



SAINT FRANCIS HOSPICE
"Living with Dignity"

REPORT AND CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

AMENDED ACCOUNTS

Registered Company Number: 1367828
Registered Charity Number: 275913



1

**SAINT FRANCIS HOSPICE
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

CONTENTS	Page
Legal and administrative details	3
Trustees' report	4 - 13
Independent auditors' report	14 - 16
Consolidated statement of financial activities	17
Balance sheets	18
Consolidated cash flow statement	19
Notes to the financial statements	20 - 37

**SAINT FRANCIS HOSPICE
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2023**

Charity Name	Saint Francis Hospice	
Charity Number	275913	
Company Number	1367828	incorporated 11 May 1978
Status	A charitable company limited by guarantee	
Governing Document	Memorandum and Articles of Association	
Saint Francis Group	Saint Francis Hospice	Company Registration No 1367828
	Saint Francis Hospice (Trading Company) Limited	Company Registration No. 2509586
	Saint Francis Hospice Development Trust incorporated into the main charity in 2008	Charity Registration No. 288532
Registered and Operating Office	The Hall Havering-atte-Bower Romford, Essex RM4 1QH	
Management Team	Pam Court	(Chief Executive Officer)
	Carole Heinen	(Director of Finance & Company Secretary)
	Dr Corinna Midgley	(Medical Director)
	Jane Frame	(Director of Strategy, Planning and Fundraising)
	Jenni Aylen	(Director of People & Culture)
	Michelle Nicholls	(Director of Retail, Health & Safety)
	Tes Smith	(Director of Services & Registered Manager)
Auditors	Haysmacintyre LLP 10 Queen Street Place London. EC4R 1AG	
Investment Advisors	Investec Wealth & Investment Limited 30 Gresham Street London. EC2V 7QN	
Bankers	Barclays Bank Plc 1 Churchill Place London. E14 4HP	

SAINT FRANCIS HOSPICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Board of Trustees

Peter Crutchett

Chairman of the Board
Member of Remuneration Committee
Member of the Governance Steering Group

Paul Gwinn

Vice Chairman of the Board
Chairman of Corporate Governance Committee
Member of Finance, Audit & Investment Governance Committee
Member of Remuneration Committee
Member of the Governance Steering Group

Ian Gunn (Treasurer)

Chairman of Finance, Audit & Investment Governance Committee
Member of Corporate Governance Committee
Member of Remuneration Committee
Member of the Governance Steering Group

Amanda Hallums

Vice Chairman of Clinical Governance Committee
Vice Chairman of Corporate Governance Committee

Anne Bender [Appointed 18th July 2022]

Member of Clinical Governance Committee
Vice Chairman of Finance, Audit & Investment Governance Committee

Colin Wilkins [Resigned 2nd May 2023]

Member of Corporate Governance Committee
Vice Chairman of Finance, Audit & Investment Governance Committee

Dr Gurdev Saini

Chairman of Clinical Governance Committee
Member of Finance, Audit & Investment Governance Committee
Member of Remuneration Committee
Member of the Governance Steering Group

Peter Adams

Member of Corporate Governance Committee
Member of Clinical Governance Committee

Stephanie Lawton [Appointed 10th August 2022]

Member of Clinical Governance Committee
Member of Corporate Governance Committee

Malcolm Miller [Resigned 8th August 2022]

Vice Chairman of Finance, Audit & Investment Governance Committee
Member of Clinical Governance Committee

Peter Batt [Resigned 16th April 2023]

Vice Chairman of Corporate Governance Committee
Member of Clinical Governance Committee

Sandra Verkuyten

[Appointed 5th July 2022; Resigned 24th March 2023]
Member of Clinical Governance Committee
Member of Finance, Audit & Investment Governance Committee

Dr Robert Weatherstone

Member of Clinical Governance Committee
Member of Finance, Audit & Investment Governance Committee

Esther Marshall [Appointed 22nd August 2023]

Angela Sharma [Appointed 21st August 2023]

The Trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their report with the consolidated financial statements of the group for the year ended 31 March 2023. The Trustees have adopted the provisions of Accounting and Reporting by 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) (Second Edition effective 1 January 2019).

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

INTRODUCTION

Saint Francis Hospice, one of the UK's largest hospices and an independent charity, serves the diverse growing population of Brentwood, Havering, Barking & Dagenham, Redbridge and West Essex.

End of life care is provided to patients, and support to their loved ones, both during the patient's illness and continuing into bereavement support.

Most people are cared for in the community, by our Specialist Community and Crisis Support Service and by our Hospice at Home team who typically provide care in the last weeks of life. We have a 19 bedded ward providing care for people with the most complex needs.

Our Specialist Multidisciplinary Support Services team provide physiotherapy, occupational therapy, and family services including social workers.

As part of our commitment to excellence in end-of-life care, our onsite Education Centre has excellent teaching facilities which provides training to people on the frontline of palliative and health/social care.

Public Benefit

The Trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission. They have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the Hospice's aims and objectives and in planning future activities.

Care Quality Commission (CQC)

We were last inspected on site in 2016 and achieved outstanding. The CQC suspended their routine inspection programme in March 2020 in response to Covid-19. The CQC are now resuming visits. CQC have continued to use a mix of on-site and off-site monitoring to ensure the public have assurance as to the safety and quality of the care they receive. As we emerge from the pandemic, we are further developing our monitoring approach.

Hospices were moved to the Hospital framework and changes to CQC assessment process from October 2022. Saint Francis Hospice participated in the first direct monitoring assessment interview (DMA) on 7th November 2022.

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

Care Quality Commission (CQC) continued

In accordance with this approach the CQC carried out a review of the data available to us about Saint Francis Hospice on 06-07-2023 and have not found evidence that we need to carry out an inspection or reassess our rating at this stage. This could change at any time if CQC receive new information. The CQC will continue to monitor data about this service.

Saint Francis Hospice anticipate an inspection in 2023/2024.

Please note, this does not amount to an assessment of the rating for this service under section 46 of the Health and Social Care Act 2008.

<https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-17-good-governance>

OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS

Saint Francis Hospice is committed to helping anyone in our communities affected by a life-limiting illness, and to ensure they receive excellent person-centred care when they need it, ideally in a place of their choosing.

The last twelve months have been challenging, with changing models across all services as a result of restrictions caused by the pandemic. Throughout, patients and families have been supported and have received care albeit delivered in different ways and often using virtual means.

The total number of admissions to our Inpatient Unit were 371 (2022: 391). Of those admitted 62% died in the Hospice, 37.7% were discharged home (including to a care home) and 0.3% were discharged to another setting.

Our Specialist Community and Crisis Support (SCCS) team has seen or made 14,287 (2022:17,737) face to face or telephone contacts with patients and relatives during the period 1st April 2022 to 31st March 2023

Our Hospice at Home team made 4,724 (2022:4,582) home visits to 632 (2022:585) people in the last few days of their life, working safely with PPE and social distancing where possible to ensure the safety of all concerned.

Our Bereavement Service supported 503 (2022:494) people, (including 65 (2022:96) children).

Further information is available on our website within the Saint Francis Hospice Quality Account 2022/23.

