

**REGISTERED COMPANY NUMBER: 01660450**  
**REGISTERED CHARITY NUMBER: 513079**



**Report of the Trustees and**  
**Financial Statements**  
**for the Year Ended 31 March 2021**  
**for**  
**Paul Sartori Foundation Limited**

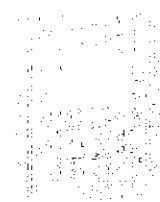
Ashmole and Co.  
Chartered Certified Accountants and Statutory  
Auditors  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX



**Paul Sartori Foundation Limited**

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for the Year Ended 31 March 2021**

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**Paul Sartori Foundation Limited**

**Reference and Administrative Details  
for the Year Ended 31 March 2021**

<b>TRUSTEES</b>	R Raymond S Alderman E Mozdiak C Clewett (resigned 30.9.20) P Thompson MBE D Evans - Vice Chair P Lister - Chair F Mackintosh - Deputy Vice Chair I Gravell J Tomlin (appointed 30.9.20) D D Harries (appointed 1.10.20)
<b>COMPANY SECRETARY</b>	S Dade
<b>REGISTERED OFFICE</b>	Paul Sartori House Winch Lane HAVERFORDWEST Pembrokeshire SA61 1RP
<b>REGISTERED COMPANY NUMBER</b>	01660450
<b>REGISTERED CHARITY NUMBER</b>	513079
<b>AUDITORS</b>	Ashmole and Co. Chartered Certified Accountants and Statutory Auditors Williamston House 7 Goat Street Haverfordwest Pembrokeshire SA61 1PX
<b>BANKERS</b>	Lloyds TSB 7 Victoria Place Haverfordwest Pembrokeshire SA61 2JZ

Paul Sartori Foundation Limited is registered with Care Inspectorate Wales

**Paul Sartori Foundation Limited**

**Report of the Trustees  
for the Year Ended 31 March 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 March 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).

**OBJECTIVES AND ACTIVITIES**

**Mission Statement**

To provide sustainable services that promote good end of life care in Pembrokeshire

Aims:

To enable patients in the final stages of life to be cared for at home and to die at home if that is their choice

To address the physical, psychological, social and spiritual needs of patients, families and carers

To work collaboratively and in partnership with local providers of end of life care

To safeguard the financial health of the Charity and ensure that it is able to provide the appropriate services free of charge

To comply with best practice in both corporate and clinical governance

To provide education and training programmes to enhance the quality of end of life care locally

Values:

To focus upon the care of patients and their immediate carers

To empower and enable the exercise of control and choice

Encourage inclusive, non-discriminatory practice

To have a 'can do' attitude across the charity

Invest in and value our staff and volunteers

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

**Covid-19**

The Covid-19 pandemic hit the UK in March 2020. Throughout the Pandemic, the clinical services have been and continue to remain responsive and flexible, working closely with the local Health Board and other health professionals to ensure the Hospice at Home Service is available to those living in the later stages of life who wish to die at home.

To compensate for suspended fundraising activities and the closure of Sartori retail outlets, the income generation team increased eCommerce, grant applications and social media efforts in line with Government guidance to maintain a level of income. The Charity accessed the Government Job Retention scheme, furloughing 22 staff members over 12 months, April 2020 to March 2021. The team negotiated shop rent holidays, Business Cash Grants through the Local Authority and submitted a business continuity insurance claim and emergency funding through the Welsh Government End of Life Care Board.

The health, safety, and well-being of staff, patients, family carers, and other stakeholders are the Board's priority. Trustees and the Senior Management Team met online, weekly from 1st April 2020 to 12th August 2020, to discuss and manage risks brought about by the Pandemic. In addition, Trustees and Senior Managers held open team meetings for all staff, including those who had leave of absence and wished to remain informed about Covid developments, share ideas and hear about the charitable activities.

Due to Covid, the 2020 AGM was held online following Charity Commission recommendations.

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**Report of the Trustees  
for the Year Ended 31 March 2021**

**ACHIEVEMENT AND PERFORMANCE**

**Clinical Service Activity**

45	active clinical team members worked across seven clinical services
17,751	hours of care were provided through day or night respite
380	referrals received by the hospice at home service
1,160	items of equipment delivered
59	clients (18 staff and volunteers) received complementary therapy support
261	adults accessed the counselling and bereavement service
12	under 18 year old accessed the anticipatory grief and bereavement service
47	patients were supported through the physiotherapy service
115	people were referred to the Advance Care and Future Planning service
968	patients accessed one or more of the Paul Sartori Foundation clinical services

This report describes each clinical service activity from 1st April 2020 to 31st March 2021 and demonstrates the clinical team's responsive and flexible service.

**Introduction**

According to the Office of National Statistics, records show 38,583 deaths in Wales (31.03.2020 - 33,680), a 14% increase compared to the previous year. Deaths recorded in Pembrokeshire were 3% higher than the previous year and 7% higher across the Hywel Dda University Health Board (H DUHB) 3 counties: Pembrokeshire 1,609 (31.03.2020 - 1,560); Carmarthen 2,558 (31.03.2020 - 2,275); Ceredigion 853 (31.03.2020 850).

During the Year ending 31.03.2021, 968 patients (31.03.2020 - 994) used one or more of the seven Clinical services. This is a 2.6% decrease from the previous year. The Covid Pandemic announced on 11th March 2020 impacted all clinical services. Therefore, some services cannot be compared to previous years as they were temporarily suspended, or the team changed ways of working to meet the challenges of Covid.

The office-based team adapted to working remotely from home to reduce footfall in the office. The community-based team was required to wear full Personal Protective Equipment (PPE) and overcome difficulties associated with wearing full PPE, particularly when caring for elderly vulnerable patients who often had a dementia diagnosis and were in the palliative stage of their illness. The team remained supportive of each other and adapted to increased phone and screen contact rather than face to face.

Home Nursing Care

In the year ending 31.03.2021, there were 380 new referrals to the home nursing service (31.03.2020 - 345). Of the 380 referrals to the home care service, 41% were urgent. The Care Management Team assessed urgent referrals within 24-48 hours of referral and set up service packages to support the patients. The increase in cases demonstrates support for primary and secondary care. Both were supportive of patients being discharged home and avoiding admission to hospital, freeing capacity for Covid patients and decreasing the risk of exposure to Covid to vulnerable patients.

Hours of care decreased by 10% 17,751 (31.03.2020 - 19,936). Although hours decreased, the hands on care team have had fewer available team members due to staff being unavailable, unwell, or leaving the Foundation. Staff recruitment was challenging as some applicants were under the Government 'shielding' scheme and therefore unable to work. From a responsible employer's point of view, the Foundation did not encourage applicants working in other similar settings to apply for a second job within the Home Nursing Care team because of the potential risk of increasing the transmission and exposure to the virus.

Covid peaks were seen in May 2020 and December 2020 in the Hywel Dda University Health Board region. These dates correspond to high clinical team activity during weeks 6-8 and 36-38. In the first wave, the Home Nursing Care team provided fewer respite hours than the previous year as many families could provide care themselves. More family members had more time at home due to lockdown. Families advised the Home Nursing Care team that they could manage without respite; some family carers had lost their employment or furloughed. Some families tried to reduce footfall in their homes to protect loved ones and were placed on the standby list, which offered regular phone contact with the care management team. The clinical team provided the same number of hours during the second wave as the previous year despite the ongoing Pandemic. For the last quarter of the year, the hours of care were higher than the previous year.

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Hands on care included 13,475 hours of night respite from 10pm - 7am, allowing families to catch up on some much needed sleep. 3,457 day respite hours allowed families to go shopping or attend appointments as many family carers have their own health problems. Day respite was down by 22% compared to the previous year due to people shielding or self-isolating. During the national lockdown, there were limited activities for carers, reducing the need for day respite. Those who continued to have the day respite support found it hugely beneficial during the lockdown 2020/21 as social contact with others was greatly reduced by the Pandemic. The impact of increased responsibility on carers at this time is perhaps a reason for the increased complexity of referrals now being seen through the Counselling service.

627 hours of personal care was provided for patients who did not need a 7 day social care package but a once a week bath or shower. The Home Nursing Care team also provided daily personal care packages on a short-term basis for fast-track patients waiting for a social care package.

