

THE HOSPICE BIOGRAPHERS
TRUSTEES' REPORT AND
RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2019

THE HOSPICE BIOGRAPHERS

CONTENTS

| | Page |
|-------------------------------------|------|
| Trustees' report | 1-5 |
| Independent Examiner's Report | 6 |
| Receipts and payments accounts | 7 |
| Statement of assets and liabilities | 8 |
| Notes to the accounts | 9 |

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

The Trustees are pleased to present their annual report together with receipts and payments accounts for the Charitable Incorporated Organisation ("the Charity") for the year ended 31 December 2019.

The report and receipts and payments accounts have been prepared in accordance with the guidance issued by the Charity Commission.

Legal and administrative information

Charity Name The Hospice Biographers

**Charitable Incorporated
Organisation registration no.** 1169750

Registered office 25 Combemartin Road
London
SE18 5PP

Operational address 40 Bermondsey Street
London
SE1 3UD

| | | |
|-----------------|--------------------|---------------------------------------|
| Trustees | Claire Ryan-Cater | Chair |
| | John Barton | Treasurer (resigned 11 November 2019) |
| | Hayley Hall | Treasurer (appointed 14 June 2019) |
| | Adam Altounyan | Resigned 19 June 2020 |
| | Barbara Altounyan | |
| | Lorraine Crossland | |
| | Nicola Ibison | Resigned 7 August 2020 |
| Stevan Jackson | | |
| Sunil Sheth | | |
| David Smith | | |

Chief Executive Barbara Altounyan

Independent Examiner Lubbock Fine
Paternoster House
65 St Paul's Churchyard
London EC4M 8AB

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Objectives and Activities

At the beginning of 2019 our twin focus was to raise more money and record more patients.

To achieve these goals we decided to upgrade our social media and raise public awareness about our wee charity. So a £4,000 grant from Tesco's community fund was the perfect start to our year. Regional high street shop funding for local hospice services was fast becoming our main funding source for our training and website upgrades.

In April & June, we were proud and very excited to be delivering again our first class training course for still more specialist volunteers in hospices, this time in Watford, Coventry, Stourbridge + Warwick. But as we grew bigger so too was our concern that we were overly dependent on just a handful of trainers to deliver our two day training course. And what about those specialist volunteers who would receive our free training, only to leave us all too soon for a myriad of reasons. Our training budget had to include a 30 per cent replenishment plan, such is the drop out rate for most hospice volunteers. We also needed to find extra funding for our "mentors" who'd been appointed in 2018 to look after our ever growing small army of Hospice Biographers. So when we received the answer to our prayers from a hospice we'd recently trained, we were hugely relieved.

St Leonard's Hospice in York announced out of the blue that they would be very keen to create their own "Regional Training Hub" for our charity. We couldn't believe our luck! Great news indeed, although time, energy and extra funding would be needed to make this York training hub actually happen. We were thrilled when we were granted a very timely second donation from Tesco to enable us to execute all this properly. Fabulous news indeed.

Furthermore with the help of an organisation called "Pimp My Cause" (which bridges charities with pro bono marketing experts) we successfully started upgrading our old website. And so to raising our public profile.

More funds require high profile famous individuals, prepared to shout loudly about our charity. In 2019 the Chair of Hospice UK was none other than ITV's political host Robert Peston who kindly agreed to help us. We devised a celebrity biography event called "How I became ... Robert Peston" and our plan was to stage it at a posh donated banqueting suite in Holborn. Plans for this event were finally agreed for late Autumn or early 2020, depending on Robert's busy busy diary. Sadly due to Covid 19 this event is yet to happen.

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Achievements and Performance (continued)

However the end of our 2019 did end well despite the pandemic. We conducted more hospice training courses during the remainder of our year and we won £26,000 from the Wolfson Trust. This means we will be able to buy our much needed Superscope PMR 61 high quality audio recorders which will allow us to give our patients audio memory sticks straight after our recordings have ended. In other words, when time is no longer on their side, there will no longer be a delay in awarding our patients their precious USB sticks.

Best of all though was the news that by 23rd December 2019, our charity had recorded almost 200 audio biographies. As Christmas presents go, this news was priceless and we had plenty to celebrate !

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Financial Review

The charity has shown an increase of 28%% in receipts in 2019 with the majority (75%) in unrestricted funds. This includes two donations of £3,000 and £8,000. Payments remained broadly similar although more was spent in mentoring and support and less on training than in 2018.

