



Bassetlaw Hospice

Working within the community to provide Hospice Care

**TRUSTEES REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**



Registered Charity Number: 701876

BASSETLAW HOSPICE OF THE GOOD SHEPHERD

TRUSTEE REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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BASSETLAW HOSPICE OF THE GOOD SHEPHERD

A MESSAGE FROM THE CHAIRMAN



This year has been interesting to say the least. We have had to handle a pandemic which meant we had to adjust our ways of working. The Support and Wellbeing Centre was unable to function as planned and we are pleased to announce that this service is now fully open. Patients in IPU were cared for as normal thanks to our dedicated team. We moved back to our rebuilt hospice in March 2020 which has aided us in regards to infection control during the pandemic.

The charity faced extreme difficulties with staff on Furlough, shops being closed and no community fundraising. We were fortunate to receive the Local Business Support Grant and Restart Grant from Bassetlaw District Council for both the Retford and Worksop Shops to support us through the pandemic. We have developed a new fundraising and social media strategy to support us in addressing these issues both during the pandemic and going forward into the future.

Our Charity Administrator of almost 17 years, Ian Hall retired in December 2020. Ian was instrumental in the rebuild of Bassetlaw Hospice and he also managed the difficult transition to St Michael's View and then back again, this is a terrific legacy that Ian has left and as a board we would like to thank him for his years of support and dedication and we wish him well in his retirement.

Despite Covid-19 and following a series of face to face interviews, we were fortunate in recruiting Bonney Baggaley as the Hospice Charity Operations Manager. Bonney has been instrumental in introducing new ways of working since she joined us on the 16th November and we look forward to a long and fruitful relationship.

We continue to work with the Clinical Commissioning Groups and Nottinghamshire Healthcare Trust in terms of service improvements and continued hospice developments to provide palliative care services and to meet the needs of the community.

I would as ever like to thank our board of trustees, charity staff, nursing and hospice staff and not forgetting our volunteers for their continued hard work and commitment over what has been a difficult year. We will continue now and in the future to strive to provide the highest level of care that has always been at the heart of Bassetlaw Hospice.

M W Quigley MBE - Chairman

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
REPORT OF THE TRUSTEES
FOR THE YEAR ENDING 31 MARCH 2021

The Trustees present their annual report together with the financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 for the public benefit

Objectives

The objectives of the charity are the raising of funds to provide hospice care to the residents of Worksop and Retford and the surrounding area (known as Bassetlaw), situated in the county of Nottinghamshire and to work with other health providers in the development and provision of palliative care.

Beneficiaries and public benefit

The activities undertaken by the charity provide a benefit to all the people of Bassetlaw who have a need of palliative care, subject to the limitations imposed by the number of places available. The charity's activities are not considered to cause any adverse effects to any members of the public. Any personal benefit gained by persons other than those receiving the care is considered to be incidental to the work of the charity.



Charity Commission

The Trustees consider these objectives continue to provide public benefit for the local community by ensuring the availability of this care. They have referred to the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning the charity's future activities.

Charitable activities

Under licence, approved by the Charity Commission, the nursing and medical costs of the service are funded directly by Nottinghamshire Healthcare NHS Foundation Trust. The charity is responsible for all additional patient services including aromatherapy, hairdressing, diversional therapy and patient transport. The maintenance, replacement and repair of the building, gardens and fixtures and fittings, the insurance and running costs are all funded by the charity. The charity also funds the Occupational Therapy service.



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A review of our achievements and performance

In Patient Unit – IPU

The unit is led by Advanced Nurse Practitioners with an experienced team of qualified nursing and care staff, supported by a Palliative Care Consultant, local GPs, Occupational Therapist and Accredited Counsellor.

The team provide individualised care and support for patients to help manage symptoms for patients with a life limiting illness. There is also care for those at the end of life with calm dignified care and support for relatives and carers during this time.

" Words cannot express the gratitude I feel towards the nurses and staff who cared for my husband with such care and compassion in the last few days of this life. Their support and kindness shown to me over these terribly sad days was second to none. From the nursing staff to the catering team. What a wonderful job you all do, how amazing you are. Thank you seems totally inadequate but thank you so much."

This year IPU has been faced with many difficult challenges in regards to Covid-19, the impact of restrictions on visiting, the additional and strict use of personal protective equipment (PPE) and the way we have to work and communicate with both the patients and their families. All the staff have worked extremely hard to ensure that the patients and family experience remains positive and memorable.

As a unit during the pandemic we have been highly fortunate to have only experienced one outbreak at Bassetlaw Hospice, this is a testament to the way the staff work and the levels of compliance to rules and regulations both inside and outside of the hospice.

The individual bedrooms have en-suite facilities and direct access to the private and tranquil gardens, having this available aided us greatly with visiting, as access to rooms have been via the private entrances to bedrooms, enabling us to minimise the footfall through the hospice. Each room has air conditioning, a fully adjustable bed, smart TV and telephone.



The Support and Wellbeing Centre

This year we have changed the name of this service from Day Care to The Support and Wellbeing Centre, we made this change to better reflect the depth and breadth of the services we offer to our patients and the community. The team work with people who are living in our community and are experiencing long term and life limiting conditions. They offer nursing support, occupational therapy, counselling and complimentary therapy to support the physical, psychological, social and spiritual wellbeing of the patients. The team compliment and work closely with other healthcare professionals involved in the care of the patients to ensure that the care is proactive and seamless. The Support and Wellbeing Centre is here to help patients feel better, stay well and to achieve their own personal goals through supporting patients to be as independent, as possible, manage symptoms and support the patients to identify and achieve goals despite the challenges they may be facing. The team also provides support to relatives and carers.