Registered nurses provided approximately 18% of the respite hours and provided the same respite service as nursing assistants. There is usually one Registered nurse working each night. Registered nurses are allocated to patients requiring a greater degree of symptom control. Occasionally, more than one Registered nurse is necessary each night, but this depends on resources and team availability. If a new referral is received late during the working day or at the weekend, the Registered nurse conducts a full assessment of care as part of the night respite shift offered to a family.

During the year ending 31.03.2021, the Registered nurses gave 42 injections for pain relief, 39 injections to help alleviate agitation, 16 injections to reduce nausea and vomiting, 19 injections to control excessive secretions and 2 injections to help alleviate hiccups; this symptom control is essential for patient's comfort and well-being. If a patient's symptoms are controlled there is less distress for family members. The Registered nurse can help keep a patient comfortable. A Registered nurse present at a property means a family does not need to contact or rely on statutory out-of-hours services to respond and it means the patient and family do not have to wait for assistance.

The Care Management Team is responsible for assessing patients, coordinating respite services, and managing the community-based team. They work with colleagues to refer patients to other Paul Sartori Foundation services and signpost to other community services for additional support. The Care Management Team made 1,679 telephone calls to patients, carers, and other health professionals, relating to 520 patients.

During the year 2020/21, there were particular months where the Registered nurse availability was problematic. Some Home Care Team community based Registered nurses were unavailable due to bereavement, sick leave, or personal reasons. To maintain the Registered nurse rota, ensuring at least one Registered nurse was allocated every night, two Care Management Team Registered nurses, typically office-based Registered nurses, covered night shifts providing 29 nights cover in total. Registered nurses left to cover the office worked flexibly and were responsive to ensure service continuity. The on-call responsibility increased for the remaining Care Management Team members. Without the commitment of the team to change the way they were working, the Paul Sartori Foundation would not have been able to continue the Registered nurse rota every night of the week, supporting the patients in the County with symptom management.

343 (31.03.2020 - 278) patients died in the year while receiving Paul Sartori Foundation care, an increase of 23%, approximately 21% of all deaths in the County during the 12 months. The nursing team verified 41 patients (31.03.2020 - 34), representing a 21% increase over the previous year. Verification of expected death by the Home Care Nursing team relieves pressure on the statutory out-of-hours service. It is also less disruptive for the family. Without Home Care, a family would need to contact the out-of-hours GP or their GP surgery to request death verification. Many families value the hospice at home nursing service being able to do this, having built a rapport with the nurse or nursing assistant. Often the carer is supported to help care for their loved ones after they have passed away.

The clinical team do not always know where the patient's preferred place of care is. For the patients who did specify this, the Paul Sartori Foundation services enabled at least 82% of the Charity's patients to die in their preferred place of care.

The Standby Service provides a 24-hour telephone contact for people who do not yet require hands on care, giving peace of mind to patients and their families, knowing they can contact the clinical team at any time. If a professional, or family member makes contact, and the patient is known to the standby service, the Care Management team can quickly set up hands on care. It is not unusual for the on-call service to be contacted by a district nurse at the weekend. If the Care Management Team has assessed the patient in advance, and they are known to the standby service, the team can often provide day or night respite within hours of receiving a request for help.

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A Registered nurse assesses the patient before the patient is registered on the standby service. Over the year ending 31.03.2021, 279 (31.03.2020 - 268) patients used the standby service. 29 standby patients were contacted on average every 3 weeks to monitor progress and offer support if needed. Regular contact can lead to the start of respite care or signposting to other clinical services or external organisations.

The Care Management team provides 24-hour on-call cover. The phone number is issued to all families involved with the service and is available to the general public 24-hours a day, 365 days a year.

During the year, ending 31.03.2021, hundreds of out-of-hours calls, and texts were sent or received every month through the on-call team. Calls included patient updates to and from 'hands-on' clinical staff, referrals from NHS staff and enquiries from families and patients. 183 (31.03.2020 - 143) patients phoned the on-call phone, resulting in 434 contacts (31.03.2020 - 355), a 22% increase in calls compared to the previous year. Families stated they were very grateful that the Paul Sartori Foundation could maintain this service during the Pandemic. Calls result in further phone calls or follow up face to face visits. The person on-call picks up and acts on messages left on the office answer machine. They also manage the allocation of or changes to any out-of-hours shift, including weekends.

Over the year, the age range on referral was 32 - 100 years; 63% of patients were over 75 years.

Patient diagnosis at referral remained similar to previous years when the percentage of non-cancer diagnosis was 35% (31.03.2020 - 34%). 45% of patients using the home care service were female (31.03.2020 - 52%). The geographical distribution of the home care service was generally similar to the previous year, with increased provision of services in the most populated areas in the County. Of the patients cared for 43% lived in the south and 57% in the north of the County

Equipment

The Equipment loan service continued to be busy with comparable numbers to the previous year. For the year ending 31.03.2021, 1,160 pieces of equipment were delivered (31.03.2020 - 1,234) and 1,089 items were collected, cleaned, and serviced (31.03.2020 - 1,087). In most cases, the items requested were delivered within 24-48 hours.

The equipment team consists of 2 experienced nursing assistants. They not only deliver the equipment but are able to transfer patients as required. Full instructions and demonstrations are given to patients and families for each piece of equipment issued.

Complementary Therapy (CT) Service

From April 2020 to September 2020, the CT service was on hold due to Covid.

During this time 1 therapist was furloughed and the coordinator was re-deployed to support the counselling team.

The CT service resumed in autumn 2020 with the new look 'Remote Service' in place. A minimal number of hands-on therapies was provided but close contact services were stopped again from 20th Dec 2020 and resumed 12th April 2021.

The following is a summary of all CT activity during the year 2020/21. 41 CT clients were registered on the Icare patient register system: 27 patients, 10 patient carers, 4 bereaved carers. 116 individual activities were carried out.

Remote support activities included: telephone enquiries and requests, sending out leaflets, initial and follow up telephone consultations, telephone advice and issuing printed literature on self-help strategies and techniques, bespoke blending and labelling of products, and self-help goodie bag deliveries.

37 products were issued to patients. 27 products were issued to carers and bereaved clients. Other activities included referrals to other services and some distance healing contact (one volunteer therapist provided distance reiki sessions for a patient and carer over a 5 month period).

18 Paul Sartori Foundation staff and volunteers were registered with the Complementary Therapy service but were not entered on to Icare. These clients were issued with 34 products, taking part in product trials and / or referred themselves for complementary therapy remote support.

2 complementary therapy staff, 8 volunteer complementary therapists and 2 counsellors remotely accessed 'Breathwork Meditation and Mindfulness' training over a 4-month period during lockdown restrictions.

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Despite the Covid restrictions volunteer complementary therapists were still able to contribute a total of 100 hours to the Foundation during the year. Pre-Covid these hours ranged annually between 400-600 hours.

Physiotherapy

For the year 2020/21 47 patients received Physiotherapy (31.03.2020 - 58). The service was suspended for approximately one month due to Covid in April 2020, but it became apparent very quickly that patients would benefit from remote phone and face to face support. 28% of patients had a non-cancer malignant diagnosis, (31.03.2020 - 14%). Physiotherapy service enables greater symptom control and functional independence at end of life. The Physiotherapy service works with other therapists based in the community. The majority of patients request help with mobility, breathlessness, and pain management. The service was able to introduce Transcutaneous Electronic Nerve Stimulation (Tens) as an alternative to pain management. 31.03.2021, 9 patients were offered a Tens machine for pain control; 6 found it beneficial and 3 didn't find it helpful.

Counselling and Bereavement Support

Four counsellors and two students provided counselling. During Covid the team continued to fully operate, working remotely with the exception of essential face to face visits, for example for suicidal clients who needed the commitment of a face-to-face visit. Counselling was delivered by qualified, experienced Counsellors through one-to-one sessions.

For the year ending 31.03.2021 the Anticipatory grief and Bereavement support service for Children saw 12 under 18's (31.03.2020 - 16); one under anticipatory grief (31.03.2020 - 4) and eleven for bereavement (31.03.2020 - 12). Due to Covid restrictions face-to-face visits had to be postponed for some months. This made anticipatory work almost impossible.

The average number of sessions in the year ending 31.03.2021 was 7.5 sessions per child (31.03.2020 - 4).

For the year 2020/21 261 adults accessed the Counselling and Bereavement for Adults service (31.03.2020 - 267); 181 required bereavement support (31.03.2020 - 193) and 80 were supported through general counselling or anticipatory grief (31.03.2020 - 77). 20% of bereavement clients were male (31.03.2020 - 22.5%). Across the Counselling and Bereavement service the clients ranged from 10-87 years of age.

