>635,481</b> | <b>357,822</b> | <b>1,088,292</b> | <b>185,736</b> | <b>538,313</b> | <b>635,742</b> | <b>2,726,789</b> | <b>11,820,232</b> | <b>8,563,038</b> |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the Financial Statements for the year ended 31 March 2024**

|          |   |                   |                   |
|----------|---|-------------------|-------------------|
| <b>6</b> | <b>Expenditure</b>                            | <b>2024</b>       | <b>2023</b>       |
|          |   | <b>£</b>          | <b>£</b>          |
|          | The following are included in expenditure:    |                   |                   |
|          | Depreciation                                  | 103,207           | 96,239            |
|          | Auditor's Remuneration                        | 6,500             | 6,500             |
| <b>7</b> | <b>Staff Costs</b>                            | <b>2024</b>       | <b>2023</b>       |
|          |   | <b>£</b>          | <b>£</b>          |
|          | Salaries                                      | 5,746,409         | 4,736,176         |
|          | Employers National Insurance                  | 527,832           | 444,798           |
|          | Pension Contributions: defined benefit scheme | 264,457           | 228,873           |
|          | group personal scheme                         | 260,287           | 242,306           |
|          |   | <u>£6,798,985</u> | <u>£5,652,153</u> |

No trustee received any remuneration from the Charity (2023: £Nil).

No trustee received any expenses in the year (2023: £Nil).

Staff termination payments during the year £Nil. (2023 £Nil).

The Hospice considers that the key management personnel comprise the trustees, the Chief Executive and the Executive Team. The total salaries and employer pension contributions of the key management personnel of the Hospice were £503,164 (2023 £454,163).

The highest paid member of staff salary is £85,770 (2023 £83,475), there were 2 other members of staff with a salary higher than £60,000 per annum.

The average number of employees employed on a full-time equivalent (FTE) basis and in total (NO) by the Charity during the year (excluding directors) was:

|  | <b>2024</b> | <b>2024</b> | <b>2023</b> | <b>2023</b> |
|--|-------------|-------------|-------------|-------------|
|  | <b>FTE</b>  | <b>NO</b>   | <b>FTE</b>  | <b>NO</b>   |
| Medical                                  | 83          | 115         | 83          | 106         |
| Counselling, Bereavement and Information | 15          | 23          | 12          | 20          |
| Fundraising                              | 12          | 12          | 10          | 10          |
| Administration                           | 39          | 52          | 33          | 45          |
|  | <u>149</u>  | <u>202</u>  | <u>138</u>  | <u>181</u>  |

**8 Taxation**

No liability to Corporation Tax arose for the year ended 31st March 2024 nor for the year ended 31st March 2023.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the Financial Statements for the year ended 31 March 2024**

**9 Tangible Fixed Assets**

|                       | <b>Property<br/>Improvements</b> | <b>Land and<br/>Buildings</b> | <b>Plant and<br/>Machinery</b> | <b>Motor<br/>Vehicle</b> | <b>Totals</b>    |
|-----------------------|----------------------------------|-------------------------------|--------------------------------|--------------------------|------------------|
|                       | £                                | £                             | £                              | £                        | £                |
| <b>Cost</b>           |                                  |                               |                                |                          |                  |
| At 1 April 2023       | 506,901                          | 5,420,736                     | 1,327,535                      | 38,985                   | 7,294,157        |
| Additions             | 16,293                           | -                             | 91,031                         | 8,700                    | 116,024          |
| Disposals             | -                                | -                             | -                              | (4,350)                  | (4,350)          |
| At 31 March 2024      | <u>523,194</u>                   | <u>5,420,736</u>              | <u>1,418,566</u>               | <u>43,335</u>            | <u>7,405,831</u> |
| <b>Depreciation</b>   |                                  |                               |                                |                          |                  |
| At 1 April 2023       | 448,082                          | 2,343                         | 1,100,128                      | 38,206                   | 1,588,759        |
| Charge                | 24,988                           | 573                           | 76,501                         | 1,145                    | 103,207          |
| At 31 March 2024      | <u>473,070</u>                   | <u>2,916</u>                  | <u>1,176,629</u>               | <u>39,351</u>            | <u>1,691,966</u> |
| <b>Net book Value</b> |                                  |                               |                                |                          |                  |
| At 31 March 2024      | <u>50,124</u>                    | <u>5,417,820</u>              | <u>241,937</u>                 | <u>3,984</u>             | <u>5,713,865</u> |
| At 31 March 2023      | <u>58,819</u>                    | <u>5,418,393</u>              | <u>227,407</u>                 | <u>779</u>               | <u>5,705,398</u> |

There are two buildings owned by the charity, Fobbing Farm, Nethermayne, Basildon, Essex SS16 5NJ which was professionally valued on 20th December 2016 by R. Freese B.Sc (Hons) MRICS of Kemsleys LLP to determine the fair/open market value of the property. This value (£2,250,000) is reflected in these accounts and the excess over cost has been credited to a Revaluation Reserve. The other building, Farriers Way, Bulphan, RM14 3EB is included at a value of £3,155,000 as valued by D Butcher BSc (Hons) MRICS in September 2021. The trustees consider these to represent the fair value of the buildings at the balance sheet date.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the Financial Statements for the year ended 31 March 2024**

|  | 2024              | 2023              |
|--|-------------------|-------------------|
|  | £                 | £                 |
| <b>10 Debtors</b>  |                   |                   |
| Due within one year                                      |                   |                   |
| Trade Debtors  | 106,555           | 1,627,112         |
| Prepayments and accrued income                           | 399,421           | 268,420           |
| Other debtors  | 689,963           | 440,336           |
|  | <u>£1,195,939</u> | <u>£2,335,868</u> |
|  |                   |                   |
|  | 2024              | 2023              |
|  | £                 | £                 |
| <b>11 Creditors: amounts falling due within one year</b> |                   |                   |
| Trade creditors  | 482,866           | 504,578           |
| Other creditors and accruals                             | 1,088,703         | 637,772           |
| Deferred Income  | 15,003            | 1,394,241         |
|  | <u>£1,586,572</u> | <u>£2,536,591</u> |

Deferred income from Local Hospice Lottery income received for April 2022 – 31<sup>st</sup> March 2027 of £15,003.

|   |                |
|---|----------------|
| Balance at 1 April 2023                                     | 1,394,241      |
| Amount released to income earned from charitable activities | (7,498,787)    |
| Amount deferred in year                                     | 6,119,549      |
| Balance at 31 March 2024                                    | <u>£15,003</u> |

**12 Related Party Transactions**

£530,000 (2023 £430,000) was paid to the company as a gift from SLH Trading Limited and is an associated company controlled by the same board of directors. Included in Debtors is an amount of £518,479 (2023: £307,256) owing from this company.

**13 Share Capital**

The company is limited by guarantee and therefore has no share capital.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the Financial Statements for the year ended 31 March 2024**

**14 Analysis of net assets between funds**

|                            | <b>Revaluation<br/>Fund<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>General Funds<br/>£</b> | <b>Total<br/>£</b> |
|----------------------------|-----------------------------------|-----------------------------------|----------------------------|--------------------|
| Tangible fixed assets      | 231,199                           | -                                 | 5,482,666                  | 5,713,865          |
| Net current assets         | -                                 | 693,418                           | 5,939,218                  | 6,632,636          |
| <b>As at 31 March 2024</b> | <b>231,199</b>                    | <b>693,418</b>                    | <b>11,421,884</b>          | <b>12,346,501</b>  |

**Analysis of net assets between funds**

|                            | <b>Revaluation<br/>Fund<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>General Funds<br/>£</b> | <b>Total<br/>£</b> |
|----------------------------|-----------------------------------|-----------------------------------|----------------------------|--------------------|
| Tangible fixed assets      | 231,199                           | -                                 | 5,474,199                  | 5,705,398          |
| Net current assets         | -                                 | 711,198                           | 5,943,704                  | 6,654,902          |
| <b>As at 31 March 2023</b> | <b>231,199</b>                    | <b>711,198</b>                    | <b>11,417,903</b>          | <b>12,360,300</b>  |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the Financial Statements for the year ended 31 March 2024**

**15 Statement of Funds**

|                                       | As 1/4/2023       | Income            | Expenditure         | Transfers | At 31/3/2024      |
|---------------------------------------|-------------------|-------------------|---------------------|-----------|-------------------|
|                                       | £                 | £                 | £                   | £         | £                 |
| <b>Unrestricted funds</b>             |                   |                   |                     |           |                   |
| General reserve                       | 11,422,445        | 7,955,177         | (8,337,272)         | 96,602    | 11,136,952        |
| <b>Restricted funds</b>               |                   |                   |                     |           |                   |
| Specific Bequests                     | 177,296           | 69,332            | -                   | (96,602)  | 150,026           |
| Hospice at Home                       | 183,192           | 183,718           | (180,867)           | -         | 186,043           |
| Adult Bereavement                     | 132,702           | 161,391           | (160,967)           | -         | 133,126           |
| Children's Bereavement                | 136,124           | 151,835           | (151,180)           | -         | 136,779           |
| IRS                                   | 19,306            | -                 | -                   | -         | 19,306            |
| Hospice at Home Social Care           | 1,343             | 23,990            | (17,670)            | -         | 7,663             |
| Hospice Rapid Access                  | -                 | 3,088,762         | (2,800,245)         | -         | 288,517           |
| Hospice at Home Enhanced Medical Care | 54,744            | -                 | -                   | -         | 54,744            |
| Physio Team                           | 1,949             | 172,228           | (172,031)           | -         | 2,146             |
|                                       | 12,129,101        | 11,806,433        | (11,820,232)        | -         | 12,115,302        |
| <b>Revaluation Reserve</b>            | 231,199           |                   |                     |           | 231,199           |
| <b>Total Funds</b>                    | <b>12,360,300</b> | <b>11,806,433</b> | <b>(11,820,232)</b> | <b>-</b>  | <b>12,346,501</b> |

|                                       | As 1/4/2022       | Income           | Expenditure        | Transfers | At 31/3/2023      |
|---------------------------------------|-------------------|------------------|--------------------|-----------|-------------------|
|                                       | £                 | £                | £                  | £         | £                 |
| <b>Unrestricted funds</b>             |                   |                  |                    |           |                   |
| General reserve                       | 10,999,094        | 8,090,335        | (7,784,335)        | 117,351   | 11,422,445        |
| <b>Restricted funds</b>               |                   |                  |                    |           |                   |
| Specific Bequests                     | 200,050           | 94,597           | -                  | (117,351) | 177,296           |
| Hospice at Home                       | 182,288           | 261,637          | (260,733)          | -         | 183,192           |
| Adult Bereavement                     | 132,300           | 168,647          | (168,245)          | -         | 132,702           |
| Children's Bereavement                | 141,595           | 165,653          | (171,124)          | -         | 136,124           |
| IRS                                   | 19,306            | -                | -                  | -         | 19,306            |
| Hospice at Home Social Care           | 1,078             | 42,740           | (42,475)           | -         | 1,343             |
| Hospice at Home Enhanced Medical Care | 54,744            | -                | -                  | -         | 54,744            |
| Physio Team                           | 1,641             | 136,434          | (136,126)          | -         | 1,949             |
|                                       | 11,732,096        | 8,960,043        | (8,563,038)        | -         | 12,129,101        |
| <b>Revaluation Reserve</b>            | 231,199           |                  |                    |           | 231,199           |
| <b>Total Funds</b>                    | <b>11,963,295</b> | <b>8,960,043</b> | <b>(8,563,038)</b> | <b>-</b>  | <b>12,360,300</b> |

**Transfer of Funds**

The transfer of funds from the Specific Bequest fund to General fund is the expenditure made throughout the year for various items which have been restricted by the funder or donor. The majority of restricted income received in this financial year has been for equipment for the new Thurrock Building, which has subsequently been spent in the year. The restricted income also received for our adult and child counselling services has also been spent during the year via the general fund.

## ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

### Notes to the Financial Statements for the year ended 31 March 2024

#### Policy on Reserves and Funds held

The trustees review their policy on reserves annually.

At the Balance Sheet date, the charity had total funds of £12,346,501 comprising restricted funds of £693,418 and unrestricted funds of £11,653,083

Restricted funds are held to provide future services. The charity recognises that the money held has been provided to us by third parties for the provision of specific equipment or services and they are therefore, held for that purpose only.

Of our unrestricted funds (general reserves) of £11,653,083, £5,713,865 is designated funds relating to the fixed assets as shown in note 9. The remainder of the charity's unrestricted reserve are designated to projects below and the general fund which is used for working capital and equipment

|   |            |
|---|------------|
| Digital Transformation                    | £40,000    |
| Hospice Community Services Transformation | £700,000   |
| General Fund                              | £5,199,218 |

Free reserves currently equate to approximately 5 months of total expenditure expected in the forthcoming financial year, which is slightly above our reserves policy which aims to keep 3- 6 months running costs in reserve, which is with-in policy.

#### 16 Leasing Agreements

At the year end the company had total commitments under operating leases for photocopier rental, van lease and property of £67,415 as follows:

|           |                |
|-----------|----------------|
| 1 year    | £8,636         |
| 2-5 years | £58,780        |
| >5 years  | -              |
|           | <u>£67,415</u> |

#### 17 General Information

St Luke's Hospice (Basildon & District) Limited, incorporated in England and Wales, Registered number 1812104, is a private company limited by guarantee. The registered office is Fobbing Farm, Nethermayne, Basildon, Essex, SS16 5NJ.

**ST LUKE'S HOSPICE (BASILDON AND DISTRICT) LIMITED**

England & Wales - Charity number 289466

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# Accounts

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**Company Registration number 1812104**  
**Charity Registration number 289466**

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**DIRECTORS' AND TRUSTEES REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

# ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

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## ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

### Report of the Trustees and Strategic Report for the year ended 31 March 2022

The Trustees of the charity submit their annual report and the financial statements for the year ended 31<sup>st</sup> March 2022, which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes. The Trustees have adopted the provisions of the statement of Recommended Practice (FRS102) 'Accounting & Reporting by Charities' issued in October 2019 in preparing the annual report and financial statements of the charity, and the Charities Act 2011.