During the Covid -19 pandemic the team have worked tirelessly to adapt the way in which the support they provide is delivered to patients and carers, this included telephone support, MS Teams meetings and in person when the other options were not suitable.

Most of this year, following government guidelines, the hairdressing and aromatherapy services have been unable to operate. However, once the situation allows, the board will work with the service provider to fully open all services and seek to develop new ways to enhance the provision of palliative care in Bassetlaw.

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Update from IPU Sister Adele Barker

The hospice and the team have faced many difficult challenges and worked in very uncertain, unprecedented circumstances due to Covid-19. This has been a very difficult and challenging year, with day hospice closing its services and staff and patients being dramatically affected in many ways by the daily changing restrictions. Despite everything surrounding Covid-19, our staff have coped enormously well with increased activity and complex situations and continued to provide an excellent service to our patients. We have new staff within IPU that have strengthened our team and all members remain to work exceptionally hard to keep the patients at the centre whilst supporting new members to seamlessly transition into our team.



We have piloted a staff day which focused on learning and staff wellbeing and we plan to build on this with a slightly bigger event in the near future - an away day to have some time team building, celebrating our achievements and efforts but also to reintegrate with the charity side of our team.

We work closely with our Charity Operations Manager, Bonney to work towards common goals for the benefit of the hospice, the service, staff and patients.

Day hospice services have reconfigured their way of working and the timetable which is slowly being rolled out and continues to grow as restrictions ease. This timetable is exciting and inclusive, catering for a vast portion of the community in need of our services. This will now be run as drop-in sessions meaning more patients can access more appropriate sessions to meet their needs throughout the week.

Other improvements are within the kitchen area, our new catering manager, Caroline and the team have worked hard on new menus, standardising recipes and working on allergen advice. A lot of hard work, time and effort have gone into these changes which our patients are seeing great benefits from.

We have lots of enthusiastic staff members, who are seeking out training courses and development to upskill themselves to enable the offer of improved services for our patients. We are in the process of discussing funding for the upcoming development programmes to upskill staff.

We strive to maintain our "hub status" for palliative care within Bassetlaw with lots of updated advice through research and are looking forward to the resources hub developing in the reception area of the hospice. We look forward to Covid restrictions easing once safe to make full use of our Hospice.

Our Place in the community

Now in our 27th year our objective as a charity remains the same, to raise funds for the provision of hospice care for the people of Bassetlaw. We continue to work closely with local healthcare providers in the development of a palliative care service to meet the needs of the patients and their loved ones at what is always a very difficult time in their lives.

Building for the future

In March 2020 we moved back into the newly rebuilt Bassetlaw Hospice from St Michael's View. The charity's strategic plan of 2018 identified that without the expansion of the building, it would be difficult to meet the changing needs of palliative care for the future, having now achieved the first goal and the building being in operation it is clear to see that the expansion was needed and the community are benefitting from the additional patients beds and visitors facilities.



This year the board are working with our in-house catering team to revamp the Hospice kitchen, providing them with a fully commercial kitchen. The catering staff have received positive feedback regarding the quality and presentation of the food which makes all the difference to our patients when food and eating can be a challenge.

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This year we have been able to develop and launch the charity's brand new website. We are very pleased with the outcome and the feedback that we have received. The site is attractive, user friendly and interactive, allowing users to navigate between pages. The website is now hosting online forms, allowing users to sign up as volunteers, join as Friends of the Hospice and get involved in virtual fundraising which we have seen an increase in this year. We have a new page dedicated to collecting family and patient feedback.



The board are continuing to monitor the ongoing effect of Covid - 19 to both the income and operating costs. This year the charity has used the opportunity to seek new ways of working with the larger community by redeveloping the fundraising methods and strategy. One of these initiatives has been to invest time and resources into the charity's social media platform, which has proven to be very successful in interacting with the wider community in Bassetlaw, including a younger audience. We have used this platform to secure income and increase the number of people who are signed up to the charity Friends of Bassetlaw Hospice Membership scheme which will help support the charity's sustainable income going forward.

Volunteers

We are incredibly fortunate to have a wonderful team of volunteers whose commitment and hard work is invaluable to the charity, volunteers enhance the service that the charity provides and this year during lockdown we have been able to review the roles of our volunteers.

There are a variety of roles at the hospice these include:-

Support and Wellbeing Centre

- Befriending patients
- Serving drinks and meals
- Assisting with arts, craft and therapies
- Leading on interactive activities

Kitchen

- Assisting the catering team
- Serving meals
- General kitchen duties

Drivers

- Drivers collect and return home patients attending Support and Wellbeing Centre
- Volunteers must have a four door car with full comprehensive insurance
- A mileage allowance is paid

Meet and Greet - Face of the Hospice

- Volunteers welcome and assist patients and visitors to the Hospice
- Show patients to the Support and Wellbeing Centre
- Show visitors to the IPU
- Support our Ward Clerk and Charity Operations Manager

Digital Marketing

- Support the development of our social media platforms
- Blog writing
- Website improvements
- Increase brand awareness
- Promotion of virtual fundraising
- Newsletter development



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Gardening

Volunteers assist the gardening team with weeding, planting and general garden maintenance.