Overall a surplus of £2,726 was recorded and cash funds increased to £15,848 at 31 December 2019.

The unrestricted cash funds balance has increased to £12,822 (2018: £4,991) which gives the charity greater flexibility in how it can allocate funding to support the key objectives.

We are grateful to our generous donors who have supported us and helped us to get build our relatively new Charity. We are also indebted to the Big Lottery Fund, the Lawson Trust, Tesco and the Zurich Community Trust for providing grant funding and donations specifically for the purpose of starting our national volunteer biographer training programme.

The Trustees are aware that the main financial risk faced by the Charity initially is a low level of reserves due to this being a new Charity. They have sought to ensure that they have brought in policies and procedures to ensure good governance and financial practices to give confidence to potential donors and funders.

Reserves Policy

As required by the Charity Commission, the Trustees have considered the need to ensure sufficient reserves are in place to safeguard the Charity's ongoing operations. It is the aim of the Charity's Trustees to hold unrestricted funds at a level sufficient to cover to six months' operating costs once sufficient incoming resources have been achieved.

Investment policy

The Trustees are aware that the Charity aims to retain a prudent amount of reserves and will seek to optimise a safe return on any available funds in the low return investment market in which we now live.

Going Concern

The Trustees have anticipated that the initial periods of operation would be difficult due to the significant amount of work required to set up a new charity covering the whole of the UK. The trustees aim to limit expenditure to the level of incoming resources to ensure the charity is able to continue in operation.

Structure, governance and management

Governing document

The Charitable Incorporated Organisation ("the Charity") operates under its own Constitution and is registered with the Charity Commission in England. The Charity was registered on 18 October 2016.

Members of the Board of Trustees

The Members of the Board of Trustees who served during the period and up to the date of this report are set out on page 1.

Recruitment and Appointment of Trustees

The Charity's policy is to invite suitably qualified professionals to become Trustees of the Charity. Trustees are initially appointed for between two to four years. The Charity considers the need to appoint new Trustees annually to complement the skillsets and knowledge of the board. Trustees are encouraged to ensure they understand their responsibilities for governance and also the sector in which the charity operates.

Organisational structure and decision making

Decisions are taken by the Trustee Board as a whole and they meet at least quarterly.

THE HOSPICE BIOGRAPHERS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Risk Management

The Trustees are responsible for the management of the risks faced by the Charity. Risks are identified by the Board of Trustees and are assessed, reviewed and monitored throughout the year. Internal control risks are minimised by the implementation of procedures for authorisation and review of all transactions, including new and existing projects.

Procedures and written policies are in progress to ensure compliance with the safeguarding of vulnerable beneficiaries and the General Data Protection Regulation.

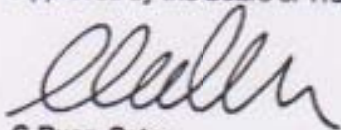
Budgetary review occurs on a regular basis at the meetings of the Board of Trustees.

Remuneration of key management personnel

The Trustees consider that the key management personnel of the charity comprise the Board of Trustees and the Chief Executive. No salaries were paid to the key management personnel. The Chief Executive, who is also a trustee, is due accrued fees for services supplied in 2017 to set up the charity, under the provisions of the governing document, which are detailed in note 2 to the accounts.

The trustees declare that they have approved the trustees' report above.

Approved by the Board of Trustees for issue on 30th September 2020 and signed on its behalf by:



C Ryan-Cater
Chair of the Board of Trustees

THE HOSPICE BIOGRAPHERS

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

I report to the trustees on my examination of the accounts of The Hospice Biographers for the year ended 31 December 2019.