**SAINT FRANCIS HOSPICE
TRUSTEES'REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS (continued)

Activity Costs

We endeavour to continue to provide all of our services free of charge at the point of delivery. Whilst doing this, we use financial indicators to highlight the actual cost of providing specialist, palliative care services. The average patients' costs were £826 for one day of care in our In-Patient Unit; £90 per hour of care given by the Hospice at Home team, and £399 for a home visit – all of these figures are used as our financial benchmark.

Three local Integrated Care Boards (ICB) contract us to deliver the provision of end-of-life services.

We are absolutely dependent on both our NHS contracts and the generous support of local people and businesses. Public awareness of our services and the work of our fundraising and Retail teams continue to be critical to our organisation since our work requires on going and increased funding to reach people who need our help.

STRATEGIC REVIEW AND BUSINESS PERFORMANCE

Our Vision

"Saint Francis Hospice is committed to helping anyone in our communities who is affected by life limiting illness to receive excellent person-centred care when they need it and ideally in a place of their choosing."

Our Values

These values underpin all that our charity aspires to do, as well as shaping our external and internal behaviour:

Supportive: We listen to people and value peoples' experiences and use those to give the personal support that is right for everyone.

Compassionate: We are kind and provide a caring and compassionate environment for everyone. We put people at the heart of our actions and words and support people's choices and decisions, helping them feel safe, secure and valued.

Inclusive and Respectful: We are open and transparent and value each person's individuality. We respect everyone and value diversity. We believe our different experiences and knowledge make us stronger. Together we achieve more.

Professional: We are experienced in what we do as a hospice and as a charity. We encourage everyone to give of their best, in providing the appropriate care and expertise to those who need us and support us.

Always Learning: We are open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever-changing world around us.

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

STRATEGIC REVIEW AND BUSINESS PERFORMANCE (continued)

The delivery of high-quality care is at the core of everything we do and our main quality improvement projects for 2023/24 can be found in our Quality Account which is available on our website: WWW.SFH.ORG.UK

OUR STRATEGY 2023-2025

Our Strategy is to meet the growing demand for experienced and expert palliative and end of life care services for anyone living in Brentwood, Havering, Barking & Dagenham, Redbridge and parts of West Essex that are close to the hospice. To work as an essential contributor to the local community and as a key part of the health and social care local provision.

Our priority goals are:

1. To ensure our people are agile, resilient and confident so they are equipped to improve the quality of palliative and end of life care services and respond effectively to the changing needs of local people. We will ensure our staff and volunteers are able to reach their potential and support a motivated, skilled and empowered workforce to meet more need. We will also ensure our governance framework is well led.
2. Our Services are varied, and we will continue to do more than you think whilst we continually look to improve them, based on patient experience and feedback from our partners in care; and focusing on improving access to meet more need for our expert services. Our focus will be to build resilience in our models of care, ensuring crisis support and what really matters models of care are prioritised. We will continue to share our knowledge with external partners in care to build a stronger palliative and end of life support system for local people and work collaboratively to achieve more.
3. Sustainability is key to our future strategy, and we will use our resources to the best of our ability so we can meet more need now and be there for those who need us in the future. We will optimise our income generating capabilities and also build strong relationships with our local Integrated Care Boards, funders and care partners to support growth and development in our services for everyone. And we will develop our hospice site and activities with the environment in mind ensuring we are environmentally responsible in our decision making.

FINANCIAL REVIEW

The enclosed financial statements detail the financial performance and the state of affairs of the Group for the year ended 31st March 2023. The Consolidated Statement of Financial Activities shows that income of £11,883,000 (2022: £11,772,000) was received, with related expenditure in the year of £11,613,000 (2022: £10,759,000) leading to a net inflow of resources (before investment gains/losses) of £270,000 (2022: £1,013,000).

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

FINANCIAL REVIEW (Continued)

The retail income from our 15 stores across Barking & Dagenham, Brentwood, Havering and Redbridge including sale of donated goods made a contribution of £448,000 to the charity. In 2021/22 the contribution to the charity was £41,000.

We continue to rely on dedicated support from our local community and are extremely grateful for the income received from public donations which, including legacies, amounted to £5,294,000 (2022: £4,972,000).

The NHS and local health trusts have also maintained their commitment to and collaboration with the Hospice, providing funding equivalent to around 33.1% (2022: 34.7%) of total expenditure.

The operating costs for the Hospice, which includes all the shops, for the year ahead 2023/2024, are forecast at £10.8 million in support of a comprehensive range of activities.

Principal Risks and Uncertainties

The Group's approach to its Reserves Policy, Investment Policy, and Risk Management is summarised below.

Reserves Policy

The need to retain reserves has been considered and reviewed in detail on behalf of the Trustees by the Finance, Audit and Investment Governance Committee. There remains an essential requirement to support and maintain the core activities and objectives of the Hospice. Around 70% of annual income is expected to be generated from the continued generous support of the local community through donations. As the economic environment continues to be difficult and the United Kingdom recovers from the Covid Pandemic, the Trustees are conscious that income generated through public donations is becoming increasingly difficult to predict. This is particularly notable with legacy income, where greater risk of fluctuation may be anticipated. It is, therefore, important to keep a financial buffer to support potential recovery planning, in the light of any significant future income loss.

The use of free reserves was reassessed during the year as part of the planning and budgetary process aimed at ensuring and safeguarding the future requirements of the Hospice's patients.

The Trustees continue to financially evaluate the risks and the required level of free reserves to be set aside as a designated contingency fund and have retained the agreement that it remains a robust and appropriately prudent assumption to work towards a fund equivalent to 12 months planned operating costs for the Hospice.

The existing fund of £19 million is equivalent to approximately 19 months' planned Hospice operating costs for 2023/24, which include a provision for inflation.

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

FINANCIAL REVIEW (continued)

Total unrestricted funds amount to £19,347,000 and the Trustees have designated £2,891,000 towards a number of programs as described in note 18. General unrestricted funds amount to £16,456,000 (2022: £16,367,000).

Investment Policy

The Board of Trustees has invested funds to obtain the best return, whilst ensuring easy access to meet the operating costs of the Hospice. In addition, the Trustees are mindful of social, environmental and ethical considerations when formulating investment arrangements. This and other policy issues have been reviewed by the Finance, Audit & Investment Governance Committee. Investec are the appointed investment fund managers for the Group, and they provide quarterly reports to the Finance, Audit & Investment Governance Committee, and attend twice during the financial year. During the year the investment markets again fluctuated considerably, but the Trustees instructed Investec to continue to take a prudent approach with the Hospice's investments and have performed to a standard acceptable in light of the market and worked with sensible caution to fulfil the benchmark criteria given to them.

The Hospice's over-riding principle in its Investment Strategy is that good liquidity is maintained to meet operational needs and the ability to respond to new needs and requirements. Therefore, only funds not expected to be required in the short term have been invested.

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

FINANCIAL REVIEW (continued)

Risk Management

The Trustees recognise their responsibility with regard to the assessment of the potential risks to which the Hospice may be exposed. Existing policies and procedures have been integrated to form a comprehensive risk management strategy with review processes and systems to be used to mitigate identifiable risks.

The Register continues to operate as the basis for monitoring, review and management of risk by the Hospice's management team.