#### **HISTORY OBJECTIVES AND ACTIVITIES OF THE CHARITY**

**Name of Charity:** St Luke's Hospice (Basildon & District)

**Charity No.:** 289466

**Company No.:** 1812104

**Governing Document:** St Luke's Hospice (Basildon & District) is a company limited by guarantee, governed by Memorandum & Articles of Association dated April 27<sup>th</sup> 1984

**Description:** A Hospice providing specialist medical and nursing care affording social and psychological support to individuals at all stages of any advanced progressive non-curative disease. As well as supporting family and friends

**Address:** St Luke's Hospice, Nethermayne, Basildon, Essex, SS16 5NJ.

|                  |                         |                      |
|------------------|-------------------------|----------------------|
| <b>Trustees:</b> | Mr G W Peaty – Chairman | appointed 27.04.1984 |
|                  | Mrs M Moura             | appointed 08.07.1997 |
|                  | Dr R Maunder            | appointed 28.02.2006 |
|                  | Mrs P Stone             | appointed 30.09.2016 |
|                  | Mr B Wellman            | appointed 30.09.2016 |
|                  | Mrs D Squier            | resigned 31.07.2021  |
|                  | Mr D Lawrence           | appointed 18.02.2020 |
|                  | Mr M Nice               | appointed 18.02.2020 |
|                  | Ms. G Rodgers           | appointed 23.11.2022 |
|                  | Ms. L Iles              | appointed 23.11.2022 |
|                  | Mr. A Gibbins           | appointed 23.11.2022 |

**Chief Executive** Mrs E Marshall - Chief Executive appointed 30.09.2002

#### **Structure, Governance & Management Appointment of Trustees**

The requirements of the Strategic Report are covered within the Trustees Report.

The Memorandum and Articles of Association provides for a minimum and maximum number of Trustees. The Board of Trustees is currently comprised of 10 members. Members are elected for a period of three years after which they are eligible for re-election at the next Annual General Meeting Trustees may sit on other nominated Committees or groups, as determined and agreed collectively by the Board.

For the period, the Trustees of the charity are also Directors of an associated company, SLH Trading Limited that exists purely for generating income for the Hospice through the sale of donated goods.

The Board meet approximately every six weeks. All Members of the Board give their time voluntarily and receive no benefits from the charity.

The Chief Executive Officer is appointed by the Board to manage the day-to-day operations of the charity. Role and job descriptions for the Trustees and Chief Executive identify the responsibilities of the respective roles and the levels of delegation.

Trustees are recruited to ensure an appropriate range of skills exists. The Trustees will periodically undertake a skills analysis to determine whether there is a need to recruit individuals with other specific skills or whether particular skill areas need to be strengthened.

Recruitment processes take into account the individual's skills, knowledge, ability, and eligibility to serve as a Trustee.

### **Trustee Induction & Training**

New Trustees undertake an induction programme, which sets out the role and responsibilities of Trustees. The programme provides an opportunity to meet with senior staff of the Hospice to gain an understanding of services and activity as well as the priorities of the organisation as a whole.

New Trustees also receive a handbook, which provides a range of information, including key reference documents and Charity Commission guidance. Each new member is appointed a mentor from within the Board. New Trustees appointments are subject to a six-month review to assess performance and capacity to continue in the role.

The Board periodically undertakes training to update their knowledge of issues facing the charity. Training is delivered within a workshop format and allows dedicated time to reflect on and discuss a range of strategic issues at both a local and national level, as well as Board effectiveness.

Within the period of this report, these sessions have enabled the Board to consider the changes within the NHS commissioning structures and the impact on the hospice and other issues affecting activity and service delivery because of Covid-19 and other pressures.

The Chairman conducts annual evaluations with all board members, which provides an opportunity to discuss performance and to identify any specific needs or views of members, thereby enabling training and updates to be designed to be pertinent to the needs of board members.

### **Related Parties**

The Hospice has worked closely over the years with two primary Clinical Commissioning Groups (CCG's) Basildon and Brentwood CCG and Thurrock CCG. This collaboration has enabled significant service development, which has broadened and strengthened local service delivery across the area, supporting innovation and robust service delivery.

Changes to NHS structures and the creation of new structures, which will launch larger integrated care systems across Mid and South Essex, were still being formulated in 2021-2022. The Hospice welcomes the opportunity to work within the new structures and the continuance of working collaboratively to deliver palliative and end of life care services.

Additionally the Hospice also received funding from two further neighbouring CCG's to support the South Essex Lymphoedema Service, which operates across South Essex. The Hospice also works with Essex County Council, Basildon Council and Thurrock Unitary Authority.

The Hospice continues to work with SPDNS Nurse Care and Marie Curie to deliver the One Response Service, this coordinated response maximises local resources and retains patient focus. The Hospice is recognised as a Lead Provider and has a commissioning role with Saint Francis Hospice for the area of Brentwood.

The benefits of working collaboratively was particularly highlighted during the Covid-19 pandemic. The need to share resources, adjust protocols and processes to continue services in a safe and coordinated way, enabled a level of collaborative working with other partners which was affirming and effective. The aim is to continue this model in forthcoming years and as such, St. Luke's Hospice will be exploring this approach with commissioners, and other health providers.

Hospices across Mid and South Essex have strengthened their collaborative relationships with proposals for a number of joint initiatives to be implemented.

The Hospice continues to maintain a working relationship with Hospice UK.

### **Public Benefit Statement**

The strategies and objectives of the charity focus on the provision of care and support to individuals with life limiting illnesses, including but not exclusive to cancer and are undertaken to further the organisation's charitable purposes, as a requirement of charity law, for the public benefit.

### **Risk Management**

The organisation has a robust corporate and clinical governance process, which is thoroughly embedded into the culture, and ethos of the organisation at all levels.

Consideration is given to the risks to which the charity may be exposed from both a clinical and business perspective. Risks are regularly assessed throughout the year and managed via internal risk management processes.

Primary risks for consideration include:

#### **The Impact of Covid-19**

Whilst the initial impact and prevalence of Covid-19 has decreased, there continues to be a need to adapt and adjust practice to ensure staff and patients remain safe during any future outbreaks. The clinical leads regularly review the level of incidence to enable modification to practice as required, in accordance with national and local guidance.

#### **Staff Recruitment**

The Hospice recognises that the organisation's reputation relies on the commitment and quality of the team it employs. A national shortage of trained clinical staff and staff with other skills and expertise makes recruitment particularly difficult in a highly competitive market.

The Hospice has sought to review and strengthen its position within the recruitment market, and continued to build on this work to encourage applicants to the organisation and to maintain retention levels. Work also continues to explore options for increased flexibility across the workforce.

#### **Income**

Charitable income is subject to fluctuations and in some areas of Fundraising and Trading; recovery to pre-Covid-19 levels is still to be achieved.

Income received by the Hospice in respect of support to the NHS during Covid-19 assisted in the financial position of the organisation. However, the emphasis now is on strengthening all income sources as well as exploring opportunities for new income streams.

### Changing Health and Social Care Systems

Undoubtedly the new structures allow the Hospice a greater opportunity to influence the strategic direction of palliative care delivery which is welcomed, however as yet with the Integrated Care System in its infancy within the region the financial position and systems that will govern it are yet to be made clear. In the interim, the Hospice continues to build on its excellent relationships with local commissioners with a joint focus on patient care and service delivery.

### Objectives & Activities

The objectives of the charity are to:

- Promote and encourage high standards of palliative care for people within South West Essex, who have specialist palliative care needs principally, but not solely restricted to cancer, without discrimination
- Adopt a holistic approach to service provision, providing for the physical, social, emotional and spiritual needs of the patient in partnership with families, friends and other health and social care teams
- Provide information to enable patients to make their own choices about the care they receive and the setting in which it is provided
- Teach other professionals about the needs of palliative care patients so that all who are involved in their care may feel equipped for their responsibility whether they are in hospices, hospitals, or in the community
- Support staff and provide a healthy and safe environment in which to work to a standard of excellence

### Clinical Governance

Clinical governance continues to play an important part within the monitoring of the organisation. Investment has been made to strengthen governance analysis and to monitor patient experience and safeguarding. Incidents and concerns are fully investigated reported on and learning is always taken from every event.

The Hospice has an extensive and full range of internal policies and procedures, which are easily accessible to staff at all levels across the organisation.

Opportunities exist for staff to raise concerns about any aspect of the operation of the organisation and its work via the Freedom to Speak Up Guardian.

National guidance is regularly reviewed and professional advice sought where necessary.

### Purpose and Difference We Make

The Hospice remains passionate about the provision of high-quality end of life care and support to individuals with life limiting illness.

The ethos of the organisation is to make services as flexible as possible to meet the individual needs of patients whilst also supporting their families and carers at all stages of care. The Hospice works with other healthcare professionals to provide a seamless service model, with the patient at the focus of all that we do.

Services continue to operate within the Hospice and in the wider community in people's places of residence, the latter of which has seen rapid increases in recent years.

Covid-19 drove an increased commitment across the region for collaborative working and this has continued, as the benefits a greater collaboration has been evidenced to all.

The Hospice has been committed to partnerships and collaborative working for many years and continues to see the benefits of an enhanced approach to this across the region.

The Hospice works in close association with NHS colleagues, other local hospices and healthcare professionals. Elements of the Hospice Community Services are delivered in conjunction with Mary Curie and SPDNS, a local care agency.

The Hospice retains its award from the CQC as Outstanding, which is a reflection of the work of our teams and the focus of our priorities across our community.

### Transformation

The impact of Covid-19 interrupted previous strategic plans and necessitated re-evaluation of some services. Collectively these issues have brought the Hospice to a position of reviewing aspects of service delivery and structures within the scope of a reset and recovery plan.

These reviews allow services to continue to be patient focused and flexible as well as adding a range of opportunities to react and engage with our patients.

This has included delivery of services or consultations remotely, where it is safe to do so. By combining face-to-face and remote consultations, activity levels have increased across some services.

The Hospice recognised the pressures of the pandemic and its impact on the wider acute health systems and the community as a whole. The Hospice worked closely with NHS colleagues wherever possible, to make resources available to support colleagues in the NHS during the pandemic and in periods of peak demand.

More recently, the Hospice has been preparing for the adjustments dictated by changes in the wider health and social care system, which are still being implemented within the region. The modified structures provide an opportunity to influence and contribute to strategy across Mid and South Essex, which is welcomed. It is our aspiration that our influence will assist in developing services for palliative and end of life care which meet the needs of our community, providing the choice and support that everyone needs.

Volunteers are an essential part of the delivery of the charity's services and work. The pandemic prevented many of our volunteers attending so it is pleasing to see them return to support the Hospice and our patients and we are incredibly grateful for their continuing support.

New volunteer roles have emerged including the addition of Bedside Companions, who work within our In-Patient Unit supporting patients. The hope is that in the future this scheme can be extended to provide support across the community in people's own homes, and place of residence.

Within the last twelve months, the Hospice has reviewed the volunteer recruitment process, enabling a quicker transition from enquiry to appointment. Applicants and teams have welcomed this change, as we continue to build our greatly valued volunteer team.

## **Objectives for the Year**

The charitable environment within which the Hospice operates continues to be unpredictable, driven by both local and national changes. Demand and expectation remains high where resources can be challenging and competition for funds is increasing.

During the forthcoming year, the Hospice will:

- Continue to address the impact of the pandemic on services and embed new practices to ensure the highest level of patient care
- Improve the patient experience with the implementation of a Population Needs Assessment outcome to ensure care truly reflects the needs and aspirations of our community
- Embed a new referral hub process to improve the communication at the point of referral across all teams
- Expand outpatient activity to provide an extensive range of outpatient appointments delivered in a welcoming environment to suit the individual needs of patient lifestyles and commitments as flexibly as possible
- Development of an Eco Therapy Programme for children and young people
- Develop therapeutic Transition support
- Participate in the development of End of Life Care Strategy developments via the new emerging NHS structures maintaining strong relationships with colleagues
- Continue to work collaboratively with other professional organisations including local hospices as part of a collaborative partnership
- Implement new data reporting strategies to improve activity and outcome reporting and to inform future strategy
- Implement new CQC Standards to ensure full compliance and that the highest standards are maintained
- To consolidate income streams to increase income post pandemic and build income levels
- To enhance our supporter journey with increased digital focus, including a Hospice website review
- To explore new income generating opportunities
- Invest in IT Systems and software to increase productivity and efficiency and further develop the digital framework of the organisation
- Enhance the position of the Hospice as a notable employer, reviewing terms of engagement to support recruitment and retention
- Offer further opportunities for volunteers to support the work of the organisation in a valued and supportive environment
- Raise the profile of the staff Health and Wellbeing Programme, in recognition of the demands experienced and placed on teams in recent years

## **Achievements in 2021– 2022**

The pandemic continued to impact on the work of the Hospice throughout 2021-2022 as the various stages of the outbreak presented.

Throughout the year, the Hospice addressed the challenges and considered key elements of service delivery, integration and sustainability as part of the Re-Set and Recovery Programme, prompting numerous reviews.

Arising from this was the amalgamation of existing therapeutic services to form the Integrated Therapy Services Department. The change, which was welcomed by staff and patients, enabled services to be provided more efficiently with increased transference of skills between the various specialisms.

Lymphoedema services operate across the whole of South Essex and continued to see year on year growth, within the period, 650 referrals were received, 56% of patients treated had a non-cancer diagnosis. The

service continues to evidence excellent success rates in improving the mobility and comfort of patients receiving treatment.

Occupational Health received 432 referrals in 2021/2022 which was a decrease compared to 2020-2021 in part attributed to the difficulties of recruiting specialist staff, 77% of patients referred to the service had a cancer diagnosis.

Complementary Therapy services could not operate during the pandemic, but resumed in September 2021, with an average caseload of 30 patients.

Within the year, the Hospice established a Referral Hub, a single point of referral for all hospice services, simplifying the referral process and making it quicker for patients to access the correct service through a streamlined process.

With the closure of Day Hospice Services, which were directly impacted by the pandemic, the organisation established a new therapeutic Wellbeing Information and Support Hub (WISH) to support the emotional wellbeing of patients.

All services remained busy with continuing high activity levels reported.

In-Patient referrals within the year equated to 248 (203 in 2020/21), demonstrating an increase on the previous year when visiting restrictions attributed to the pandemic, saw numbers decrease.