The number of contacts per client rose in the year ending 31.03.2021, with an average of 6.68 contacts (31.03.2020 - 5.44). Clients were presenting more complex grief due to the impact of Covid on losing their loved ones. Restricted hospital visiting and limited communication and contact with professionals, friends, and family had made dealing with grief even more distressing than under normal circumstances. Restrictions on funerals had also impacted clients in need of counselling support.

The number of clients seen was slightly lower than the previous year, however for a number of reasons the Counselling team had less resources available with significant staff absence for at least 9 months during the year ending 31.03.2021.

All contacts were one-to-one either face-to-face or remotely; due to Covid restrictions no group sessions were held.

Training

Renate Thome, Clinical Educator retired in June 2020 after spending April, May and June supporting the Clinical team and colleagues at the Health Board and in the community. Notably, the Clinical Educator worked with newly qualified doctors and the consultant geriatricians at Withybush Hospital facilitating role play and communication skills. This helped many staff prepare for sharing bad news over the phone in the expectation of the increase in numbers of deaths at times when visiting the hospital was not possible. Also, at this time, the Paul Sartori Foundation shared in-house training material on Verification of Expected Death with HDUHB and taught this programme to senior nursing staff during April 2020.

Between June 2020 and November 2020, a new Clinical Educator was recruited. Mandatory training needs were met remotely. Training booklets with links to training material were developed, then posted or emailed to staff. On completion these were marked by designated members of the Clinical team. Individual and group feedback was given via the workbooks and through Clinical team meetings. Topics covered were Infection control, Safeguarding and Moving and Handling. In October approximately half of the Clinical team attended an Oral Health training session led by HDUHB.

With the new Clinical Educator in post since November 2020 a wide variety of topics have been delivered remotely via Teams. Staff were encouraged and supported to attend online live training sessions in small groups. Live sessions have proven effective and group interaction has helped learning through shared experience and reflection.

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All staff completed Basic Life Support (BLS) and Anaphylaxis, and an update on Verification of Expected Death (VOED) was provided to those it was relevant for. Other topics have included Communication, Delirium and Reflection, Oral care for those who couldn't attend in the Autumn, Advance Care Planning debate of cases and discussion, Parkinson's, other long-term conditions at end of life, and Loss and grief.

Training for the clinical team in 2020/21 was very different to previous years, initially through remote learning and then delivered through online live sessions. Clinical staff were required to attend mandatory training and have other sessions available to them should they wish to participate. Due to the Covid Pandemic there was minimal external training.

The Paul Sartori Foundation achieved the Bronze Investors in Carers in 2020/21; part of this required a number of staff to have attended online carer aware training. The team continue to work towards the silver award.

Advance Care Planning

Advanced Care and Future Planning team received 66 referrals in the North Cluster (31.03.2020 - 158)

The age at referral ranged from 30 to 98 years old.

38 referrals were female (31.03.2020 - 91) and 28 were male (31.03.2020 - 67).

Planners with a diagnosis of any type of cancer were the largest referrals at 42% (31.03.2020 - 18%). Planners with a dementia diagnosis made up 8% (31.03.2020 - 17.7%), frailty 11% (31.03.2020 - 17%) and well adults 9% (31.03.2020 - 12%).

The Advance and Future Care Planning team received 43 referrals in the South Cluster (31.03.2020 - 63).

The Advance and Future Care Planning team reached out to Nursing and Residential Homes in Pembrokeshire. They offered remote support using Advance and Future Care Planning documents either by telephone or email. The team reviewed documents for care home staff and residents as required. A care home in the Tenby/Saundersfoot area responded well to the offer of remote assistance and embraced Advance and Future Care Planning conversations with their residents.

The age at the time of the referral ranged from 55-97 years; 21 females (31.03.2020 - 40) and 22 males (31.03.2020 - 23).

30% of referrals received had a diagnosis of Cancer (31.03.2020 - 34%); 6% of referrals were well adults (31.03.2020 - 9.52%). This was a decrease of 36% in well adult referrals compared to the previous year.

In total the Advance and Future Care Planning team worked with 56 planners (31.03.2020 - 74). The total amount of activities was 250 (31.03.2020 - 438).

The number of referrals was down for a number of reasons. The initial focus at the start of Covid was on Residential and Nursing home support. The Icare system was not set up to capture Advance and Future Care Planning activity. Care home support was limited due to the inability to make face-to-face visits. Because of visiting restrictions, it was not possible to carry out mental capacity assessments required for recording best interest decisions. Without the assessments being completed the resident/care home couldn't proceed with remote support. Care homes had frequent new advice and guidelines to respond to so were unable to prioritise the Advance and Future Care planning at this time. Where possible, health care professionals were asked to document any Advance and Future Care planning conversations themselves, with remote support from the team.

A high percentage of referrals came from GPs. The reduction in visits, face-to-face consultations, limited palliative care meetings and multi-disciplinary teams (MDT's) all impacted on the opportunity for discussions about Advance and Future Care Planning. The negative media coverage about Do Not Resuscitate (DNACPR) orders may have made professionals and the public nervous about addressing Advance and Future Care Planning in general, therefore less inclined to approach the Paul Sartori Foundation for help. There was also a reluctance for planners to engage in technology to support remote working.

The service continues to be funded through Hywel Dda University Health Board and the Pembrokeshire GP Clusters and this funding remains in place until the end of March 2022.

## Paul Sartori Foundation Limited

### Report of the Trustees for the Year Ended 31 March 2021

#### Conclusion

Under the Covid Pandemic circumstances the Clinical team has offered a valued and important service to patients and their families. Clinical activity levels were higher or comparable to previous years. The Paul Sartori Foundation clinical team worked collaboratively with colleagues in the community and acute settings, supporting primary and secondary care to enable patients to return home for end of life care or prevent hospital admission.

#### Written by

Laura Hugman, Clinical Team Manager, Paul Sartori Foundation  
Sandy Stark, Care Management Team, Registered Nurse Co-ordinator.

#### References

ONS statistics

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/datasets/monthlyfiguresondeathsregisteredbyareaofusualresidence>

<https://www.bbc.co.uk/news/uk-wales-57184503>

ONS Covid-19 deaths in Wales by Health Board

The full Annual Clinical Report can be requested by calling Paul Sartori House on 01437 763223

#### Income Generation Activity

##### Health Board and Welsh Government Funding

During 2020/21, the Clinical Team Manager and Trustees worked closely with Hywel Dda University Health Board, the Welsh Government End of Life Care Board and Hospice UK to secure Service Level Agreements and access Emergency Government funding. The Charity received £692,869 (31.03.2020 - £358,260), a 93% income increase compared to the previous year: 32% of the 2020/21 annual income.

##### Retail

The Paul Sartori Foundation has 12 retail outlets, including a warehouse distribution centre and eCommerce selling platform. The workforce includes 29 staff (24 fulltime equivalents) and 232 volunteers. 22 staff (76%) were furloughed at some time during the year. 10 out of the 12 stores reopened. 10 stores were able to open only 40% of the trading year. The stores generated £504,648 (31.03.2020 - £985,517), a 49% decrease compared to the previous year. The Retail team generated 23% of the total year end income. In addition, £64,083 was included in the accounts from the Government Circular Economy fund, £34,083 for capital, and £30,000 for ongoing costs supporting the green recovery to help accelerate Wales's shift towards a circular economy. Shop Gift Aid decreased by 61% to £10418 (31.03.2020 - £26,726) Christmas and general cards sales (the only bought in goods) decreased by 14% to £12159 (31.03.2020 - £14180). £476,986 Covid emergency funding was accessed through the Job Retention Scheme, Covid business rate grants, and a business interruption insurance claim.

As part of the retail strategic focus, online sales through the eCommerce selling platform were again prioritised, and gained an 18% increase, £135,956 (31.03.2020 - £115,500). Milford Haven and Pembroke Dock stores re-located to larger premises and a new store opened in Letterston, which concentrates on recycling and selling upcycled furniture. The premises are shared with Norman Industries, which pays 50% of rent costs.

##### Volunteers

When Covid restrictions were first enforced in March 2020, all volunteering activities were suspended. Approximately 300 volunteers had to stay home. Stores closed, the complementary therapy service was suspended, events cancelled, and Paul Sartori House closed to all but essential staff. 92 volunteers returned to their volunteering roles, mainly in the retail stores, a 69% decrease in manpower compared to 300 active volunteers in the previous year.