Risk identified	Action taken to mitigate the Risk
Loss of CQC Registration	Robust management systems in place with appropriate levels of accountability and responsibility to meet the requirements. All staff are regularly trained in quality standard care. Robust audit programmes are in place
Recruitment & retention of appropriately trained and skilled staff	Recruitment plan in place for senior staff including collaboration work with local acute trust; HR review of terms & conditions in light of NHS pay proposals
NHS Service Level Agreements and maintenance of service delivery	Formal contracts in place; quarterly meetings in place, activity monitored and reviewed to ensure we meet contractual obligations and the needs of the local public.
Fall in Voluntary Income	Development of robust business plans to attract future investment and protect income streams; levels of donations monitored; strategy in place aligned to budget; staffing and volunteer resources maintained.

**SAINT FRANCIS HOSPICE
TRUSTEES'REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

Fundraising approach and performance

The charity undertakes fundraising activity to its supporters via direct mail, telephone, email, appeals, fundraising events, sponsored events, weekly lottery. We are members of the Fundraising Regulator and fundraise in line with the Fundraising Code of Practice set by them.

Saint Francis Hospice believes it has a legitimate interest in advising the local community about their local hospice and the services available to them and the funding needed to support delivery of the services that those under our care and their family or registered next of kin benefit from, as well as the wider community in supporting our charitable work. The organisation complies with the Fundraising Regulator's requirements and provide a simple and robust way to stop communications that are no longer required.

Information about supporters is held securely on our central communication database called ThankQ. ThankQ is a Customer Relationship (CRM (Customer Relations Management)) Database that enables communications to be managed accordingly and compliantly and holds other relevant information about you that relates to any donations you have given, any fundraising support such as event participation and other details about your interaction with the Hospice.

A supporter is defined as any individual (including organisations, groups, businesses) who have made or offered to make a financial donation or give support of any kind to Saint Francis Hospice. They may also be people who have expressed an interest in supporting our work, have requested information from our fundraising team, bought a raffle ticket or added to our supporter database as legitimately interested people as well as family and next of kin who have experienced our care.

The types of information that we may collect or hold on you for fundraising and marketing purposes include name, address, contact details including email and telephone where given, family links and relationship nature, donation amounts, method of payment such as cash or direct debit, fundraising or communication reason, employment status where given or other community and hospice links, communication preferences to understand supporters better, or assist with analysis and understanding of who our supporters are and why they're interested in Saint Francis Hospice.

Full details can be found in our Privacy Policy, published on our website <https://www.sfh.org.uk/privacy-policy>

There were 14 Complaints in total for 22/23 for Fundraising, and 1 which was Fundraising & Retail jointly from over 100,000 communications were received in the year which translates to 0.0008% which is well below the industry standard. This suggests communications are appropriately sent and well managed by the team. All were promptly dealt with without the need for escalation to the regulator or the information commissioner.

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Members of the Board of Trustees

Each voluntary member of the Board of Trustees (the governing body) is a Trustee of the Charity and a Director of the Company. They are elected by the guaranteeing Members. The Trustees listed on page one of the accounts were all Members during the period from 1st April 2022 to the date of signing these financial statements.

All Trustees are subjected to DBS (Disclosure and Barring Services) checks. During the year, the Board held four business meetings and the Annual General Meeting on 1st November 2022.

Trustees are obliged to make formal declarations of interest at each quarterly governance committee meeting and at the Board of Trustees meeting.

The work and responsibilities of the Board of Trustees is supported by three Trustee led governance committees, which meet quarterly:

- **Finance, Audit & Investment Governance Committee** – was chaired by Ian Gunn who has been a Trustee since July 2019. This committee oversees the financial aspects of the Hospice, including budget setting and monitoring; the investment portfolio performance and compliance with all legal and statutory requirements including overseeing the external financial audit and the audit findings.
- **Corporate Governance Committee** – was chaired by Paul Gwinn who has been a Trustee since April 2014. The committee meets quarterly to oversee Health & Safety and Risk; Human Resources/Staffing and Equalities; Non-Clinical Complaints; Information Governance/Information Communications Technology; Estates and Facilities Management.
- **Clinical Governance Committee** – chaired by Dr Gurdev Saini who has been a Trustee since May 2010. This committee meets quarterly to ensure that patients using hospice services receive the highest possible standards of safe, quality care and to review clinical performance and clinical complaints and serious untoward incidents/serious drug incidents. The Clinical Governance Committee will ensure that our service users' voices are facilitated and heard and that our patients' and carers' experiences inform our care and service development

The Hospice provides Trustee indemnity insurance for the benefit of all Trustees.

**SAINT FRANCIS HOSPICE
TRUSTEES'REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Recruitment, Appointment and Induction of Trustees

A special Board sub-group (the Governance Steering Group) is charged with recruiting new Trustees, reviewing each Trustee's training needs and ensuring they are met. The sub-group also looks at the existing skill mix within the Board to ensure there is a wide expertise profile. All new Trustees undergo an induction programme based on the model recommended by Hospice UK, which involves structured training sessions, participating in the Hospice's corporate induction programme and attendance at each of the three governance committees. New Trustees also have an assigned mentor for this period.

The members of the Governance Steering Group formulate the Hospice Remuneration Committee who are responsible for reviewing and setting the senior executive team's pay arrangements.

In the Autumn of 2022, the Board of Trustees at Saint Francis Hospice agreed to have an external Governance review which is best practice and following Covid and the appointment of new Trustees this felt like a very good time.

Following the Governance review a number of actions were identified which the Board fully accepted and are implementing during 2023/24, which includes updating our Memorandum & Articles of Association; implementing a fixed term of office for Trustees which will be presented to the AGM (Annual General Meeting) in October 2023; Development for Trustees and appoint a new Trustee with legal skills which was identified as an urgent skills gap.

Management Structure

The day to day management of the Hospice has been delegated to a senior executive team of seven, namely: Chief Executive Officer – Pam Court; Medical Director – Dr Corinna Midgley; Director of Finance & Company Secretary – Carole Heinen; Director of Strategy, Planning and Fundraising - Jane Frame; Director of Retail, Health & Safety - Michelle Nicholls; Director of Services & Registered Manager – Tes Smith and Director of People and Culture – Jenni Ayles.

The Medical Director, Dr Corinna Midgley; is part of the seconded consultant team from the local Acute Trust, Barking, Havering and Redbridge University Hospitals NHS Trust who we work closely with.

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

Trading Company

A trading company, Saint Francis Hospice (Trading Company) Limited (a wholly owned subsidiary of the Hospice) has been retained for trade in new goods, administration of gift aid on charitable donations to the shops and any other activity which is not deemed to be part of the Hospice's charitable activity. There are two separate Company Directors for the trading company – Paul Gwinn and Peter Batt (resigned 16th April 2023) replaced by Ian Gunn. All taxable profits from the trading company are donated to the Hospice – this year totalling £1,577).

BOARD OF TRUSTEES' RESPONSIBILITIES

Our Trustees have overall control of our charity and are responsible for making sure the organisation is doing what it was set up to do. Our Board of Trustees are also known as directors of Saint Francis Hospice for the purpose of company law. Being a Trustee at our Hospice means making decisions that will impact on people's lives and really making a difference to our local communities. Our Trustees have a breadth of skills and experience which they use to support our charity and achieve our aims.

This group are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure of Saint Francis Hospice for that period, in this case 2022/2023.

Full details of all our current Trustees are available on our website <https://www.sfh.org.uk/trustees>.