The majority of patients attending the unit received symptom control/assessment (51%) with 41% of patients for end of life care. A small percentage (8%) attended for planned respite to ease the burden on carers.

During the year Hospice Community Services relocated to leased accommodation enabling all of the community services to work from one site, this created a safer space for the team to operate during the pandemic, but also provided greater continuity of operation between the various teams for the benefit of patients.

The service received 928 referrals with an average caseload of 485 patients throughout the period, with 70% of patients having a cancer diagnosis.

35,467 calls were received by OneResponse, representing a decrease on the previous year, when pandemic pressures greatly affected incoming calls and service demand at that time. However, there was a 2% increase in care provided in comparison to 2020/21 demonstrating that although there were less calls more care was provided.

In total, the service supported the avoidance of 4,400 admissions to hospital, thereby lessening the strain on local acute services.

The charity's Frailty and Care Homes Palliative Support Service (FCHPSS) continued to support Care Home colleagues. The service continues to be one of the Hospice's busiest and 859 calls were received from care homes. The Hospice worked collaboratively with Basildon and Brentwood CCG to support a Quality Assurance Nurse working with Care Homes to improve the quality of care. The FCHPSS team assisted with the successful delivery of this service.

Carers support received 322 referrals, a 29% increase compared to the previous year. 52% of clients were caring for someone with a cancer diagnosis and 28% with a diagnosis of dementia. Group sessions, which afford the opportunity for carers to meet and socialise with other carers, were not possible during this period, but the telephone and virtual contact with the Carers Support Team lessened the feelings of isolation and provided a point of contact for advice and support.

Counselling services for adults saw a decrease in clients which was not expected given the rate of deaths from Covid-19, although it is anticipated that demand for services will subsequently rise, as the impact of loss becomes more keenly felt..

Luke's Counselling Service for Children and Young People received a high number of referrals The majority of referrals were received from clients aged between 9-13 years (39%), Referrals from groups 14-19 years and 5-8 year old both equated to 28%, with much lower referrals from those in the 0-4 age group The service continued to work closely with schools to support young people. The Supportive Care service relocated to the new Thurrock Hospice location where support is delivered in purpose built and fitted accommodation with a larger dedicated space for exploration of bereavement issues through creativity and play.

After many years of planning and subsequent construction, the long awaited new Hospice site at Thurrock was completed. Relocation of services including Fundraising, Marketing, Counselling and Corporate Services took place during 2021/22.

Teams from all departments continued to work to exceptional standards of delivery during 2021/22. In September 2021, the whole team had the first opportunity to come together to collectively recognise the impact of the pandemic and to acknowledge the pressures under which we had worked in difficult circumstances. Staff contributed to the creation of mosaics, which were combined in an installation and placed at each Hospice location to symbolise the teams working collectively together to make something amazing as a symbol for the future.

The health and wellbeing of our staff remains a priority as we move forward.

### **Financial Review**

The principal funding sources were received from Clinical Commissioning Groups, donations and gifts and fundraising activities.

There was a surplus for the year of £1,973,273 compared to a surplus of £5,065,358 for the previous year. This was due to the gift of the new Thurrock Hospice building in the previous year.

External statutory funding from NHS sources is primarily secured via both Basildon and Brentwood CCG and Thurrock CCG. The Hospice maintains a good and strong relationship with both CCG's in developing and advancing services for the local community. Statutory income has continued to be boosted by funding for the OneResponse and Fast Track services. There is a collective Commitment to deliver innovative and streamlined services, many of which are Commissioner Requested Services.

Funding is also received from Castle Point & Rochford and Southend CCGs to support the South Essex Lymphoedema Service, which operates across the whole of South Essex.

Considerable success was also achieved in securing and retaining funding from Children in Need and, The National Lottery Community Fund.

The associated Trading Company SLH Trading continued to perform well throughout the year. The company achieved against predicted targets with a final contribution of £450,000 to the Hospice (£320,000 2021). Local Hospice Lottery income also performed well within the year, with a total contribution to funds of £231,384 (£233,483 2021).

The Hospice relies heavily on the goodwill and generosity of the local community, with funds raised through general donations, appeals and other fundraising activities. Whilst Fundraising continued to evolve and respond to changes and challenges, we remain sincerely grateful to all those who support St. Luke's Hospice and enable us to provide essential services in the catchment.

Whilst Legacy income can be difficult to predict, large legacy contributions were received throughout the year to the value of £282,610 (283,298 2021)

Gift Aid and Local Hospice Lottery income continued to perform well throughout the year.

### **Hospice UK Resilience Funding**

The NHSE awarded funding to allow the Hospice to make available bed capacity and community support from December 2021 to March 2022, the funding through Hospice UK saw grants throughout the last quarter of the year with a total income of £1,841,711.

Expenditure across the organisation was well managed with savings achieved against budget

### **Reserves Policy**

The Board of Trustees undertook an annual review of the Reserves Policy for the period and determined that unrestricted funds held by the charity should, where possible, continue to be between three and six months of the annual expenditure. The Board remain confident that, at this level, charitable activities can continue should a significant drop in income occur. The remaining funds are held to further the aims of the charity.

Restricted funds were received throughout the year and held for specific capital purchases, or allocated to specific services as defined by the donors. A percentage of legacy income received by the charity supplements general funds, the remainder is wherever possible, directed to Reserves.

At 31st March 2022 the Charity held total reserves of £11,963,295 (inclusive of fixed assets), which is split as follows

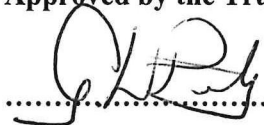
|                     |            |
|---------------------|------------|
| Restricted Reserves | £964,201   |
| Fixed Assets        | £5,695,210 |
| General Reserves    | £5,303,884 |

The general reserves of £5,303,884 are held for equipment and working capital.

### **Investment Policy**

The Investment Policy is similarly subject to annual review with consideration given to ethical considerations, risks and the strategic objectives of the organisation. The Board have considered investment rates for longer term investments but are reluctant to enter into such arrangements when interest rates are so low and funds may be required to support progression of capital development initiatives. The Hospice has therefore continued to maximise investment income, by investing in a range of opportunities, which provide the most preferable rates of return on short to medium term investment programmes.

Approved by the Trustees on ..... 23/11/22 ..... and signed on behalf

 ..... G.W. Peaty

## ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

### Independent Auditor's Report To the Members of St Luke's Hospice (Basildon & District) Limited year ended 31<sup>st</sup> March 2022

#### Opinion

We have audited the financial statements of St Luke's Hospice (Basildon & District) Limited for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- Have been properly prepared in accordance with United Kingdom generally accepted accounting practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006

#### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained in the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a

material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' and strategic report, which includes the directors' report prepared for the company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements
- The strategic report and the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements

### **Matters on which we are required to Report by Exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' and strategic report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion;

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of Trustees**

As explained more fully in the trustees' responsibilities statement on pages 1 & 2 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparation the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditors responsibilities of the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the

financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations were identified as being of significance to the entity:

Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Company Law, Tax and Pensions legislation, and distributable profits legislation.

Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the business and therefore may have a material effect on the financial statements include operating license, environmental regulations, health and safety legislation.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: inquiries of management and those charged with governance as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>.

#### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



.....  
**J. Boyden FCA (Senior Statutory Auditor)**  
**Pocknells Audit Limited**  
**Chartered Accountants and Statutory Auditor**

46 Hullbridge Road  
South Woodham Ferrers  
Essex  
CM3 5NG

Dated: 23/11/22.....

**Statement of Financial Activities**  
**For the year ended 31 March 2022**

**SUMMARY OF INCOME AND EXPENDITURE ACCOUNT**

|  | Note | <u>Unrestricted</u> | <u>Restricted</u> | <u>2022 Total</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>2021 Total</u> |
|--|------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| <b>Income</b>                                      |      |                     |                   |                   |                     |                   |                   |
| <u>Donations and Legacies</u>                      |      |                     |                   |                   |                     |                   |                   |
| Donations and Gifts                                | 2    | 696,579             | 299,109           | 995,688           | 3,312,773           | 736,462           | 4,049,235         |
| Legacies   |      | 282,610             | -                 | 282,610           | 283,298             | -                 | 283,298           |
| Trusts and other Organisations                     | 3    | 55,676              | 158,247           | 213,923           | 6,224               | 267,488           | 273,712           |
| Coronavirus Job retention scheme                   |      | -                   | -                 | -                 | 233,429             | -                 | 233,429           |
| Lottery  |      | 231,384             | -                 | 231,384           | 233,483             | -                 | 233,483           |
| <u>Income from Trading Activities</u>              |      |                     |                   |                   |                     |                   |                   |
| Fundraising  |      | 669,586             | -                 | 669,586           | 490,519             | -                 | 490,519           |
| Cycle to work scheme                               |      | 1,417               | -                 | 1,417             | 816                 | -                 | 816               |
| Investment income                                  | 4    | 9,662               | -                 | 9,662             | 7,759               | -                 | 7,759             |
| Other Income                                       |      | 325                 | -                 | 325               |                     |                   |                   |
| <u>Income from Charitable Activities</u>           |      |                     |                   |                   |                     |                   |                   |
| Education  |      | 16,940              | -                 | 16,940            | 30                  | -                 | 30                |
| Hospice UK resilience funding                      |      | -                   | 1,841,711         | 1,841,711         | -                   | 2,258,823         | 2,258,823         |
| CCG  | 3    | 5,261,501           | 364,616           | 5,626,117         | 5,110,814           | 359,343           | 5,470,157         |
| <b>Total income</b>                                |      | <b>7,225,680</b>    | <b>2,663,683</b>  | <b>9,889,363</b>  | <b>9,679,145</b>    | <b>3,622,116</b>  | <b>13,301,261</b> |
| <b>Expenditure</b>                                 |      |                     |                   |                   |                     |                   |                   |
| <u>Expenditure on raising funds</u>                |      |                     |                   |                   |                     |                   |                   |
| Fundraising  | 5    | 456,086             |                   | 456,086           | 371,657             | -                 | 371,657           |
| <u>Resources expended on Charitable activities</u> |      |                     |                   |                   |                     |                   |                   |
| In Patient Unit                                    | 5    | 3,305,558           | 1,685,229         | 4,990,787         | 3,537,875           | 1,777,010         | 5,314,885         |
| Day Care   |      | 560,957             |                   | 560,957           | 462,057             | 227,580           | 689,637           |
| Hospice at Home and Hospice at Home Social Care    |      |                     | 406,025           | 406,025           | -                   | 357,050           | 357,050           |
| SAAS   |      | 876,364             |                   | 876,364           | 562,656             | 277,129           | 839,785           |
| SELS   |      | 208,466             |                   | 208,466           | 108,122             | 53,254            | 161,376           |
| Counselling information and education              |      | 105,347             | 312,058           | 417,405           | 82,110              | 419,403           | 501,513           |
| <b>Total expenditure</b>                           |      | <b>5,512,778</b>    | <b>2,403,312</b>  | <b>7,916,090</b>  | <b>5,124,477</b>    | <b>3,111,426</b>  | <b>8,235,903</b>  |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Statement of Financial Activities  
For the year ended 31 March 2022**

**SUMMARY OF INCOME AND EXPENDITURE ACCOUNT (cont'd)**

|   | Note | <u>Unrestricted</u> | <u>Restricted</u> | <u>2022 Total</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>2021 Total</u> |
|---|------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Net Income  |      | 1,712,902           | 260,371           | 1,973,273         | 4,554,668           | 510,690           | 5,065,358         |
| Transfer between Funds                                |      | 523,602             | (523,602)         | 0                 | (81,977)            | 81,977            | 0                 |
| <b>Net Movement of Funds</b>                          |      | <b>2,236,504</b>    | <b>(263,231)</b>  | <b>1,973,273</b>  | <b>4,472,691</b>    | <b>592,667</b>    | <b>5,065,358</b>  |
| <u>Reconciliation of funds</u>                        |      |                     |                   |                   |                     |                   |                   |
| Total funds brought forward at 1st April 2021         |      | 8,762,590           | 996,233           | 9,758,823         | 4,289,899           | 403,566           | 4,693,465         |
| <b>Total funds carried forward at 31st March 2022</b> |      | <b>10,999,094</b>   | <b>733,002</b>    | <b>11,732,096</b> | <b>8,762,590</b>    | <b>966,233</b>    | <b>9,758,823</b>  |

All the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for the Companies Act purposes comprises the net income for the year.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Balance Sheet**  
**as at 31 March 2022**

|  | Note |                  | 2022                      |                  | 2021                     |
|--|------|------------------|---------------------------|------------------|--------------------------|
|  |      | £                | £                         |                  | £                        |
| <b>Fixed Assets</b>                          |      |                  |                           |                  |                          |
| Tangible Assets                              | 9    |                  | 5,695,210                 |                  | 6,026,871                |
| <b>Current Assets</b>                        |      |                  |                           |                  |                          |
| Debtors                                      | 10   | 2,585,550        |                           | 2,819,000        |                          |
| Cash at Bank                                 |      | <u>6,005,808</u> |                           | <u>3,119,947</u> |                          |
|  |      |                  | 8,591,358                 |                  | 5,938,947                |
| <b>Creditors</b>                             |      |                  |                           |                  |                          |
| Amounts falling due within one year          | 11   | <u>2,323,273</u> |                           | <u>1,975,796</u> |                          |
| <b>Net Current Assets</b>                    |      |                  | <u>6,268,085</u>          |                  | <u>3,963,151</u>         |
| <b>Total Assets Less Current Liabilities</b> |      |                  | <u><u>£11,963,295</u></u> |                  | <u><u>£9,990,022</u></u> |
| <br><b>Funds of the Charity</b>              |      |                  |                           |                  |                          |
| Unrestricted income funds:                   |      |                  |                           |                  |                          |
| General Reserve                              | 14   |                  | 10,999,094                |                  | 8,762,590                |
| Restricted income funds                      | 14   |                  | <u>733,002</u>            |                  | <u>996,233</u>           |
|  |      |                  | 11,732,096                |                  | 9,758,823                |
| Revaluation fund                             | 14   |                  | <u>231,199</u>            |                  | <u>231,199</u>           |
|  |      |                  | <u><u>£11,963,295</u></u> |                  | <u><u>£9,990,022</u></u> |

Approved by the board on  
and signed on its behalf:

G.W. Peaty – Director and Trustee .....