Volunteers are a vital resource and valued members of the Charity. Volunteers help to raise essential funds and promote the Charity's aims throughout Pembrokeshire while minimising staffing costs.

The Paul Sartori Foundation received funding from the Pembrokeshire County Council Enhancing Pembrokeshire Grant, covering the cost of a full-time Volunteer Project Officer and project resources. The Volunteer Project Officer supported volunteers by developing Covid safety training and developing Covid risk assessments to protect volunteers, staff, customers, and donors. As well as promoting volunteering opportunities across the Charity.

**Paul Sartori Foundation Limited**

**Report of the Trustees  
for the Year Ended 31 March 2021**

Donations

During 2020/21 the Charity received £315,304 (31.03.2020 - £312,345). Individuals, community groups, Trusts, local businesses give donations and in memory gifts through community fundraising events, sponsored activities, applications, and direct payments.

Covenanted Income

These are payments given by individuals and companies under a deed of covenant and paid after the deduction of basic-rate tax. The Charity is able to reclaim the basic-rate tax from HMRC. Covenanted income paid to the Charity through standing order or payroll giving increased by 11%, £8,248 (31.03.2020 - £7,402).

Legacies

The Paul Sartori Foundation received £10,866 from gifts left in wills. However, the legacy balance shows a deficit of £3,090. The reason for the deficit is an overestimation of an outstanding legacy in the previous year. Legacy income remains the most unpredictable form of income and varies yearly, making budgeting and strategic planning difficult for the Charity. The Voting Member Committee formed a working party in February 2021 to formulate a plan to improve income from gifts left in wills.

Grants

The Grant Development Officer applied to 97 individual Trusts and had a 30% success rate, generating £212,384. (31.03.2020 - £85,833) Several Trusts gave unrestricted donation. These funds are included within the Donations and Gifts income heading. £44,000 was secured for core funding, £117,520 specifically reserved for Clinical activity and equipment and £49,000 supported non-clinical activity.

The Fundraising Regulators and Trading Standards oversee income generation. The team works closely with the Charity Retail Association, Institute of Fundraising, Third Sector, Hospice UK, WCVA, Pembrokeshire Association of Voluntary Services and other charity support networks.

In line with the Institute of Fundraising Code of Conduct and Charity Commission best practice, all donations and in-memoriam gifts are receipted and acknowledged in writing.

## Paul Sartori Foundation Limited

### Report of the Trustees for the Year Ended 31 March 2021

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### Governing Document

Paul Sartori Foundation is a limited company registered with Companies House. The Foundation's Articles of Association were originated and registered with the Charity Commission on the 18th July 1982 and updated upon the approval of Voting Members in 2013. The Charity is currently governed by a board of ten Trustees and overseen by 38 Voting Members and three Honorary Members of the Sartori family (Honorary Members living outside of the County of Pembrokeshire have no voting rights).

##### Organisational Structure

The Board of Trustees meet monthly. The Trustees are responsible for strategically steering, the financial security and governance of the charity. The Company Secretary is the Charity Manager. The Charity Manager, Clinical Team Manager and Head of Retail make up the Senior Management Team and update each area of responsibility to the Board each month. The Senior Management Team has no voting rights.

Sub Committees focus on key areas of the business. Each committee is chaired by a Trustee and supported by a Trustee Vice Chair if appropriate. Committee members include one or more Senior Management team, staff and volunteers. The purpose of a sub-committee is to oversee and report the strategic and operational activity of the business area, including relevant policy and procedure updates, significant event reporting and departmental proposal scrutiny.

The Voting Member Committee members attend the Charity's Annual General Meeting and oversee major decisions made by the Board of Trustees. Voting Member Committee meetings were postponed during 2020 and were reconvened online from February 2021. Committee members receive department updates, a summary of the Board meetings and represent community consensus as critical friends during discussions.

##### Trustee Recruitment, Induction and Training

Trustees conduct a skills gap analysis to identify roles required to govern the Foundation. When a gap is identified the Board will actively seek Trustees with the necessary skills and knowledge to compliment the entire Board.

A potential Trustee attends 6 Board meetings before an appointment is approved and registered with Companies House and the Charity Commission. The purpose of the trial period is to establish the potential Trustee's suitability as a Board member and to give the potential Trustee time to consider if they are in a position to commit to the role of a Trustee. During the six-month period, potential Trustees will familiarise themselves with the Articles of Association, understand their legal obligations, the strategy and business plans, Charity's financial performance and decision-making processes. All new Board members are invited to an Organisational Induction delivered by clinical and non-clinical team members, and participate in events that develop a deeper understanding of the Charity's structure and activities to support the decision-making process.

##### Appointment of Trustees

The Board elects the Chair. Trustees are appointed from the Voting Member population and the Board may at any time appoint any member of the Foundation as a Trustee; this office is retained until the next Annual General Meeting when the new Trustee is eligible for re-election. Trustees retire after three years of service but are eligible for reappointment for a further term of three years with no maximum number of terms. It is not permitted for paid staff members to be appointed as a voting member or Trustee.

##### General Data Protection

The Foundation is dedicated to ensuring transparency and accountability for the personal data of patients, patient carers, patient family members, employees, volunteers, supporters and other stakeholders associated with the Charity. Data includes the collection of, usage, storage and disposal of personal information. The Charity is committed to fulfilling its General Data Protection obligations according to the General Data Protection Regulations Act 2018.

##### Risk Management

The Charity operates a robust risk management system concerning all Paul Sartori Foundation activities. Each committee operates a risk register detailing risks associated with the key business area. Committee risk registers are reviewed regularly, or if there is a change in the circumstances of the risk. Committee Chairs report any significant changes or developments to the Board of Trustees. The Trustees hold the Corporate Risk Register, which is reviewed quarterly or if there is a change in circumstances. The purpose of risk management is to manage the health, safety, stakeholder welfare, reputation, financial security and future of the Charity.

**Paul Sartori Foundation Limited**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**Trustee Committee Members**

Sara Alderman  
David Evans (Vice Chair)  
Ian Gravell  
Dylan Harries  
Paul Lister (Chair)  
Liz Mozdiak  
Finlay Mackintosh (Deputy Vice Chair)  
Ros Raymond  
Phil Thompson  
Jason Tomlin

**Sub Committee Members**

Clinical Governance Committee:

Sara Alderman  
Laura Hugman  
Sarah Hunter  
Paul Lister  
Finlay Mackintosh (Committee Chair)  
Elizabeth Mozdiak (Committee Vice Chair)  
Fay Morley  
Angela Duckworth  
Sandra Bennett  
Suzie Clayton

Audit & Finance Committee:

Sandra Dade  
David Evans (Committee Chair)  
Tim Davies  
Dylan Harries (Committee Vice Chair)  
Laura Hugman  
Paul Moloney  
Elizabeth Mozdiak  
Rosalind Raymond

Fundraising Committee :

Sandra Dade  
Toni Dorkings  
Ian Gravell  
Val Harold  
Alison Leighton  
Rosalind Raymond (Committee Chair)  
Phil Thompson

Property Committee:

Tim Davies  
Sandra Dade  
Paul Lister  
Phil Thompson (Committee Chair)

Pay Review Committee:

Sandra Dade  
David Evans  
Laura Hugman  
Finlay Mackintosh  
Liz Mozdiak (Committee Chair)  
Ros Raymond

**Paul Sartori Foundation Limited**

**Report of the Trustees  
for the Year Ended 31 March 2021**

Retail Committee:

Sara Alderman  
Lorraine Collins  
Sandra Dade  
Tim Davies  
Catherine Duggins  
Eleanor Evans  
Ian Gravell  
John Greig  
Tracie Holland  
Melanie Join  
Finlay Mackintosh  
Graeme Marshalsey  
Amanda Myatt  
Hazel Phillips  
Kathy Pollard  
Phil Thompson, MBE (Committee Vice Chair)  
Jason Tomlin (Committee Chair)

Strategy Committee:

Pat Coombs  
Angela Duckworth  
Sandra Dade  
Tim Davies  
Laura Hugman  
Paul Lister (Committee Chair)  
Finlay Mackintosh  
Liz Mozdiak

Volunteer Committee:

Sara Alderman, Trustee (Committee Vice Chair)  
Elvire Beijdorff  
Tim Davies  
Sandra Dade  
Eleanor Evans  
Donna Harding  
Kathy Pollard  
Ros Raymond, (Committee Chair)  
Lisa Wells

**Management Team**

The Senior Management team is responsible for providing the necessary information to enable the Board to make informed decision in the Charity's best interest and enable the Board to steer the Paul Sartori Foundation strategically

The Clinical Team Manager implements the aims and objectives of the Clinical Strategy; oversees clinical policy and advocacy; researches and develops new clinical opportunities to support the Charity's purpose; ensures the clinical team delivers the services specified and that key performance indicators are met. The Clinical Team Manager has overall responsibility for the clinical operations of the services, which includes clinical supervision, individual performance development and the development of working practices in line with good practice. The Clinical Team Manager is the Registered Manager reporting to the Care Inspectorate Wales.