**SAINT FRANCIS HOSPICE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

In preparing the financial statements, the Board of Trustees is required to: -

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Board of Trustees is responsible for keeping proper accounting records, which disclose, with reasonable accuracy at any time, the financial position of the charitable company and enable it to ensure that the financial statements comply with the Companies Act 2006. It is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO AUDITORS

In so far as the Board of Trustees is aware:

- There is no relevant audit information of which the charitable company's auditor is unaware
- The Board of Trustees has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

AUDITORS

The Hospice's Auditors are Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG.

Haysmacintyre, have been appointed by the Trustees as Group auditors. Haysmacintyre has signified their willingness to continue in office and a resolution proposing their reappointment will be put to the forthcoming Annual General Meeting.

By order of the Board of Trustees


.....

**Peter Crutchett
(Chairman)**

5th September 2023

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAINT FRANCIS HOSPICE

Opinion

We have audited the financial statements of Saint Francis Hospice for the year ended 31 March 2023 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Parent Charitable Company Balance Sheets, the Consolidated Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting 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 group's and of the parent charitable company's affairs as at 31 March 2023 and of the groups and parent charitable company's net movement in funds, including the 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 group 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 group'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 trustees are responsible for the other information. The other information comprises the information included in the Trustees' 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAINT FRANCIS HOSPICE

Opinions 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' Annual Report (which includes the strategic report and the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the Trustees' Annual Report have 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 group and the parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the strategic report and the directors' 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 by the parent charitable company; or
- the parent charitable company 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 for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 12, 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 preparing the financial statements, the trustees are responsible for assessing the group's and the parent 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 group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for 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:

Based on our understanding of the group and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the Charity Act 2011, Companies Act 2006, the Fundraising Regulator, Charity Commission and Care Quality Commission (CQC), and we considered the extent to which non-compliance might have a material effect on the

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
SAINT FRANCIS HOSPICE**

financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, the Charities Act 2011, FRS102, Charities Statement of Recommended Practice (SORP) and payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting of inappropriate journal entries and management bias in certain accounting estimates Audit procedures performed by the engagement team Included:


- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals; and
- Challenging assumptions and judgements made by management in their critical accounting estimates

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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. This description forms part of our auditor's report.

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.



.....
Lee Stokes (Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP, Statutory Auditor
10 Queen Street Place
London EC4R 1AG

18 September
..... 2023

SAINT FRANCIS HOSPICE
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(including consolidated Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £000's	Restricted funds £000's	Endowment funds £000's	Total 2023 £000's	Total 2022 £000's
INCOME FROM:						
Donations and gifts	2	3,345	44	-	3,389	3,892
Legacies		1,905	-	-	1,905	1,794
Charitable activities:						
Service agreements with Clinical Commissioning Groups		3,844	-	-	3,844	3,733
Trading Activities:						
- Shops		2,257	-	-	2,257	1,823
- Education Centre		98	-	-	98	116
Investment Income and Interest		275	-	-	275	162
Other income		115	-	-	115	252
Total income		<u>11,839</u>	<u>44</u>	<u>-</u>	<u>11,883</u>	<u>11,772</u>
EXPENDITURE:						
Raising Funds:						
Cost of operating shops	5	1,809	-	-	1,809	1,782
Fundraising and publicity	5	1,582	-	-	1,582	1,427
Charitable activities:						
Hospice services	5	8,119	103	-	8,222	7,550
Total expenditure	5	<u>11,510</u>	<u>-</u>	<u>-</u>	<u>11,613</u>	<u>10,759</u>
Net income/(expenditure) before investment (losses)/gains		329	(59)	-	270	1,013
(Losses)/gains on investments	9	(422)	-	-	(422)	253
Net (expenditure)/income		(93)	(59)	-	(152)	1,266
Transfers between funds	17,18	-	-	-	-	-
Net movement in funds		(93)	(59)	-	(152)	1,266
Total Funds brought Forward		<u>19,440</u>	<u>285</u>	<u>53</u>	<u>19,778</u>	<u>18,512</u>
Total Funds carried forward		<u>19,347</u>	<u>226</u>	<u>53</u>	<u>19,626</u>	<u>19,778</u>

All income and expenditure derive from continuing activities.
The accompanying notes form part of these financial statements.
The statement of financial activities includes all gains and losses recognised in the year.
Full comparative figures for the year ended 31 March 2022 are shown in note 24.

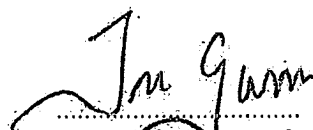
SAINT FRANCIS HOSPICE
Company number: 1367828
CONSOLIDATED AND CHARITY BALANCE SHEETS

AS AT 31 MARCH 2023

	Notes	Group		Company	
		2023 £000's	2022 £000's	2023 £000's	2022 £000's
TANGIBLE ASSETS					
Land and buildings	8	2,467	2,564	2,467	2,564
Other tangible assets	8	69	15	69	15
Investments	9	6,461	6,760	6,461	6,760
		<u>8,997</u>	<u>9,339</u>	<u>8,997</u>	<u>9,339</u>
CURRENT ASSETS					
Stocks	10	18	6	-	-
Debtors	11	2,127	2,294	2,132	2,294
Cash at bank and in hand		9,495	9,208	9,490	9,199
		<u>11,640</u>	<u>11,508</u>	<u>11,622</u>	<u>11,493</u>
CREDITORS: amounts falling due within one year	12	<u>(1,011)</u>	<u>(1,069)</u>	<u>(1,011)</u>	<u>(1,072)</u>
NET CURRENT ASSETS		<u>10,629</u>	<u>10,439</u>	<u>10,611</u>	<u>10,421</u>
NET ASSETS		<u>19,626</u>	<u>19,778</u>	<u>19,608</u>	<u>19,760</u>
RESTRICTED FUNDS:					
Capital Funds					
Endowment funds	16	53	53	53	53
Other Funds					
Restricted funds	17	226	285	226	285
UNRESTRICTED FUNDS:					
Designated funds	18	2,891	3,073	2,891	3,073
General funds	19	16,456	16,367	16,438	16,349
		<u>19,626</u>	<u>19,778</u>	<u>19,608</u>	<u>19,760</u>

The financial statements were approved and authorised for issue by the Board of Trustees on 5th September 2023 and were signed on its behalf by:


P Crutchett (Chairman)


I Gunn (Treasurer)

The accompanying notes form part of these financial statements.

The net expenditure for the charity only for the year was £152,000 (2022: £1,266,000 net income).

**SAINT FRANCIS HOSPICE
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	2023		2022	
		£000's	£000's	£000's	£000's
Net cash inflow from operating activities	22		214		1,662
Investing activities					
Dividends and interest from investments		275		162	
Sale of investments		2,325		1,222	
Purchase of tangible fixed assets		(79)		(20)	
Purchase of investments		(2,448)		(1,328)	
Net cash inflow/(outflow) from investing activities			73		36
Change in cash and cash equivalents in the reporting period			287		1,698
Cash and cash equivalents at the beginning of the reporting period	23		9,208		7,510
Cash and cash equivalents at the end of the reporting period	23		9,495		9,208

There is no net debt in current or preceding year.