Date .....

23/11/22

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**CASH FLOW STATEMENT**

**YEAR ENDED 31<sup>st</sup> MARCH 2022**

|   | <b>31/03/2021</b> | <b>31/03/2022</b> |
|---|-------------------|-------------------|
|   | £                 | £                 |
| <b>Net cash provided by (used in) operating activities</b>          | 4,317,694         | 2,634,355         |
| <b>Cash flow from investing activities:</b>                         |                   |                   |
| Purchase of fixed assets  | (3,209,810)       | (137,494)         |
| Disposal of fixed assets  | -                 | 389,000           |
| <b>Increase/(decrease) in cash and cash equivalents in the year</b> | <u>1,107,884</u>  | <u>2,885,861</u>  |

**Notes to the cash flow statement**

|  | <b>31/03/2021</b> | <b>31/03/2022</b> |
|--|-------------------|-------------------|
|  | £                 | £                 |
| <b>a) Reconciliation of changes in resources to net inflow from operating activities</b> |                   |                   |
| Net income/(expenditure)   | 5,065,358         | 1,973,273         |
| Depreciation   | 73,855            | 80,155            |
| (Increase)/decrease in debtors   | (667,475)         | 233,450           |
| Increase/(decrease) in creditors   | (154,044)         | 347,477           |
| <b>Net Cash provided by/(used in) operating activities</b>                               | <u>4,317,694</u>  | <u>2,634,355</u>  |

|   | <b>31/03/2021</b> | <b>Cash Flow</b> | <b>31/03/2022</b> |
|---|-------------------|------------------|-------------------|
|   | £                 | £                | £                 |
| <b>b) Analysis of cash and cash equivalents</b> |                   |                  |                   |
| Cash at bank and in hand                        | 3,119,947         | 2,885,861        | 6,005,808         |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the financial statements for the year ended 31 March 2022**

**1 Accounting policies**

**1 (a) Basis of preparation of the accounts**

The financial statements have been prepared in accordance with the Charities: Statement of Recommended Practice (applicable to 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The charity's functional and presentational currency is the pound sterling.

**1 (b) Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation and impairment charges.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                       |                               |
|-----------------------|-------------------------------|
| Plant and machinery   | - 10% on cost and 25% on cost |
| Land and buildings    | - Land not provided for       |
|                       | - Buildings 0-1% on cost      |
| Property Improvements | - 25% on cost                 |
| Motor Vehicles        | - 25% on cost                 |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

**1 (c) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income, receipt is virtually certain and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of Income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the Charity where this can be quantified.
- Legacies are accounted for at the time of receipt of the gift or once there is sufficient probability of receipt.
- Investment income is included when receivable.
- Government COVID-19 grants with a total income of £1,841,711 were received by the charity during the year.

**1 (d) Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT, which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis of management estimates of the amount attributable to that activity in the year either by reference to staff time, space occupied, or estimated usage, as appropriate.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

**1 (e) Fund accounting**

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for any other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors.

The revaluation fund represents the revaluation to fair value of the charity's freehold buildings

**1 (f) Pension scheme**

The company operates a defined benefit scheme and a defined contribution group personal pension scheme. The charity is unable to identify its share of the underlying assets and liabilities of the scheme as it is part of the state run NHS pension scheme. Likewise, any future contributions which may be required to make up any funding deficit are also unable to be quantified. The assets of the group personal scheme are held separately from those of the Charity in an independently administered fund.

The pension costs charge represents contributions payable by the Charity to the funds for the year.

During the year, the company paid £211,789 into the NHS benefit scheme, and £236,074 into the group personal pension scheme for the benefit of staff.

**1 (g) Financial instruments**

Financial instruments are recognised in the Charity's balance sheet when it becomes a party to the contractual provisions of the financial instrument.

Trade debtors

Trade debtors are non-interest bearing and are stated at original invoiced amount.

Cash

Cash comprises cash at bank and in hand.

Trade creditors

Trade creditors are non-interest bearing and are stated at the original invoiced amount.

**1(h) Operating Leases**

The charity classifies the lease of certain property and business equipment as operating leases, the title to equipment remains with the lessor, rental charges are charged on a straight line basis over the term of the lease.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

|                              | 2022    | 2021      |
|------------------------------|---------|-----------|
|                              | £       | £         |
| <b>2 Donations and Gifts</b> |         |           |
| Individuals and Trusts       | 483,052 | 574,235   |
| Corporate                    | 450,000 | 320,000   |
| Thurrock Building            | -       | 3,155,000 |
| Sale of House                | 62,636  | -         |
|                              | 995,688 | 4,049,235 |

**3 Grants received**

Grants received include the following:

Clinical Commissioning Group for running of the Hospice £3,893,143 (2021 £3,650,343)  
 Clinical Commissioning Group to fund SELS £230,309 (2021 £225,794).  
 Clinical Commissioning Group to fund Hospice at Home Service £187,579 (2021 £212,184)  
 Clinical Commissioning Group to fund Adult Bereavement Service £61,701 (2021 £42,279)  
 Clinical Commissioning Group to fund Child Bereavement Service £64,152 (2021 £60,174)  
 Clinical Commissioning Group to fund Hospice at Home Social Care £18,444 (2021 £17,301)  
 Clinical Commissioning Group to fund SAAS £716,684 (2021 £702,632)  
 As lead provider, we also receive income from the Clinical Commissioning Group for Marie Curie and St Francis services £640,180 (2021 £559,450)  
 Hospice UK government scheme £1,841,711 (2021 £2,258,823)  
 Big Lottery - £120,404 (2021 £157,607)  
 Children in Need - £37,843 (2021 £36,699)  
 The Albert Hunt Trust - £10,000  
 Masonic Charitable Foundation - £1,375  
 The Childwick Trust - £15,000  
 Garfield Weston - £40,000  
 Thurrock CVS - £5,000  
 Fowler Smith and Jones Charitable Trust - £5,000  
 Souter Charitable Trust - £3,000  
 Cazenove Charitable Trust - £1,000  
 Enterprise RAC UK Limited - £1,500  
 Enterprise RAC UK Limited - £1,500  
 The Paget Charitable Trust - £4,000  
 The Thomas J Horne Memorial Trust - £6,500  
 The Sir Jules Thorn Charitable Trust - £5,000  
 East Tilbury Relief In Need Charity - £1,000  
 East Tilbury Relief In Need Charity - £1,000

**4 Investment income**

|                          | 2022  | 2021  |
|--------------------------|-------|-------|
|                          | £     | £     |
| Bank interest receivable | 9,662 | 7,759 |
|                          | 9,662 | 7,759 |

Notes to the financial statements (cont'd)  
for the year ended 31 March 2022

5. TOTAL RESOURCES EXPENDED

|  |   | Hospice @Home<br>& Hospice @Home |                |                  |                | Counselling<br>Information<br>& Education |                  |                | 2022             | 2021             |
|--|---|----------------------------------|----------------|------------------|----------------|---|------------------|----------------|------------------|------------------|
|  |   | Ipu<br>£                         | Day Care<br>£  | Social Care<br>£ | SAAS<br>£      | SELS<br>£                                 | Fundraising<br>£ | TOTAL<br>£     | TOTAL<br>£       |                  |
| Staff costs                                  | D | 3,397,761                        | 195,520        | 396,648          | 817,955        | 200,305                                   | 393,594          | 386,136        | 5,787,919        | 5,801,119        |
| Staff volunteers expenses<br>and training    |   | 250                              | 4,602          | 7,202            | 3,784          | 3,095                                     | 1782             | 1440           | 22,155           | 25,778           |
| Property & equipment                         |   | 20,855                           | -              | -                | 35,800         | -   | 2,386            | 6400           | 65,441           | 51,516           |
| Marketing                                    | D | -                                | -              | -                | -              | -   | -                | -              | 0                | -                |
| Other costs                                  | D | 140,271                          | 4,548          | 2,175            | 18,825         | 5,066                                     | 19643            | 13072          | 203,600          | 291,152          |
| Fundraising events                           |   | -                                | -              | -                | -              | -   | -                | 49,038         | 49,038           | 33,522           |
| Governance costs - Audit Fee                 |   | 6,500                            | -              | -                | -              | -   | -                | -              | 6,500            | 6,500            |
| <b>Total of direct costs</b>                 |   | <b>3,565,637</b>                 | <b>204,670</b> | <b>406,025</b>   | <b>876,364</b> | <b>208,466</b>                            | <b>417,405</b>   | <b>456,086</b> | <b>6,134,653</b> | <b>6,209,587</b> |
| <b>Support Costs Allocated to activities</b> |   |                                  |                |                  |                |   |                  |                |                  |                  |
| Staff costs                                  | C | 867,132                          | 216,783        |                  |                |   |                  |                | 1,083,915        | 1,436,552        |
| Building & facilities                        |   | 492,594                          | 123,149        |                  |                |   |                  |                | 615,743          | 515,909          |
| Depreciation                                 | C | 65,423                           | 16,356         |                  |                |   |                  |                | 81,779           | 73,856           |
|  |   | <b>4,990,786</b>                 | <b>560,958</b> | <b>406,025</b>   | <b>876,364</b> | <b>208,466</b>                            | <b>417,405</b>   | <b>456,086</b> | <b>7,916,090</b> | <b>8,235,904</b> |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

**6 Expenditure**

|  | <b>2022</b> | <b>2021</b> |
|--|-------------|-------------|
|  | <b>£</b>    | <b>£</b>    |
| The following are included in expenditure: |             |             |
| Depreciation                               | 80,155      | 73,855      |
| Auditor's remuneration                     | 6,500       | 6,500       |

**7 Staff costs**

|  | <b>2022</b>      | <b>2021</b>      |
|--|------------------|------------------|
|  | <b>£</b>         | <b>£</b>         |
| Salaries                                       | 4,758,891        | 4,993,069        |
| Employers national insurance                   | 376,132          | 354,618          |
| Pension contributions - defined benefit scheme | 211,789          | 215,585          |
| - group personal scheme                        | 236,074          | 220,347          |
|  | <u>5,582,886</u> | <u>5,783,619</u> |
|  | <u>5,582,886</u> | <u>5,783,619</u> |

No trustee received any remuneration from the Charity (2021: £Nil).

No trustee received any expenses in the year (2021: £Nil).

Staff termination payments during the year £8,438. (2021 £3,540)

The Hospice considers that the key management personnel comprise the trustees, the Chief Executive and the Executive Team. The total salaries and employer pension contributions of the key management personnel of the Hospice were £465,011 (2021 £470,599).

The highest paid member of staff salary is £68,308 (2021 £62,049), there were 2 other members of staff with a salary higher than £60,000 per annum.

The average number of employees employed on a full-time equivalent (FTE) basis and in total (NO) by the Charity during the year (excluding directors) was:

|  | <b>2022</b> | <b>2022</b> | <b>2021</b> | <b>2021</b> |
|--|-------------|-------------|-------------|-------------|
|  | <b>FTE</b>  | <b>NO</b>   | <b>FTE</b>  | <b>NO</b>   |
| Medical                                  | 87          | 115         | 76          | 101         |
| Counselling, Bereavement and Information | 9           | 19          | 12          | 21          |
| Fundraising                              | 12          | 13          | 10          | 11          |
| Administration                           | 33          | 42          | 32          | 44          |
|  | <u>141</u>  | <u>189</u>  | <u>130</u>  | <u>177</u>  |
|  | <u>141</u>  | <u>189</u>  | <u>130</u>  | <u>177</u>  |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

**8 Taxation**

No liability to Corporation Tax arose for the year ended 31st March 2022 nor for the year ended 31st March 2021.

**9 Tangible fixed assets**

|                       | <b>Property<br/>Improvements</b> | <b>Land and<br/>Buildings</b> | <b>Plant and<br/>Machinery</b> | <b>Motor<br/>Vehicle</b> | <b>Totals</b> |
|-----------------------|----------------------------------|-------------------------------|--------------------------------|--------------------------|---------------|
|                       | <b>£</b>                         | <b>£</b>                      | <b>£</b>                       | <b>£</b>                 | <b>£</b>      |
| <b>Cost</b>           |                                  |                               |                                |                          |               |
| At 1 April 2021       | 447,761                          | 5,805,736                     | 1,141,241                      | 72,985                   | 7,467,723     |
| Additions             | 3,000                            |                               | 134,494                        |                          | 137,494       |
| Revaluations          | -                                | -                             | -                              | -                        | -             |
| Disposals             | -                                | (385,000)                     | -                              | (4,000)                  | (389,000)     |
| At 31 March 2022      | 450,761                          | 5,420,736                     | 1,275,735                      | 68,985                   | 7,216,217     |
| <b>Depreciation</b>   |                                  |                               |                                |                          |               |
| At 1 April 2021       | 386,907                          | 1,111                         | 987,279                        | 65,555                   | 1,440,852     |
| Additions             | 28,906                           | 658                           | 50,756                         | 2,115                    | 82,435        |
| Disposals             | -                                | -                             | -                              | (2,280)                  | (2,280)       |
| At 31 March 2022      | 415,813                          | 1,769                         | 1,038,035                      | 65,390                   | 1,521,007     |
| <b>Net book Value</b> |                                  |                               |                                |                          |               |
| At 31 March 2022      | 34,948                           | 5,418,967                     | 237,700                        | 3,595                    | 5,695,210     |
| At 31 March 2021      | 60,584                           | 5,804,625                     | 153,962                        | 7,430                    | 6,026,871     |

There are two buildings owned by the charity, Fobbing Farm, Nethermayne, Basildon, Essex SS16 5NJ which was professionally valued on 20<sup>th</sup> December 2016 by R. Freese B.Sc (Hons) MRICS of Kemsleys LLP to determine the fair/open market value of the property. This value (£2,250,000) is reflected in these accounts and the excess over cost has been credited to a Revaluation Reserve. The other building, Farriers Way, Bulphan, RM14 3EB is included at a value of £3,155,000 as valued by D Butcher BSc (Hons) MRICS in September 2021. The trustees consider these to represent the fair value of the buildings at the balance sheet date.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

|  |                             |                             |
|--|-----------------------------|-----------------------------|
| <b>10 Debtors</b>  | <b>2022</b>                 | <b>2021</b>                 |
|  | <b>£</b>                    | <b>£</b>                    |
| <b>Due within one year</b>                               |                             |                             |
| Trade Debtors  | 161,003                     | 1,295,005                   |
| Prepayments and accrued income                           | 2,001,849                   | 1,200,923                   |
| Other debtors  | 422,698                     | 323,072                     |
|  | <u>                    </u> | <u>                    </u> |
|  | <u><u>£2,585,550</u></u>    | <u><u>£2,819,000</u></u>    |
| <br>   |                             |                             |
| <b>11 Creditors: amounts falling due within one year</b> | <b>2022</b>                 | <b>2021</b>                 |
|  | <b>£</b>                    | <b>£</b>                    |
| Trade creditors  | 254,432                     | 319,999                     |
| Other creditors and accruals                             | 675,762                     | 383,111                     |
| Deferred income  | 1,393,079                   | 1,272,686                   |
|  | <u>                    </u> | <u>                    </u> |
|  | <u><u>£2,323,273</u></u>    | <u><u>£1,975,796</u></u>    |

Deferred income comprises CCG grant income of £1,268,074 received in advance which relates to the period 1<sup>st</sup> April 2022 to 30<sup>th</sup> June 2022. In addition to CCG income there was a grant from ECC received for 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023 of £100,000, and Local Hospice Lottery income received for April 2022 – 31<sup>st</sup> March 2027 of £25,005.

|   |                          |
|---|--------------------------|
| Balance at 1 April 2021                                     | 1,272,686                |
| Amount released to income earned from charitable activities | (5,451,274)              |
| Amount deferred in year                                     | <u>5,571,667</u>         |
| Balance at 31 March 2022                                    | <u><u>£1,393,079</u></u> |

**12 Related party transactions**  
£450,000 (2021 £320,000) was paid to the company as a gift from SLH Trading Limited and is an associated company controlled by the same board of directors.

