

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 2021
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 2021**

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**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2021**

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 2021. 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 LIMITED

REPORT OF THE TRUSTEES for the Year Ended 31 DECEMBER 2021

Trustees

The Trustees present their report and the financial statements for the year ended 31 December 2021.

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
A Adu
E Boate
A Brien
J Brady
K Brown
K Harrison
D McFadden
T Nightingale
M Smith
J Thompson
M Boyle (resigned January 2022)

The Trustees form the National Executive Committee (NEC).

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:

- 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

In April 2021, we held our annual conference online for the very first time. The impact of the Covid-19 pandemic meant we were not able to hold an in-person conference. Having never held a virtual conference before we decided to keep the ticket price as low as possible to make it accessible for all hospices - we charged £149 per hospice and enabled them to send as many delegates as they wanted. Our goal of recruiting 500 delegates was far exceeded, achieving 1,060 from 123 hospices.

The pandemic continued to affect the way in which we were able to support our members. All our training and networking events through the year were held online. 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.

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REPORT OF THE TRUSTEES for the Year Ended 31 DECEMBER 2021

We launched FREE membership to every UK hospice in 2021 following the donation of £14,000 from Mark Watson in 2020. The recruitment drive was held on social media, through email and mail to non member hospices. By the end of the year we had grown to 179 hospice members.

In recent years it has become clear that Speakers at conferences are much more aware regarding Equality, Diversity and Inclusion and will actively ask questions regarding this. The board also felt the way in which we recruited speakers in the past made it difficult to plan for a fair representation of topics, as well as diversity. Therefore we have completely changed the process by completing research of third sector voices and inviting speakers to apply to our conference within a set time period. This meant we had the full list of those ready, willing and able to speak at our conference and we could make our selection based on the quality of the workshop content, a good coverage of topics, diversity and costs.

Impact

Our April 2021 virtual conference was attended by more delegates representing more hospices than ever before. We were supported by 11 charity sector exhibitors, including our Platinum Partners - Donorflex, Majestic Publishing, Ruddock's and Vintage Cash Cow.

We found an excellent online conference platform, Airmeet, which enable delegates to take part in plenary and workshop sessions, to speak to fellow delegates in the networking lounge and for exhibitors to create a booth to meet delegates. The actual attendance in regard to the plenary and workshops was excellent and the platform allowed for plenty of interaction within these sessions. The difficulty we found was engagement outside the planned sessions - delegates only used the lounge to chat to speakers immediately after their session and the exhibitors had very little in the way of visitors. For the 2022 conference we will have to find was to encourage more engagement from delegates.

Throughout 2021, we organised 22 online training sessions covering a broad range of income generation topics, such as: MailChimp, Rudolf Runs, Gifts in Wills, Lottery, Storytelling and Memorial events. These events attracted over 1,200 registrations from our members.

As Membership is now charged per hospice we will now compare yearly numbers by hospices only. After the free membership promotion we increased the number of hospices from 103 to 179. We had set ourselves a target of a 30% and were absolutely delighted to achieve 75%.

Future plans

Virtual training continues to be the main focus for the delivery of our development programme. The members will be consulted on the topics they wish to see on the programme for 2022.

The board took the decision in July 2021 to plan another virtual conference in Spring 2022 after balancing the risk of an expensive hotel contract and hospices being nervous about sending delegates to an in-person event. The timing of the decision meant we would incur a penalty for cancelling the contract with the hotel at this stage, however the hotel agreed the penalty could be utilised against a smaller booking instead. The board plan to stay at the hotel during the virtual conference and facilitate the event from the central location.

The success of the free membership offer increased the membership significantly and we hope to maintain a level of 140 hospices once the fee becomes payable on April 2022. A successful conference and a solid plan of development days should enable hospices to see the value of paying for membership.

5. Review of financial position

In total the company had income of £31,694 (against £88,466 in 2020). Expenditure totalled £37,416 (against £79,981 in 2020) resulting in a loss of £5,722.

6. Reserves policy

HOSPICE INCOME GENERATION NETWORK LIMITED

REPORT OF THE TRUSTEES for the Year Ended 31 DECEMBER 2021

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 2021, unrestricted reserves amounted to £67,561 (against £73,283 in 2020) of which £67,561 (against £73,283 in 2020) 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 2021.

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.

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.

The Trustees have identified that the creation of an Ethical Policy will be beneficial for the future. A working committee will be created to bring this policy to life.

9. Auditors

The charity is not required to prepare audited accounts.

10. Structure, Governance and Management

The charity was incorporated on 18th October 1995 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.

The Memorandum and Articles of Association pre-dates company law and therefore the Trustees have instructed a solicitor to enable the revision of these Articles. A number of firms were approached regarding their service offer and quotes and Wrigley's in Leeds gave the most competitive quote whilst also taking time to fully understand the organisation and its needs. This work will be completed during 2022.

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 for re-appointment.

