

REGISTERED COMPANY NUMBER: 03115262 (England and Wales)
REGISTERED CHARITY NUMBER: 1060570

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
HOSPICE INCOME GENERATION NETWORK
LIMITED

WBD Accountants Limited
Marlbridge House
Enterprise Way
Edenbridge
Kent
TN8 6HF

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

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for the Year Ended 31 DECEMBER 2020**

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**HOSPICE INCOME GENERATION NETWORK
LIMITED (REGISTERED NUMBER: 03115262)**

**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. 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) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03115262 (England and Wales)

Registered Charity number

1060570

Registered office

Marlbridge House
Enterprise Way
Edenbridge
Kent
TN8 6HF

**HOSPICE INCOME GENERATION NETWORK
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**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2020**

Trustees

T D Abbott Fundraiser
Ms E T Boate Fundraiser
Ms M Boyle Deputy Fundraising Manager
J R Brady Head Of Fundraising
Ms A L Brien Fundraiser (appointed 12.3.20)
Ms K A Brown Head Of Fundraising
Mrs C Davies Hospice Fundraiser
Ms K Harrison Event Fundraiser
Ms V Mcbain Fundraiser
D Mcfadden Head Of Fundraising
Ms T A Nightingale Fundraiser (appointed 12.3.20)
M Smith Hospice Fundraising Manager
Ms J Thompson Fundraising Director
Mrs A Adu (appointed 4.3.21)

The Trustees for the National Executive Committee present their report and the financial statements for the year ended 31 December 2020.

1. Legal and administrative

The charity is a company limited by guarantee. It is governed by its Memorandum and Articles of Association.

2. Trustees

The following were trustees of the company during the year:

C Davies (Chair)
V McBain (Vice Chair)
T Abbott
E Boate
M Boyle
A Brien (joined March 2020)
J Brady
A Brown
K Harrison
D McFadden
T Nightingale (joined March 2020)
M Smith
J Thompson
M Armstrong (resigned March 2020)
T Dick (resigned March 2020)

3. Charitable Objects, Mission and Aims

The company's principal objects and mission as set out in its memorandum and articles are:

- to advance the education and training of fundraisers in independent and NHS hospices
- to maintain and improve professional standards of hospice fundraising
- to support the work of hospices

In furtherance of this mission, to enable hospice fundraisers to:

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for the Year Ended 31 DECEMBER 2020**

- Receive support and enhance their role within the hospice movement thereby improving standards and efficiency of fundraising so that cost effective income is raised and publicity developed to support patient care
- Attend training courses, either initiated by the Association or by outside bodies, so as to maintain and improve professional standards of fundraising
- Liaise with outside organisations, both within and outside the Hospice movement, so that a comprehensive and well-balanced approach to efficient fundraising can be developed
- Communicate with each other by effective and planned means, so that information is exchanged in a rational way and within a framework of openness

4. Review of performance, impact and future plans

Performance

We changed our name from the National Association of Hospice Fundraisers to the Hospice Income Generation Network to better reflect our aim of reaching all those involved in generating income for hospices, not just the fundraising teams. We launched the new name at the conference and followed this with an announcement on social media and by email to all our members.

In March 2020, we held our annual conference in the Cotswolds. Our conference was held 10 days before the country went into a national lockdown due to Covid-19. The news coverage at the time had been reporting on the origin of the virus from China and that there was a growing threat to the UK. Risk assessments were re-visited with the conference centre management during the first day and we were deemed safe to continue with careful monitoring and being prepared for any government announcements that meant we would need to close the conference early.

We appreciate how fortunate we were to have been able to hold the conference given that the pandemic took hold of the globe very quickly afterwards, changing the direction of travel for all of our hospices almost overnight.

Covid-19 also affected the way in which we were able to support our members. Instead of in-person development training days, we established an online presence holding a series of networking and informal training sessions throughout the year. These have been well attended and provided the opportunity for our members to learn from each other and connect with each other in a safe space during what can only be described as a year like no other.

We were delighted and extremely grateful to be chosen as one of comedian Mark Watson's beneficiaries of his May 2020 24-hour Watsonathon, along with FareShare and NextUp Comedy. His fan base donated generously to his comedy fundraising efforts, which saw Hospice Income Generation Network receive a significant donation of £14,000 in August 2020.

Our Board of Trustees deliberated about how to invest this income boost to the benefit of our members. We unanimously decided to use the capital, along with some of our reserves, to provide FREE membership to every UK hospice in 2021. The vision was to enable every income generator, fundraiser and marketeer working within those hospices to have direct access to our online training and networking sessions and be part of a supportive and collaborative network of like-minded individuals all experiencing similar challenges during the continuing global pandemic.

Impact

Our March 2020 conference was attended by 202 delegates from 71 UK hospices. We were supported by 18 charity sector exhibitors, including our Platinum Partners - Angal, Donorflex, Majestic Publishing, Ruddocks and Vintage Cash Cow.