**13 Share capital**  
The company is limited by guarantee and therefore has no share capital.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

**14. Analysis of net assets between funds**

|                       | <b>Revaluation<br/>Fund<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>General<br/>Funds<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|-----------------------------------|-----------------------------------|--------------------------------|--------------------|
| Tangible fixed assets | 231,199                           | -                                 | 5,464,011                      | 5,695,210          |
| Net current assets    | -                                 | 733,022                           | 5,535,063                      | 6,268,085          |
| As at 31 March 2022   | <u>231,199</u>                    | <u>733,022</u>                    | <u>10,999,074</u>              | <u>11,963,295</u>  |

**Analysis of net assets between funds**

|                       | <b>Revaluation<br/>Fund<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>General<br/>Funds<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|-----------------------------------|-----------------------------------|--------------------------------|--------------------|
| Tangible fixed assets | 231,199                           | -                                 | 5,795,672                      | 6,026,871          |
| Net current assets    | -                                 | 996,233                           | 2,966,918                      | 3,963,151          |
| As at 31 March 2021   | <u>231,199</u>                    | <u>996,233</u>                    | <u>8,762,590</u>               | <u>9,990,022</u>   |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2022**

**15 Statement of funds**

**Statement of Funds**

|                                       | As 1/4/2021      | Income            | Expenditure        | Transfers | At 31/3/2022      |
|---------------------------------------|------------------|-------------------|--------------------|-----------|-------------------|
|                                       | £                | £                 | £                  | £         | £                 |
| <b>Unrestricted funds</b>             |                  |                   |                    |           |                   |
| General reserve                       | 8,762,590        | 8,809,834         | (7,096,932)        | 523,602   | 10,999,094        |
| <b>Restricted funds</b>               |                  |                   |                    |           |                   |
| Specific Bequests                     | 466,095          | 257,557           |                    | (523,602) | 200,050           |
| Hospice at Home                       | 182,067          | 316,579           | (316,358)          | -         | 182,288           |
| Adult Bereavement                     | 131,576          | 182,105           | (181,381)          | -         | 132,300           |
| Children's Bereavement                | 141,168          | 131,104           | (130,677)          | -         | 141,595           |
| IRS                                   | 19,306           | -                 | -                  | -         | 19,306            |
| Hospicee at Home Social Care          | 301              | 90,444            | (89,667)           | -         | 1,078             |
| Hospice at Home Enhanced Medical Care | 54,744           | -                 | -                  | -         | 54,744            |
| Physio Team                           | 976              | 101,740           | (101,075)          | -         | 1,641             |
|                                       | 9,758,823        | 9,889,363         | (7,916,090)        | -         | 11,732,096        |
| <b>Revaluation Reserve</b>            | 231,199          |                   |                    |           | 231,199           |
| <b>Total Funds</b>                    | <b>9,990,022</b> | <b>9,889,363</b>  | <b>(7,916,090)</b> | <b>-</b>  | <b>11,963,295</b> |
|                                       | As 1/4/2020      | Income            | Expenditure        | Transfers | At 31/3/2021      |
|                                       | £                | £                 | £                  | £         | £                 |
| <b>Unrestricted funds</b>             |                  |                   |                    |           |                   |
| General reserve                       | 4,289,899        | 11,937,969        | (7,383,301)        | (81,977)  | 8,762,590         |
| <b>Restricted funds</b>               |                  |                   |                    |           |                   |
| Specific Bequests                     | 183,759          | 493,359           |                    | (211,023) | 466,095           |
| Hospice at Home                       | 179,688          | 312,184           | (309,805)          | -         | 182,067           |
| Adult Bereavement                     | 127,579          | 199,886           | (195,889)          | -         | 131,576           |
| Children's Bereavement                | 137,405          | 157,982           | (154,219)          | -         | 141,168           |
| IRS                                   | 17,425           | 71,176            | (69,295)           | -         | 19,306            |
| Hospicee at Home Social Care          | (42,755)         | 52,301            | (47,245)           | 38,000    | 301               |
| Hospice at Home Enhanced Medical Care | 54,744           | -                 | -                  | -         | 54,744            |
| Physio Team                           | (254,279)        | 76,405            | (76,150)           | 255,000   | 976               |
|                                       | 4,693,465        | 13,301,262        | (8,235,904)        | -         | 9,758,823         |
| <b>Revaluation Reserve</b>            | 231,199          |                   |                    |           | 231,199           |
| <b>Total Funds</b>                    | <b>4,924,664</b> | <b>13,301,262</b> | <b>(8,235,904)</b> | <b>-</b>  | <b>9,990,022</b>  |

## **Transfer of Funds**

The transfer of funds from the Specific Bequest fund to General fund is the expenditure made throughout the year for various items which have been restricted by the funder or donor. The majority of restricted income received in this financial year has been for equipment for the new Thurrock Building, which has subsequently been spent in the year. The restricted income also received for our adult and child counselling services has also been spent during the year via the general fund.

## **Policy on Reserves and Funds held**

The trustees review their policy on reserves annually.

At the Balance Sheet date, the charity had total funds of £11,963,295 comprising restricted funds of £964,201 and unrestricted funds of £10,999,094

Restricted funds are held to provide future services. The charity recognises that the money held has been provided to us by third parties for the provision of specific equipment or services and they are therefore, held for that purpose only.

Of our unrestricted funds (general reserves) of £10,999,094, £5,695,210 is designated funds relating to the fixed assets as shown in note 9. The remainder of the charity's unrestricted reserve fund £5,303,884 is being held to provide for future building needs, equipment and working capital.

Free reserves currently equate to approximately 7 months of total expenditure expected in the forthcoming financial year, which is slightly above our reserves policy which aims to keep 3-6 months running costs in reserve. With a large deficit budget predicted next year, it is likely the reserves will be used for running costs and will be within policy next year. A proportion of future legacy funds will therefore be retained to maintain our policy.

## **16 Leasing agreements**

At the year end the company had total commitments under operating leases for photocopier rental, van lease and property of £108,973 as follows:

|           |                 |
|-----------|-----------------|
| 1 year    | -               |
| 2-5 years | 108,973         |
| >5 years  | -               |
|           | <u>£108,973</u> |

## **17 General Information**

St Luke's Hospice (Basildon & District) Limited, incorporated in England and Wales, Registered number 1812104, is a private company limited by guarantee. The registered office is Fobbing Farm, Nethermayne, Basildon, Essex, SS16 5NJ.

**ST LUKE'S HOSPICE (BASILDON AND DISTRICT) LIMITED**

England & Wales - Charity number 289466

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# Accounts

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**Company Registration number 1812104**  
**Charity Registration number 289466**

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**DIRECTORS' AND TRUSTEES REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**



# ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

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## ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

### Report of the Trustees and Strategic Report for the year ended 31 March 2021

The Trustees of the charity submit their annual report and the financial statements for the year ended 31<sup>st</sup> March 2021 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes. The Trustees have adopted the provisions of the statement of Recommended Practice (FRS102) 'Accounting & Reporting by Charities' issued in October 2019 in preparing the annual report and financial statements of the charity, and the Charities Act 2011.

#### HISTORY OBJECTIVES AND ACTIVITIES OF THE CHARITY

**Name of Charity:** St Luke's Hospice (Basildon & District)

**Charity No.:** 289466

**Company No.:** 1812104

**Governing Document:** St Luke's Hospice (Basildon & District) is a company limited by guarantee, governed by Memorandum & Articles of Association dated April 27<sup>th</sup> 1984

**Description:** A Hospice providing specialist medical and nursing care affording social and psychological support to individuals at all stages of any advanced progressive non-curative disease. As well as supporting family and friends

**Address:** St Luke's Hospice, Nethermayne, Basildon, Essex, SS16 5NJ.

**Trustees:**

|                         |                      |
|-------------------------|----------------------|
| Mr G W Peaty – Chairman | appointed 27.04.1984 |
| Mrs M Moura             | appointed 08.07.1997 |
| Mrs M Bartlett          | resigned 25.11.2020  |
| Dr R Maunder            | appointed 28.02.2006 |
| Mrs P Stone             | appointed 30.09.2016 |
| Mr B Wellman            | appointed 30.09.2016 |
| Mrs D Squier            | resigned 31.07.2021  |
| Mr D Lawrence           | appointed 18.02.2020 |
| Mr M Nice               | appointed 18.02.2020 |

**Chief Executive** Mrs E Marshall - Chief Executive appointed 30.09.2002

#### Structure, Governance & Management Appointment of Trustees

The requirements of the Strategic Report are covered within the Trustees Report

The Memorandum and Articles of Association provides for a minimum and maximum number of Trustees. The Board of Trustees is currently comprised of 7 members. Members are elected for a period of three years after which they are eligible for re-election at the next Annual General Meeting. Trustees may sit on other nominated Committees or groups, as determined and agreed collectively by the Board.

For the period the Trustees of the charity are also Directors of an associated company, SLH Trading Limited which exists purely for the purpose of generating income for the Hospice through the sale of donated goods.

The Board meet approximately every six weeks. All Members of the Board give their time voluntarily and receive no benefits from the charity.

The Chief Executive Officer is appointed by the Board to manage the day to day operations of the charity. Role and job descriptions for the Trustees and Chief Executive identify the responsibilities of the respective roles and the levels of delegation.

Trustees are recruited to ensure that an appropriate range of skills exist. The Trustees will periodically undertake a skills analysis to determine whether there is a need to recruit individuals with other specific skills or whether particular skill areas need to be strengthened. Recruitment processes take into account the individual's skills, knowledge, ability, and eligibility to serve as a Trustee. All new Trustees are interviewed and have an opportunity to attend two meetings to meet all Board members prior to nomination and appointment.

### **Trustee Induction & Training**

New Trustees are appointed a mentor from the Board and are required to participate in a comprehensive induction programme organised by the Chief Executive, which includes meeting with senior managers and staff of the Hospice. The induction process includes the provision of a detailed induction pack which provides a range of information, including, the governing document, administrative procedures, history and philosophy of the organisation, service details, the most recent annual report and business plan and guidance on the role of a Trustee from the Charity Commission.

The Trustees periodically undertake training sessions to update their knowledge of services and issues facing the charity. These sessions may include workshop style meetings to increase knowledge of service delivery or looking at broader initiatives which influence the strategic direction of the charity from a local and national perspective. In recent years this has particularly related to the challenging times within which the Hospice operates. Workshop programmes are scheduled throughout the next twelve months.

### **Related Parties**

The Hospice works closely with its two primary Clinical Commissioning Groups (CCG's) Basildon and Brentwood CCG and Thurrock CCG. This collaboration has enabled significant service development in recent years which has broadened and strengthened local service delivery, across the area, supporting innovation and robust service delivery.

In addition to this the Hospice receives funding from two further neighbouring CCG's to support the South Essex Lymphedema Service which operates across South Essex. The Hospice also works with Essex County Council, Basildon Council and Thurrock Unitary Authority.

The Hospice continues to work with SPDNS Nurse Care and Marie Curie to deliver Community Services, this coordinated response maximises local resources and retains patient focus.

The benefits of working collaboratively were particularly highlighted during the Covid pandemic. The need to share resources, adjust protocols and processes to continue services in a safe and coordinated way, enabled a level of collaborative working with other partners which was affirming and effective. The aim is to continue this model in forthcoming years and as such St. Luke's

Hospice will be exploring this approach with commissioners, other health providers and neighbouring local hospices.

Within the last year the Hospice has worked with colleagues across the locality to review service delivery as part of the Strategic Transformation Plan and has led a number of the workshops which have helped to shape future strategy. This group has been merged into the Mid and South Essex Health and Care Partnership (MSEHCP). With the changing dynamics of health care provision, the Hospice now also works with colleagues from the MSEHCP, a locality team covering Mid and South Essex. The aim of the group is to improve health and wellbeing by implementation of a five-year plan in response to the NHS plan.

The Hospice continues to maintain a working relationship with Hospice UK.

### **Public Benefit Statement**

The strategies and objectives of the charity focus on the provision of palliative care to individuals with life limiting illnesses, including but not exclusive to cancer. The Trustees are satisfied that as such activities are undertaken to further the organisation's charitable purposes for the public benefit.

### **Risk Management**

The Trustees review and assess the major risks to which the charity is exposed, with particular reference to health and safety, finance, business risk and clinical practice. Risks pertinent to on-going proposals to expand and develop accommodation and services continue to be actively monitored and considered.

