



St Peter & St James Hospice
Hospice care in the heart of Sussex

St Peter and St James Charitable Trust

Annual Report and Consolidated Financial Statements

Year ended 31 March 2020

Charity number 1056114

Company number 3204919

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About us

From the Chair and Chief Executive

2019/20 has been a year that took a sharp turn downwards towards the end, as the Covid-19 pandemic took hold. A sharp turn that will have an impact on St Peter & St James Hospice as much as every other charity and business in the land, for some time to come.

Despite distractions, we have continued to support people living with illness through our well-being services. We have provided excellent care at the end of life on our ward and expert advice and guidance to people at home as well as offered much-needed counselling and support to people facing loss and grief when a loved one dies.

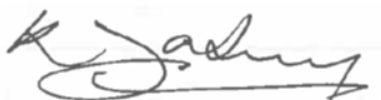
We supported 1013 people across all our services in the last year - a modest increase on the year before. We cared for 140 people on our ward and 705 in their own homes. Our counselling and bereavement support team have been busy providing 1786 sessions supporting patients, carers and family members, an increase of more than 150 compared with last year. To avoid waiting lists and reduce anxiety we invested in counselling time to help meet the obvious needs in this area. We expect this level of demand for bereavement support to continue for the foreseeable future, particularly with the on-going impact of Covid-19 on family life in our community, as well as on staff and volunteers at the hospice.

At the end of the year and just before the lockdown was imposed we had our long-awaited Care Quality Commission (CQC) inspection; achieving Good in all five categories of the assessment. Feedback from our community tells us that 'outstanding' would be their expectation, but acknowledging that hospices are now inspected under the hospitals' regime we are content to be considered a solid Good! We are immensely proud of our staff and volunteers who worked so hard to prepare for the inspection, providing evidence and examples of the quality and calibre of the services we offer.

The future looks uncertain as our world of income generation through fundraising and retail is up-ended, but COVID has taught us that we can be agile and adapt quickly to change. Innovation and creativity will be to the fore as we move forward. We are also pleased to have the company of the other six Sussex hospices working together in collaboration through these challenging times, identifying opportunities for cost-sharing, skill-sharing and working together on new projects to benefit our local communities.

Now, more than ever we are grateful to our funders, supporters and our local community. The success of our emergency COVID appeal in raising £210,000 in the current year speaks powerfully of the value placed on St Peter & St James Hospice and its importance to the local community.

Keith Banbury
Chair



Barbara Williams
Chief Executive



Who we are and how we help

We provide expert and compassionate care to adults living with a terminal illness, delivering care at the hospice and in people's own homes. The core of our work remains caring for people throughout the last year of life and supporting families and loved ones through the challenges of illness, bereavement and grief.

Our continuum of care extends long after someone's death, with a full range of grief support. From individual counselling, to support groups and specialised workshops, we're here for our community when it matters most.

Hospice care is full of life

Many people think a hospice is all about the building. Now more than ever we need to challenge that perception. Most of our work takes place in people's homes and in our local community. Our work is about helping people to live well by creating a sense of wellbeing and security for them and their loved ones; relieving their symptoms, improving their understanding of what is happening to them and enabling them to spend time with those most important to them.

Our history

We've been here for our community for many years. Our founders, Jim and Susan Dinnage originally ran a donkey sanctuary and after their son, Peter died of cancer in 1954, St Peter's was created as a house where sick or disabled children could stay with their families. Following Jim Dinnage's death in 1963, Susan returned to our current hospice site and started St Peter & St James Holiday Home for the Disabled. It was registered as a nursing home in 1977 and in 1980 the first-ever hospice patients were admitted.

The objects of our Charity as set out in the Articles of Association are:

- To maintain St Peter and St James Hospice as a centre for the provision of nursing and palliative care for people with a progressive life-limiting illness, on a non-profit making basis, both in the Hospice and in the community;
- To advance research and education into palliative and end of life care;
- To relieve the suffering of people facing or experiencing bereavement through the provision of counselling and support;
- In recognition of its origin as a Donkey Club, to contribute to the aid and succour of needy donkeys on its premises or elsewhere.

To this day, we have donkeys on site. Our 'boys', Dylan and Dudley, provide a great source of comfort (and entertainment!) to families and their loved ones.

Our strategy

To ensure high quality, safe care now and in years to come, we maintain a healthy balance between providing assurance on the quality of our clinical services and ensuring sound financial management and strong governance around accountability and decision making.

Our strategy sets out how we will achieve our charitable objectives including the principal activity and public benefit of the provision of hospice care and services.

At the core of our strategy are our three strategic aims:

- **Provide high-quality, effective clinical services and support towards, at and after the end of life**
- **Generate sustainable funding and maximise resources to provide our services for as long as we are needed**
- **Operate a well-governed, efficient business and support and develop the staff and volunteers who work for us**

Our services in 2019/20

St Peter & St James saw an overall growth in activity in 2019/20, with 1013 individuals supported across the range of our services.

We have seen an increase in referrals to our community services, with 705 new patient referrals last year compared to 684 the year before, which is consistent with our strategic goal to reach further into our community and support more people at home. Our community nursing team have been working hard across seven days a week to provide a supportive and responsive service, and we have added a new staff nurse post to enable us to keep in touch with more people including those living in care homes.

Demand for our inpatient unit has been down on the previous year with fewer requests for admission to our specialist palliative care beds - this reflects people's wishes to remain at home if possible, a trend which has been considerably accelerated in lockdown when we were unable to offer the usual level of access to visitors, and understandably our patients did not want to be separated from their loved ones. The inpatient unit remains a vital part of what the hospice offers in providing our community with expert palliative and end of life care; however our experiences last year emphasise the importance of our strategic aim to provide a service that can reach out into the community and support people in the place that feels right for them.

We have worked to ensure the quality of our services and to measure how well we are doing. We have been looking at how quickly we respond when we receive new referrals; for our inpatient unit, we can provide a bed for over 92% of admissions within 48 hours of request (with many on the same day). Similarly, our community team has been able to make contact with 93% of urgent referrals within 48 hours, and 90% of routine referrals within a week.

It is our goal to support people to die in the place of their choosing, and we aim to establish people's preference for their end of life care, and then work to achieve this aim. Last year 91% of our patients told us where they wanted to be at the end of their lives, and of these, we supported 82% to achieve their preference. Most of the exceptions occurred when people died following admission to hospital, and we

are working to support advance care planning with our patients to avoid unwarranted hospital admissions, including the implementation of the ReSPECT care planning process.

Our wellbeing service experienced a year of leadership and management transition, with the December departure of the previous long-serving Head and appointment of a successor in January. The final quarter of the year was impacted by the complete cessation of all face to face services including in our Wellbeing Centre, due to Covid-19 and a period of abrupt transition to remote working.

Throughout 2019/20 the Beacon View Wellbeing Centre continued to support day visitors through a range of therapeutic activities and facilitation of self-supporting groups. Day visitor referrals were down on the previous year although proportionately more sessions were delivered to fewer patients. During the year a domiciliary complementary therapy service was piloted with the local branch of the Motor Neurone Disease Association serving 14 people in the community living with MND and after review in November extended to June 2020. Other pilot community projects included the launch of a Compassionate Neighbours befriending model and an art therapy course in partnership with Parkinson's UK.