Despite the looming situation, feedback from the conference was overwhelmingly positive about the quality of our speakers, the workshops, and the opportunity to network.

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One delegate said "I also wanted to take this opportunity to thank you for an excellent conference. I was nervous about attending alone but I didn't need to worry as I felt very comfortable both at conference and moving around the hotel. A great venue and the speakers this year I felt were the best we have had in the last couple of years. Once again, thank you for all your hard work."

Throughout 2020, we organised regular online training sessions covering a broad range of income generation topics: Digital Media, Light up a Life, Urgent Appeals, Donor Engagement, and Fundraising Events. These sessions were attended by more than 400 of our members.

Member numbers decreased from 917 members from 112 hospices in 2019 to 911 members from 103 hospices at the end of 2020. N.B. No promotions for our FREE membership offer took place in 2020, that news was being saved for 2021.

Future plans

Virtual training success in 2020 has paved the way for Hospice Income Generation Network to continue to host an even more comprehensive and engaging online training and development programme across 2021.

The prospect of being able to hold an in-person conference next year is highly unlikely, so plans are already underway to hold a virtual conference in Spring 2021. The goal is to recruit 500 delegates and to find a virtual conference platform that will enable simultaneous workshops and online networking.

We are aiming to recruit as many new members as possible during 2021 with our FREE membership offer for all income generators, fundraisers and marketers working in UK hospices. We'd like to increase the number of hospices by 30% from the current level.

5. Review of financial position

In total the company had income of £88,466 (against £97,091 in 2019). Expenditure totalled £79,981 (against £94,497 in 2019) resulting in a surplus of £8,485.

6. Reserves policy

The company's reserves are held at a level which, in the opinion of the trustees is sufficient to ensure the company's future development, and to take into account possible future fluctuations of income and expenditure. The company has a policy of maintaining its free reserves at approximately six months of forward expenditure. The current level of free reserves represents approximately seven months of forward expenditure.

At 31 December 2020, unrestricted reserves amounted to £73,283 (against £64,798 in 2019) of which £73,283 (against £64,798 in 2019) were free reserves.

The level of free reserves is reviewed on an ongoing basis.

7. Fundraising practices statement

The Hospice Income Generation Network did not undertake any public fundraising activity nor employ any staff with a specific remit for public fundraising during 2020.

Our members agree to abide by our Code of Conduct and the Code of Fundraising Practice.

The company is registered with the Fundraising Regulator and the Information Commissioners Office. We have policies in place to govern our practices and activities. Reports are filed in accordance with regulations set out by Companies House and the Charity Commission.

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**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2020**

8. Risks policy

The trustees have examined the risks to which the association is exposed, in particular those related to the on-going operations and finances, and are satisfied that systems are in place to mitigate our major risks.

9. Auditors

The charity is not required to prepare audited accounts.

10. Structure, Governance and Management

The charity was incorporated on 18th October 1997 and amended by Resolution dated 14th February 1997. It is governed by its Memorandum and Articles of Association. It is a registered charity with the Charity Commission and a company limited by guarantee with the Trustees as company directors.

Appointment of Trustees

Each region shall elect two Ordinary members to be regional representatives. These representatives shall in turn be eligible for appointment to the NEC in accordance with the Association's Articles of Association and be known as Executive members. New representatives shall be appointed by the regions at their January meetings and these appointments will be ratified at the AGM of the Association or any other meeting. Executive members shall retire from the NEC by rotation, with the longest serving third retiring each year. Retiring Executive members will be eligible to be re-appointed.

The intention had been to review the appointment and length of service of Trustees during the 2020 AGM, along with the full Articles of Association to ensure these are up to date and current for today's requirements. However this did not take place therefore we plan to review during 2021.

Trustee induction and training

The Chair is responsible for issuing all new trustees with a full set of documents covering governance, finance, the NEC structure and decision making processes. Ongoing training is the responsibility of all trustees and includes keeping up to date with the latest guideline from the Charity Commission.

Organisation

The NEC meets quarterly to examine performance, finance, strategy and risk. Trustees should attend all NEC meetings, not missing more than two in any four without good reason, as determined by the Chair. Trustees will undertake responsibility for specific duties, as mutually decided by the NEC and support the Chair and other trustees in any areas of special interest.

Staff and volunteers

The Hospice Income Generation Network does not have any employees and is run purely by volunteers.