A comprehensive risk assessment strategy ensures that potential risks are viewed and reported regularly as part of the Corporate and Clinical Governance process, ensuring that risk assessment and management are thoroughly embedded into the culture and ethos of the organisation at all levels.

The organisation's Complaints Procedures and Safety and Governance Group, (formerly the Management of Incidents Committee), aim to analyse specific incidents or events to ensure that quality and safety is maintained. Incidents are fully investigated and addressed and where necessary practice is improved and learning shared, to ensure high standards of performance are maintained and activity continues to comply with statutory requirements.

Codes of Practice and statutory requirements are followed and professional advice sought where necessary.

Annual insurance reviews are undertaken and insurance cover arranged as required.

The Hospice has an extensive and full range of internal policies and procedures easily accessible to staff and with a number identified as essential reading for all staff, including newly recruited staff.

### **Objectives & Activities**

The objectives of the charity are to:

- Promote and encourage high standards of palliative care for people within South West Essex, who have specialist palliative care needs principally, but not solely restricted to cancer, without discrimination

- Adopt a holistic approach to service provision, providing for the physical, social, emotional and spiritual needs of the patient in partnership with families, friends and other health and social care teams
- Provide comprehensive community counselling services to all age groups within the community
- Provide information to enable patients to make their own choices about the care they receive and the setting in which it is provided
- Teach other professionals about the needs of palliative care patients so that all who are involved in their care may feel equipped for their responsibility whether they are in hospices, hospitals, or in the community
- Support staff and provide a healthy and safe environment in which to work to a standard of excellence

### **Difference We Make**

Collectively the Hospice team works to provide the highest levels of palliative care and has been rated as Outstanding by the CQC inspection.

The organisation is committed to extending care whenever possible to meet the complex needs of individuals with cancer or other life limiting illnesses, with an increasing emphasis on long term conditions.

Care extends from diagnosis to end of life care, or survivorship. In addition to patient needs, the Hospice adopts a holistic approach to support patients, family and friends, at all stages and in bereavement.

The Hospice is passionate about care delivery and meeting increasing community needs and plays an important role in coordinating services with other healthcare providers, including training to maximise local resources and develop a collaborative approach, with a common vision to retain the patient at the focus. Within this context the Hospice has actively developed programmes to support local care homes and to avoid transference of care home patients to hospital.

### **Quality**

The organisation continued to address quality performance via its Corporate and Clinical Governance Structure, including the Strategic Quality Steering Group and Strategic Action Group (SAG).

Data and processes introduced to assess patient satisfaction levels, continued to provide up to date responses for evaluation.

In 2019 the Hospice participated in a staff survey which afforded comparisons with other Hospices. The details of the assessment were shared with staff at the re-configured staff forums, which provide a joint forum for staff to meet with management. Due to the pandemic, resources did not enable a survey to be completed in 2020/21, but a survey will be undertaken 2021/22.

In the light of the pandemic the CQC modified practice and during the period postponed on-site visits instead instigating reviews as part of their Transitional Monitoring Assessment process, a virtual

assessment tool. Responses and discussions with the Inspector confirmed the Hospice's risks were low and the Inspector noted they were impressed with the performance of the organisation. The CQC confirmed the performance of the organisation across all standards enabling the charity to retain its 'Outstanding' rating.

Trustees Provider visits, which enable Board Review of the services and provide an opportunity to meet with staff, volunteers and service providers, thereby providing a greater insight into the activity of the charity, were suspended during the pandemic but these will recommence in 2021/22

Community links remained strong throughout the year with the Fundraising team delivering a range of initiatives and events to build community support and engagement.

The Hospice continued to work collaboratively in partnership to maximise resources and through innovation to constantly adapt to meet the increasingly complex needs of End of Life Care delivery and indeed during this time the success of collaborative working across all areas for public benefit was particularly highlighted.

### **Objectives for the Year**

The charitable environment within which the Hospice operates is traditionally unpredictable and most commonly demand and expectation remains high where resources can be scarce.

COVID has provided a whole new dimension to the operational and strategic position of the Hospice, impacting on services and funding.

During the next year the Hospice will:

- Address the impact of COVID on service delivery within the context of a Reset and Recovery Plan
- Support team members as they come to terms with the impact of COVID through the organisation's Health and Wellbeing programme
- Extend access to Hospice services for people with progressive long term conditions
- Increase awareness and access of services to people with learning disabilities who have palliative and end of life care needs.
- Embed the Wellbeing, Information and Support Hub (WISH)
- Work within the changing commissioning structure to adjust to the emerging frameworks
- Look to increase options for collaborative working to maximise resources and services
- Realign data collection and reporting and performance trends to support planning and inform financial decisions.
- Improve the organisation's digital and social media approach
- Enhance the organisations approach to social and media
- Review recruitment and retention programmes to maximise the skills mix of the team
- Embed the new Hospice site at Thurrock and review and progress plans for the Basildon site

### **Achievements in 2020– 2021**

The pandemic significantly impacted on the work of the Hospice since March 2020. For a large proportion of the year the Hospice operated under emergency planning conditions as the various waves and stages of the pandemic presented.

Whilst services were maintained, clinical service models were challenged requiring immediate reviews of all service delivery methods to ensure continuity and patient and staff safety. In some areas these reviews necessitated different approaches to palliative care delivery, as treatments changed from face to face appointments to virtual.

Activity levels remained high Hospice Community Services (HCS), were exceptionally busy with higher levels of delivery than any previous years, 17% increase in episodes of care since 2019/20. This was particularly influenced by patients and their families opting for care at home where traditional In-Patient Unit care was affected by the requirement to reduce visiting arrangements. HCS saw a growth in service calls of 3% throughout the year, with 5000 calls received in May, the highest level ever recorded.

St. Luke's Hospice is unique in being one of the only hospices locally who have a Frailty and Care Home Palliative Support Service.

Support to Care Homes intensified in the period and hospice staff continued to support care home activity. Visits to Care Homes continued along with telephone calls to support care home staff. Care Home education continued during COVID with Hospice staff providing formal and informal teaching including Verification of Expected Death and bereavement support to care home staff who saw unprecedented numbers of deaths during COVID.

In Patient activity within the year was subject to fluctuation. In the first wave of Covid activity reduced largely due to a reluctance to admissions with limited visiting, however this trend was not evident in subsequent waves. Total admissions for the year were 203. Despite the circumstances the team were still able to meet individual patient requests for celebrations with a surprise cream tea and a marriage blessing being amongst the most notable, events that were held.

The concept of Day Hospice delivery in its traditional form ceased in March 2020. The team worked consistently with patients to maintain contact and to oversee their medical conditions, offering advice and reassurance throughout the subsequent months. Whilst the social element of the service changed where on-site group work was not permissible, the team explored new ways to enable interaction between staff and patients to provide therapeutic and social support. These changes subsequently led to the remodelling of the service in November 2020, with the merging of the day Hospice and Information Service to form the Wellbeing and Information Service Hub to afford a combined framework with clinical and therapeutic support.

Counselling services for adults and children continued virtually during the period, a small level of funding was diverted to boost counselling support during the height of Covid19 to enable additional access to the bereaved.

Physio Therapy and Lymphoedema services similarly saw increased activity on line where face to face meetings could not proceed or vulnerable patients were not advised to attend clinics. Home visits were increased at this time and became an increasingly common model of service delivery which has continued.

Completion of the new hospice building in Thurrock, which commenced in 2019, was delayed as a result of Covid19. The building finally passing to Hospice ownership in November 2020 allowing the first teams to relocate to the site in Spring 2021.

Business Support Services operated throughout the year to generate income, enable building adaptations and support safe working and oversee the hospice's financial position.

During the period many staff were required to operate from home, teams worked efficiently to establish and undertake home working to ensure minimal interruption. Staff responded well to all of

the changes required, including a number of staff who were re-deployed to strengthen teams where activity was highest. A core of staff continued to operate from site during the period.

The Executive and Senior Management Team constantly reviewed government guidance and regulation, continually adapting practice and processes to maintain safety in a rapidly changing environment

Volunteers have always performed an essential role within the organisation. Government restrictions prevented many of our volunteers from attending the hospice and performing their roles. The management team will be working to review volunteering opportunities within new service models and exploring new roles to assist in moving the organisation forward, including the volunteering requirements at the charity's new hospice site.

Staff and volunteers are commended for their perseverance, dedication, commitment, collective and rapid response during this time. This together with the organisations ability to coordinate with fellow healthcare professionals, including commissioners and partners has enabled the continuation of support to vulnerable people within our community, which remains the primary priority of the organisation.

## **Financial Review**

The principal funding sources were received from Clinical Commissioning Groups, donations and gifts, government grants through Hospice UK and fundraising activities. During the year we were given a gift of a new building in the Thurrock District, which was valued at 3.155m.

There was a surplus for the year of £5,065,358 compared to a deficit of £138,711 for the previous year. This was due to government grants received via Hospice UK due to the COVID pandemic, and the gift of the Thurrock building.

External statutory funding from NHS sources is primarily secured via both Basildon and Brentwood CCG and Thurrock CCG. The Hospice maintains a good and strong relationship with both CCG's in developing and advancing services for the local community. Statutory income has continued to be boosted by funding for the OneResponse and Fast Track services. There is a collective Commitment to deliver innovative and streamlined services, many of which are Commissioner Requested Services. Funding is also received from Castle Point and Rochford and Southend CCGs to support the South Essex Lymphoedema Service, which operates across the whole of South Essex. Considerable success was also achieved in securing and retaining funding from Macmillan, the Big Lottery.

The associated Trading Company, continued to perform well throughout the year. The company achieved against predicted targets with a final contribution of £320,000 to the Hospice (£513,000 2020).

Lottery income also performed well within the year, with a total contribution to funds of £233,483 (£226,490 2020).

The Hospice relies heavily on the goodwill and generosity of the local community, with funds raised through general donations and fundraising activities. Fundraising continued to be challenging as events were not able to be held due to the pandemic.

Whilst Legacy income can be difficult to predict, large legacy contributions were received throughout the year to the value of £283,298 (£427,500 2020)

Gift Aid and Lottery income continued to perform well throughout the year and the Hospice benefitted from the change in the treatment of VAT for Hospices.

## **COVID Funding**

The NHSE awarded funding to allow the hospice to make available bed capacity and community support from April 2020 to July 2020 to provide support to people with complex needs in the context of the COVID-19 situation and to provide bed capacity and community support from November 2020 to March 2021 for the same purpose, the funding through Hospice UK saw grants throughout the year with a total income of £2,258,823 with an additional £239,758 received through the furlough scheme

Expenditure across the organisation was well managed with savings achieved against budget, some administrative staff members were placed on the furlough scheme which helped towards these savings.

### Reserves Policy

The Board of Trustees undertook an annual review of the Reserves Policy for the period and determined that unrestricted funds held by the charity should where possible continue to be between three and six months of the annual expenditure. The Board remain confident that, at this level, charitable activities can continue should a significant drop in income occur. The remaining funds are held to further the aims of the charity.

Restricted funds were received throughout the year and held for specific capital purchases or allocated to specific services as defined by the donors. A percentage of legacy income received by the charity supplements general funds, the remainder is wherever possible, directed to Reserves.

At 31st March 2021 the Charity held total reserves of £9,990,022 (inclusive of fixed assets), which is split as follows

|                     |            |
|---------------------|------------|
| Restricted Reserves | £1,227,433 |
| Fixed Assets        | £6,026,871 |
| General Reserves    | £2,735,719 |

The general reserves of £2,735,719 are held for equipment and working capital.

### Investment Policy

The Investment Policy is similarly subject to annual review with consideration given to ethical considerations, risks and the strategic objectives of the organisation. The Board have considered investment rates for longer term investments but are reluctant to enter into such arrangements when interest rates are so low and funds may be required to support progression of capital development initiatives. The Hospice has therefore continued to maximise investment income, by investing in a range of opportunities, which provide the most preferable rates of return on short to medium term investment programmes.

Approved by the Trustees on ..... 22/11/21 ..... and signed on behalf

.....  ..... G.W. Peaty

## **ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

### **Independent Auditor's Report To the Members of St Luke's Hospice (Basildon & District) Limited year ended 31<sup>st</sup> March 2021**

#### **Opinion**

We have audited the financial statements of St Luke's Hospice (Basildon & District) Limited for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- Have been properly prepared in accordance with United Kingdom generally accepted accounting practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006

#### **Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained in the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be

materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' and strategic report, which includes the directors' report prepared for the company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements
- The strategic report and the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements

#### **Matters on which we are required to Report by Exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' and strategic report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion;

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the trustees' responsibilities statement on pages 1 & 2 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparation the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditors responsibilities of the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements

in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations were identified as being of significance to the entity:

Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Company Law, Tax and Pensions legislation, and distributable profits legislation.

Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the business and therefore may have a material effect on the financial statements include operating license, environmental regulations, health and safety legislation.


Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: inquiries of management and those charged with governance as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

  
.....  
**J. Boyden FCA (Senior Statutory Auditor)**  
**Consultify Ltd T/A "Pocknells"**  
**Chartered Accountants and Statutory Auditor**

46 Hullbridge Road  
South Woodham Ferrers  
Essex  
CM3 5NG

Dated: 22/11/21.....