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparation of Group Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by 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 (FRS102) (Second Edition effective 1 January 2019) – (Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Saint Francis Hospice meets the definition of a public benefit entity under FRS102, Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant account policy note (s).

The financial statements consolidate the results of the charity and its wholly owned subsidiary Saint Francis Hospice (Trading) Limited on a line-by-line basis

Preparation of accounts on a going concern basis

The Trustees consider that there are no material uncertainties about the Hospice's ability to continue as a going concern. The most significant area of uncertainty is the level of income which needs to be raised every year and is covered in more detail in the performance and risk sections of the Trustee's report. The review of the Hospice's financial position, reserves levels and future plans gives Trustees confidence that it remains a going concern in excess of 12 months from the date of approval of these financial statements.

Estimation Uncertainty and Judgements

In the application of the accounting policies, Trustees are required to make judgement, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period and future periods. In drawing this conclusion, due consideration has also been given to the impact of the Covid-19 pandemic on the activities of the charity.

The most significant area of judgement and key assumptions that affects items in the accounts is the estimation of income from legacies. The estimated value of each outstanding legacy at 31 March is calculated in accordance with the principles set out in the Income section below. Another significant area of assumption is in respect of depreciation of fixed assets. The rates of write down are shown in the Tangible Fixed Assets note below. The Trustees are satisfied that these write down rates are a reasonable reflection of the expected useful life of the assets in each class.

Income

All income including donations are recognised once the charity has entitlement to the income, it is probably that income will be received, and the amount of income receivable can be measured reliably.

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (continued)

Legacies are accounted for as income upon receipt or where the receipt of the legacy is probable; this will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made, or property transferred and once all conditions attached to the legacy have been fulfilled. Material legacies which have been notified but not recognised, as income in the Statement of Financial Activities due to the amount receivable cannot be measured reliably are disclosed in a separate note to the accounts with an estimate of the amount receivable.

Service agreement income is recognised as income in the period to which the income relates.

Investment income is recognised on a receivable basis once the amounts can be measured reliably.

Goods Donated for Resale

Donated items of goods for resale are not included in the financial statements because the Trustees consider it impractical to be able to assess the amount of donated stocks. This is because there are no systems in place to record these goods until they are sold. A stocktake would incur costs to the Charity which would far outweigh the benefits.

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (continued)

Expenditure

Expenditure is accounted for on an accruals basis once there is an obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Where possible costs are allocated directly to main expenditure categories of the SOFA, but where this is not possible these are allocated on the bases set out in the note to the accounts. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred. Expenditure is classified under the following headings:

Costs of Raising Funds comprise direct fundraising costs incurred in seeking donations, legacies and grants from trusts, together with direct costs associated with trading income together with an allocation of indirect support costs.

Expenditure on charitable activities includes the direct costs of providing specialist palliative care and support community services, research and other educational activities undertaken to further the purposes of the charity, together with an allocation of indirect support costs.

Support costs are those costs which are necessary to the delivery of Hospice services but are not part of the direct costs of the expenditure categories in the SOFA. These relate to governance, premises, catering, central administration, finance, IT and HR and Vehicles.

Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is calculated to write off the cost of fixed assets other than land on a straight-line basis over their estimated useful lives. Fixed assets acquired at a cost of less than £5,000 are not capitalised but shown as expenditure in the Statement of Financial Activities.

Freehold buildings	2% on cost
Fixtures, fittings & equipment	25% straight line
Motor vehicles	25% straight line
Leasehold improvements	period of the lease

Investments

Investments include listed investments. Listed investments are a form of basic financial instrument and are initially shown in the financial statements at market value. They are subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Net gains and losses on the SOFA represent realised and unrealised gains on investments. Realised gains or losses are calculated between sales proceeds and their opening carrying values or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains or losses are calculated as the difference between the fair value at the year-end and their carrying value.

Stock

Stocks of new goods are stated at the lower of cost and net realisable value. Stocks of donated goods are not included in the financial statements.

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (continued)

Debtors

Debtors are recognised at the settlement amount due after taking into account any discounts offered. Prepayments are valued at the amount prepaid net of any discounts due.

Cash and Bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening the deposit or similar account

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for the specific purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds – these are funds where the donor has requested that the initial donation remains intact.

Pensions

A defined contribution pension scheme is in operation for the benefit of its employees. The assets of the scheme are held independently from those of the charity in an independently administered fund. The pension costs charged in the financial statements represents the contributions payable during the year.

The majority of staff are members of either the National Health Service Pension Scheme ("the NHS scheme") or defined contribution schemes operated by the Charity. Contributions are made by both employees and employer. Although the NHS scheme is a defined benefit scheme, the nature of the scheme is such that the Charity cannot identify its share of the scheme's underlying assets and liabilities. In accordance with FRS102, payments to the NHS scheme have been treated in the same way as contributions to the defined contribution schemes and the payments made by the Charity are charged against the profits of the year in which they become payable.

The Hospice's employer contribution to the NHS Pension Scheme is at a rate set by the Government Actuary. The Hospice's employer contribution to defined contribution schemes is in accordance with the rules of the schemes and where applicable auto-enrolment rules.

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

Other employee benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received. Termination benefits are accounted for on an accrual basis and in line with FRS 102.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at transaction value and subsequently measured at their settlement value.

Leasing commitments

Rental costs under operating leases are charged to the SOFA over the period of the lease.

2. DONATIONS AND GIFTS	2023	2022
	£000's	£000's
General donations	3,356	3,178
Essex County Council	33	-
Hospice UK	-	714
	-----	-----
	3,389	3,892
	=====	=====

The donation from Hospice UK are one-off receipts due to the Covid-19 pandemic. Included in general donations are restricted donations of £44,000 (2022: £92,000).

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

3. RESULTS OF RELATED ENTITIES

(a) Net income from trading activities of subsidiary company

Saint Francis Hospice (Trading Company) Limited which is registered in England and Wales, sells new goods in the charity's shops. The taxable profits of the company are donated directly to Saint Francis Hospice. A summary of the trading results is shown below. There are no material changes in the operating costs of the shops from those incurred last year.

Summary profit and loss account	Total 2023 £000's	Total 2022 £000's
Turnover	10	10
Cost of new goods	(5)	(14)
	<hr/>	<hr/>
Gross (loss)/profit	5	(3)
Other operating costs	-	-
	<hr/>	<hr/>
Amount donated to Saint Francis Hospice	5	(3)
Retained in subsidiary company	-	-
	<hr/> <hr/>	<hr/> <hr/>
The assets and liabilities of the company are:		
Current assets	22	18
Creditors: amounts falling due within one year	-	-
	<hr/>	<hr/>
Total net assets	22	18
	<hr/> <hr/>	<hr/> <hr/>
Aggregate share capital and reserves	22	18
	<hr/> <hr/>	<hr/> <hr/>

The Shops benefit from and gratefully acknowledge the unpaid efforts of 342 (2022: 275) volunteers.

(b) Net income from linked charity

Saint Francis Hospice Development Trust is linked to Saint Francis Hospice under a Uniting Direction issued by the Charity Commission on 28 December 2006. Since that date there has been no income or expenditure in Saint Francis Hospice Development Trust.