Our carer Befriender service had East and West Sussex Council funding renewed, following a review, for a further year. There was an increase in the numbers of telephone contacts and numbers attending bereavement groups, whilst our inpatient carer support contacts more than halved, linked to the significant drop in admissions to the hospice ward. Our spiritual care service also recorded a slight drop in episodes of support, most impacted by the halting of remembrance services in March. Our welfare service continued to provide financial support to the same number of unique clients as the previous year. Our counselling service continued to provide support to a similar number of patients, family members and bereaved individuals, with an overall increase in the number of client sessions taken up.

As the year ended the wellbeing team were busily adjusting to providing a range of support services through phone and video communications and seeking innovative ways of extending our wellbeing support more widely to members of the community affected by the pandemic.

Care Quality Commission (CQC) Inspection

We submitted our pre-inspection documentation as requested by the CQC in November 2019 which is always a significant amount of work involving data about numbers of people the hospice has cared for and supported and qualitative information about aspects of the hospice's work. The team shared the contents with staff and volunteers and together drafted information for the inspection team to consider when they arrived. We also updated our Statement of Purpose at this time.

The inspection took place on 4th March 2020 with one inspector and a Specialist Adviser. They examined the hospice's care in the context of the five Key Lines of Enquiry (KLOEs): Safe, Caring, Effective, Responsive and Well Led. Under the current CQC requirements, a hospice has to meet the standards set for hospital services rather than care homes. The inspectors spent the day speaking with staff; they met with the Senior Leadership Team and the Board of Trustees. Initial feedback was given to the team on the day, ahead of the written report.

We are pleased to report that we have been rated as 'Good' in the five KLOEs. The inspection identified a requirement for us to review our training in Safeguarding Children to 'weight' it equally to Safeguarding Adults. This recommendation has been reviewed by the Trust's Safeguarding Lead and Chief Executive and measures identified to address the feedback we received.

Before the COVID-19 pandemic, we planned to engage our Trustees in ongoing 'mystery inspector' roles: this has not been possible since the inspection. We have now begun to consider how we can undertake this to keep the focus on regulatory compliance in a 'COVID-19' safe way.

Sussex Hospice Collaboration

St Peter & St James Hospice is a member of Hospice UK (HUK), the national charity which exists to support voluntary hospices and provide a campaigning voice to hospices across the United Kingdom.

As reported last year, the hospice has particularly close links with six other hospices serving people in Sussex and all members of the leadership team meet with their counterparts in neighbouring hospices through a range of valued networks. Within this and for some time now, the Chief Executives of all seven Sussex-based local hospices including St Peter & St James have been working actively towards more formal collaboration between our hospices. Carried forward from last year five areas of focus were pursued during 2019, as follows:

- Governance of the collaboration: Building confidence that a shared programme of collaborative effort can achieve shared value
- External Education: Developing a common approach to supporting Care Homes
- Workforce: Developing Apprenticeships
- Workforce: Developing Management Development
- Impact: Developing common service impact data and delivery insights

To build on these initially agreed priorities, several members of staff joined the programme of shared work to add their expertise and, altogether, 8 of our staff and a number of Trustees have played a part. Launch sessions were held for all selected staff involved in the workstreams in June 2019 and the workstreams met several times before making recommendations to the agreed Governance Committee (all CEOs and three of the Hospice's Chairs) in November. Following a formal paper that went to all seven Sussex Hospice Boards in December 2019, the proposals from the workstreams were discussed and approved along with the Memorandum of Understanding for the collaboration and the Terms of Reference of the Collaborative Steering Group.

Our Board of Trustees is aware that the drivers for the collaboration are to improve efficiencies, using our resources (including skilled staff) more efficiently, increasing income and working effectively with the emerging new structures in the NHS/social care statutory system. Deepening our collaboration in no way conflicts with the important focus we each have around our local identity and contact with our local community and in building a response to the pandemic, but collaboration remains a rich seam of potential for all seven hospices as well as for the sub-set of hospices whose focus of care centres on either east or west Sussex (including eastern Surrey).

Further work on driving forward the first set of agreed priorities above together with agreeing the establishment of a future formal structure has been paused due to the COVID-19 pandemic and will now be taken forward during the autumn of 2020. At this time, further priority areas may be added to those already in build based around the learning from the pandemic/new normal. This said, the strength of our shared collaborative actions and leadership has been built upon further during the pandemic response as the Sussex hospice CEOs have successfully worked collaboratively in our shared dealings with NHS commissioners.

Key activities in 2019/20

Our priority activities in 2019/20 were defined in the previous annual report and progress is reported below.

Priority: Agree on a clinical strategy to shape the future of our hospice

- In July 2019 we launched a six-month programme of guided conversations with individuals and groups to explore people's experiences of our services and their hopes and aspirations concerning hospice care. This programme 'Candid Conversations' has provided a wealth of data and experience to inform our future service development and to improve the quality of care we provide.
- With an ambition to work more in partnership and collaboration with others to offer our wellbeing services, activities and therapies to more people we have developed partnerships with the Motor Neurone Disease Association (MNDA) to provide access to therapies and an art therapy class with the local branch of Parkinson's UK.
- Following a restructuring of the way we work on the in-patient unit we began a programme to develop an approach to providing direct services in people's own homes - hospice care at home. With an agreement to implement in the current financial year, adaptations in the light of Covid-19 will result in some adjustments to our approach but an increased determination that community services should be the focus for the hospice care we offer.
- A Practice Educator was appointed during the year who has already been able to support on-going learning and development programmes for staff and volunteers. During the lockdown, they were largely based at home developing material for Google Classroom and sharing research on a variety of life-limiting conditions with staff members. The Practice Educator has also developed and shared posters displaying information from the annual infection prevention audit, Candid Conversations and staff thoughts on a recent change to the shift structure on our ward. As lockdown eases and the Practice Educator can be with staff and volunteers more regularly we expect to see this role strengthen learning and development opportunities.

In 2020/21 our plans are to:

- Review and refresh our services and activities in the light of Covid-19
- Implement our integrated approach set out in the clinical strategy whereby ward, community and wellbeing services flex as one team to 'wrap around' individuals, families, friends and carers providing seamless support and care
- Start to deliver hospice care at home from September 2020
- Start to deliver virtual classes and activities in the face of the currently limited opportunities for bringing people together in groups
- Extend our reach to more people through community-based approaches

Priority: Establish an income generation plan to secure sustainable funding for the future

Our fundraising and retail teams were brought together under a new post of Director of Income Generation from 1st April 2019. Single leadership of our income generation has provided opportunities for joint approaches and greater impact of our messages and fundraising ask.

A new income generation plan was agreed by our Board of Trustees in November 2019 with a focus on strategies to increase our donor base in a catchment area with a small population. Testing of a new approach, for us, of 'private site fundraising' began in January 2020, with the aim of signing up more regular direct debit donors to the hospice, and even with the limitations of the time of year and the initial impact of Covid-19 new donors were signed up and regular giving increased.

In 2020/21 our plans are to:

Increase our fundraising income by aiming to:

- Launch a new major donor giving programme
- Start a private site fundraising trial campaign to increase our direct debit donors
- Develop a strong culture of individual giving programmes using a variety of digital platforms

Increase our retail income by aiming to:

- Look at the potential to increase our shop portfolio
- Expand sales across different online marketplaces
- Expand our product range including selling more new goods
- Expand the supply of goods through house clearances and siting a new clothing bank estate
- Provide a new central distribution centre for the retail business

Priority: To ensure individual experience and feedback informs our service development and improvement

We introduced a systematic approach to the collection of feedback on all aspects of our work. All feedback is logged and categorised providing intelligence and insight to inform our service improvement.