Head of Retail implements the aims and objectives of the Retail Strategy; implements and oversees retail policy and advocacy; manages the retail team, provides guidance and support to retail staff and volunteers in reaching retail financial targets, supervises performance development; Identifies and implements new income streams to meet the retail budget. Manages the property portfolio, ensuring safe working environments for the retail team and stakeholders, identifies potential new sites; manages new store fitting, openings, and store closures; encourages good working practices; and supports the Charity Manager in achieving aims and objectives.

**Paul Sartori Foundation Limited**

**Report of the Trustees  
for the Year Ended 31 March 2021**

The Charity Manager is responsible for delivering the income generation and non-clinical governance strategy, implementing non-clinical policy and advocacy, and managing the non-clinical operations of the Foundation, which includes reaching income generation financial targets. The Charity Manager is responsible for non-clinical risk management and maintaining good working practices across the organisation. The Charity Manager supports the income generation team's individual performance and development. The Charity Manager is the Health & Safety registered responsible person and the Data Protection Officer.



**Paul Sartori Foundation Limited**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**FINANCIAL REVIEW**

The Charity continues to deliver its key objectives. The total income for 2020/21 was £2,195,130 (31.03.2020 - £1,996,727). There has been an increase in expenditure to £1,957,840 in 2020/21 (31.03.2020 - £1,908,373).

There were six key areas of business focus during 2020/21:

- Maintaining the necessary levels of service delivery during the Pandemic to ensure the Charitable aims were met
- Ensuring the team's safety and well-being were managed effectively
- Maintaining a high clinical / non-clinical financial ratio
- Continuing to harness and support local fundraising groups and individuals
- Developing key relationships at a local and national level
- Marketing and promoting the organisation to raise Charity awareness

Investment powers and policy

The Charity has a commits to retain between three to six months' worth of reserved funds. The reserves allow the organisation to continue while 'winding down' in the unlikely event that the Foundation is forced to close. The Board has the power to invest in any way they wish.

The Board is aware of the current £85,000 ceiling for individual deposits under the Government Compensation Scheme and has taken the strategic decision to distribute cash reserves in high-interest accounts. (Due to the unpredictability of the investment markets, during 2020/21 the Board has reviewed investment opportunities and has invested funds in accounts held on the Flagstone Cash Accounts Platform to gain as much interest as possible, with limited risk, during an unpredictable economic climate).

Reserves policy

The Foundation has a policy of maintaining an unrestricted free reserve, the net current assets excluding funds designated for a specific purpose. The free reserves do not include freehold property and equipment necessary for the organisation's day-to-day running. The Trustees consider that a free reserve is required to ensure the continuity of service during periods of high demand and/or fluctuations in income. The level of the unrestricted free reserve is related to the cost of running the service, the cost based upon the expenditure recorded in the annual accounts for the previous financial year (excluding depreciation).

Reserve levels are monitored monthly at the Audit and Finance meeting, which submits a monthly report to the Board. The Trustees review the policy annually at the end of each financial year. If it should be found that the level of the unrestricted free reserves has risen above the key performance six-months indicator, or fallen below the agreed minimum key performance three-month indicator, the Trustees shall take corrective action as follows:

Above the maximum level:

- Service development priorities in the strategic plan will be reviewed.
- Consideration will be given to identifying strategic developments.
- In approving developments, Trustees shall ensure that there are sufficient funds to lower reserves to below the maximum level but ensure that the minimum level is not breached long-term by over commitment.
- To invest funds to support future income shortfalls.

Below the agreed minimum levels:

- Income levels and sources to be reviewed.
- Actions implemented to increase income.
- Service provision to be reviewed.
- Reduction in all activities to be considered.

The level of free unrestricted reserves at the end of the financial year ended 31st March 2021 amounted to £1,330,223 (31.03.20 - £1,143,973) equivalent to just over 8 month's expenditure. This falls above the maximum reserves level according to the Articles of Association. The Trustees have designed and introduced a strategy and continue to monitor the situation.

**Paul Sartori Foundation Limited**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Paul Sartori Foundation Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The charity has elected to dispense with the annual appointment of auditors. In the absence of a specific resolution to the contrary, Ashmole & Co will continue in office.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 17 November 2021 and signed on its behalf by:



P Lister - Chair - Trustee

**Report of the Independent Auditors to the Trustees of  
Paul Sartori Foundation Limited**

**Opinion**

We have audited the financial statements of Paul Sartori Foundation Limited (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

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

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company'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 Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Report of the Independent Auditors to the Trustees of  
Paul Sartori Foundation Limited**

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, 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 charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 a Report of the Independent Auditors 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:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- nature of the charity and the sector in which it operates.
- the legal and regulatory framework in which the charity operates, and in particular those laws and regulations that directly affect the financial statements or have a fundamental effect on operations eg Charities Act 2011, health and safety legislation.
- results of enquiries of management and those charged with governance
- any matters identified relating to
  - the charity's policies and procedures for identifying, evaluating and complying with laws and regulations, and whether there were any known instances of non compliance.
- detecting and responding to the risks of fraud and whether there is any knowledge of actual, suspected or alleged fraud.
  - the internal controls established to mitigate risks of fraud or non compliance with laws and regulations.

As a result of performing the above, we did not identify any key audit matters related to potential risk of fraud or non compliance with laws and regulations.

In addition to the above, our procedures included:

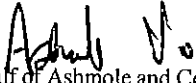
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations
- enquires of management and those charged with governance concerning actual and potential litigation and claims
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud
- review of minutes of committee meetings
- written representations

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

**Report of the Independent Auditors to the Trustees of  
Paul Sartori Foundation Limited**

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.



for and on behalf of Ashmole and Co.

Chartered Certified Accountants and Statutory  
Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Williamston House

7 Goat Street

Haverfordwest

Pembrokeshire

SA61 1PX

Date: ..... 18.11.2021



**Paul Sartori Foundation Limited**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	389,910	13,239	403,149	583,535
<b>Charitable activities</b>					
Palliative Care	5	287,060	405,809	692,869	358,260
Other trading activities	3	503,845	-	503,845	1,048,242
Investment income	4	9,324	-	9,324	4,042
Other income	6	585,853	90	585,943	2,648
<b>Total</b>		<b>1,775,992</b>	<b>419,138</b>	<b>2,195,130</b>	<b>1,996,727</b>
<b>EXPENDITURE ON</b>					
Raising funds	7	907,644	4,972	912,616	866,633
<b>Charitable activities</b>					
Palliative Care	8	633,087	412,137	1,045,224	1,041,740
<b>Total</b>		<b>1,540,731</b>	<b>417,109</b>	<b>1,957,840</b>	<b>1,908,373</b>
<b>NET INCOME</b>		<b>235,261</b>	<b>2,029</b>	<b>237,290</b>	<b>88,354</b>
Transfers between funds	19	(50,002)	50,002	-	-
Net movement in funds		185,259	52,031	237,290	88,354
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		1,835,350	18,972	1,854,322	1,765,968
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>2,020,609</b>	<b>71,003</b>	<b>2,091,612</b>	<b>1,854,322</b>

The notes form part of these financial statements

**Paul Sartori Foundation Limited**

**Balance Sheet  
31 March 2021**

		Unrestricted funds	Restricted funds	31.3.21 Total funds	31.3.20 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	14	696,321	-	696,321	698,409
<b>CURRENT ASSETS</b>					
Stocks	15	3,069	-	3,069	-
Debtors	16	204,266	8,658	212,924	139,075
Cash at bank and in hand		1,283,263	62,345	1,345,608	1,148,832
		<u>1,490,598</u>	<u>71,003</u>	<u>1,561,601</u>	<u>1,287,907</u>
<b>CREDITORS</b>					
Amounts falling due within one year	17	(160,375)	-	(160,375)	(124,962)
		<u>1,330,223</u>	<u>71,003</u>	<u>1,401,226</u>	<u>1,162,945</u>
<b>NET CURRENT ASSETS</b>					
		<u>2,026,544</u>	<u>71,003</u>	<u>2,097,547</u>	<u>1,861,354</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>2,026,544</u>	<u>71,003</u>	<u>2,097,547</u>	<u>1,861,354</u>
<b>PROVISIONS FOR LIABILITIES</b>					
	18	(5,935)	-	(5,935)	(7,032)
		<u>2,020,609</u>	<u>71,003</u>	<u>2,091,612</u>	<u>1,854,322</u>
<b>NET ASSETS</b>					
		<u>2,020,609</u>	<u>71,003</u>	<u>2,091,612</u>	<u>1,854,322</u>
<b>FUNDS</b>					
Unrestricted funds	19			2,020,609	1,835,350
Restricted funds				71,003	18,972
				<u>2,091,612</u>	<u>1,854,322</u>
<b>TOTAL FUNDS</b>					
				<u>2,091,612</u>	<u>1,854,322</u>

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

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

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.