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

4. RESULTS OF THE CHARITY

As permitted by section 408 of the Companies Act 2006, the Statement of Financial Activities and Income and Expenditure Account for Saint Francis Hospice have not been included in these financial statements. The results of the charity, as disclosed on its Statement of Financial Activities before consolidation, show total income of £11,878,000 (2022: £11,758,000), total expenditure of £11,608,000 (2022: £10,745,000) and net investment losses of £422,000 (2022: £253,000 net gains). Net expenditure for the year was £152,000 (2022: £1,266,000 net income).

5. EXPENDITURE	Cost of operating shops £000's	Fundraising and publicity £000's	Hospice services £000's	Provision of Governance £000's	Total 2023 £000's	Total 2022 £000's
Direct costs						
Staff costs	811	891	6,350	56	8,108	7,725
Nursing supplies	-	-	189	-	189	143
Catering	-	-	197	-	197	205
Cleaning	14	-	66	-	80	76
Travel	20	6	39	-	65	72
Support costs						
Utilities	52	-	79	-	131	118
Premises	654	-	343	-	997	980
Other	185	48	168	-	401	330
Printing, postage and stationery	5	11	37	-	53	47
IT costs	46	91	323	-	460	399
Legal and professional	-	-	133	46	179	80
Audit and accountancy	-	-	-	35	35	23
Pepperell Education						
Centre running costs	-	-	29	-	29	8
Depreciation	-	-	122	-	122	109
Direct marketing appeals	-	209	-	-	209	99
Events	-	9	-	-	9	28
Lottery operations	-	109	-	-	109	129
Merchandise	-	2	-	-	2	20
Other fundraising costs	-	187	-	-	187	147
Other project costs	-	-	51	-	51	21
Governance Costs						
reallocation	22	19	96	(137)	-	-
Total expenditure	<u>1,809</u>	<u>1,582</u>	<u>8,222</u>	<u>-</u>	<u>11,613</u>	<u>10,759</u>

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

5. EXPENDITURE (Continued)

Support costs are allocated on the basis of estimated usage by the activity.
 Governance costs have been apportioned on the basis of staff costs.

2022 COMPARATIVE	Cost of operating shops	Fundraising and publicity	Hospice services	Provision of Governanc e	Total 2022
	£000's	£000's	£000's	£000's	£000's
Direct costs					
Staff costs	772	850	6,048	55	7,725
Nursing supplies	-	-	143	-	143
Catering	-	-	205	-	205
Cleaning	12	-	64	-	76
Travel	22	7	43	-	72
Support costs					
Utilities	47	-	71	-	118
Premises	737	-	243	-	980
Other	129	45	156	-	330
Printing, postage and stationery	5	9	33	-	47
IT costs	40	79	280	-	399
Legal and professional	-	-	51	29	80
Audit and accountancy	-	-	-	23	23
Pepperell Education Centre running costs	-	-	8	-	8
Depreciation	-	-	109	-	109
Direct marketing appeals	-	99	-	-	99
Events	-	28	-	-	28
Lottery operations	-	129	-	-	129
Merchandise	-	20	-	-	20
Other fundraising costs	-	147	-	-	147
Other project costs	-	-	21	-	21
Governance Costs reallocation	18	14	75	(107)	-
Total expenditure	<u>1,782</u>	<u>1,427</u>	<u>7,550</u>	<u>-</u>	<u>10,759</u>

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £000's	2022 £000's
Governance Costs		
Staff Costs	56	55
Legal and professional	46	29
Audit and accountancy	35	23
	<u>137</u>	<u>107</u>
	=====	=====
	2023 £000's	2022 £000's
Net (expenditure)/income for the year is stated after charging:		
Auditor's remuneration - audit	22	19
Auditor's remuneration - other	7	1
Depreciation	122	109
Operating lease rentals – Land and buildings	566	610
	<u>717</u>	<u>739</u>
	=====	=====
6. STAFF COSTS	2023 Number	2022 Number
The average monthly number of full and part time employees during the year was:		
Direct patient services	129	122
Hospice administration	50	52
Fundraising/publicity	26	27
Education services	7	7
Shops company staff	39	41
	<u>251</u>	<u>249</u>
	=====	=====
The full time equivalent at the year-end was:		
Hospice and Shops company staff	177	175
	<u>177</u>	<u>175</u>
	=====	=====
Employment costs		
Salaries	6,467	6,151
Social security costs	616	534
Pension costs	518	530
Other staff costs	273	130
	<u>7,874</u>	<u>7,345</u>
Medical consultants	234	380
	<u>8,108</u>	<u>7,725</u>
	=====	=====

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

The number of staff paid over £60,000 during the year was:

	The Group		The Company	
	2023 No.	2022 No.	2023 No.	2022 No.
£60,001 - £70,000	1	5	1	5
£70,001 - £80,000	2	-	2	-
£80,001 to £90,000	1	1	1	1
£90,001 to £100,000	1	-	1	-
	<u>1</u>	<u>6</u>	<u>5</u>	<u>6</u>

Senior Management Team remuneration totalled £556,611 (2022: £532,570) including Pension & Employer NI. Retirement benefits in respect of these employees totalled £57,618 (2022: £49,302).

The Hospice also benefits from, and the Trustees gratefully acknowledge, the inestimable value of the unpaid efforts of the 631 volunteers who give freely of their time in a variety of ways covering a full range of Hospice activities including medical, nursing, administration, fundraising, shops, transport and maintenance.

7. TRUSTEES

None (2022: none) of the Trustees were reimbursed (2022: £nil) for travel expenses and conference fees incurred during the year. No Trustee received remuneration or any other benefits in either the current or comparative year.

8. TANGIBLE FIXED ASSETS

	The Hall land and buildings £000's	Other freehold Property £000's	Total £000's
Land and buildings			
Group and company			
Cost			
At 1 April 2022	4,724	126	4,850
At 31 March 2023	<u>4,724</u>	<u>126</u>	<u>4,850</u>
Depreciation			
At 1 April 2022	2,242	44	2,286
Charge for the year	95	2	97
At 31 March 2023	<u>2,337</u>	<u>46</u>	<u>2,383</u>
Net book value			
At 31 March 2023	<u>2,387</u>	<u>80</u>	<u>2,467</u>
At 31 March 2022	<u>2,482</u>	<u>82</u>	<u>2,564</u>

Freehold land and buildings have not been revalued. The Trustees consider that there is no advantage in obtaining a valuation as the properties are all exclusively used for charitable purposes.

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

8. TANGIBLE FIXED ASSETS (continued)	Leasehold Improvement £000's	Fixtures & Fittings £000's	Motor vehicles £000's	Total £000's
Other tangible fixed assets				
Group and Company				
Cost				
At 1 April 2022	152	763	114	1,029
Additions	-	-	79	79
Disposals	-	-	(67)	(67)
At 31 March 2023	<u>152</u>	<u>763</u>	<u>126</u>	<u>1,041</u>
Depreciation				
At 1 April 2022	152	763	99	1,014
Charge for the year	-	-	25	25
Disposals	-	-	(67)	(67)
At 31 March 2023	<u>152</u>	<u>763</u>	<u>57</u>	<u>972</u>
Net book value				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>69</u>	<u>69</u>
At 31 March 2022	<u>-</u>	<u>-</u>	<u>15</u>	<u>15</u>

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

9. FIXED ASSET INVESTMENTS	2023 £000's	2022 £000's
Group and Company		
Quoted investments		
Market value at 1 April 2022	6,330	5,844
Additions at cost	2,448	1,328
Disposals at opening book value	(1,981)	(1,095)
Net (losses)/gains on revaluation	(422)	253
	<u>6,375</u>	<u>6,330</u>
At 31 March 2023 – valuation	6,375	6,330
Cash with investment managers	86	430
	<u>6,461</u>	<u>6,760</u>
Market value at 31 March 2023	<u>6,461</u>	<u>6,760</u>
At 31 March 2023 – historical cost (including cash)	<u>5,768</u>	<u>5,234</u>

All investments are held in the United Kingdom and are valued at bid price. All investments are under the management of Investec Wealth and Investment Limited.