Our plan to follow on from Candid Conversations (see above) with a programme of volunteer involvement has not yet taken off. This is in part as a result of changes in the staffing in our Wellbeing services but also due to the impact of Covid-19 on our plans to extend volunteering opportunities within the organisation this year.

In 2020 / 21 our plans are to:

- Launch VOICES as a way for people to provide feedback on our services using either paper-based or on-line surveys. VOICES is a national survey of bereaved people. Contact is made six weeks after bereavement along with information about support and services on offer from the hospice. The survey provides a way for people to reflect and comment on their experience. The feedback can help us to refine and improve our services.

Priority: To improve communications

Following the appointment of a Head of Digital Transformation and Communications in July 2019, work has progressed at pace. As the pandemic hit we were implementing our transformation plans and have seen a huge benefit from having moved to G-Suite as our cloud-based IT system. Collaboration and sharing of information are hard-wired into the way Google works and that has served us well through the challenges of COVID.

The staff and volunteer survey action plan was completed by October 2019 with staff having the opportunity to review the 'You said... We did' based on the 2018 Birdsong Survey. Progress with the actions has been monitored through the Communications Coordination Group and new initiatives have been embedded as a result. For example, the Staff Forum has organised social events and outings, we have an improved staff room with new units, a chilled water cooler and we provided a more detailed breakdown of monthly salary information as requested by staff. All of these activities integrated staff from all departments across the hospice and helped to build relationships and a shared understanding of their respective roles in the organisation. The aim is to bring an end to silo working and have the opportunity to feed staff comments to the Executive Team and Trustees. The Staff Forum was put on hold during the lockdown but will restart in the autumn meeting with new representatives and discussing next steps including the 2020 Birdsong Staff and Volunteer Survey.

In 2020 / 21 our plans are to:

Embed our digital transformation by:

- Completing the move to G-Suite and consolidating our learning and effective use of the new systems including a new automated People Services System
- Developing the intranet and volunteers site, so there is the transparency of information across the organisation and information will be easier for everyone to find
- Move our website to a more secure and managed platform to increase our ability to create targeted information and marketing for different audiences
- Implement an inbound marketing strategy so we can tailor our messages to our audience needs, increasing our reach and establishing a platform that will better support our Income Generation needs

Increase our brand awareness by:

- Establishing a baseline for our existing brand awareness by conducting surveys, with the help of our volunteers, in locations where we have a retail presence. This will give us a gauge we can use to measure our brand awareness going forward

Priority: operate a well-governed, sustainable business

A new senior staffing structure was implemented on 1 April 2019. Director roles (Medical, Care and Income Generation) alongside the Chief Executive and Head of Finance enabled the creation of an Executive Team as the key link with the Board of Trustees. At the same time, the Board Committee structure was streamlined to 3 main committees, Quality & Safety, Finance & Resources and Income Generation. The Board Development Committee continues to have oversight of the overall governance framework.

In 2020 / 21 our plans are to:

- commission a further governance review to take place in 2021/22

Our Supporters

The financial support we receive from individuals and families in our community, our fundraising Support Groups, local businesses and Trusts enables us to provide our services. We are extremely grateful to all who support us to care for people in our local community.

Our fundraising activities

We solicit donations through:

- Highlighting the significant benefit that the hospice receives through gifts left in wills
- Direct marketing to individuals who have expressed an interest in the hospice
- Raising awareness of the care we deliver through the sharing of stories within our literature and across local media and social platforms
- Development and participation in fundraising events where supporters raise funds
- Raising funds in the local community including through eight fundraising support groups
- Our lottery which is outsourced to the Local Hospice Lottery, a professional fundraising organisation
- Soliciting gifts from companies, charitable trusts, foundations, and other statutory grant-giving organisations.

We occasionally use professional fundraisers as part of direct appeals. Each of these partners is selected through a due diligence process which includes checking their direct compliance with fundraising regulations and legislation, where applicable. We will always act in accordance with the Charities Act 2011 when using third party professional fundraising organisations.

Listening to our supporters

We are committed to the highest standards of supporter care and we comply with the key principles and behaviours of the Code of Fundraising Practice issued by the Fundraising Regulator (October 2019). We also comply with all Charity Commission guidance and legislation including the key fundraising principles outlined in the Charities Act 2011.

We understand that personal data is entrusted to us and appreciate the importance of protecting and respecting the privacy of our supporters; to this end, we comply fully with the data protection law in force in the UK and with all applicable confidentiality law and guidelines.

We take complaints very seriously and have a Complaints, Comments and Compliments Policy which requires that complaints are logged to ensure investigation and resolution take place in a timely way for each complaint received.

During 2019/20 we registered 3 complaints about our fundraising across all of the activities outlined above. Each of these complaints was investigated and resolved in line with our policy. These complaints were detailed in our annual return to the Fundraising Regulator.

Income Generation

We saw our voluntary (fundraised and legacy) income rise to over £6m for the first time in our history.

The hospice received 30 legacies totalling £1,681,085 in the financial period. This was the highest legacy figure ever recorded at the hospice and represents a 5% increase on the previous year. Legacy income remains an important source of income to the hospice and we continue to promote the difference which a legacy makes to the amount of care we can deliver.

In 2019/20 we received a significant gift to the value of £1m from the Verity Waterlow Endowment which was wound up by its Trustees and the residual funds distributed to local charities in line with the objects of the Trust.

The fundraising and retail team agreed to develop a joint identity, The Income Generation Team (IGT). The IGT allows a much stronger working relationship to benefit stronger promotion of our fundraising events in-store. This new approach will allow us to share more resources and reduce expenditure whilst developing new income generation initiatives for both shoppers and donors alike.

Our volunteers

We could not achieve so much for people in our local community without the many and varied roles taken on by volunteers. With over 400 volunteers, the gifted time and effort outweigh our paid staff by almost 3 to 1! Volunteers are involved in all aspects of the work of the hospice, including our shops where volunteers play a significant role in maintaining our high street presence and connection to customers.

Volunteers are increasingly involved in providing direct care and support in innovative and creative ways. Our CQC inspection highlighted and commended the new role of Hospice Biographers.

The period of lockdown and shielding during Covid-19 has had a significant impact on many of our volunteers who are considered to be in vulnerable groups. This requires a review and re-evaluation of volunteering roles in the future. Many volunteers have been happy to move into new roles, some have decided to call it a day and we will certainly be back recruiting to new roles for the future.

During the pandemic, we saw new volunteering roles emerge with Care Support Workers (CSW) alongside staff on the ward and Visiting Officers supporting COVID-safe visiting for family members and friends. We will be continuing with the review of IPU volunteer roles, developing and recruiting more volunteer CSW roles to work side by side with IPU staff and there is the possibility of extending this out into supporting our community teams. The previous outdated and redundant IPU volunteer roles which have been suspended during COVID will be formally ended in consultation with those volunteers who undertook those roles.

Existing Reception Volunteers are contributing to the new style Reception and 'meet and greet' role.

Beacon View Wellbeing Centre volunteers including drivers and escorts will be offered alternative roles and consulted regarding any plans for future services beyond the pandemic.