RESPONSIBILITIES AND BASIS OF REPORT

As trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Lee Facey 
Independent Examiner

Lubbock Fine
Paternoster House
65 St Paul's Churchyard
London EC4M

Date: 13 October 2020

THE HOSPICE BIOGRAPHERS

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

| | | Unrestricted funds £ | Restricted funds £ | Total funds 2019 £ | Total funds 2018 £ |
|--|----------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| | Note | | | | |
| Total receipts | 1 | 22,294 | 7,500 | 29,794 | 23,281 |
| Operating expenditure | | | | | |
| Hospice Liaison and volunteer management | | 3,235 | 7,895 | 11,130 | 8,192 |
| Training of specialist volunteers | | 1,990 | 2,961 | 4,951 | 7,874 |
| Fundraising and administration | | 8,244 | 124 | 8,368 | 8,332 |
| | | 13,469 | 10,980 | 24,449 | 24,398 |
| Purchase of fixed assets | | 994 | 1,625 | 2,619 | 3,602 |
| Total payments | | 14,463 | 12,605 | 27,068 | 28,000 |
| Net (expenditure)/receipts | | 7,831 | (5,105) | 2,726 | (4,719) |
| Cash funds at 1 January 2019 | 1 | 4,991 | 8,131 | 13,122 | 17,841 |
| Cash funds at 31 December 2019 | 1 | 12,822 | 3,026 | 15,848 | 13,122 |

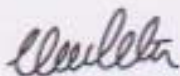
The notes on pages 8 form part of these accounts

THE HOSPICE BIOGRAPHERS

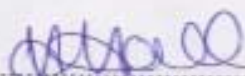
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2019

| | | Unrestricted funds | Restricted funds | Total funds 2019 | Total funds 2018 |
|---|------|-----------------------|---------------------|------------------------|------------------------|
| | | £ | £ | £ | £ |
| | Note | | | | |
| Cash funds | | | | | |
| Barclays current account | | 12,601 | 3,026 | 15,627 | 12,902 |
| Barclays deposit account | | 221 | - | 221 | 220 |
| | | <u>12,822</u> | <u>3,026</u> | <u>15,848</u> | <u>13,122</u> |
| Liabilities | | | | | |
| Creditors | | 690 | 150 | 840 | 1,903 |
| Accrued expenses- | | | | | |
| Hospice liaison and charity set up fees | 2 | 17,000 | - | 17,000 | 17,000 |
| Expenses in respect of the foregoing | 2 | 879 | - | 879 | 2,608 |
| Launch event costs | | - | - | - | - |
| Bookkeeping | | - | - | - | 625 |
| Accountancy fees | | - | - | - | 350 |
| | | <u>18,569</u> | <u>150</u> | <u>18,719</u> | <u>22,486</u> |

The receipts and payments accounts were approved by the Board of Trustees for issue on 30 September 2020 and signed on their behalf by:



C Ryan-Cater (Chair)



H Hall (Treasurer)

The notes on pages 8 form part of these accounts

THE HOSPICE BIOGRAPHERS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

1 Fund balances

The cash balance on restricted funds comprises the following:

| | Incoming Resources £ | Outgoing Resources £ | 2019 Balance £ | 2018 Balance £ |
|---------------------------------|----------------------------|----------------------------|----------------------|----------------------|
| Training restricted fund | | | | |
| Big Lottery Fund grant | - | (6,880) | - | 6,880 |
| The Lawson Trust | - | (299) | - | 299 |
| Tesco Bags of Help grants | 7,000 | (3,776) | 3,026 | (198) |
| Zurich Community Trust grant | - | (1,150) | - | 1,150 |
| Broadway Market | 500 | (500) | | |
| | <u>7,500</u> | <u>12,605</u> | <u>3,026</u> | <u>8,131</u> |

Broadway Market

This grant was awarded to go towards the funding of equipment.

Tesco Bags of Help and Zurich Community Trust

These relate to funding awarded to cover the cost of further training courses for our volunteer biographers.

The cash balance on unrestricted funds is:

| | 2019 £ | 2018 £ |
|--------------------|---------------|--------------|
| Unrestricted funds | <u>12,822</u> | <u>4,991</u> |

2 Transactions with related parties and trustees

The Charity has accrued fees of £17,000 at 31 December 2019 (2018: £17,000) relating to an agreed payment for services supplied at a substantial discount by the Chief Executive, Barbara Altounyan, for work undertaken in setting up the Hospice Network and Volunteer Training programmes. This liability remains outstanding at the date of signing of the accounts but a repayment plan has now been agreed to reduce this liability. Unpaid operational expenses incurred during the initial set up phase by the Chief Executive totalling £879 are an accrued liability at 31 December 2019 (2018: £879).

3 Information required by the Charitable Incorporated Organisations (General) Regulations 2012

No guarantees have been given by the Charity and there are no secured liabilities at 31 December 2019 (2018: £nil).