

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**

THURSDAY



ADHSS6TR

A25

12/12/2024

#154

COMPANIES HOUSE

ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

Contents

	Page
Company Information	1
Report of the Trustees and Strategic Report	1-8
Auditors' Report	9-11
Statement of Financial Activities	12-13
Balance Sheet	14
Cash Flow Statement	15
Notes to Financial Statements	16-35

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 31st 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

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 th 1984	
Address:	St Luke's Hospice, Nethermayne, Basildon, Essex, SS16 5NJ	
Trustee:	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
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 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 on27/11/24..... 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: 10/12/24

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>
Income							
<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
Total income		11,061,915	744,518	11,806,433	8,031,970	928,073	8,960,043
Expenditure							
<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
Total expenditure		11,137,517	682,715	11,820,232	7,730,492	832,546	8,563,038

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)	-
Net Movement of Funds		21,000	(34,799)	(13,799)	418,829	(21,824)	397,005
<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
Total funds carried forward at 31st March 2024		11,438,923	676,379	12,115,302	11,417,923	711,178	12,129,101

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
		£	£
Fixed Assets			
Tangible Assets	9	5,713,865	5,705,398
Current Assets			
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
Creditors			
Amounts falling due within one year	11	<u>1,586,572</u>	<u>2,536,591</u>
Net Current Assets		<u>6,632,636</u>	<u>6,654,902</u>
Total Assets Less Current Liabilities		<u>£12,346,501</u>	<u>£12,360,300</u>
Funds of the Charity			
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

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

Notes to the cash flow statement

	31/03/2024	31/03/2023
	£	£
a) Reconciliation of changes in resources to net inflow from operating activities		
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
Net Cash provided by/(used in) operating activities	<u>279,318</u>	<u>928,257</u>

	31/03/2024	Cash Flow	31/03/2023
	£	£	£
b) Analysis of cash and cash equivalents			
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

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

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

										2024	2023
		Ipu	Day Care	Hospice @Home			Counselling		Hospice Rapid	TOTAL	TOTAL
		£	£	Social Care	SAAS	SELS	& Education	Fundraising	Access	£	£
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
Total of direct costs		3,968,020	214,471	357,822	1,088,292	185,736	538,313	635,742	2,726,789	9,715,185	6,273,487
Support Costs Allocated to activities											
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
		5,652,057	635,481	357,822	1,088,292	185,736	538,313	635,742	2,726,789	11,820,232	8,563,038

ST LUKE'S HOSPICE (BASILDON & DISTRICT) LIMITED

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

6	Expenditure	2024	2023
		£	£
	The following are included in expenditure:		
	Depreciation	103,207	96,239
	Auditor's Remuneration	6,500	6,500
7	Staff Costs	2024	2023
		£	£
	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:

	2024	2024	2023	2023
	FTE	NO	FTE	NO
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

	Property Improvements £	Land and Buildings £	Plant and Machinery £	Motor Vehicle £	Totals £
Cost					
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	523,194	5,420,736	1,418,566	43,335	7,405,831
Depreciation					
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	473,070	2,916	1,176,629	39,351	1,691,966
Net book Value					
At 31 March 2024	50,124	5,417,820	241,937	3,984	5,713,865
At 31 March 2023	58,819	5,418,393	227,407	779	5,705,398

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
		£	£
10 Debtors			
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
		£	£
11 Creditors: amounts falling due within one year			
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 – 31st 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

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

Analysis of net assets between funds

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

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
	£	£	£	£	£
Unrestricted funds					
General reserve	11,422,445	7,955,177	(8,337,272)	96,602	11,136,952
Restricted funds					
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
Revaluation Reserve	231,199				231,199
Total Funds	12,360,300	11,806,433	(11,820,232)	-	12,346,501

	As 1/4/2022	Income	Expenditure	Transfers	At 31/3/2023
	£	£	£	£	£
Unrestricted funds					
General reserve	10,999,094	8,090,335	(7,784,335)	117,351	11,422,445
Restricted funds					
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
Revaluation Reserve	231,199				231,199
Total Funds	11,963,295	8,960,043	(8,563,038)	-	12,360,300

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.