The Volunteer Development Manager liaises with the Head of Wellbeing and the Practice Educator to develop robust training for all volunteers that have patient contact covering safeguarding, boundaries, infection prevention, health and safety, data protection and confidentiality and role-specific training.

The 2019 Volunteer Awards evening held at Pangdean Barn was a great success with over 100 volunteers attending to receive awards from the Lord Lieutenant of East Sussex, recognising length of service and outstanding volunteering. The September 2020 evening has been moved to April 2021 due to the pandemic.

Structure, Governance and Management

St Peter and St James Charitable Trust (the “Charity”) is a Company limited by guarantee, not having a share capital. It is governed by a Board of Trustees following the Memorandum and Articles of Association dated 19 April 1996 as amended by Special Resolutions dated 26 October 2001, 15 September 2004, 18 September 2013, and 3 October 2018.

St Peter and St James Hospice Shops Ltd (“Shops”) is a wholly-owned subsidiary of the charity whose main purpose is to sell goods to raise funds for the Charity. All profits are donated to the Charity.

The Friends of St Peter and St James (“Friends”) is a registered charity, whose objects are to relieve the patients of the Hospice who are sick, convalescent, disabled, handicapped or infirm and generally to support the charitable work of the Hospice to whom the Friends of St Peter and St James are ultimately responsible. The Friends is a ‘linked’ charity to St Peter and St James Charitable Trust.

The totality of the three entities above is for this report referred to as the “Group”.

The Group is administered by a Board of Trustees that meets regularly throughout the year. The Chief Executive is appointed by the Trustees to manage the executive operation of the Charity with the support of the Executive Team and has delegated authority for the day-to-day management of the Charity.

The following four Committees each support and report to the full Board. Membership includes both Trustees and members of the Senior Leadership Team:

- Quality and Safety Committee
- Finance and Resources Committee
- Income Generation Committee
- Board Development Committee

The Board Development Committee is responsible for the recruitment, induction and training of Trustees and uses a skills and experience audit to determine the skills requirements for new Trustees when a vacancy arises, ensuring the Board and its Committees contain the requisite skills and experience to function effectively.

Trustee vacancies are advertised on the Hospice website and prospective Trustees are shortlisted for interview. Following a successful interview, a recommendation is made to the Board which then decides whether to appoint. Prospective Trustees are invited to a Board meeting as observers before the appointment decision.

Following the appointment, Trustees are provided with governance documentation and current operational reports and are offered a structured induction programme.

The term of office for individual Trustees is four years, with a maximum of one renewal. New Trustees appointed by the Board are subject to a formal appointment at the next AGM. The position of Chair of Trustees is held for a maximum period of 5 years.

There are seven departments within the Charity, each managed by a member of the Senior Leadership Team. The Chief Executive’s salary is set by the Board of Trustees and determined using an independent salary survey, developed in association with Hospice UK. Senior Leadership Team salaries are delegated to the Chief Executive to determine within budgetary constraints.

Collaboration and coordination are key in enabling the Charity to provide excellent personalised care. It strives to maintain good working relationships with local GPs, Clinical Commissioning Groups, local authorities, other healthcare providers, and charities, including other Hospices.

Seven Sussex Hospices work in collaboration to identify arrangements that will reduce overall costs or shared services to create greater efficiency. Some projects operate across all seven hospices with bi or multilateral arrangements between individual hospices. St Peter and St James Hospice is part of the Sussex wide collaboration to deliver Project ECHO, providing remote support and learning opportunities to care homes. The hospice collaboration work is overseen by a Collaboration Steering Group made up of the seven Chief Executives and three of the hospice Chairs of Trustees. In addition to the Sussex wide collaboration project, to reduce our overall costs while ensuring we have access to the expertise we need we also share a Director of People Services with St Barnabas Hospice.

Honorary President

Dame Vera Lynn CH, DBE (Died 18th June 2020)

Patrons

Anne Billson

The Viscount Brentford

Sir Edward Cazalet

Katie Derham

Edward Fox OBE

Piers Morgan

Edna Sugarman (Died 23rd June 2020)

Trustees

Keith Banbury OBE (Chair)

Harriet Creamer (Vice-Chair)

Dr Nick Barrie

Julie Burgess

Andrew Cook

David Crudge

Christine Gibbons

Tim Hancock (resigned March 2020)

John Hills

Robin Knight

Deirdre Prower

Patricia Robinson

Executive Team

Chief Executive:	Barbara Williams
Director of Care:	Anne Jackson
Medical Director:	Dr Charles Skinner
Director of Income Generation:	Giles Witcomb
Head of Finance:	Andrew Collins

Risk Management

The Trustees, together with the Senior Leadership Team, regularly review and monitor risks the Charity is exposed to and ensure that appropriate controls are put in place to mitigate risks.

Risks are monitored in three key areas linked to our committee structure: Finance and Resources, Quality and Safety and Income Generation.

Risks are reviewed regularly by the risk owners in the Senior Leadership Team and changes reviewed and discussed in Committee meetings and by the full Board.

The top risks currently identified by the organisation are:

- **Business continuity** - particularly during the period of a pandemic where there are significant risks to sustainable service delivery over a prolonged period of potential threat. The organisation has focused on following government guidance, such as in the use of personal protective equipment and restricting access to the hospice for non-essential staff, volunteers and visitors, and on supporting staff and volunteers. Until there is a vaccine, the risk will remain high for significant disruption to our services.
- **Data management** - particularly regarding our duty to protect the personal data shared with us by staff, volunteers and all people who use our services. Our move to G-suite and cloud-based computing has helped to mitigate this risk. In turn, our work to ensure compliance with the NHS Data Security and Protection Toolkit and the appointment of an external expert to provide audit services and additional support has helped to mitigate this risk.
- **Human error** - the risks associated with providing care which might include medication errors, providing incorrect advice or guidance, manual handling etc. Our contracts with an external pharmacy and with an infection prevention consultant have provided additional assurance with medication management and infection prevention in our practice.
- **Financial sustainability** - this risk is high for St Peter & St James and is likely to remain so, given the potential impact of Covid-19 on future income generation prospects. The risk is that expenditure will continue to exceed income unless changes are made. The Trustees take a four-year view of the finances and have agreed that savings or additional income at a level of £250k per annum will be required over the coming four years to achieve a sufficient level of sustainability. An Income Generation Plan is in place to help achieve this goal.

Financial Review

The first significant financial impact of COVID-19 was felt at the end of the 2019-20 year.

Income from our retail operation was hit particularly hard in March due to very low footfall in the lead up to our shops ceasing trading on 15th March as part of UK wide restrictions.

There was also a very significant impact on the valuation of our investment portfolio at 31st March, as the escalating Coronavirus crisis and fears of a global recession led to the second largest one day crash in the history of the FTSE 100 and the biggest since the 1987 market crash. There has since been a tentative recovery both in the FTSE and the investment portfolio of the Trust.

The total income of the Group in 2019/20 increased by 19% to £6.2m compared to £5.2m in 2018/19, with expenditure increasing by 11% to £5.09m (2018/19: £4.6m).

Income from legacies, donations and our charity shops contributed 83% of our income during the year (2018/19: 78%), increasing by 26% to £5.15m (2018/19: £4.09m). This is thanks to the generosity of supporters and the efforts of our committed fundraising and retail staff and volunteers.

Income from donations and fundraising increased by £988,214 to £2,305,174 (2018/19: £1,316,960). This included an exceptional £1m donation by the Verity Waterlow Endowment.