Statement of Trustees Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable laws and regulations. Charity law requires the Trustees to prepare financial statements, in accordance with United Kingdom Generally Accepted Accounting Practice, for each financial year which give a true and fair view of the company's affairs at the end of the year and of its income and expenditure for that period. In preparing these financial statements the Trustees are required to:

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**REPORT OF THE TRUSTEES
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- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the company, and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Company Secretary

Mrs C L Davies

Independent Examiner

Mr Andy Branson
WBD Accountants Limited
Marlbridge House
Enterprise Way
Edenbridge
Kent
TN8 6HF

Approved by order of the board of trustees on 11 August 2021 and signed on its behalf by:

Mrs C Davies - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HOSPICE INCOME GENERATION NETWORK
LIMITED**

Independent examiner's report to the trustees of Hospice Income Generation Network Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr Andy Branson
WBD Accountants Limited
Marlbridge House
Enterprise Way
Edenbridge
Kent
TN8 6HF

11 August 2021

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 DECEMBER 2020**

	Notes	31.12.20 Unrestricted fund £	31.12.19 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		18,256	11,298
Charitable activities			
Event Running		64,782	85,683
Investment income	2	5,428	110
Total		<u>88,466</u>	<u>97,091</u>
EXPENDITURE ON			
Charitable activities			
Support Costs		3,533	7,610
Event Running		76,448	86,887
Total		<u>79,981</u>	<u>94,497</u>
NET INCOME		<u>8,485</u>	<u>2,594</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		64,798	62,204
TOTAL FUNDS CARRIED FORWARD		<u><u>73,283</u></u>	<u><u>64,798</u></u>

The notes form part of these financial statements

**HOSPICE INCOME GENERATION NETWORK
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**BALANCE SHEET
31 DECEMBER 2020**

	Notes	31.12.20 Unrestricted fund £	31.12.19 Total funds £
CURRENT ASSETS			
Debtors	5	4,000	28,994
Cash at bank		69,283	44,011
		<u>73,283</u>	<u>73,005</u>
CREDITORS			
Amounts falling due within one year	6	-	(8,207)
		<u>73,283</u>	<u>64,798</u>
NET CURRENT ASSETS			
		<u>73,283</u>	<u>64,798</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>73,283</u>	<u>64,798</u>
NET ASSETS			
		<u>73,283</u>	<u>64,798</u>
FUNDS			
Unrestricted funds	7	73,283	64,798
		<u>73,283</u>	<u>64,798</u>
TOTAL FUNDS			
		<u>73,283</u>	<u>64,798</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**HOSPICE INCOME GENERATION NETWORK
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**BALANCE SHEET - continued
31 DECEMBER 2020**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 11 August 2021 and were signed on its behalf by:

C Davies - Trustee

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 DECEMBER 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Deposit account interest	-	110
Switch Initiative	5,428	-
	<u>5,428</u>	<u>110</u>

**HOSPICE INCOME GENERATION NETWORK
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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2020**

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

TRUSTEES

No trustees received remuneration during the year from the company.

Trustees are entitled to claim out of pocket expense and zero Trustees waived that right in 2020 (zero in 2019).

14 trustees (2018: eighteen) received out of pocket expenses as follows:

2020	2019
£	£
2,487	5,056

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	11,298
Charitable activities	
Event Running	85,683
Investment income	110
Total	<u>97,091</u>
EXPENDITURE ON	
Charitable activities	
Support Costs	7,610
Event Running	86,887
Total	<u>94,497</u>
NET INCOME	<u>2,594</u>
RECONCILIATION OF FUNDS	
Total funds brought forward	62,204
TOTAL FUNDS CARRIED FORWARD	<u><u>64,798</u></u>

**HOSPICE INCOME GENERATION NETWORK
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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2020**

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Other debtors	4,000	2,000
Prepayments	-	26,994
	<u>4,000</u>	<u>28,994</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Accruals and deferred income	-	8,207
	<u>-</u>	<u>8,207</u>

7. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General fund	64,798	8,485	73,283
	<u>64,798</u>	<u>8,485</u>	<u>73,283</u>
TOTAL FUNDS	<u>64,798</u>	<u>8,485</u>	<u>73,283</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	88,466	(79,981)	8,485
	<u>88,466</u>	<u>(79,981)</u>	<u>8,485</u>
TOTAL FUNDS	<u>88,466</u>	<u>(79,981)</u>	<u>8,485</u>

Comparatives for movement in funds

	At 1.1.19	Net movement in funds	At 31.12.19
	£	£	£
Unrestricted funds			
General fund	62,204	2,594	64,798
	<u>62,204</u>	<u>2,594</u>	<u>64,798</u>
TOTAL FUNDS	<u>62,204</u>	<u>2,594</u>	<u>64,798</u>

**HOSPICE INCOME GENERATION NETWORK
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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2020**

7. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,091	(94,497)	2,594
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>97,091</u>	<u>(94,497)</u>	<u>2,594</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	62,204	11,079	73,283
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>62,204</u>	<u>11,079</u>	<u>73,283</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	185,557	(174,478)	11,079
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>185,557</u>	<u>(174,478)</u>	<u>11,079</u>

**HOSPICE INCOME GENERATION NETWORK
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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2020**

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.