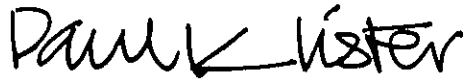
The notes form part of these financial statements

**Paul Sartori Foundation Limited**

**Balance Sheet - continued  
31 March 2021**

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 17 November 2021 and were signed on its behalf by:



P Lister - Chair - Trustee



D Evans - Vice Chair - Trustee

The notes form part of these financial statements



**Paul Sartori Foundation Limited**

**Cash Flow Statement  
for the Year Ended 31 March 2021**

	Notes	31.3.21 £	31.3.20 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	21	227,007	266,919
Net cash provided by operating activities		<u>227,007</u>	<u>266,919</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(39,555)	(26,074)
Interest received		9,324	4,042
Net cash used in investing activities		<u>(30,231)</u>	<u>(22,032)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>196,776</u>	<u>244,887</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>1,148,832</u>	<u>903,945</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>1,345,608</u></u>	<u><u>1,148,832</u></u>

The notes form part of these financial statements

**Paul Sartori Foundation Limited**

**Notes to the Financial Statements  
for the Year Ended 31 March 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**

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

Voluntary income received by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be accurately quantified.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Clothing and other items donated for resale through the charity's shops are included as incoming resources within activities for generating funds when they are sold.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**Expenditure**

Expenditure is recognised on an accruals basis when incurred and includes VAT to the extent that it is not recoverable.

Costs of generating funds include the salaries, direct expenditure and overhead costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shops.

Charitable expenditure comprises the costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the costs which can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit and accountancy fees and costs linked to the strategic management of the charity.

**Allocation and apportionment of costs**

Costs have been allocated as far as possible between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others have been apportioned based on the estimated usage of the resource. The trustees estimate that approximately one third of support costs are attributable to voluntary income and fundraising activities and these costs have been apportioned on this basis.

**Tangible fixed assets**

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

Freehold property - 2% on cost

**Paul Sartori Foundation Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**1. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Nursing equipment	- 20% on reducing balance
Office equipment	- 25% on reducing balance and 20% straight line basis
Fixtures and fittings	- 20% on reducing balance
Motor vehicles	- 20% on reducing balance

All tangible fixed assets are included at cost apart from donated assets which are included at a best estimate of their replacement cost.

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**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.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to income as incurred.

Assets acquired under hire purchase contracts or finance leases are capitalised at cost and depreciated over their estimated useful lives or the term of the lease whichever is shorter. The associated finance costs of the lease are calculated using the sum of digits method and charged to the SOFA. The capital element of the future payments is treated as a liability.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

The Charity also participates in The Pensions Trust's Growth Plan for certain employees, a defined benefit scheme which is externally funded and is not contracted out of the State Second Pension. This is a multi-employer pension and it is not possible in the normal course of events to identify on a reasonable basis the share of the underlying assets and liabilities belonging to individual participating employers. The assets of the scheme are co-mingled for investment purposes, and benefits are paid out of the Plan's total assets. Accordingly, due to the nature of the Plan, the accounting charge for the period includes the employer contributions payable for the scheme.

**Investments**

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations and gifts	315,304	312,345
Covenanted income	8,248	7,402
Gift aid	39,936	42,201
Legacies	(3,090)	190,404
Grants	42,751	31,172
Sundry income	-	11
	<u>403,149</u>	<u>583,535</u>

A legacy recognised as income in the year ended 31st March 2020 reduced in amount by the time it was received in the current year. The reduction was due to the underlying investments being sold at a loss. The legacy reduced in value by £13,956, and this loss is recognised in total legacies above in the current year.

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
PAVS	2,479	-
Pembrokeshire CC Workways	3,823	2,971
Oakdale Trust	1,000	-
Sir Jules Thom Charitable Trust	5,000	-
Albert Hunt Trust	10,000	-
Tesco Bags for Help	500	8,000
Mark Benevolent fund	-	3,900
Frognaal Trust	-	4,000
Caring Communities Innovation Grant	-	1,523
Persimmon Homes	1,000	5,340
Stock Exchange Veterans Society	-	500
Lynn Foundation	-	500
South Hook LNG	-	1,311
Hospital Saturday Fund - Oral Care	-	2,000
Sports Lottery	-	1,127
Co-op Local Community Fund	1,838	-
HDH Wills 1965 Charitable Trust	500	-
Souter Charitable Trust	3,000	-
Ecclesiastical Movement for Goods	1,000	-
Nolan Charity Fund	2,611	-
Gwendoline and Margaret Davies Charity	3,000	-
Peter & Teresa Harris Charitable Trust	2,000	-
Edward Gostling Foundation	5,000	-
	<u>42,751</u>	<u>31,172</u>

**Paul Sartori Foundation Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**3. OTHER TRADING ACTIVITIES**

	31.3.21	31.3.21	31.3.20	31.3.20
	£	£	£	£
Fundraising income	3,785		88,270	
Lottery income	4,613		4,604	
Sponsorship income	625		2,700	
Room hire and rent income	24,900		4,254	
	<u>          </u>		<u>          </u>	
Total fundraising income		33,923		99,828
Merchandise sales	12,159		14,180	
Shop income	321,807		818,734	
E-commerce income	135,956		115,500	
	<u>          </u>		<u>          </u>	
Total shop and merchandise sales		469,922		948,414
Total income from other trading activities		<u>503,845</u>		<u>1,048,242</u>

**4. INVESTMENT INCOME**

	31.3.21	31.3.20
	£	£
Deposit account interest	9,324	4,042
	<u>          </u>	<u>          </u>

All of the income arising from the above sources is considered to be for unrestricted purposes.

**5. INCOME FROM CHARITABLE ACTIVITIES**

	31.3.21	31.3.20
	£	£
Service level agreements	242,218	292,180
WG palliative care funding	-	25,647
Grants	450,651	40,433
	<u>          </u>	<u>          </u>
	692,869	358,260
	<u>          </u>	<u>          </u>

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
Big Lottery Grant	77,702	-
South Pembrokeshire GP Cluster funding	-	12,433
End of Life Care Board	304,027	28,000
Green Circular Economy	64,083	-
PCC Enhancing Pembrokeshire Grant	4,839	-
	<u>          </u>	<u>          </u>
	450,651	40,433
	<u>          </u>	<u>          </u>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

6. OTHER INCOME

	31.3.21	31.3.20
	£	£
Clinical training	90	2,648
Covid rates grants	383,000	-
JRS grant	101,701	-
Care Workers bonus	20,651	-
Covid SSP	329	-
Insurance claim	80,172	-
	<u>585,943</u>	<u>2,648</u>

7. RAISING FUNDS

Raising donations and legacies

	31.3.21	31.3.20
	£	£
Staff costs	17,847	15,336
Travelling	190	659
Depreciation	2,352	2,599
	<u>20,389</u>	<u>18,594</u>