£1,681,085 of legacies were recognised in the accounts during 2019-20, a 5% increase on the £1,602,418 received in 2018/19. This includes £283,055 of legacies accrued in 19-20 that are due to be received in 20-21.

Shop and Trading income of £1,162,734 was similar to the £1,168,825 in 2018/19 despite the incredibly challenging circumstances in Quarter 4 which led to a negative £100k income variance to budget in that quarter. As mentioned in the first paragraph of this section, this was primarily due to a very challenging Quarter 4 and was felt right across the High Street. Not only did shops suffer in March due to the UK lockdown and lead up to this, but this followed an extremely wet February which led to a much lower than expected footfall. Until that point the shops were on track to bring in their highest ever levels of income for the Hospice.

There was a planned increase to costs and the end of year total expenditure was £996,492 (18/19: £963,030). Due to the £100k negative income variance to budget in Q4, shops made a 20% lower net contribution to the Charity than the previous year (£166,242 in 19-20 vs £205,795 in 2018/19).

Income from grants saw a slight decrease of 1% to £743,356 (2018/19: £750,115), and Income from Charitable activities decreased by 12% to £321,691 (2018/19: £367,122).

Charitable expenditure increased by almost 15% to £3,600,249 (2018/19: £3,138,175), and comprised 71% of total expenditure (2018/19: 68%). This was due to investment in additional staff roles bringing a wider range of services to our beneficiaries and increased support for our staff team.

Fundraising costs fell by 2% to £490,699 (2018/19: £498,918) due to slightly lower expenditure on fundraising events.

Investment income increased slightly to £19,314 (2018/19: £18,267), however due to the impact of Covid-19 the estimated value of investments fell by £24,740 (2018/19: £16,905 gain).

At the end of the 2019-20 the Group could report a total surplus of £1,117,918 (2018/19 £637,625), with total funds increasing to £5,519,413 (2018/19: £4,401,495).

Investment Performance

On 12th March 2020, amid the escalating crisis surrounding the Coronavirus and fears of a global recession, the FTSE 100 suffered the second largest one day crash in its history and the biggest since the 1987 market crash. On 23rd March, the FTSE index saw its lowest value this year to date at 4994 but has since begun a tentative recovery.

Between 1st April 2019 and 31st March 2020 the capital value of the FTSE 100 fell by 24% (from 7418 to 5672 points). In the same period The St Peter and St James Charitable Trust portfolio significantly outperformed the FTSE index as a whole and fell by just 4% in capital terms to £430,130 (31st March 2019: £448,246).

The portfolio is managed in line with the Trustees' conservative approach to risk (2 on a scale of 1 to 6).

Investment Policy

The Charity's key objective with its investment portfolio is the protection of its investments in real terms. The Charity has a full discretionary management agreement with investment advisers Rathbones, based on achieving a balance of capital growth and income within a low-risk environment.

Given the nature of the service provided by the Charity and the evidence-based links between some serious health conditions and tobacco, no direct investment is made in any company that produces tobacco products.

Cash Deposit Policy

Other funds are held in short-term, interest-bearing cash accounts with major UK banks. Deposits in any one banking group are subject to a maximum of £450,000 and are placed for no longer than twelve months. Term deposits are placed if cash flow projections show that the funds are temporarily surplus to operational requirements.

Reserves

As can be seen in Note 22 to the Accounts, the Group's free reserves increased to £2,644,859 as at 31 March 2020 after designating a Capital Replacement Fund of £300,000 (2018/19 £310,000), and a Legacy Accrual Fund of £283,055 (2018/19 £390,000). This is equivalent to 6 months' running costs (based on the operating budget for the following year).

The Trustees' policy in respect of free reserves ('General Funds') is that, because of the ongoing increase in the scale of Charity's activities and cost base, the minimum level of free reserves should be £1m, and ideally representing a minimum of six months' full running costs. Also, in recognition of the ongoing need for capital investment to replace and, where appropriate, enhance the Charity's assets, Trustees have created a Capital Replacement Fund for this purpose.

The Trustees' objectives are:

- that free reserves should be held at a sum sufficient to avoid an unacceptable level of disruption to services in the event of an unexpected downturn in income; and
- to recognise the need for continuing investment to maintain the quality of the Charity's assets to an adequate standard

The reserves position is monitored by the Finance and Resources Committee, which reports to the Board.

Total Funds

The total funds held at the end of the reporting period (31 March 2020) were £5,519,413 for the Group and £5,498,584 for the Charity. It should be noted that, of these funds, £2,216,314 represents the value of land and buildings used for the provision of the Charity's hospice services and is therefore not available to spend for operational purposes. The split between general, restricted and designated funds held by the Group at the end of the reporting period is below:

Total Funds of the Group on 31st March 2020:

Tangible Fixed Assets	£2,216,315
Legacy Accrual Fund	£283,055
Other Designated Funds	£307,298
Group General Funds	£2,644,859
Restricted Funds	£67,886
Total Funds	£5,519,413

Tangible Fixed Assets are Designated Funds that can only be realised through the disposal of those assets.

Trustees' Responsibilities in Relation to the Financial Statements

The Trustees are responsible for preparing a Trustees' annual report and financial statements following applicable law and United Kingdom Accounting Standards (the United Kingdom Generally Accepted Accounting Practice).

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 the Group, and the incoming resources and application of resources; including the income and expenditure, of the Group for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the Charities SORP (Statement of Recommended Practice)
- make judgements and estimates that are reasonable and prudent
- state whether UK applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and the Group, including taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

A statement as to Disclosure to Auditors

In so far as the Trustees are aware at the time of approving the Trustees' annual report:

- there is no relevant information, being information needed by the auditors in connection with preparing their report, of which the Group's auditors are unaware, and;
- the Trustees, having made such enquiries of fellow Directors and the Group's auditors that they ought to have individually taken, have each taken all steps that he/she is obliged to take as Director to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

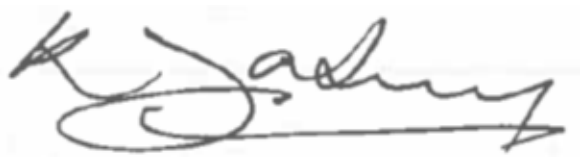
A resolution re-appointing Knill James LLP as auditors to the Charity will be proposed at the Annual General Meeting.

Acknowledgements

The Trustees extend their thanks to:-

- All members of staff and volunteers for their hard work and dedication to the Charity
- All Support Groups and the Friends of St Peter and St James who raised funds for the charity during the year
- All the individuals, corporate bodies, Trusts, and media organisations too numerous to mention who have so generously helped and supported the Charity during the year

This report, and the Strategic Report included in it, was approved by the Board on 2nd September 2020.