Saint Francis Hospice owns 100% of the ordinary share capital of Saint Francis Hospice (Trading Company) Limited, a company registered in England and Wales (see note 3a).

The hospice holds investments in the Hospice Quality Partnership. The nominal value of the investment was £10 at the time of its acquisition. The value of the investment is not readily available or easily quantifiable and consequently, no valuation has been included for this investment in these financial statements.

10. STOCKS	Group		Company	
	2023 £000's	2022 £000's	2023 £000's	2022 £000's
New goods for resale	18	6	-	-
	<u>18</u>	<u>6</u>	<u>-</u>	<u>-</u>

11. DEBTORS	Group		Company	
	2023 £000's	2022 £000's	2023 £000's	2022 £000's
Legacies receivable	1,126	1,021	1,126	1,021
Other debtors and prepayments	1,001	1,273	1,001	1,273
Amounts owed by trading subsidiary	-	-	5	-
	<u>2,127</u>	<u>2,294</u>	<u>2,132</u>	<u>2,294</u>

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

12. CREDITORS: amounts falling due within one year	Group		Company	
	2023 £000's	2022 £000's	2023 £000's	2022 £000's
Taxation and social security	256	200	256	200
Trade creditors	209	176	209	176
Other creditors	91	152	91	152
Accruals	416	493	416	493
Deferred income (see below)	39	48	39	48
Amounts owed to trading subsidiary	-	-	-	3
	<u>1,011</u>	<u>1,069</u>	<u>1,011</u>	<u>1,072</u>
Movements in deferred income:	Group and Company £000's		£000's	
Deferred income at 1 April	48	34		
Applied during the year	39	48		
Released during the year	(48)	(34)		
Deferred income at 1 March	<u>39</u>	<u>48</u>		

13. PENSION AND OTHER POST-RETIREMENT BENEFIT COMMITMENTS

The Hospice operates a defined benefit scheme for staff previously employed within the National Health Service. The contributions are determined at a rate set by the Government Actuary on the basis of periodic valuations. The employer's contribution rate for the year was 14.38%. The pension cost for the year was £180,705 (2022: £191,556).

The Hospice operates a defined contribution pension scheme for those members of staff not included in the NHS Superannuation Scheme. The assets of the scheme are held separately from those of the Hospice in a fund administered by Aviva. The employer's contribution rate was between 6.5% and 8.5%, depending on the employee's contribution. The pension costs represent contributions payable by the Hospice for pension and death in service benefits, which amounted to £337,125 (2022: £338,243).

14. FUNDS	Unrestricted £000's	Restricted £000's	Endowment £000's	Total £000's
Group				
At 1 April 2022	19,440	285	53	19,778
Net movement in funds	(93)	(59)	-	(152)
At 31 March 2023	<u>19,347</u>	<u>226</u>	<u>53</u>	<u>19,626</u>
Company				
At 1 April 2022	19,422	285	53	19,760
Net movement in funds	(93)	(59)	-	(152)
At 31 March 2023	<u>19,329</u>	<u>226</u>	<u>53</u>	<u>19,608</u>

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

14. FUNDS (Continued)
2022 Comparatives

	Unrestricted £000's	Restricted £000's	Endowment £000's	Total £000's
Group				
At 1 April 2021	18,247	212	53	18,512
Net movement in funds	1,193	73	-	1,266
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2022	19,440	285	53	19,778
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Company				
At 1 April 2021	18,229	212	53	18,494
Net movement in funds	1,193	73	-	1,266
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2022	19,422	285	53	19,760
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

15. COMPANY STATUS

The charity is a company limited by guarantee. In the event of the charity being wound up, each member guarantees the maximum sum of £20. At the year-end there were 26 guaranteeing members.

16. ENDOWMENT FUNDS

	2023 £000's	2022 £000's
Group and company		
Balance at 1 April 2022	53	53
Income	-	-
	<u> </u>	<u> </u>
	53	53
Expenditure	-	-
	<u> </u>	<u> </u>
Balance at 31 March 2023	53	53
	<u> </u>	<u> </u>

These funds represent donations where the donors requested the capital remains intact and the income be used for specific purposes.

17. RESTRICTED FUNDS

The income funds of the charity include restricted funds held on trust for specific purposes:

	Balance 1 April 2022 £000's	Income £000's	Expenditure £000's	Transfers £000's	Balance 31 March 2023 £000's
Group and company					
Kay Julia Miller Trust	58	-	-	-	58
Family Support	26	4	(3)	-	27
Children In Need	15	-	(15)	-	-
Orangeline	72	-	(72)	-	-
Young Adult Transition Group	18	6	(1)	-	23
IPU	22	20	(11)	-	31
Covid Bereavement	14	-	-	-	14
Others	60	14	(1)	-	73
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	285	44	(103)	-	226
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

<u>2022 Comparatives</u>	Balance 1 April 2021 £000's	Income £000's	Expenditure £000's	Transfers £000's	Balance 31 March 2022 £000's
Group and company					
Kay Julia Miller Trust	58	-	-	-	58
Family Support	11	16	(1)	-	26
Children In Need	15	-	-	-	15
Orangeline	72	-	-	-	72
Young Adult Transition Group	12	8	(2)	-	18
IPU	13	12	(3)	-	22
Covid Bereavement	-	26	(12)	-	14
Others	31	30	(1)	-	60
	<u>212</u>	<u>92</u>	<u>(19)</u>	<u>-</u>	<u>285</u>

Kay Julia Miller Trust Fund is a bequest received to run Pemberton Place which will be a multiuser facility supporting people to enjoy complementary therapies, creative therapies, physiotherapy, active groups, breathe easy groups, and social groups.

Family support restricted funds are donations received specifically for helping and supporting families and young children; included the grant received from Children in Need.

Children in Need funding has enabled our Child & Family Therapists to support children of those under Saint Francis Hospice care with pre and post bereavement.

Orangeline offers support for people who experience isolation and loneliness and has been funded specifically by a "Big Lottery" grant.

Young Adult Transition Group represent donations towards supporting young adults and their families

The IPU Fund represents donations received for purchasing specialist equipment for our Inpatient Unit.

The Covid Bereavement funding received during covid to support people who identify themselves as affected by covid related death, so that the Hospice is able to support people outside of our normal cohort.

Other Restricted Funds other donations where the donors have restricted the use of the money.

The transfers were to account for restricted income and expenditure, which had occurred in the prior year but accounted for as unrestricted.