Other trading activities

	31.3.21	31.3.21	31.3.20	31.3.20
	£	£	£	£
Purchases	282		1,978	
Staff costs	68,928		59,447	
Fundraising expenses	6,223		49,937	
Volunteer expenses	232		585	
Travelling	147		659	
	<u></u>		<u></u>	
Total fundraising expenses		75,813		112,606
Shop purchases	5,871		8,108	
Upcycling charges	2,232		-	
Shop staff costs	319,578		269,262	
E-commerce staff costs	61,104		48,222	
Other shop expenses	72,960		90,305	
Shop and container rents	221,478		177,521	
Fundraising expenses	2,343		273	
Volunteer expenses	1,167		5,742	
Van expenses	34,786		36,719	
Travelling	3,559		4,284	
E-commerce costs	34,706		33,506	
Depreciation	6,623		6,210	
	<u></u>		<u></u>	
Total shop expenses		766,406		680,152
Support costs		50,008		55,281
		<u></u>		<u></u>
Total expenditure on other trading activities		892,251		848,039

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

7.	<b>RAISING FUNDS - continued</b>		
	Aggregate amounts	912,616	866,633

8.	<b>CHARITABLE ACTIVITIES COSTS</b>			
		Direct Costs £	Support costs (see note 9) £	Totals £
	Palliative Care	941,534	103,690	1,045,224

9.	<b>SUPPORT COSTS</b>			
		Management £	Governance costs £	Totals £
	Other trading activities	45,314	4,694	50,008
	Palliative Care	94,300	9,390	103,690
		139,614	14,084	153,698

Support costs, included in the above, are as follows:

**Management**

			31.3.21	31.3.20
	Other trading activities £	Palliative Care £	Total activities £	Total activities £
	Wages	18,515	37,030	55,545
	Social security	1,686	3,371	5,057
	Pensions	462	924	1,386
	Other operating leases	424	849	1,273
	Rates and water	146	293	439
	Insurance	4,623	9,246	13,869
	Light and heat	3,122	6,245	9,367
	Telephone and internet	2,878	6,647	9,525
	Printing, stationery, postage and advertising	1,071	5,300	6,371
	Subscriptions	300	608	908
	Repairs and renewals	1,132	2,383	3,515
	Computer costs	7,162	15,537	22,699
	Garden upkeep	160	321	481
	Cleaning and waste collection	2,263	4,525	6,788
	Travelling	7	13	20
	Sundry expenses	206	453	659
	Bank and credit card charges	1,036	315	1,351
	Remeasurement of pension provision	68	135	203
	Unwinding of pension discount factor	53	105	158
		45,314	94,300	139,614
				135,055

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

9. SUPPORT COSTS - continued  
Governance costs

			31.3.21	31.3.20
	Other trading activities	Palliative Care	Total activities	Total activities
	£	£	£	£
Wages	2,057	4,115	6,172	5,644
Social security	187	375	562	540
Auditors' remuneration	2,046	4,091	6,137	6,225
Auditors' remuneration for non audit work	400	800	1,200	2,034
AGM Costs	-	-	-	38
Professional fees	4	9	13	6,959
Trustee expenses	-	-	-	2,356
	<u>4,694</u>	<u>9,390</u>	<u>14,084</u>	<u>23,796</u>

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Auditors' remuneration	6,137	6,225
Other assurance services	1,200	2,034
Depreciation - owned assets	39,722	42,859
Other operating leases	1,273	1,282
Deficit on disposal of fixed assets	1,921	1,436
Auditors remuneration for other services	<u>5,462</u>	<u>3,523</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

Trustees' travel expenses of £nil (2020 - £2,356) in total were paid to no trustees (2020 - three) during the year ended 31 March 2021. Of these expenses £nil (2020 - £2,356) were donated back to the charity under the gift aid scheme.

12. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	1,250,178	1,163,295
Social security costs	78,824	78,262
Other pension costs	25,820	29,593
	<u>1,354,822</u>	<u>1,271,150</u>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

12. STAFF COSTS - continued

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Hospice Administrator	1	1
Administration	3	3
Marketing, Fundraising & Retail	28	23
Nurses & Carers	46	46
	<u>78</u>	<u>73</u>

The number of full-time equivalent employees during the year was as follows:

	31.3.21	31.3.20
Hospice Administrator	1	1
Administration	3	3
Marketing, Fundraising & Retail	24	20
Nurses & Carers	27	26
	<u>55</u>	<u>50</u>

In addition, a great amount of time, the value of which is impossible to reflect in these financial statements, is donated by hundreds of volunteers throughout Pembrokeshire. No employee received in excess of £60,000.

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2020

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	574,904	8,631	583,535
<b>Charitable activities</b>			
Palliative Care	-	358,260	358,260
Other trading activities	1,048,242	-	1,048,242
Investment income	4,042	-	4,042
Other income	505	2,143	2,648
<b>Total</b>	<b>1,627,693</b>	<b>369,034</b>	<b>1,996,727</b>
<b>EXPENDITURE ON</b>			
Raising funds	865,789	844	866,633
<b>Charitable activities</b>			
Palliative Care	680,943	360,797	1,041,740
<b>Total</b>	<b>1,546,732</b>	<b>361,641</b>	<b>1,908,373</b>
<b>NET INCOME</b>	<b>80,961</b>	<b>7,393</b>	<b>88,354</b>
<b>Transfers between funds</b>	<b>72,600</b>	<b>(72,600)</b>	<b>-</b>
<b>Net movement in funds</b>	<b>153,561</b>	<b>(65,207)</b>	<b>88,354</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>1,681,791</b>	<b>84,177</b>	<b>1,765,968</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>1,835,352</b>	<b>18,970</b>	<b>1,854,322</b>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

14. TANGIBLE FIXED ASSETS

	Freehold property £	Nursing equipment £	Office equipment £
<b>COST</b>			
At 1 April 2020	621,528	144,960	119,906
Additions	20,044	12,531	1,716
Disposals	-	(4,802)	-
At 31 March 2021	<u>641,572</u>	<u>152,689</u>	<u>121,622</u>
<b>DEPRECIATION</b>			
At 1 April 2020	37,239	98,623	91,426
Charge for year	12,716	11,462	6,631
Eliminated on disposal	-	(2,881)	-
At 31 March 2021	<u>49,955</u>	<u>107,204</u>	<u>98,057</u>
<b>NET BOOK VALUE</b>			
At 31 March 2021	<u>591,617</u>	<u>45,485</u>	<u>23,565</u>
At 31 March 2020	<u>584,289</u>	<u>46,337</u>	<u>28,480</u>

	Fixtures and fittings £	Motor vehicles £	Website £	Totals £
<b>COST</b>				
At 1 April 2020	43,128	44,697	2,520	976,739
Additions	5,264	-	-	39,555
Disposals	-	-	-	(4,802)
At 31 March 2021	<u>48,392</u>	<u>44,697</u>	<u>2,520</u>	<u>1,011,492</u>
<b>DEPRECIATION</b>				
At 1 April 2020	22,648	27,061	1,333	278,330
Charge for year	5,149	3,527	237	39,722
Eliminated on disposal	-	-	-	(2,881)
At 31 March 2021	<u>27,797</u>	<u>30,588</u>	<u>1,570</u>	<u>315,171</u>
<b>NET BOOK VALUE</b>				
At 31 March 2021	<u>20,595</u>	<u>14,109</u>	<u>950</u>	<u>696,321</u>
At 31 March 2020	<u>20,480</u>	<u>17,636</u>	<u>1,187</u>	<u>698,409</u>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

<b>15. STOCKS</b>		
	31.3.21	31.3.20
	£	£
Stocks	<u>3,069</u>	<u>-</u>
<b>16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
	31.3.21	31.3.20
	£	£
Other debtors	175,860	95,368
Tax due on donations and investment income	1,458	13,831
VAT	5,924	6,504
Prepaid expenses	<u>29,682</u>	<u>23,372</u>
	<u>212,924</u>	<u>139,075</u>
<b>17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
	31.3.21	31.3.20
	£	£
Sundry creditors	17,061	27,805
Social security and other taxes	19,870	18,343
Other creditors	5,133	19,866
Accrued expenses	49,402	14,693
Deferred income	<u>68,909</u>	<u>44,255</u>
	<u>160,375</u>	<u>124,962</u>
<b>18. PROVISIONS FOR LIABILITIES</b>		
	31.3.21	31.3.20
	£	£
Pension deficit provision	<u>5,935</u>	<u>7,032</u>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

18. PROVISIONS FOR LIABILITIES - continued

Reconciliation of opening and closing provisions:

	31.3.21	31.3.20
	£	£
Provision at start of period	7,032	8,531
Unwinding of the discount factor (interest expense)	158	108
Deficit contributions paid	(1,458)	(1,416)
Remeasurements - impact of change in assumptions	203	(191)
	<hr/>	<hr/>
Provision at end of period	5,935	7,032
	<hr/>	<hr/>