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K Banbury

Chair

Independent Auditor's Report to the Members and Trustees of The St Peter and St James Charitable Trust

Opinion

We have audited the financial statements of The St Peter and St James Charitable Trust (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2020 which comprise the consolidated statement of financial activities, consolidated balance sheets, consolidated statement of cash flows 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 group's and parent charitable company's affairs as at 31 March 2020, and of the group's 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and 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 group and parent 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Independent Auditor's Report to the Members and Trustees of The St Peter and St James Charitable Trust (continued)

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' Annual Report, other than the financial statements and our auditor's report 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 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Independent Auditor's Report to the Members and Trustees of The St Peter and St James Charitable Trust (continued)

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on pages 21 & 22, 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 group's and parent 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 group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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 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

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 our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and 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 members and its 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 charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Susan Foster FCA (Senior Statutory Auditor)

For and on behalf of Knil James LLP, Statutory Auditor

for September 2020
Date

Consolidated statement of financial activities (incorporating a consolidated income and expenditure account) for the year ended 31st March 2020

		2020	2020	2020	2020	2019
Income:	Note	Unrestricted	Designated	Restricted	Total Funds	Total Funds
		£	£	£	£	£
Donations and legacies:						
Donations	2	2,221,851	1,849	81,475	2,305,175	1,316,960
Legacies	3	1,681,085	-	-	1,681,085	1,602,418
Grants	4	590,954	-	152,402	743,356	750,115
Total donations and legacies		4,493,890	1,849	233,877	4,729,616	3,669,493
Trading activities	5	1,162,734	-	-	1,162,734	1,168,825
Income from charitable activities	6	273,844	-	47,847	321,691	367,122
Investment income	7	19,314	-	-	19,314	18,267
Other income	8	-	-	-	-	175
Total income		5,949,782	1,849	281,724	6,233,355	5,223,882
Expenditure:						
Shop costs	9	996,492	-	-	996,492	963,030
Fundraising Costs	9	490,699	-	-	490,699	498,918
Investment management costs	9	3,257	-	-	3,257	3,039
Costs of raising funds		1,490,448	-	-	1,490,448	1,464,987
Expenditure on charitable activities	9	3,365,819	-	234,430	3,600,249	3,138,175
Total expenditure	9	4,856,267	-	234,430	5,090,697	4,603,162
Net income for the year before gains and losses on investments		1,093,515	1,849	47,294	1,142,658	620,720
Net gains/(losses) on investments		(24,740)	-	-	(24,740)	16,905
Net income for the year		1,068,775	1,849	47,294	1,117,918	637,625
Transfers between funds		130,273	(130,273)	-	-	-
Net movement in funds		1,199,048	(128,425)	47,294	1,117,918	637,625
Reconciliation of funds:						
Total funds brought forward		1,445,811	2,935,092	20,592	4,401,495	3,763,870
Total funds carried forward		2,644,859	2,806,667	67,886	5,519,413	4,401,495

All amounts relate to continuing activities of the group.

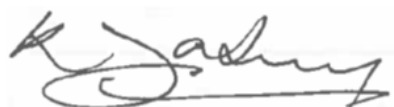
The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes to the accounts are shown on pages 29 to 47.

Balance sheets as at 31 March 2020

	Note	Group 2020 £	Group 2019 £	Charity 2020 £	Charity 2019 £
Fixed assets					
Tangible assets	16	2,216,315	2,229,643	2,216,315	2,229,643
Investments	17	430,130	448,246	520,130	538,246
		2,646,445	2,677,889	2,736,445	2,767,889
Current assets					
Debtors	18	521,858	564,971	509,926	568,325
Current asset investments		2,137,827	976,870	2,137,827	976,870
Cash at bank and in hand		507,399	333,149	423,245	257,273
		3,167,084	1,874,990	3,070,998	1,802,468
Liabilities					
Creditors: amounts falling due within one year	19	(294,116)	(151,384)	(308,859)	(185,884)
Net current assets		2,872,968	1,723,606	2,762,139	1,616,584
Total assets less current liabilities		5,519,413	4,401,495	5,498,584	4,384,473
Total net assets		5,519,413	4,401,495	5,498,584	4,384,473
The funds of the charity:					
Restricted income funds	21	67,886	20,592	67,886	20,592
Unrestricted funds					
Designated funds	22	2,806,668	2,935,092	2,891,219	3,023,452
General funds	22	2,644,859	1,445,811	2,539,479	1,340,429
Total unrestricted		5,451,527	4,380,903	5,430,698	4,363,881
Total funds	23	5,519,413	4,401,495	5,498,584	4,384,473

Approved by the Trustees on 2nd September 2020 and signed and authorised for issue on their behalf by:



K Banbury, Chair



A Cook

The notes to the accounts are shown on pages 29 to 47.

Statements of cash flows for the year ended 31 March 2020

	Note	Group 2020 £	Group 2019 £	Charity 2020 £	Charity 2019 £
Cash flows from operating activities:					
Net cash provided by/(used in) operating activities	28	1,488,625	386,369	1,480,347	353,523
Cash flows from investing activities:					
Dividends, interest and rents from investments		19,314	18,267	19,314	18,267
Proceeds from the sale of property and equipment		-	175	-	175
Purchase of property, plant and equipment		(166,108)	(101,426)	(166,108)	(101,426)
Proceeds from sale of investments		49,834	1,359	49,834	1,359
Purchase of investments		(56,458)	(4,117)	(56,458)	(4,117)
Net cash provided by/(used in) investing activities		(153,418)	(85,742)	(153,418)	(85,742)
Change in cash and cash equivalents in the reporting period		1,335,207	300,627	1,326,929	267,781
Cash and cash equivalents at the beginning of the reporting period		1,310,019	1,009,392	1,234,143	966,362
Cash and cash equivalents at the end of the reporting period	29	2,645,226	1,310,019	2,561,072	1,234,143

The notes to the accounts are shown on pages 29 to 47.

Notes to the accounts

1 Accounting policies

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

a) Basis of preparation

The Trust meets the definition of a public benefit entity under FRS 102. 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) the Charities Act 2011, the Companies Act 2006, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the Charity.

b) Going concern

The final statutory financial statements are prepared on an on-going basis. The Trustees believe that there are no material uncertainties about the Charity's ability to continue as a going concern, after taking into account the further risks and reduced income levels from the impact of Covid-19.

c) Legal status of the Charity

The Charity is a company limited by guarantee and has no share capital. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

d) Group financial statements

The financial statements consolidate the results of the Charity, its wholly owned subsidiary, St Peter and St James Hospice Shops Ltd and the Friends of St Peter and St James on a line-by-line basis. A separate Statement of Financial Activities and Income and Expenditure Account for the Charity has not been presented because the Charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

e) Fund accounting

Unrestricted funds

Unrestricted funds, which have not been designated for other purposes, are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Designated funds

Designated funds are unrestricted funds of the Charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements.

Restricted funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements. Where possible, the cost of administering such funds is charged against the specific fund.

Fixed Assets

Fixed assets purchased without further restrictions are transferred to unrestricted funds in the year of purchase.

f) Income recognition

All incoming resources are included in the SOFA (Statement of Financial Activities) when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Legacies receivable are included in the accounts when they satisfy the following three criteria:

Entitlement - control over the rights or other access to the economic benefit has passed to the Charity

Probable - it is more likely than not that the economic benefits associated with the transaction or gift will flow to the Charity

Measurement - the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can also be measured reliably.

When donors impose conditions, which require a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the Charity and it is probable that they will be fulfilled.

Residuary legacies

In relation to residuary gifts, as at the year end, the income recognition criteria above will be treated as satisfied if:

1. Notification or copy of the Will received;
2. Confirmation of the Grant of Probate;
3. Accounts received showing sufficient funds in the estate (either schedule of assets & liabilities or preferably estate accounts); and
4. Value of final gift confirmed.

Pecuniary legacies

The criteria for pecuniary legacies over £5,000 are the same as gifts of the same or greater value. Gifts below this level will be recorded by date of receipt.