18. DESIGNATED FUNDS

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the Trustees for specific purposes:

	Balance 1 April 2022 £000's	Income £000's	Expenditure £000's	Transfers £000's	Balance 31 March 2023 £000's
Group and company					
Fixed Asset fund	2,579	-	(122)	79	2,536
ICT Digital Strategy fund	120	-	(78)	-	42
Digital People Strategy fund	-	-	(11)	131	120
Hall Works fund	136	-	(94)	-	42
Estate Repairs fund	238	-	(87)	-	151
	<u>3,073</u>	<u>-</u>	<u>(392)</u>	<u>210</u>	<u>2,891</u>

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

18. DESIGNATED FUNDS (CONTINUED)

<u>2022 Comparatives</u>	Balance 1 April 2021 £000's	Income £000's	Expenditure £000's	Transfers £000's	Balance 31 March 2022 £000's
Group and company					
Contingency fund	5,022	-	-	(5,022)	-
Fixed Asset fund	2,674	-	(109)	14	2,579
Site Development fund	115	-	-	(115)	-
ICT Digital Strategy fund	58	-	(53)	115	120
Development Reserve fund	181	-	-	(181)	-
Budget fund	1,660	-	-	(1,660)	-
Hall Works fund	136	-	-	-	136
Estate Repairs fund	-	-	(2)	240	238
	<u>9,846</u>	<u>-</u>	<u>(164)</u>	<u>(6,609)</u>	<u>3,073</u>

The Contingency fund was set up to ensure that Saint Francis Hospice can continue to function without fluctuations in its services to the community. This fund was reallocated and closed in 2022.

The Fixed Asset Fund represents the net book value of fixed assets, excluding amounts funded from restricted income.

Site Development fund represents money received from the disposal of properties set aside to maintain and develop properties owned by the hospice. This fund was reallocated and closed in 2022.

The ICT Digital Strategy Funds were set up to support a more agile and creative approach to the way services are delivered going forward.

The Development Reserve Fund is held to "pump prime" service development; income streams in line with Strategy and to facilitate Service Pilots.

The Budget fund was set up in 2019 to absorb deficits anticipated to occur based on the charity's three-year strategic plan. This fund was reallocated and closed in 2022.

The Hall Works fund represents money designated to meet substantial heating and window replacement project costs.

The Estate Repairs fund was created to fund specific urgent repair works on the Hospice premises.

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Endowment funds £000's	Other restricted funds £000's	Unrestricted Funds (General) £000's	Unrestricted Funds (Designated) £000's	Total £000's
Group					
Tangible fixed assets	-	-	-	2,536	2,536
Investments	-	-	6,461	-	6,461
Other net assets	53	226	9,995	355	10,629
Total net assets	<u>53</u>	<u>226</u>	<u>16,456</u>	<u>2,891</u>	<u>19,626</u>
Company					
Tangible fixed assets	-	-	-	2,536	2,536
Investments	-	-	6,461	-	6,461
Other net assets	53	226	9,977	355	10,611
Total net assets	<u>53</u>	<u>226</u>	<u>16,438</u>	<u>2,891</u>	<u>19,608</u>

<u>2022 Comparatives</u>	Endowment funds £000's	Other restricted funds £000's	Unrestricted Funds (General) £000's	Unrestricted Funds (Designated) £000's	Total £000's
Group					
Tangible fixed assets	-	-	-	2,579	2,579
Investments	-	-	6,760	-	6,760
Other net assets	53	285	9,607	494	10,439
Total net assets	<u>53</u>	<u>285</u>	<u>16,367</u>	<u>3,073</u>	<u>19,778</u>
Company					
Tangible fixed assets	-	-	-	2,579	2,579
Investments	-	-	6,760	-	6,760
Other net assets	53	285	9,589	494	10,421
Total net assets	<u>53</u>	<u>285</u>	<u>16,349</u>	<u>3,073</u>	<u>19,760</u>

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

20. COMMITMENTS UNDER OPERATING LEASES

At the year end, the charity and group were committed to make the following payments in total in respect of operating leases.

	Land and buildings		Other	
	2023 £000's	2022 £000's	2023 £000's	2022 £000's
Expiry date:				
Within one year	563	580	10	9
Between two and five years	1,239	1,413	8	12
In over five years	254	448	-	-
	<u>2,056</u>	<u>2,441</u>	<u>18</u>	<u>21</u>

The rents payable under these leases in respect of land and buildings all relate to shop operations and are subject to renegotiation at various times.

21. RELATED PARTIES

The company has taken advantage of the exemptions conferred by Section 33 of FRS 102 - Related Party Transactions; not to disclose transactions between the hospice and its wholly owned subsidiary.

There were no other related party transactions in the year (or prior year).

SAINT FRANCIS HOSPICE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2023

22. RECONCILIATION OF CHANGES IN RESOURCES TO NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES

	2023 £000's	2022 £000's
Net (expenditure)/income for the reporting period (as per the statement of financial activities)	(152)	1,266
Adjustments for:		
Depreciation of tangible fixed assets	122	109
(Gains)/losses on investments	422	(253)
Dividends and interest from investments	(275)	(162)
(Increase)/decrease in stock	(12)	2
(Profit)/loss on sale of fixed asset	-	6
Decrease/(increase) in debtors	167	453
Increase/(decrease) in creditors	(58)	241
Net cash provided by/ (used in) operating activities	<u>214</u>	<u>1,662</u>

23. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2023 £000's	2022 £000's
Cash in Hand	148	296
Notice deposits	9,347	8,912
Total cash and cash equivalents	<u>9,495</u>	<u>9,208</u>

Analysis of the balances of cash as shown in the balance sheet

	2023 £000's	2022 £000's	Change in year	
			2023 £000's	2022 £000's
Saint Francis Hospice	9,490	9,206	284	1,707
Saint Francis Trading (Company) Limited	5	2	3	(9)
	<u>9,495</u>	<u>9,208</u>	<u>287</u>	<u>1,698</u>

SAINT FRANCIS HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

24. COMPARATIVE CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (2022):

	Unrestricted funds £000's	Restricted funds £000's	Endowment funds £000's	Total 2022 £000's
INCOME FROM:				
Donations and gifts	3,800	92	-	3,892
Legacies	1,794	-	-	1,794
Charitable activities:				
Service agreements with Clinical Commissioning Groups	3,733	-	-	3,733
Trading Activities:				
- Shops	1,823	-	-	1,823
- Education Centre	116	-	-	116
Investment Income and Interest	162	-	-	162
Other income	252	-	-	252
Total Income	<u>11,680</u>	<u>92</u>	<u>-</u>	<u>11,772</u>
EXPENDITURE:				
Raising Funds:				
Cost of operating shops	1,782	-	-	1,782
Fundraising and publicity	1,427	-	-	1,427
Charitable activities:				
Hospice services	7,531	19	-	7,550
Total expenditure	<u>10,740</u>	<u>19</u>	<u>-</u>	<u>10,759</u>
Net income before investment gains	940	73	-	1,013
Gains on investments	253	-	-	253
Net Income	<u>1,193</u>	<u>73</u>	<u>-</u>	<u>1,266</u>
Transfers between funds	-	-	-	-
Net movement in funds	<u>1,193</u>	<u>73</u>	<u>-</u>	<u>1,266</u>
Reconciliation of funds:				
Total Funds brought Forward	18,247	212	53	18,512
Total Funds carried forward	<u>19,440</u>	<u>285</u>	<u>53</u>	<u>19,778</u>