Retail Opportunities

Receiving, sorting and preparing stock for sale
Displaying and selling donated stock
Serving customers
Serving in the Hospice Tea Bar located in Retford Hospital

Fundraising Opportunities

Selling raffle tickets
Baking cakes to sell at fundraising events
Helping with supermarket collections or bag packing
Staffing a stall at an event
Serving refreshments
Assisting at our organised events



Our events in the community, which are often at weekends or in the evenings having previously proven popular with people who are employed but want to give something back to the community. Many of our volunteers provide crafts, bake cakes and support the charity with donations and contributions: they are all part of the hospice team and as a board we thank them immensely. The time given by volunteers, if calculated in terms of salary, would amount to thousands of pounds and without their help and support it would not be possible to maintain the high standards of care or generate the income required, which has been evident over this last year in lockdown due to Covid-19.

As a charity we are running recruitment drives for volunteers and we are impressed with the outcome so far. It has been lovely being able to welcome longstanding volunteers back into their roles as the shop and hospice starts to re-open.

Fundraising

The local community have always been ready to support not only the events that our team organise but also arrange their own unique ways to raise funds for the hospice and this year is no exception to that. As a result of the pandemic we have not been able to run any community fundraising events, which has had a massive impact on activities, the staff, volunteers and income.

Despite the challenges this year has brought to the charity we have been overwhelmed by the ongoing support of the community, virtual activities taking place and donations given to the hospice.

Our Community Fundraiser, despite the challenges has been on hand to help provide support and guidance to individuals, businesses, clubs and organisations who generously use their own contacts to raise funds for the charity.

The Fundraising subcommittee, consisting of trustees, staff, nursing staff and members of the public who meet at least 4 times a year to plan, develop and review in-house and community fundraising events. The charity's aim is not only to provide income but to engage with our supporters and ensure the profile of the hospice continues to remain as an active and important element within Bassetlaw and the community it serves.

The highlights within this difficult year include: The Virtual Tea Party, where people hosted their own tea parties in gardens, with a maximum of 6 attendees which was in line with government guidance. Bonkers night in, a virtual scavenger hunt and quiz. Virtual walks and virtual runs including the popular 10 in 10 challenge which 12 participants ran 10 miles every day for 10 days straight. The charity even ran a virtual auction.



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In December we held a virtual Memory Star Event and invited the community to remember their loved ones by writing messages on stars which were then hung on our Christmas tree outside of the hospice. We invited Reverend Richard Lewis to say some words and Jessica Mary Brett to sing carols. This event was recorded and shared with the community. We received amazing feedback and the charity have decided to make this a yearly event and once restrictions are lifted we are looking forward to being able to invite the community along to join us in person.

"Lovely little service remembering our loved ones, my dear dad who we lost 4 years ago in January and my lovely mum we lost July this year 🙏 remembering them all, god bless"

Retail

This year our two charity shops have been closed in line with the Covid - 19 restrictions due to charity shops being classed as non-essential retail. Both of the shops have reopened at every opportunity throughout the year. This has had an impact on donations and income across the whole of 2020. As a policy we only sell items donated by the local community and in periods where the shops have been open, these items have needed to spend time in quarantine, adding additional pressure onto our hard working volunteers and staff but this had not prevented us from providing this service. The volunteers have embraced the opportunity to be open and we are always grateful for the quality donations that we received and would like to take this opportunity to say thank you to our hard working volunteers and to the community for their ongoing support.

The Tea Bar at Retford Hospital has become a vaccination centre and remains closed until further notice, the charity continues to work closely with the hospital and are looking forward to reopening the Tea Bar once it is safe to do so.

Financial Summary

The charity is able to report a surplus for the year of £138,390 before investment gains/(losses). This compares to a deficit in the previous year of £92,940. The surplus is after taking into account legacies of £262,612 compared to £62,929 for the previous year. Legacies are a very important income source for the Charity and the Trustees are forever grateful to those families that leave a bequest at, what can often be, a very difficult time for all concerned.

The total value of available unrestricted funds, including investments, at the year end is £6,389,952 compared to £5,676,347. The cash position, included in the total funds, remains strong with a balance at the year end of £885,587 (2020 £534,060).

Although the charity moved back into the Hospice in March 2020 there has been a long delay in finalising the contract details of the new building, including completion of the "snagging list" and the final payment was not made to the main contractor until May 2021. The delay in no small part is due to the limitations imposed on all parties as a result of COVID 19 restrictions. The final contract value of the new and refurbished building, excluding VAT, was agreed at £1,538,680.

The charity continues to delegate the management of its investment portfolio to professional independent fund managers Rathbones, who manage the charity's investment portfolio within predetermined parameters of asset class and risk. The weeks towards the end of the last financial year coincided with the announcement of the full impact of COVID – 19 and the lockdown in the UK. Stock Markets reacted accordingly to the news and our investment portfolio was not immune and closed at £3,200,287. Global markets have recovered during the course of the current financial year and the market value at 31st March 2021 was £3,839,328.

The target return for the portfolio is CPI + 3% which is 3.7%. The actual portfolio net return for the period was 20.23%. The FTSE 100 total return for the same period was 21.91%.

Total Income (excluding legacies) was understandably down on the previous year. Income from all sources was £294,381 for the year compared to £355,572 for the previous year. Income did include £48,664 of grants receivable including £31,004 support from Bassetlaw Council for which the Trustees are very grateful.

Our fund raising activities and shop income were significantly reduced as a result of COVID restrictions. Total income was only £21,600 which was 76% down on the previous year. The biggest shortfall was shop income which was down 80% on the trading levels of the previous year.

The gradual easing of Covid restrictions allowed us to open the shops in April and further easing of restrictions has enabled a gradual return to other fund raising activities. We are delighted to report a steady increase in fundraising income and other trading activities. As ever our principal funding source remains the people of Bassetlaw whose generosity allows us to continue to develop and deliver a high level of service.