**Statement of Financial Activities**  
**For the year ended 31 March 2021**

**SUMMARY OF INCOME AND EXPENDITURE ACCOUNT**

|  | Note | <u>Unrestricted</u> | <u>Restricted</u> | <u>2021 Total</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>2020 Total</u> |
|--|------|---------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| <b>Income</b>                                      |      |                     |                   |                   |                     |                   |                   |
| <u>Donations and Legacies</u>                      |      |                     |                   |                   |                     |                   |                   |
| Donations and Gifts                                | 2    | 3,312,773           | 736,462           | 4,049,235         | 919,639             | 560,878           | 1,480,517         |
| Legacies   |      | 283,298             | -                 | 283,298           | 427,500             | -                 | 427,500           |
| Trusts and other Organisations                     | 3    | 6,224               | 267,488           | 273,712           | 250,974             | 280,291           | 531,265           |
| Coronavirus Job retention scheme                   |      | 233,429             | -                 | 233,429           |                     |                   |                   |
| Lottery  |      | 233,483             | -                 | 233,483           | 226,490             | -                 | 226,490           |
| <u>Income from Trading Activities</u>              |      |                     |                   |                   |                     |                   |                   |
| Fundraising  |      | 490,519             | -                 | 490,519           | 945,518             | -                 | 945,518           |
| Cycle to work scheme                               |      | 816                 | -                 | 816               |                     | -                 | -                 |
| Investment income                                  | 4    | 7,759               | -                 | 7,759             | 9,052               | -                 | 9,052             |
| <u>Income from Charitable Activities</u>           |      |                     |                   |                   |                     |                   |                   |
| Education  |      | 30                  | -                 | 30                | 15,994              | -                 | 15,994            |
| Hospice UK resilience funding                      |      | -                   | 2,258,823         | 2,258,823         |                     |                   |                   |
| CCG  | 3    | 5,110,814           | 359,343           | 5,470,157         | 4,953,159           | 361,461           | 5,314,620         |
| <b>Total income</b>                                |      | <b>9,679,145</b>    | <b>3,622,116</b>  | <b>13,301,261</b> | <b>7,748,326</b>    | <b>1,202,629</b>  | <b>8,950,955</b>  |
| <b>Expenditure</b>                                 |      |                     |                   |                   |                     |                   |                   |
| <u>Expenditure on raising funds</u>                |      |                     |                   |                   |                     |                   |                   |
| Fundraising  | 5    | 371,657             |                   | 371,657           | 582,343             |                   | 582,343           |
| <u>Resources expended on Charitable activities</u> |      |                     |                   |                   |                     |                   |                   |
| In Patient Unit                                    | 5    | 3,537,875           | 1,777,010         | 5,314,885         | 5,814,673           | 83,305            | 5,897,978         |
| Day Care   |      | 462,057             | 227,580           | 689,637           | 851,622             |                   | 851,622           |
| Hospice at Home and Hospice at Home Social Care    |      |                     | 357,050           | 357,050           | -                   | 358,946           | 358,946           |
| SAAS   |      | 562,656             | 277,129           | 839,785           | 673,302             |                   | 673,302           |
| SELS   |      | 108,122             | 53,254            | 161,376           | 173,576             |                   | 173,576           |
| Counselling information and education              |      | 82,110              | 419,403           | 501,513           | 91,388              | 460,571           | 551,959           |
| <b>Total expenditure</b>                           |      | <b>5,124,477</b>    | <b>3,111,426</b>  | <b>8,235,903</b>  | <b>8,186,904</b>    | <b>902,822</b>    | <b>9,089,726</b>  |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Statement of Financial Activities  
For the year ended 31 March 2021**

**SUMMARY OF INCOME AND EXPENDITURE ACCOUNT (cont'd)**

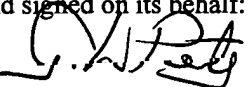
|   | Note | <u>Unrestricted</u> | <u>Restricted</u> | <u>2021</u><br><u>Total</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>2020</u><br><u>Total</u> |
|---|------|---------------------|-------------------|-----------------------------|---------------------|-------------------|-----------------------------|
| Net Income  |      | 4,554,668           | 510,690           | 5,065,358                   | (438,578)           | 299,807           | (138,771)                   |
| Transfer between Funds                                |      | (81,977)            | 81,977            | 0                           | 205,298             | (205,298)         | 0                           |
| <b>Net Movement of Funds</b>                          |      | <b>4,472,691</b>    | <b>592,667</b>    | <b>5,065,358</b>            | <b>(233,280)</b>    | <b>94,509</b>     | <b>(138,771)</b>            |
| <b>Reconciliation of funds</b>                        |      |                     |                   |                             |                     |                   |                             |
| Total funds brought forward at 1st April 2020         |      | 4,289,899           | 403,566           | 4,693,465                   | 4,523,179           | 309,057           | 4,832,236                   |
| <b>Total funds carried forward at 31st March 2021</b> |      | <b>8,762,590</b>    | <b>996,233</b>    | <b>9,758,823</b>            | <b>4,289,899</b>    | <b>403,566</b>    | <b>4,693,465</b>            |

All the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for the Companies Act purposes comprises the net income for the year.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Balance Sheet**  
**as at 31 March 2021**

|  | Note |   | 2021              |  | 2020              |
|--|------|---|-------------------|--|-------------------|
|  |      | £ | £                 |  | £                 |
| <b>Fixed Assets</b>                          |      |   |                   |  |                   |
| Tangible Assets                              | 9    |   | 6,026,871         |  | 2,890,915         |
| <b>Current Assets</b>                        |      |   |                   |  |                   |
| Debtors                                      | 10   |   | 2,819,000         |  | 2,151,525         |
| Cash at Bank                                 |      |   | <u>3,119,947</u>  |  | <u>2,012,064</u>  |
|  |      |   | 5,938,947         |  | 4,163,589         |
| <b>Creditors</b>                             |      |   |                   |  |                   |
| Amounts falling due within one year          | 11   |   | <u>1,975,796</u>  |  | <u>2,129,840</u>  |
| <b>Net Current Assets</b>                    |      |   | <u>3,963,151</u>  |  | <u>2,033,749</u>  |
| <b>Total Assets Less Current Liabilities</b> |      |   | <u>£9,990,022</u> |  | <u>£4,924,664</u> |
| <br><b>Funds of the Charity</b>              |      |   |                   |  |                   |
| Unrestricted income funds:                   |      |   |                   |  |                   |
| General Reserve                              |      |   | 8,762,590         |  | 4,289,899         |
| Restricted income funds                      |      |   | <u>996,233</u>    |  | <u>403,566</u>    |
|  |      |   | 9,758,823         |  | 4,693,465         |
| Revaluation fund                             | 14   |   | <u>231,199</u>    |  | <u>231,199</u>    |
|  |      |   | <u>£9,990,022</u> |  | <u>£4,924,664</u> |

Approved by the board on  
and signed on its behalf:

  
G.W. Peaty – Director and Trustee

Date 22/11/21

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**CASH FLOW STATEMENT**

**YEAR ENDED 31<sup>st</sup> MARCH 2021**

|   | <b>31/03/2020</b>       | <b>31/03/2021</b>       |
|---|-------------------------|-------------------------|
|   | £                       | £                       |
| <b>Net cash provided by (used in) operating activities</b>          | (232,202)               | 4,317,694               |
| <b>Cash flow from investing activities:</b>                         |                         |                         |
| Purchase of fixed assets  | <u>(101,881)</u>        | <u>(3,209,810)</u>      |
| <b>Increase/(decrease) in cash and cash equivalents in the year</b> | <u><u>(334,083)</u></u> | <u><u>1,107,883</u></u> |

**Notes to the cash flow statement**

|  | <b>31/03/2020</b>       | <b>31/03/2021</b>       |
|--|-------------------------|-------------------------|
|  | £                       | £                       |
| <b>a) Reconciliation of changes in resources to net inflow from operating activities</b> |                         |                         |
| Net income/(expenditure)   | (138,771)               | 5,065,358               |
| Depreciation   | 73,638                  | 73,855                  |
| (Increase)/decrease in debtors   | (168,507)               | (667,475)               |
| Increase/(decrease) in creditors   | <u>1,438</u>            | <u>(154,044)</u>        |
| <b>Net Cash provided by/(used in) operating activities</b>                               | <u><u>(232,202)</u></u> | <u><u>4,317,694</u></u> |

|   | <b>31/03/2020</b> | <b>Cash Flow</b> | <b>31/03/2021</b> |
|---|-------------------|------------------|-------------------|
|   | £                 | £                | £                 |
| <b>b) Analysis of cash and cash equivalents</b> |                   |                  |                   |
| Cash at bank and in hand                        | <u>2,012,064</u>  | <u>1,107,883</u> | <u>3,119,947</u>  |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**

**Notes to the financial statements for the year ended 31 March 2021**

**1 Accounting policies**

**1 (a) Basis of preparation of the accounts**

The financial statements have been prepared in accordance with the Charities: Statement of Recommended Practice (applicable to 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The charity's functional and presentational currency is the pound sterling.

**1 (b) Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation and impairment charges.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                       |   |
|-----------------------|---|
| Plant and machinery   | - 10% on cost and 25% on cost                       |
| Land and buildings    | - Land not provided for<br>- Buildings 0-1% on cost |
| Property Improvements | - 25% on cost                                       |
| Motor Vehicles        | - 25% on cost                                       |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

**1 (c) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income, receipt is virtually certain and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of Income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the Charity where this can be quantified.
- Legacies are accounted for at the time of receipt of the gift or once there is sufficient probability of receipt.
- Investment income is included when receivable.
- Government COVID-19 grants and furlough income are recognised when the charity has entitlement to the funds
- Government COVID-19 grants with a total income of £2,258,823 were received by the charity during the year, with an additional £239,758 received through the furlough scheme

**1 (d) Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT, which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis of management estimates of the amount attributable to that activity in the year either by reference to staff time, space occupied, or estimated usage, as appropriate.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

**1 (e) Fund accounting**

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for any other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors.

The revaluation fund represents the revaluation to fair value of the charity's freehold buildings

**1 (f) Pension scheme**

The company operates a defined benefit scheme and a defined contribution group personal pension scheme. The charity is unable to identify its share of the underlying assets and liabilities of the scheme as it is part of the state run NHS pension scheme. Likewise, any future contributions which may be required to make up any funding deficit are also unable to be quantified. The assets of the group personal scheme are held separately from those of the Charity in an independently administered fund.

The pension costs charge represents contributions payable by the Charity to the funds for the year.

During the year, the company paid £215,586 into the NHS benefit scheme, and £220,346 into the group personal pension scheme for the benefit of staff.

**1 (g) Financial instruments**

Financial instruments are recognised in the Charity's balance sheet when it becomes a party to the contractual provisions of the financial instrument.

Trade debtors

Trade debtors are non-interest bearing and are stated at original invoiced amount.

Cash

Cash comprises cash at bank and in hand.

Trade creditors

Trade creditors are non-interest bearing and are stated at the original invoiced amount.

**1(h) Operating Leases**

The charity classifies the lease of certain property and business equipment as operating leases, the title to equipment remains with the lessor, rental charges are charged on a straight line basis over the term of the lease.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

|                              | 2021      | 2020      |
|------------------------------|-----------|-----------|
|                              | £         | £         |
| <b>2 Donations and gifts</b> |           |           |
| Individuals and Trusts       | 574,235   | 967,517   |
| Corporate                    | 320,000   | 513,000   |
| Thurrock Building            | 3,155,000 | -         |
|                              | 4,049,235 | 1,480,517 |
|                              | 4,049,235 | 1,480,517 |

**3 Grants received**

Grants received include the following:

Clinical Commissioning Group for running of the Hospice £3,650,343 (2020 £3,723,977)  
 Clinical Commissioning Group to fund SELS £225,794 (2020 £221,370).  
 Clinical Commissioning Group to fund Hospice at Home Service £212,184 (2020 £172,498)  
 Clinical Commissioning Group to fund Adult Bereavement Service £42,279(2020 £85,077)  
 Clinical Commissioning Group to fund Child Bereavement Service £60,174 (2020 £58,994)  
 Clinical Commissioning Group to fund Hospice at Home Social Care £17,301 (2020 £16,692)  
 Clinical Commissioning Group to fund SAAS £702,632 (2020 £688,855)  
 As lead provider, we also receive income from the Clinical Commissioning Group for Marie Curie and St Francis services £559,450 (2020 £537,794)  
 Hospice UK government scheme £2,258,823  
 Big Lottery - £157,607 (2020 £153,780)  
 Children in Need - £36,699 (2020 £35,607)  
 Macmillan Cancer Support for Information Resource Services £3,948 (2020 £52,632).  
 Essex Community Foundation - £5,000  
 SPDNS - £3,250  
 Edward Gosling Foundation - £25,000  
 Ford Britain Trust - £2,550  
 Fowler Smith & Jones Trust - £20,000  
 The Provisional Grand Lodge of Essex (MCF) - £1,440 (2020 £1,440)  
 Morrisons Foundation - £15,324  
 Sir Jules Thorn Charitable Trust - £5,000  
 Basildon Council - £5,000  
 Matthew Good Foundation - £250  
 The Hospital Saturday Fund Charitable Trust - £2,000  
 East Tilbury Relief In Need Charity - £2,000

**4 Investment income**

|                          | 2021  | 2020  |
|--------------------------|-------|-------|
|                          | £     | £     |
| Bank interest receivable | 7,759 | 9,053 |
|                          | 7,759 | 9,053 |
|                          | 7,759 | 9,053 |

Notes to the financial statements (cont'd)  
for the year ended 31 March 2021

5. TOTAL RESOURCES EXPENDED

|  |   | Hospice @Home<br>& Hospice @Home |                |                  |                |                | Counselling<br>Information<br>& Education Fundraising |                | 2021             | 2020             |
|--|---|----------------------------------|----------------|------------------|----------------|----------------|---|----------------|------------------|------------------|
|  |   | Ipu<br>£                         | Day Care<br>£  | Social Care<br>£ | SAAS<br>£      | SELS<br>£      | £   | £              | TOTAL<br>£       | TOTAL<br>£       |
| Staff costs                                  | D | 3,416,108                        | 281,786        | 344,949          | 812,456        | 157,949        | 449,736   | 338,135        | 5,801,119        | 6,450,251        |
| Staff volunteers expenses<br>and training    |   | 7,038                            | 1,163          | 8,153            | 8,036          | 793            | 594.71  | -              | 25,778           | 69,822           |
| Property & equipment                         |   | 29,279                           | -              | -                | 50             | -              | 22,187  | -              | 51,516           | 95,127           |
| Marketing                                    | D |                                  | -              | -                |                | -              | -   | -              | 0                | 198              |
| Other costs                                  | D | 234,906                          | 1,425          | 3,949            | 19,243         | 2,634          | 28995   |                | 291,152          | 314,214          |
| Fundraising events                           |   |                                  |                |                  |                |                |   | 33,522         | 33,522           | 62,380           |
| Governance costs - Audit Fee                 |   | 6,500                            |                |                  |                |                |   |                | 6,500            | 6,500            |
| <b>Total of direct costs</b>                 |   | <b>3,693,831</b>                 | <b>284,374</b> | <b>357,051</b>   | <b>839,785</b> | <b>161,376</b> | <b>501,513</b>  | <b>371,657</b> | <b>6,209,586</b> | <b>6,998,492</b> |
| <b>Support Costs Allocated to activities</b> |   |                                  |                |                  |                |                |   |                |                  |                  |
| Staff costs                                  | C | 1,149,242                        | 287,310        |                  |                |                |   |                | 1,436,552        | 1,482,713        |
| Building & facilities                        |   | 412,727                          | 103,182        |                  |                |                |   |                | 515,909          | 534,883          |
| Depreciation                                 | C | 59,085                           | 14,771         |                  |                |                |   |                | 73,856           | 73,638           |
|  |   | <b>5,314,885</b>                 | <b>689,637</b> | <b>357,051</b>   | <b>839,785</b> | <b>161,376</b> | <b>501,513</b>  | <b>371,657</b> | <b>8,235,903</b> | <b>9,089,726</b> |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

|  |  |                  |                  |
|--|--|------------------|------------------|
| <b>6 Expenditure</b>                           |  | <b>2021</b>      | <b>2020</b>      |
|  |  | <b>£</b>         | <b>£</b>         |
| The following are included in expenditure:     |  |                  |                  |
| Depreciation                                   |  | 73,855           | 73,638           |
| Auditor's remuneration                         |  | 6,500            | 6,131            |
|  |  |                  |                  |
| <b>7 Staff costs</b>                           |  | <b>2021</b>      | <b>2020</b>      |
|  |  | <b>£</b>         | <b>£</b>         |
| Salaries                                       |  | 4,993,069        | 5,270,225        |
| Employers national insurance                   |  | 354,618          | 377,044          |
| Pension contributions - defined benefit scheme |  | 215,585          | 240,704          |
| - group personal scheme                        |  | 220,347          | 163,526          |
|  |  | <u>5,783,619</u> | <u>6,051,499</u> |

No trustee received any remuneration from the Charity (2020: £Nil).