Income and expenditure impact:

	31.3.21	31.3.20
	£	£
Interest expense	158	108
Remeasurements - impact of change in assumptions	203	(191)
	<hr/>	<hr/>
	361	(83)
	<hr/>	<hr/>

Assumptions

	31.3.21	31.3.20
	%	%
Rate of discount	0.66	2.53

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

TPT Retirement Solutions - The Growth Plan

The company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2019 to 31 January 2025: £11,243,000 per annum (payable monthly and increasing by) 3% each on 1st April

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

18. PROVISIONS FOR LIABILITIES - continued

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum	(payable monthly and increasing ) by 3% each on 1st April
From 1 April 2016 to 30 September 2028:	£54,560 per annum	(payable monthly and increasing by ) 3% each on 1st April

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

19. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	1,835,350	235,261	(50,002)	2,020,609
<b>Restricted funds</b>				
Restricted funds	18,972	2,029	50,002	71,003
<b>TOTAL FUNDS</b>	<u>1,854,322</u>	<u>237,290</u>	<u>-</u>	<u>2,091,612</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,775,992	(1,540,731)	235,261
<b>Restricted funds</b>			
Restricted funds	419,138	(417,109)	2,029
<b>TOTAL FUNDS</b>	<u>2,195,130</u>	<u>(1,957,840)</u>	<u>237,290</u>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

19. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	1,681,791	80,959	72,600	1,835,350
<b>Restricted funds</b>				
Restricted funds	84,177	7,395	(72,600)	18,972
<b>TOTAL FUNDS</b>	<u>1,765,968</u>	<u>88,354</u>	<u>-</u>	<u>1,854,322</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,627,693	(1,546,734)	80,959
<b>Restricted funds</b>			
Restricted funds	369,034	(361,639)	7,395
<b>TOTAL FUNDS</b>	<u>1,996,727</u>	<u>(1,908,373)</u>	<u>88,354</u>

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	1,681,791	316,220	22,598	2,020,609
<b>Restricted funds</b>				
Restricted funds	84,177	9,424	(22,598)	71,003
<b>TOTAL FUNDS</b>	<u>1,765,968</u>	<u>325,644</u>	<u>-</u>	<u>2,091,612</u>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

19. MOVEMENT IN FUNDS - continued

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 £
<b>Unrestricted funds</b>			
General fund	3,403,685	(3,087,465)	316,220
<b>Restricted funds</b>			
Restricted funds	788,172	(778,748)	9,424
<b>TOTAL FUNDS</b>	<u>4,191,857</u>	<u>(3,866,213)</u>	<u>325,644</u>

Restricted funds comprise the following:

Restricted fund	At 31.3.21 £	Description, nature and purpose of fund
Advance Care Planning Projects	17,868	Grant funding remaining for projects supporting advance care planning
Restricted grant funds	49,061	Grant funding for the creation of a re-use network and installation of solar panels unspent at the year end
Restricted donations	4,074	Donations provided to purchase specialist nursing equipment
	<u>71,003</u>	

20. RELATED PARTY DISCLOSURES

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

21. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.21 £	31.3.20 £
Net income for the reporting period (as per the Statement of Financial Activities)	237,290	88,354
<b>Adjustments for:</b>		
Depreciation charges	39,723	42,859
Loss on disposal of fixed assets	1,921	1,436
Interest received	(9,324)	(4,042)
Increase/(Decrease) in provisions	(1,097)	(1,499)
Increase in stocks	(3,069)	-
(Increase)/decrease in debtors	(73,849)	127,611
Increase in creditors	35,412	12,200
<b>Net cash provided by operations</b>	<u>227,007</u>	<u>266,919</u>

Paul Sartori Foundation Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

22.. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
<b>Net cash</b>			
Cash at bank and in hand	1,148,832	196,776	1,345,608
	<u>1,148,832</u>	<u>196,776</u>	<u>1,345,608</u>
<b>Total</b>	<u>1,148,832</u>	<u>196,776</u>	<u>1,345,608</u>

**Paul Sartori Foundation Limited**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2021**

	31.3.21 £	31.3.20 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations and gifts	315,304	312,345
Covenanted income	8,248	7,402
Gift aid	39,936	42,201
Legacies	(3,090)	190,404
Grants	42,751	31,172
Sundry income	-	11
	403,149	583,535
<b>Other trading activities</b>		
Fundraising income and merchandise sales	15,944	102,450
Shop income	321,807	818,734
Lottery income	4,613	4,604
Sponsorship	625	2,700
E-commerce income	135,956	115,500
Room hire and rent income	24,900	4,254
	503,845	1,048,242
<b>Investment income</b>		
Deposit account interest	9,324	4,042
<b>Charitable activities</b>		
Service level agreements	242,218	292,180
WG palliative care funding	-	25,647
Grants	450,651	40,433
	692,869	358,260
<b>Other income</b>		
Clinical training	90	2,648
Covid rates grants	383,000	-
JRS grant	101,701	-
Care Workers bonus	20,651	-
Covid SSP	329	-
Insurance claim	80,172	-
	585,943	2,648
<b>Total incoming resources</b>	2,195,130	1,996,727
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Wages	16,514	14,307
Social security	1,032	784
Carried forward	17,546	15,091

This page does not form part of the statutory financial statements

Paul Sartori Foundation Limited

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
<b>Raising donations and legacies</b>		
Brought forward	17,546	15,091
Pensions	301	245
Travelling	190	659
Depreciation of tangible fixed assets	2,352	2,599
	<u>20,389</u>	<u>18,594</u>
<b>Other trading activities</b>		
Merchandise purchases	8,385	10,086
Wages	418,482	348,705
Social security	24,360	22,319
Pensions	6,768	5,907
Other shop expenses	72,960	90,305
Fundraising expenses	8,426	50,210
Shop and container rents	221,478	177,521
Volunteers expenses	1,399	6,327
Van expenses	34,786	36,719
Travelling	3,706	4,943
E-Commerce costs	34,846	33,506
Depreciation of tangible fixed assets	6,623	6,210
	<u>842,219</u>	<u>792,758</u>
<b>Charitable activities</b>		
Wages	753,465	737,351
Social security	47,813	49,572
Pensions	17,365	22,031
Travelling expenses	40,421	53,133
Education and training	4,871	7,322
Nursing consumables	1,391	4,148
Complementary therapy consumables	1,030	612
Van expenses	4,317	3,994
Recruitment costs	63	255
Health and safety & HR costs	14,606	7,863
Payroll fees	5,462	3,523
Nursing equipment repairs	15,151	7,744
Staff uniform	1,008	1,690
Volunteer expenses	1,200	1,418
Nursing sundry expenses	-	193
Misc counselling costs	702	1,835
Depreciation of tangible fixed assets	30,748	34,050
Loss on sale of tangible fixed assets	1,921	1,436
	<u>941,534</u>	<u>938,170</u>
<b>Support costs</b>		
<b>Management</b>		
Wages	55,545	57,288
Social security	5,057	5,047
Pensions	1,386	1,410
Carried forward	61,988	63,745

This page does not form part of the statutory financial statements

**Paul Sartori Foundation Limited**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021**

	31.3.21	31.3.20
	£	£
<b>Management</b>		
Brought forward	61,988	63,745
Other operating leases	1,273	1,282
Rates and water	439	493
Insurance	13,869	10,793
Light and heat	9,367	10,251
Telephone and internet	9,525	6,204
Printing, stationery, postage and advertising	6,371	7,703
Subscriptions	908	583
Repairs and renewals	3,515	4,591
Computer costs	22,699	15,470
Garden upkeep	481	432
Cleaning and waste collection	6,788	6,274
Travelling	20	5,727
Sundry expenses	659	785
Bank and credit card charges	1,351	705
Remeasurement of pension provision	203	(191)
Unwinding of pension discount factor	158	108
	<hr/>	<hr/>
	139,614	135,055
 <b>Governance costs</b>		
Wages	6,172	5,644
Social security	562	540
Auditors' remuneration	6,137	6,225
Auditors' remuneration for non audit work	1,200	2,034
AGM Costs	-	38
Professional fees	13	6,959
Trustee expenses	-	2,356
	<hr/>	<hr/>
	14,084	23,796
 Total resources expended	<hr/>	<hr/>
	1,957,840	1,908,373
 <b>Net income</b>	<hr/>	<hr/>
	237,290	88,354
	<hr/> <hr/>	<hr/> <hr/>

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