Although there is a significant fixed cost in running a Hospice we were, nevertheless, able to make significant savings in expenditure, which excluding the cost of depreciation amounted to £147,004 saving on the previous year. This more than covered the shortfall in income excluding legacies. A significant part of this saving came from having only limited expenditure on external services, in particular, associated with the Support and Wellbeing Centre. As our activity levels increase we will remain vigilant and ensure all our expenditure continues to receive the full scrutiny of the Trustees and the Hospice team.

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Events after the end of the reporting period

The year to 31st March 2021 has been challenging for the charity with its operations being severely impacted by the Covid - 19 global pandemic. It is great credit to the medical staff, charity team and volunteers that we have continued to provide a service and to meet the charity's objectives. As we started the new financial year we were able to open our retail outlets in April and have seen a further relaxing of constraints on the charity's everyday life. This has resulted in the progressive opening of the Support and Wellbeing Centre.

During the financial year discussions have taken place between NHS Bassetlaw Clinical Commissioning Group, Doncaster and Bassetlaw Teaching Hospitals ("DBTH") and Nottinghamshire Healthcare NHS Foundation Trust ("NHT") regarding the provision of staff to the Hospice. It is anticipated that in October the clinical staff provided to the Hospice will transfer from NHT to DBTH. We will work closely with DBTH to ensure both the level of service and hospice development continue to provide the highest levels of palliative care to meet the needs of the community.

The Trustees are mindful of how delicate the road is as we return to full operations and will continue to monitor the situation and the effect the pandemic may well have on the long term operations of the charity. The Trustees consider that the charity is in a strong position financially to be able to support its activities during this difficult period and going forward.

Going concern

The trustees have considered the financial position of the charity in light of the COVID-19 pandemic and with the current reserves held by the charity are satisfied that the charity is a going concern for the foreseeable future and in any case for at least 12 months from the date of this report.

Investment policy and performance

The trustees have placed voluntary restrictions on the investments which can, with the agreement of the board be changed at any time.

Considering the current economic climate, the board are satisfied with the current performance of the portfolio. The board receives an annual presentation from Rathbones to discuss the strategy and consider the external factors affecting the performance of the portfolio.

Reserves policy

The reserves policy is reviewed annually, and it is the policy of the charity to:

- * Strike a balance between financial prudence and investment in facilitating quality services
- * Maintain unrestricted funds which are available for general use and equate to approximately two years hospice operating expenditure
- * Hold sufficient reserves to cover the work impact of a negative event. This is currently set at £1.0m
- * To hold appropriate designated reserves for strategic and capital projects as determined on an annual basis
- * Where required hold restricted funds in accordance with specific restrictions either by the wishes of the donor or by the donor or by the nature of the appeal.
- * To hold, at all times, liquid assets to provide operational working capital and to ensure cash balances never fall below £250,000

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

They actively review the major risks which are classified as constitutional, financial, operational and external which the charity faces on a regular basis and which may impact on the service the charity aims to provide.

Constitutional - The trustees believe that procedures are in place to cover any risk which may arise regarding constitutional or governance matters.

Financial - The trustees consider the variability of returns and the fluctuations of valuation on the investment portfolio to constitute a financial risk and recent volatility in world stock markets has demonstrated that risk. The trustees consider the portfolio to be a long term investment and the income is not a large portion of total income. The trustees consider that the charity could continue with no investment income from this portfolio therefore the risk is acceptable.

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The trustees consider that the reserves of the charity are sufficient to cover approximately two years of operating costs. This does not include the stock market investments, which are excluded as they are prone to fluctuation as stated above.

Operational - The trustees recognise the responsibility the charity has to ensure the building, fixtures, fittings and maintenance ancillary services provided are to a high standard compatible with those required by the Bassetlaw Health Partnership.

The trustees will ensure the ongoing development of clear operating procedures for the running of the charity in order to mitigate any significant risks.

External - All fund raising activities are insured by external parties, who require full risk assessments specific to each activity or event.

A formal review of all other risks is ongoing to ensure the charity can take action to minimise such risks.

Structure, governance & management

Governing document

The charity is constituted under a trust deed dated 28th July 1989 which, with the approval of the Charity Commission, was superseded by a scheme dated 30th June 2004 and is an unincorporated company. The area to benefit under the deed is the district surrounding Retford and Worksop, known as Bassetlaw. The Fund created under the deed is for all donations, subscriptions and bequests which are to be used to provide premises, fixtures, fittings and equipment to maintain a hospice for the benefit and treatment of pain and suffering amongst the terminally ill residents of the area, catering for both their physical and spiritual welfare.

Copies of the deed are available from Bassetlaw Hospice, Cedar House, North Road, Retford, DN22 7XF.

Recruitment and training of new trustees

The trustees are elected to serve for two years on the Executive Committee, which meets every two months. Every year half the trustees are nominated for re-election.

Induction and training of new trustees

The charity follows the Charity Commission's recommendations with regard to trustees induction. All new trustees are provided with a Help the Hospices Trustee Induction Pack along with a copy of the most recent full accounts and the Charity Commissions publication CC3 The Essential Trustee - What you need to know, what you need to do and given details where Charity Commission literature can be found. New trustees are encouraged to spend time at the hospice working with staff and volunteers to fully understand the nature of the care provided.

Organisational structure

The hospice is situated in Retford. The charity also maintains a shop and fund-raising office (known as the Appeal Office) at 4 Jubilee Courtyard, Retford and a shop at Worksop.