No trustee received any expenses in the year (2020: £Nil).

Staff termination payments during the year £3,540. (2020 £8,102)

The Hospice considers that the key management personnel comprise the trustees, the Chief Executive and the Executive Team. The total salaries and employer pension contributions of the key management personnel of the Hospice were £470,599 (2020 £646,352).

The highest paid member of staff salary is £62,049 (2020 £61,333), there were no other members of staff with a salary higher than £60,000 per annum.

The average number of employees employed on a full-time equivalent (FTE) basis and in total (NO) by the Charity during the year (excluding directors) was:

|   | <b>2021</b> | <b>2021</b> | <b>2020</b> | <b>2020</b> |
|---|-------------|-------------|-------------|-------------|
|   | <b>FTE</b>  | <b>NO</b>   | <b>FTE</b>  | <b>NO</b>   |
| Medical                                     | 76          | 101         | 78          | 104         |
| Counselling, Bereavement<br>and information | 12          | 21          | 15          | 25          |
| Fundraising                                 | 10          | 11          | 11          | 12          |
| Administration                              | 32          | 44          | 37          | 51          |
|   | <u>130</u>  | <u>177</u>  | <u>141</u>  | <u>192</u>  |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

**8 Taxation**

No liability to Corporation Tax arose for the year ended 31st March 2021 nor for the year ended 31st March 2020.

**9 Tangible fixed assets**

|                       | <b>Property<br/>Improvements<br/>£</b> | <b>Land and<br/>Buildings<br/>£</b> | <b>Plant and<br/>Machinery<br/>£</b> | <b>Motor<br/>Vehicle<br/>£</b> | <b>Totals<br/>£</b> |
|-----------------------|--|-------------------------------------|--------------------------------------|--------------------------------|---------------------|
| <b>Cost</b>           |  |                                     |                                      |                                |                     |
| At 1 April 2020       | 444,317                                | 2,650,736                           | 1,089,875                            | 72,985                         | 4,257,913           |
| Additions             | 3,444                                  | 3,155,000                           | 51,366                               |                                | 3,209,810           |
| Revaluations          | -                                      | -                                   | -                                    | -                              | -                   |
| Disposals             | -                                      | -                                   | -                                    | -                              | -                   |
| At 31 March 2021      | <u>447,761</u>                         | <u>5,805,736</u>                    | <u>1,141,241</u>                     | <u>72,985</u>                  | <u>7,467,723</u>    |
| <b>Depreciation</b>   |  |                                     |                                      |                                |                     |
| At 1 April 2020       | 354,423                                | 537                                 | 948,449                              | 63,588                         | 1,366,997           |
| Additions             | 32,484                                 | 574                                 | 38,830                               | 1,967                          | 73,855              |
| At 31 March 2021      | <u>386,907</u>                         | <u>1,111</u>                        | <u>987,279</u>                       | <u>65,555</u>                  | <u>1,440,852</u>    |
| <b>Net book Value</b> |  |                                     |                                      |                                |                     |
| At 31 March 2021      | <u>60,854</u>                          | <u>5,804,625</u>                    | <u>153,962</u>                       | <u>7,430</u>                   | <u>6,026,871</u>    |
| At 31 March 2020      | <u>89,894</u>                          | <u>2,650,199</u>                    | <u>141,425</u>                       | <u>9,397</u>                   | <u>2,890,915</u>    |

The principal building owned by the charity is Fobbing Farm, Nethermayne, Basildon, Essex SS16 5NJ. The building was professionally valued on 20<sup>th</sup> December 2016 by R. Freese B.Sc (Hons) MRICS of Kemsleys LLP to determine the fair/open market value of the property. This value (£2,250,000) is reflected in these accounts and the excess over cost has been credited to a Revaluation Reserve. The trustees consider this to represent the fair value of the building at the balance sheet date.

The addition to land and buildings represents a new hospice building in Thurrock which was gifted to the charity in the year. This building is included at a value of £3,155,000 as valued by D Butcher BSc (Hons) MRICS in September 2021 which the trustees consider to represent fair value of the building at the balance sheet date.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

|  |                   |                   |
|--|-------------------|-------------------|
| <b>10 Debtors</b>  | <b>2021</b>       | <b>2020</b>       |
|  | <b>£</b>          | <b>£</b>          |
| <b>Due within one year</b>                                   |                   |                   |
| Trade Debtors  | 1,295,005         | 159,767           |
| Prepayments and accrued income                               | 1,200,923         | 1,565,521         |
| Other debtors  | 323,072           | 426,237           |
|  | <hr/>             | <hr/>             |
|  | <b>£2,819,000</b> | <b>£2,151,525</b> |
|  | <hr/> <hr/>       | <hr/> <hr/>       |
| <br><b>11 Creditors: amounts falling due within one year</b> | <br><b>2021</b>   | <br><b>2020</b>   |
|  | <br><b>£</b>      | <br><b>£</b>      |
| Trade creditors  | 319,999           | 744,224           |
| Other creditors and accruals                                 | 383,111           | 156,783           |
| Deferred income  | 1,272,686         | 1,228,833         |
|  | <hr/>             | <hr/>             |
|  | <b>£1,975,796</b> | <b>£2,129,840</b> |
|  | <hr/> <hr/>       | <hr/> <hr/>       |

Deferred income comprises CCG grant income received in advance which relates to the period 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021.

|   |                               |
|---|-------------------------------|
| Balance at 1 April 2020                                     | 1,228,833                     |
| Amount released to income earned from charitable activities | (1,228,833)                   |
| Amount deferred in year                                     | 1,272,686                     |
| Balance at 31 March 2021                                    | <hr/> <b>£1,272,686</b> <hr/> |

**12 Related party transactions**  
£320,000 (2020 £513,000) was paid to the company as a gift from SLH Trading Limited and is an associated company controlled by the same board of directors.

**13 Share capital**  
The company is limited by guarantee and therefore has no share capital.

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

**14 Analysis of net assets between funds**

|                       | <b>Revaluation<br/>Fund<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>General<br/>Funds<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|-----------------------------------|-----------------------------------|--------------------------------|--------------------|
| Tangible fixed assets | 231,199                           | -                                 | 5,795,672                      | 6,026,871          |
| Net current assets    | -                                 | 996,233                           | 2,966,918                      | 3,963,151          |
|                       | <hr/>                             | <hr/>                             | <hr/>                          | <hr/>              |
| As at 31 March 2021   | 231,199                           | 996,233                           | 8,762,590                      | 9,990,022          |
|                       | <hr/>                             | <hr/>                             | <hr/>                          | <hr/>              |

**Analysis of net assets between funds – Previous year**

|                       | <b>Revaluation<br/>Fund<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>General<br/>Funds<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|-----------------------------------|-----------------------------------|--------------------------------|--------------------|
| Tangible fixed assets | 231,199                           | -                                 | 2,659,716                      | 2,890,915          |
| Net current assets    | -                                 | 403,566                           | 1,630,183                      | 2,033,749          |
|                       | <hr/>                             | <hr/>                             | <hr/>                          | <hr/>              |
| As at 31 March 2020   | 231,199                           | 403,566                           | 4,289,899                      | 4,924,664          |
|                       | <hr/>                             | <hr/>                             | <hr/>                          | <hr/>              |

**ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED**  
**Notes to the financial statements for the year ended 31 March 2021**

**15 Statement of funds**

**Statement of Funds**

|                                       | As 1/4/2020      | Income            | Expenditure        | Transfers | At 31/3/2021     |
|---------------------------------------|------------------|-------------------|--------------------|-----------|------------------|
|                                       | £                | £                 | £                  | £         | £                |
| <b>Unrestricted funds</b>             |                  |                   |                    |           |                  |
| General reserve                       | 4,289,899        | 11,937,969        | (7,383,301)        | (81,977)  | 8,762,590        |
| <b>Restricted funds</b>               |                  |                   |                    |           |                  |
| Specific Bequests                     | 183,759          | 493,359           |                    | (211,023) | 466,095          |
| Hospice at Home                       | 179,688          | 312,184           | (309,805)          | 0         | 182,067          |
| Adult Bereavement                     | 127,579          | 199,886           | (195,889)          | -         | 131,576          |
| Children's Bereavement                | 137,405          | 157,982           | (154,219)          | 0         | 141,168          |
| IRS                                   | 17,425           | 71,176            | (69,295)           | 0         | 19,306           |
| Hospice at Home Social Care           | (42,755)         | 52,301            | (47,245)           | 38,000    | 301              |
| Hospice at Home Enhanced Medical Care | 54,744           | -                 | -                  | -         | 54,744           |
| Physio Team                           | (254,279)        | 76,405            | (76,150)           | 255,000   | 976              |
|                                       | 4,693,465        | 13,301,262        | (8,235,904)        | -         | 9,758,823        |
| <b>Revaluation Reserve</b>            | 231,199          |                   |                    |           | 231,199          |
| <b>Total Funds</b>                    | <b>4,924,664</b> | <b>13,301,262</b> | <b>(8,235,904)</b> | <b>-</b>  | <b>9,990,022</b> |
|                                       | As 1/4/2019      | Income            | Expenditure        | Transfers | At 31/3/2020     |
|                                       | £                | £                 | £                  | £         | £                |
| <b>Unrestricted funds</b>             |                  |                   |                    |           |                  |
| General reserve                       | 4,523,179        | 7,748,326         | (8,186,904)        | 205,298   | 4,289,899        |
| <b>Restricted funds</b>               |                  |                   |                    |           |                  |
| Specific Bequests                     | 115,466          | 273,591           |                    | (205,298) | 183,759          |
| Hospice at Home                       | 169,125          | 334,023           | (323,460)          | -         | 179,688          |
| Adult Bereavement                     | 118,670          | 203,857           | (194,948)          | -         | 127,579          |
| Children's Bereavement                | 134,823          | 135,473           | (132,891)          | -         | 137,405          |
| IRS                                   | 14,838           | 135,319           | (132,732)          | -         | 17,425           |
| Hospice at Home Social Care           | (43,230)         | 35,961            | (35,486)           | -         | (42,755)         |
| Hospice at Home Enhanced Medical Care | 54,744           | -                 | -                  | -         | 54,744           |
| Physio Team                           | (255,379)        | 84,405            | (83,305)           | -         | (254,279)        |
|                                       | 4,832,236        | 8,950,954         | (9,089,726)        | -         | 4,693,465        |
| <b>Revaluation Reserve</b>            | 231,199          |                   |                    |           | 231,199          |
| <b>Total Funds</b>                    | <b>5,063,435</b> | <b>8,950,954</b>  | <b>(9,089,726)</b> | <b>-</b>  | <b>4,924,664</b> |

### **Transfer of Funds**

The transfer of funds from the Specific Bequest fund to General fund is the expenditure made throughout the year for various items which have been restricted by the funder or donor. The majority of restricted income received in this financial year has been for equipment for the new Thurrock Building, which has subsequently been spent in the year. The restricted income also received for our adult and child counselling services has also been spent during the year via the general fund.

The transfer of Income from the General fund to the Physio & Hospice at Home Social Care funds was made to refinance the specific funds.

### **Policy on Reserves and Funds held**

The trustees review their policy on reserves annually.

At the Balance Sheet date, the charity had total funds of £9,990,022 comprising restricted funds of £1,227,432 and unrestricted funds of £8,762,590

Restricted funds are held to provide future services. The charity recognises that the money held has been provided to us by third parties for the provision of specific equipment or services and they are therefore, held for that purpose only.

Of our unrestricted funds (general reserves) of £8,762,590 £6,026,871 is designated funds relating to the fixed assets as shown in note 9. The remainder of the charity's unrestricted reserve fund £2,735,719 is being held to provide for future building needs, equipment and working capital.

Free reserves currently equate to approximately 5 months of total expenditure expected in the forthcoming financial year, which is in line with our current policy which aims to keep a minimum of 3 months running costs in reserve. A proportion of future legacy funds will therefore be retained to maintain our policy.

### **16 Leasing agreements**

At the year end the company had total commitments under operating leases for photocopier rental and new phone system of £194,321 as follows:

|           |   |                  |
|-----------|---|------------------|
| 1 year    | £ | 83,380           |
| 2-5 years | £ | 110,941          |
| >5 years  | £ | -                |
|           |   | <hr/>            |
|           |   | <b>£ 194,321</b> |

### **17 General Information**

St Luke's Hospice (Basildon & District) Limited, incorporated in England and Wales, Registered number 1812104, is a private company limited by guarantee. The registered office is Fobbing Farm, Nethermayne, Basildon, Essex, SS16 5NJ.