Gifts in Kind

Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost.

Donated services and facilities

Material donated professional services and donated facilities are recognised as income when the three criteria of Entitlement, Probability and Measurement above have been met. In accordance with the Charities SORP (FRS 102), non-professional volunteer time is not recognised in the accounts.

g) Expenditure and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Costs of Raising Funds

Costs of raising funds comprises **fundraising costs** incurred in seeking donations, grants and legacies, and costs of fundraising activities; **shop costs** comprise costs of goods sold, commercial trading costs, and their associated support costs; and **investment management fees**. Fundraising costs do not include the costs of generating and reporting management information in respect of the charitable activities.

Expenditure on charitable activities

Expenditure on charitable activities includes the costs of providing specialist palliative care and support, community services, research and other educational activities undertaken to further the purposes of the Charity and their associated support costs.

Support Costs

Support costs are those that assist the work of the Charity but do not directly represent charitable activities - i.e. incurred directly in support of expenditure on the objects of the Charity. They include:

Administration costs - Includes the clinical database, clinical administration, general administration, IT, information governance, management and HR (includes employee and volunteer support and administration, staff and volunteer mandatory training costs plus Continuing Professional Development for clinical staff).

Finance costs - Includes payroll and accounts

Governance costs - Those costs incurred in connection with compliance with constitutional and statutory requirements and strategic planning of the Charity.

Allocation

Support costs are allocated to each of the activities on one of the following bases: HR and volunteers' costs based on headcount and all other costs based on estimate of resource used.

Irrecoverable VAT

Irrecoverable VAT is not charged as a cost against the activity for which the expenditure was incurred, but is charged as a separate overhead.

h) Volunteers

In accordance with FRS 102 and the Charities SORP (FRS), the economic contribution of non-professional volunteers is not recognised in the accounts. Further detail of their contribution is provided in the notes to these financial statements and in the Strategic Report.

i) Fixed assets

Assets costing more than £1,000 are capitalised at their historical cost when purchased. Costs include expenditure directly attributable to making the asset capable of operating as intended.

Depreciation is provided to write off the cost or revalued amount of all fixed assets on a reducing balance basis over their expected economic useful lives as follows:

Freehold land	Nil
Freehold property	5%
Fixtures, fittings and equipment	15% or 20%
Computer equipment	33 %
Motor vehicles	25%
Equipment (Shops)	25%

j) Investments

Fixed Asset Investments

Fixed Asset Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price, except for the shares in the trading subsidiary which are carried at cost. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

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.

Current Asset Investments

Current Asset Investments are short term liquid investments, which are not required to cover day to day running costs. These comprise cash on deposit and cash equivalents held with other organisations other than our current bankers.

The Charity does not acquire derivatives or other complex financial instruments.

The main form of financial risk faced by the Charity in relation to investments is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

k) Stock

Stock of retail purchased goods is included at the lower of cost or net realisable value. Donated items of stock for resale are not included in the financial statements until they are sold because the Trustees consider it impractical. Stock is donated through a range of different outlets. To assess the amount of donated stock and undertake a coordinated stock take would incur undue cost for the Charity which would far outweigh the benefit.

l) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

m) Cash at bank and in hand

Cash at bank and cash in hand comprises cash required for the daily running costs of the Charity. The majority of these funds are held with our current bankers and are available for immediate access.

n) Creditors

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

o) Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

p) Pensions

The Charity contributes to the defined benefit scheme (NHS Superannuation) for eligible staff and operates a defined contribution scheme for other staff. The contributions to the schemes are recognised as an expense in the SOFA as they become payable.

The NHS scheme may be defined as a defined benefit multiemployer plan, however, the Charity does not have any share of the underlying assets or liabilities. The contributions are determined by the Government actuary, and there is no further obligation from the Charity other than the initial contributions due.

q) Operating leases

Operating leases are recognised over the period in which the cost is incurred.

r) Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

2 Donations

	2020	2019
	£	£
General Donations and Fundraising Events	2,180,985	1,182,008
Gift Aid	93,930	105,994
Other	30,260	28,958
	2,305,175	1,316,960

The income from donations was £2,305,175 (2019: £1,316,960) of which £2,223,699 was unrestricted (2019: £1,244,135) and £81,476 restricted (2019: £72,825).

Included within unrestricted donations is a £1,000,000 exceptional donation from the Verity Waterlow Endowment.

3 Legacies

	2020	2019
	£	£
Legacy income	1,681,085	1,602,418
	1,681,085	1,602,418

The income from legacies was £1,681,085 (2019: £1,602,418) all of which was unrestricted.

This includes £283,055 of accrued income meeting the three criteria in the Legacy recognition policy (Entitlement, Certainty and Measurement) at 31st March 20

4 Grants received

	2020	2019
	£	£
NHS Clinical Commissioning Group Grants	607,552	600,941
Trust and Other Fundraising Grants	135,804	149,174
	743,356	750,115

Total income from grants received was £743,356 (2019: £750,115) of which £590,954 was unrestricted (2019: £606,015) and £152,402 restricted (2019: £152,127).

Government grants received from NHS Clinical Commissioning Groups (CCGs) were £607,552 (2019: £600,941), of which £510,614 was unrestricted (2019: £505,087) and £96,938 restricted (2019: £95,884). Restricted grants were for Specialist Palliative Care cover for weekends and Bank Holidays and for the provision of palliative care consultant sessions at Princess Royal Hospital, Haywards Heath.

The 2020 NHS CCG Grants figure includes £54,794 funding from NHS Horsham & Mid-Sussex CCG restricted for the provision of palliative care consultant sessions at Princess Royal Hospital, Haywards Heath (2019: £54,198).

Included in Trust and Other Fundraising Grants were £15,000 from the Laurence Misener Charitable Trust (2019: £15,000), £2,569 from Mid Sussex District Council, £1,765 from the Masonic Charitable Foundation (2019: £1,645), £2,450 from the Sussex Masonic Centre (2019: £2,000) and £200 from Bolney Parish Council (2019: £100) £500 from Lewes Town Council (2019: £1,000), £600 from Maresfield Parish Council (2019: £500), £250 from Hassocks Parish Council (2019: £250), £1,250 (2019: nil) from Haywards Heath Town Council and £250 (2019: nil) from Forest Row Parish Council.

5 Trading Activities

	2020	2019
	£	£
Shop income from sale of donated goods and new goods	911,340	923,643
Income from Shops donated Goods Gift Aid Scheme:		
- Sale of goods from Shops Donated Gift Aid Scheme	202,894	196,981
- Gift aid income from sale of goods on an agency basis	48,500	48,201
Total income from Trading Activities	1,162,734	1,168,825
Shops and trading activity costs net of Charity administration fee	945,875	920,357
Trust support costs allocated to Shops	50,617	42,673
Total expenditure from Trading Activities	996,492	963,030
Net Profit arising from Trading Activities	166,243	205,795

All Trading income in both the current and previous year were unrestricted funds.

6 Income from charitable activities	Government Funding	Other funding	2020	2019
	£	£	£	£
Funded Beds	141,162	126,723	267,885	303,725
Befriender Service	34,197	-	34,197	33,908
Wellbeing Funded Therapy	-	13,650	13,650	-
Education and Training	-	5,959	5,959	29,489
Total	175,359	146,332	321,691	367,122

The income from charitable activities was £321,691 (2019: £367,122) of which £273,844 was unrestricted (2019: £316,914) and £47,847 restricted (2019: £50,908).