The day-to-day running of the charity and fund-raising activities are managed by a salaried Charity Operations Administrator. Five part time paid members of staff are employed in fund-raising, administration, maintenance and gardening.

Key management personnel remuneration

The trustees consider the board of trustees and the Charity Operations Manager as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration or trustee expenses were paid in the year.

Trustees are required to disclose all relevant interests and register them with the Charity Administrator and in accordance with policy withdraw from decisions where a conflict of interest arises.

The pay of the Charity Operations Manager is reviewed by the trustees on a regular basis. In view of the size and nature of the charity the trustees set the level of pay for the Charity Operations Manager with reference to similar positions within the health service and other local charities of a similar size.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
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Reference and administrative details:

Registered Charity number: 701876

Principal address: Cedar House, North Road, Retford, DN22 7XF

Auditors: Williams Knowles & Co
Lloyd Chambers, 139 Carlton Road, Worksop, S81 7AD

Solicitors: Gareth Day
Jones and Company, Cannon Square, Retford, DN22 6PB

Bankers: Lloyds Bank, High Street, Lincoln, LN5 7AP

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling,
Kent, ME19 4JQ

Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne, NE3 4PL

Investment managers: Rathbone Investment Management
Port of Liverpool Building, Pier Head, Liverpool, L3 1NW

Trustees:	Position
M W Quigley MBE	Chairman
D T Cashmore	Vice Chairman
M Childs	Secretary
R Ashmore	Treasurer
D Bastow	
J Gray	
R Robinson	
B Spencer	
A Tromans	
V Wanless	

Charity Operations Manager: B Baggaley

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy, at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Account and Reports) Regulations and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from the legislation in other jurisdictions.

Approved by the trustees on 13/8/2021

and signed on its behalf by:



M W Quigley MBE - Trustee

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF
BASSETLAW HOSPICE OF THE GOOD SHEPHERD**

Opinion

We have audited the financial statements of Bassetlaw Hospice of the Good Shepherd for the year ended 31 March 2021 which comprise the Statement of Financial Activities, Statement of Financial Position, 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, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended.
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirement of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 the provisions available for small entities, in the circumstances set out in note 22 to the financial statements, 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 charity's 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 charity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the charity trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters

In our opinion, based on the work undertaken in the course of the audit the information given in the trustees report for the financial year for which the financial statements are prepared is consistent with the financial statements and has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures specified by law are not made; or

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF
BASSETLAW HOSPICE OF THE GOOD SHEPHERD**

- We have not received all the information and explanations we require for our audit, or

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 10, the trustees are responsible for the preparation of 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 charity'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 charity or to cease operations, or to have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISA's (UK) will always detect 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.

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risk of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations was as follows:

- the engagement principal ensured that the audit team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity from our commercial knowledge and experience and from scrutiny of trustee's meeting minutes.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud and their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we;

- performed procedures to identify unusual transactions and investigated their origins;
- tested transaction to underlying records; and
- assessed whether judgements and assumptions made in determining any accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims;

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of those charged with governance and inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF
BASSETLAW HOSPICE OF THE GOOD SHEPHERD**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of the audit report

This report is made solely to the charity'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 charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Williams Knowles & Co is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

WILLIAMS KNOWLES & CO
Chartered Accountants & Statutory Auditor
Lloyd Chambers
139 Carlton Road
Worksop
Nottinghamshire
S81 7AD

A handwritten signature in cursive script that reads "Williams Knowles & Co".

Dated : 13 August 2021

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Total Funds 2021 (All unrestricted) £	Total Funds 2020 (All unrestricted) £
Income and endowments			
Donations and legacies	2	393,515	206,809
Grants receivable	3	48,664	886
Charitable activities	4	10	2,233
Other trading activities	5	33,600	109,475
Investment income	6	81,204	99,098
		<hr/>	<hr/>
Total income		556,993	418,501
		<hr/> <hr/>	<hr/> <hr/>
Expenditure			
Costs of raising funds			
Charity shops	7(i)	49,897	52,433
Costs of generating voluntary income	7(ii)	65,592	67,818
Investment management	7(iii)	14,614	15,987
		<hr/>	<hr/>
		130,103	136,238
Charitable activities	8	288,500	375,203
		<hr/>	<hr/>
Total expenditure		418,603	511,441
		<hr/> <hr/>	<hr/> <hr/>
Net income/(expenditure) before gains on investments		138,390	(92,940)
Net gain/(loss) on investment assets		575,215	(376,599)
		<hr/>	<hr/>
Net movement in funds		713,605	(469,539)
Reconciliation of funds			
Total funds brought forward		5,676,347	6,145,886
		<hr/>	<hr/>
Total funds carried forward		6,389,952	5,676,347
		<hr/> <hr/>	<hr/> <hr/>


The annexed notes form part of these financial statements.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	15		1,683,301		1,738,098
Investments	16		3,839,328		3,200,287
			5,522,629		4,938,385
Current assets					
Stocks	17	283		204	
Debtors	18	28,683		251,186	
Cash at bank & in hand	19	885,587		534,060	
			914,553	785,450	
Creditors:					
Amounts falling due within one year	20		(47,230)	(47,488)	
			867,323	737,962	
Net current assets					
			6,389,952	5,676,347	
Net Assets			6,389,952	5,676,347	
The funds of the charity:					
Unrestricted funds	21		6,389,952	5,676,347	
			6,389,952	5,676,347	
Total charity funds			6,389,952	5,676,347	

Approved by the trustees on 13/08/2021..... and signed on their behalf by:

Name: Richard Ashmore

Signed: 

Capacity in which signed: Trustee

The annexed notes form part of these financial statements.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING 31 MARCH 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
Net cash provided by operating activities	23	<u>390,918</u>	<u>(273,365)</u>
Cash flows from investing activities:			
Dividends, interest and income from investments		81,204	99,098
Purchase of property, plant and equipment		(56,769)	(1,566,961)
Proceeds from sale of investments		655,317	872,840
Purchase of investments		<u>(811,636)</u>	<u>(512,284)</u>
Net cash provided by (used in) investing activities		<u>(131,884)</u>	<u>(1,107,307)</u>
Change in cash and cash equivalents in the year		259,034	(1,380,663)
Cash and cash equivalents at the beginning of the year		710,434	2,091,097
Cash and cash equivalents at the end of the year	24	<u>969,468</u>	<u>710,434</u>

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1.

(i) GENERAL INFORMATION

The charity is an unincorporated organisation. The registered address is Cedar House, North Road, Retford, DN22 7XF.

(ii) STATEMENT OF COMPLIANCE

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

(iii) ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the financial statements are as follows:

a. Basis of preparation

Bassetlaw Hospice of the Good Shepherd meets the definition of a public benefit entity under FRS 102.

The assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The financial statements are prepared in sterling, which is the functional currency of the charity.

b. Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

c. Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of estimation means that the outcomes could differ from those estimates.

The most significant area of estimation uncertainty for the charity is in relation to the useful economic life of the fixed assets.

d. Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the board of trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Currently the charity does not have any restricted funds.

e. Incoming resources

All 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 is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- 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.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

f. Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT where it cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the professional fees and costs linked to the strategic management of the charity.
- All costs are allocated 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 are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage.

g. Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Building	4% straight line basis
Medical equipment	25% reducing balance basis
Hospice furniture fixtures & fittings	25% reducing balance basis
Office & shop equipment & fittings	25% reducing balance basis

h. Fixed asset investments

Investments are initially recognised at their transaction value and subsequently measured at their market values at the Statement of Financial Position date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

i. Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year.

Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

j. Pensions

The charity operated a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund during the year.

k. Hire purchase and leasing commitments

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

l. Stocks

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

m. Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received. Government grants are recognised using the performance model.

Under the performance model, where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Donations & legacies	Total 2021 £	Total 2020 £
Donations	119,392	131,326
Gift aid	4,865	4,933
Legacies	262,612	62,929
Subscriptions	5,356	3,329
Collections	1,290	4,292
	<hr/>	<hr/>
	393,515	206,809
	<hr/> <hr/>	<hr/> <hr/>
 All of the legacies received included above are unrestricted.		
3. Grants		
Coronavirus Job Retention Scheme Grant	17,660	886
Bassetlaw District Council - Local Business Support Grants	20,000	-
Bassetlaw District Council - Restart Grants	11,004	-
	<hr/>	<hr/>
	48,664	886
	<hr/> <hr/>	<hr/> <hr/>
4. Charitable activities		
Hairdressing	-	1,886
Hospice tea/coffee	10	347
	<hr/>	<hr/>
	10	2,233
	<hr/> <hr/>	<hr/> <hr/>
5. Other trading activities		
Shop income	15,450	73,879
Shop COVID 19 insurance claim	12,000	-
Fundraising events	3,471	18,284
EBay sales	1,048	1,816
Day care raffles	-	4,072
Rose garden income	1,631	924
Hospital tea bar	-	10,500
	<hr/>	<hr/>
	33,600	109,475
	<hr/> <hr/>	<hr/> <hr/>
6. Investment income		
Solar panel income	2,709	432
Dividends - equities	78,440	95,453
Interest - fixed interest securities	-	1,109
Interest on cash deposits	55	2,104
	<hr/>	<hr/>
	81,204	99,098
	<hr/> <hr/>	<hr/> <hr/>

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

	Total 2021 £	Total 2020 £			
7. Cost of raising funds					
(i) Charity shops					
Opening stock	204	435			
Purchases	662	845			
Closing stock	(284)	(204)			
Staff costs	13,860	13,690			
Other operating leases	30,295	30,233			
Rates & water	800	1,987			
Insurance	1,608	1,175			
Light & heat	1,114	2,240			
Shop repairs	-	1,278			
Professional fees	1,638	754			
	49,897	52,433			
(ii) Costs of generating voluntary income					
Staff costs	16,243	16,078			
Other operating leases	1,437	1,437			
Rates & water	71	176			
Insurance	1,339	979			
Light & heat	495	996			
Event costs	273	4,695			
Advertising	480	631			
Other fundraising costs	238	620			
EBay Pay Pal post & packing	8	216			
Professional fees	640	335			
Support costs	38,685	36,250			
Governance costs	5,683	5,405			
	65,592	67,818			
(iii) Investment management					
Portfolio management	14,614	15,987			
	14,614	15,987			
8. Charitable activities costs					
	Direct £	Governance & Support £	Total 2021 £	Total 2020 £	
Hairdressing	587	7	594	5,467	
Diversional therapy	4,715	58	4,773	40,996	
Occupational therapy	1,661	20	1,681	35,303	
Non medical NHS costs	77,175	945	78,120	30,922	
Administration	34,119	3,091	37,210	87,020	
Maintenance	149,637	16,485	166,122	175,495	
	267,894	20,606	288,500	375,203	
9. Support costs					
	Management	Finance	Other	Total 2021	Total 2020
Costs of generating voluntary income	16,549	21,784	352	38,685	36,250
Charitable activities administration	7,699	10,134	164	17,997	16,864
	24,248	31,918	516	56,682	53,114