The Trustees have reviewed the appointment process and length of service of Trustees and have made recommendations for changes to be made. The changes will form part of the updates to the Articles and come in to force following the 2022 AGM.

Trustee induction and training

HOSPICE INCOME GENERATION NETWORK LIMITED

REPORT OF THE TRUSTEES for the Year Ended 31 DECEMBER 2021

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 guidance 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:

- 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 2006. 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

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

Approved by order of the board of trustees on 8 July 2022 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 2021.

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.

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

8 July 2022

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 DECEMBER 2021**

	Notes	31.12.21 Unrestricted fund £	31.12.20 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		7,165	18,256
Charitable activities			
Event Running		24,529	64,782
Investment income	2	-	5,428
Total		<u>31,694</u>	<u>88,466</u>
EXPENDITURE ON			
Charitable activities			
Support Costs		7,298	3,533
Event Running		30,118	76,448
Total		<u>37,416</u>	<u>79,981</u>
NET INCOME/(EXPENDITURE)		<u>(5,722)</u>	<u>8,485</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		73,283	64,798
TOTAL FUNDS CARRIED FORWARD		<u><u>67,561</u></u>	<u><u>73,283</u></u>

The notes form part of these financial statements

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**BALANCE SHEET
31 DECEMBER 2021**

	Notes	31.12.21 Unrestricted fund £	31.12.20 Total funds £
CURRENT ASSETS			
Debtors	5	4,398	4,000
Cash at bank		70,549	69,283
		<u>74,947</u>	<u>73,283</u>
CREDITORS			
Amounts falling due within one year	6	(7,386)	-
		<u>67,561</u>	<u>73,283</u>
NET CURRENT ASSETS			
		<u>67,561</u>	<u>73,283</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>67,561</u>	<u>73,283</u>
NET ASSETS		<u>67,561</u>	<u>73,283</u>
FUNDS	7		
Unrestricted funds		<u>67,561</u>	<u>73,283</u>
TOTAL FUNDS		<u>67,561</u>	<u>73,283</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 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.

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 8 July 2022 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 2021**

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

	31.12.21	31.12.20
	£	£
Switch Initiative	-	5,428
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2021**

3. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

Trustees' expenses totalling £1,203 were paid during the year ended December 2021 (2020: £1,476).

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	18,256
Charitable activities	
Event Running	64,782
Investment income	5,428
Total	<u>88,466</u>
EXPENDITURE ON	
Charitable activities	
Support Costs	3,533
Event Running	76,448
Total	<u>79,981</u>
NET INCOME	<u>8,485</u>
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>64,798</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>73,283</u></u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21 £	31.12.20 £
Other debtors	3,024	4,000
Prepayments	1,374	-
	<u>4,398</u>	<u>4,000</u>

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2021**

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Trade creditors	1,526	-
Other creditors	100	-
Accruals and deferred income	5,760	-
	<u>7,386</u>	<u>-</u>

7. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General fund	73,283	(5,722)	67,561
	<u>73,283</u>	<u>(5,722)</u>	<u>67,561</u>
TOTAL FUNDS	<u>73,283</u>	<u>(5,722)</u>	<u>67,561</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	31,694	(37,416)	(5,722)
	<u>31,694</u>	<u>(37,416)</u>	<u>(5,722)</u>
TOTAL FUNDS	<u>31,694</u>	<u>(37,416)</u>	<u>(5,722)</u>

Comparatives for 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>

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2021**

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	88,466	(79,981)	8,485
TOTAL FUNDS	<u>88,466</u>	<u>(79,981)</u>	<u>8,485</u>

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

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	64,798	2,763	67,561
TOTAL FUNDS	<u>64,798</u>	<u>2,763</u>	<u>67,561</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	120,160	(117,397)	2,763
TOTAL FUNDS	<u>120,160</u>	<u>(117,397)</u>	<u>2,763</u>

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

**HOSPICE INCOME GENERATION NETWORK
LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 DECEMBER 2021**

	31.12.21 £	31.12.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	7,165	18,256
Investment income		
Switch Initiative	-	5,428
Charitable activities		
Membership Income	1,750	2,000
Conference Income	22,779	62,782
	<u>24,529</u>	<u>64,782</u>
Total incoming resources	31,694	88,466
EXPENDITURE		
Charitable activities		
Insurance	705	807
Postage and stationery	60	-
Advertising	2,977	-
Sundries	362	2,522
Conference Expenditure	10,770	62,392
Regional Meetings	500	8,765
Website Costs	4,108	1,962
Online Conference Expenditure	8,302	-
	<u>27,784</u>	<u>76,448</u>
Support costs		
Finance		
Bank charges	269	-
Governance costs		
Accountancy and legal fees	5,570	1,050
Executive Meetings	3,793	2,483
	<u>9,363</u>	<u>3,533</u>
Total resources expended	37,416	79,981
Net (expenditure)/income	<u>(5,722)</u>	<u>8,485</u>

This page does not form part of the statutory financial statements