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10. Governance costs	Staff costs	Auditor's remuneration	Total 2021	Total 2020
Costs of generating voluntary income	3,661	2,022	5,683	5,405
Charitable activities administration	1,681	928	2,609	2,482
	<u>5,342</u>	<u>2,950</u>	<u>8,292</u>	<u>7,887</u>

11. Staff Costs and Numbers

Staff costs were as follows:

External services	6,963	81,065
Salaries and wages	102,792	106,282
Social security costs	3,510	4,351
Staff pensions	3,874	3,716
	<u>117,139</u>	<u>195,414</u>

No employee received emoluments of more than £60,000

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

	Number	Number
Charitable activities	3	4
Cost of raising funds	3	3

12. Trustee Remuneration & Related Party Transactions

No trustee received any remuneration during the year. No expenses were paid to trustees for the year ended 31 March 2021 or 31 March 2020.

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

13. Net Income

Net income for the year is stated after charging:

Depreciation	111,566	57,572
Auditors remuneration:		
for audit services	1,780	1,780
for accountancy services	1,020	1,023
for other fees	150	150
Payroll management services	1,298	831
Loss on disposal of fixed assets	-	51,015
Operating lease rentals	36,045	35,983

14. Taxation

As a charity, Bassetlaw Hospice of the Good Shepherd is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

		2021	2020
		£	£
17. Stocks			
	Stocks of merchandise for resale	283	204
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
18. Debtors		£	£
	Prepayments	8,490	8,044
	Accrued income	5,585	4,435
	VAT	14,603	238,702
	Other debtors	5	5
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		28,683	251,186
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
19. Cash at bank and in hand			
	Charity petty cash	40	22
	Maintenance petty cash	363	776
	Events petty cash	27	27
	Shop cash register	20	20
	Bank account trustees	1,001	1,011
	Bank account maintenance	17,639	18,767
	Bank account charity	15,749	19,146
	Main investment account	827,049	475,537
	Virgin money	10,459	10,407
	PayPal	1,816	202
	CAF Bank	11,424	8,145
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		885,587	534,060
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
20. Creditors:	Amounts falling due within one year		
	Trade creditors	39,918	38,785
	Taxation & social security	1,589	2,615
	Accruals	5,158	5,282
	Other creditors	565	806
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		47,230	47,488
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>

Included within trade creditors is an amount of £38,715 being 2.5% retention held back in respect of the Hospice refurbishment work. This amount falls due for payment in March 2021.

		At 1 April 2020	Income	Expenditure	Gains & (Losses)	At 31 March 2021
		£	£	£	£	£
21. Movement in Funds	Unrestricted Funds:					
	General fund	5,676,347	556,993	(418,603)	575,215	6,389,952
		<hr style="border-top: 1px solid black;"/>				
	Total funds	5,676,347	556,993	(418,603)	575,215	6,389,952
		<hr style="border-top: 1px solid black;"/>				

22. APB Ethical Standard - Provisions Available for Small Entities

In common with many other organisations of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements. Charges for these services are: Payroll processing £1,298, Accounts preparation £1,023, Auditing £1,780, Other fees £150, Total £4,251.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

23. Reconciliation of net income/(expenditure) to net cash flow from operating activities	2021 £	2020 £
Net Income/(expenditure) for the year	713,605	(469,539)
Adjustments for:		
Depreciation charges	111,566	57,572
(Gains)/Losses on investments	(575,215)	376,599
Dividends, interest and income from investments	(81,204)	(99,098)
Loss on disposal of fixed assets	-	51,015
(Increase)/decrease in stocks	(79)	231
Decrease/(increase) in debtors	222,503	(201,319)
(Decrease)/increase in creditors	(258)	11,183
Net cash provided by operating activities	390,918	(273,356)
24. Analysis of cash and cash equivalents		
Cash at bank and in hand	885,587	534,060
Cash held in investment portfolio	83,881	176,374
	969,468	710,434

25. Related party transactions

The charity did not have any Related Party Transactions during the year ended 31 March 2021 (2020 - none).

26. The impact of COVID - 19

The COVID - 19 pandemic has been prevalent throughout the whole financial year of the charity. There has been a significant impact on all aspects of the charity operations. Within the Hospice building itself, there has had to be strict procedures when dealing with patients and families. The new Support and Wellbeing Centre was not able to initially function as intended and many activities and complimentary therapies have been restricted.

None of the usual events have been able to go ahead, so fundraising has had to move online and many virtual events have taken place. The two shops have been closed for the majority of the year.

The charity has had to place staff on furlough and has taken advantage of the Coronavirus Job Retention Scheme for the appeals office, shop and support staff, grants have been received from Bassetlaw District Council in relation to the two shops in order to cover the ongoing costs associated with their operation.

27. Post balance sheet event

At 31 March 2021 England was still operating under restrictions due to the COVID - 19 pandemic. While plans are in place to ease restrictions there is no certainty going forward that they will not need to be re introduced. The trustees do not consider that any adjustments or further disclosures are required in the financial statements due to the events after the balance sheet date.

28. Going concern

While there remains some uncertainty going forward surrounding the impact of the COVID - 19 pandemic and the associated restrictions in the short and medium term, the trustees consider that the charity is on a very secure financial foundation, currently has sufficient reserves and is developing alternative strategies going forward, to both promote the profile and enhance the way fundraising takes place, in order to be more sustainable.

In light of the above information the trustees consider that it is wholly appropriate for the financial statements to continue to be prepared on a going concern basis.

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
ANALYSIS OF STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Total 2021 £	Total 2020 £
INCOME		
Donations & legacies		
Donations	119,392	131,326
Gift aid	4,865	4,933
Legacies	262,612	62,929
Subscriptions	5,356	3,329
Collections	1,290	4,292
	<u>393,515</u>	<u>206,809</u>
Grants receivable		
Coronavirus Job Retention Scheme	17,660	886
Bassetlaw District Council - Local Business Support Grants	20,000	-
Bassetlaw District Council - Restart Grants	11,004	-
	<u>48,664</u>	<u>886</u>
Charitable activities		
Hairdressing	-	1,886
Hospice tea/coffee	10	347
	<u>10</u>	<u>2,233</u>
Other trading activities		
Shop income	15,450	73,879
Shop COVID 19 insurance claim	12,000	-
Fundraising events	3,471	18,284
EBay sales	1,048	1,816
Day care raffles	-	4,072
Rose garden income	1,631	924
Hospital tea bar	-	10,500
	<u>33,600</u>	<u>109,475</u>
Investment income		
Solar panel income	2,709	432
Dividends - equities	78,440	95,453
Interest - fixed interest securities	-	1,109
Interest on cash deposits	55	2,104
	<u>81,204</u>	<u>99,098</u>
TOTAL INCOME FOR THE YEAR	<u><u>556,993</u></u>	<u><u>418,501</u></u>

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
ANALYSIS OF STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

EXPENDITURE	Total 2021 £	Total 2020 £
Costs of fundraising		
Charity shops		
Opening stock	204	435
Purchases	662	845
Closing stock	(284)	(204)
Staff costs	13,860	13,690
Other operating leases	30,295	30,233
Rates & water	800	1,987
Insurance	1,608	1,175
Light & heat	1,114	2,240
Shop repairs	-	1,278
Professional fees	1,638	754
	<hr/>	<hr/>
	49,897	52,433
	<hr/> <hr/>	<hr/> <hr/>
Costs of generating voluntary income		
Staff costs	16,243	16,078
Other operating leases	1,437	1,437
Rates & water	71	176
Insurance	1,339	979
Light & heat	495	996
Event costs	273	4,695
Advertising	480	631
Other fundraising costs	238	620
EBay, PayPal, post and packing	8	216
Professional fees	640	335
Support costs	38,685	36,250
Governance costs	5,683	5,405
	<hr/>	<hr/>
	65,592	67,818
	<hr/> <hr/>	<hr/> <hr/>
Investment management		
Portfolio management	14,614	15,987
	<hr/> <hr/>	<hr/> <hr/>
Total costs of fundraising	130,103	136,238
	<hr/> <hr/>	<hr/> <hr/>

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
ANALYSIS OF STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Total 2021 £	Total 2020 £
Charitable activities		
Staff costs	35,101	41,224
Other staff costs	680	-
External services	6,963	81,065
Rates & water	3,744	4,770
Facilities contracts	3,257	-
Insurance	2,144	1,567
Light & heat	11,298	39,049
Postage, stationery & telephone	349	348
Sundries	1,626	2,204
Repairs & renewals	816	3,738
Garden maintenance	237	529
Equipment & supplies	7,125	5,200
Repairs to equipment	6,060	8,976
Travel	269	24,017
Non medical NHS costs	77,175	30,656
Depreciation of tangible fixed assets	111,050	56,884
Fixed asset loss on disposal	-	50,924
Removal costs	-	4,706
Support costs	17,997	16,864
Governance costs	2,609	2,482
	<hr/>	<hr/>
	288,500	375,203
	<hr/> <hr/>	<hr/> <hr/>
Total expenditure for the year	418,603	511,441
	<hr/> <hr/>	<hr/> <hr/>
Net (expenditure)/income before gains	138,390	(92,940)
Gain/(Loss) on fixed asset investment disposals	15,876	(19,906)
Revaluation of fixed asset investments	559,339	(356,693)
	<hr/>	<hr/>
Total net (expenditure)/income for the year	713,605	(469,539)
	<hr/> <hr/>	<hr/> <hr/>

BASSETLAW HOSPICE OF THE GOOD SHEPHERD
ANALYSIS OF STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Total 2021 £	Total 2020 £
Support and Governance costs		
Support costs		
Management		
Staff costs	23,356	22,204
Other staff costs	679	-
Sundries	213	117
	<u>24,248</u>	<u>22,321</u>
	<u><u>24,248</u></u>	<u><u>22,321</u></u>
Finance		
Staff costs	16,425	16,219
Other operating leases	4,313	4,313
Rates & water	142	352
Insurance	268	196
Light & heat	1,485	2,987
Telephone	2,328	2,036
Postage & stationery	510	1,172
Bank charges	176	304
Professional fees	1,919	1,006
Cleaning	347	110
IT costs	2,149	-
Repairs	1,856	1,319
	<u>31,918</u>	<u>30,014</u>
	<u><u>31,918</u></u>	<u><u>30,014</u></u>
Other		
Depreciation	516	688
Loss on fixed asset disposal	-	91
	<u>516</u>	<u>779</u>
	<u><u>516</u></u>	<u><u>779</u></u>
Total support costs	<u><u>56,682</u></u>	<u><u>53,114</u></u>
Governance costs		
Staff costs	5,190	4,934
Other staff costs	152	-
Auditors remuneration	2,950	2,953
	<u>8,292</u>	<u>7,887</u>
Total governance costs	<u><u>8,292</u></u>	<u><u>7,887</u></u>