Funded Beds includes government funding from CCGs of £141,162 (2019: £244,446) to cover residential inpatient care for patients, with individual funding agreed for each patient.

The Befriender Service is restricted funding provided by West Sussex County Council (WSCC) and East Sussex County Council (ESCC) and the aim of the service is to support carers of patients of the Charity and improve their wellbeing. The WSCC contract began on 1 April 2014 for a period of three years and has been renewed for another three years. The ESCC contract commenced on 1 Oct 2013 for a period of 3 years and has been renewed for another three and a half years.

Wellbeing Funded Therapy restricted income of £13,650 is funded by the Motor Neurone Disease Association.

7 Investment income	2020	2019
	£	£
Rental Income	1,020	1,375
Dividends - equities	10,584	11,193
Bank Interest	7,710	5,699
	19,314	18,267

Investment income received was £19,314 (2019: £18,267) of which £19,314 was unrestricted (2019: £18,267) and £nil restricted (2019: nil)

8 Other Income	2020	2019
	£	£
Profit on sale of tangible fixed assets	-	175
	-	175

Other income in both the current and previous year relates to unrestricted funds.

9 Analysis of Expenditure	Direct Costs	Support costs (note 11)	2020	2019
	£	£	£	£
Cost of Raising Funds				
Shop costs	945,875	50,617	996,492	963,030
Fundraising Costs	451,083	39,616	490,699	498,918
Investment Management Costs	3,257	-	3,257	3,039
Total Cost of Raising funds	1,400,215	90,233	1,490,448	1,464,987
Charitable Activities				
Hospice	1,250,589	217,152	1,467,741	1,286,931
Community Care	560,470	57,807	618,277	509,050
Wellbeing	267,388	76,010	343,398	298,751
Funded Beds	999,785	165,089	1,164,874	1,013,954
External Clinical Services & Training	5,959	-	5,959	29,489
Total Charitable Activities	3,084,191	516,058	3,600,249	3,138,175
Total	4,484,406	606,291	5,090,697	4,603,162

Of the total expenditure of £5,090,697 (2019: 4,603,162), all expenditure for raising funds of £1,490,448 (2019: £1,464,987) was unrestricted. Of charitable activities expenditure of £3,600,249 (2019: £3,138,175); £221,157 (2019: £280,833) was restricted and £3,379,092 (2019: £2,857,342) was unrestricted.

10 Comparative Funds - Statement of Financial Activities for the year ending 31st March 2019

	2019	2019	2019	2019
Income:	Unrestricted	Designated	Restricted	Total Funds
	£	£	£	£
<i>Donations and legacies:</i>				
Donations	1,244,135	-	72,825	1,316,960
Legacies	1,602,418	-	-	1,602,418
Grants	597,988	-	152,127	750,115
<i>Total donations and legacies</i>	3,444,541	-	224,952	3,669,493
<i>Trading activities</i>	1,168,825	-	-	1,168,825
<i>Income from charitable activities</i>	316,214	-	50,908	367,122
<i>Investment income</i>	18,267	-	-	18,267
<i>Other income</i>	175	-	-	175
Total income	4,948,022	-	275,860	5,223,882
Expenditure:				
Shop costs	963,030	-	-	963,030
Fundraising Costs	498,918	-	-	498,918
Investment management costs	3,039	-	-	3,039
Costs of raising funds	1,464,987	-	-	1,464,987
Expenditure on charitable activities	2,857,342		280,833	3,138,175
Total expenditure	4,322,329	-	280,833	4,603,162
Net income for the year before gains and losses on investments	625,693	-	(4,973)	620,720
Net gains/(losses) on investments	16,905	-	-	16,905
<i>Net income/(expenditure) for the year</i>	642,598	-	(4,973)	637,625
Transfers between funds	15,614		(15,614)	-
Other recognised gains and losses				
Gains on revaluation of freehold property				
Net movement in funds	658,212	-	(20,587)	637,625
<i>Reconciliation of funds:</i>				
Total funds brought forward	3,722,691		41,179	3,763,870
Total funds carried forward	4,380,903	-	20,592	4,401,495

11 Analysis of support costs	Governance			2020	2019
	Administration	Finance	costs	£	£
Shop costs	34,228	7,146	9,243	50,617	42,673
Fundraising Costs	23,597	4,466	11,553	39,616	32,769
Cost of generating funds	57,825	11,612	20,796	90,233	75,442
Hospice	151,596	28,586	36,970	217,152	180,682
Community Care	36,011	4,466	17,330	57,807	50,173
Wellbeing	45,281	13,399	17,330	76,010	68,329
Continuing Care	110,718	31,265	23,106	165,089	141,454
External Clinical Services & Training	-	-	-	-	9,672
Charitable services	343,606	77,716	94,736	516,058	450,310
Total	401,431	89,329	115,532	606,291	525,752
Prior year totals	316,311	91,620	117,821		525,752

12 Governance costs	2020	2019
	£	£
Management	107,586	104,095
Audit and Accountancy Fees	6,000	6,000
Other Professional Fees	1,946	7,226
Other		500
	115,532	117,821

13 Analysis of staff costs and key management personnel	2020	2019
	£	£
Wages and salaries	3,177,619	2,945,006
Social security costs	258,095	232,654
Pension costs	208,125	158,974
	3,643,839	3,336,634

The Trustees were not paid and did not receive any other benefits from employment with the Hospice or its subsidiary in the year (2019: £nil). No Trustees were reimbursed expenses for travel and training during the year (2019: £nil). No Trustee received payment for professional or other services supplied to the Charity (2019: £nil).

The average monthly headcount was 151 (2019: 138) and analysis of the staff employees in the year were:

	2020		2019	
	<i>Actual Number</i>	Full time equivalent	<i>Actual Number</i>	Full time equivalent
Direct charitable services	97	63	85	57
Fundraising & Trading	40	35	42	36
Support services	14	11	11	8
Total	151	109	138	101

Throughout the year we also had 26 (compared to 26 in 2019) bank staff available to provide support in the event of short notice absences.

The number of employees whose total employee benefits, excluding pension contributions were over £60,000, (classified within bands of £10,000) are as follows:

	2020	2019
£60,000-£69,999	-	1
£70,000-£79,999	1	-
£80,000-£89,999	1	1
£90,000-£99,999	1	1

Pension contributions relating to those staff earning over £60,000 totalled £31,870 in the current year (2019: £27,052).

Pension Contributions

The Charity contributes to the NHS Superannuation scheme for eligible staff and operates a defined contribution scheme for other staff. The pension charge for the year represents contributions payable by the Charity to the schemes and amounted to £208,125 (2019: £158,974). At 31 March 2020 £31,870 was outstanding in respect of pension contributions (2019: £29,006).

Key Management Personnel

FRS 102 defines 'key management personnel' as 'those persons having authority and responsibility for **planning, directing and controlling** the activities of the Charity, directly or indirectly, including those members of staff who are the senior management personnel to whom the Trustees have delegated significant authority or responsibility in the day-to-day running of the charity'. We have interpreted this to be the Trustees and the Chief Executive whose employee benefits for both the Charity and the Group were £87,968 in total (Prior year: £86,243).

Volunteers

The Group had 450 volunteers during the year (Prior year: 425), of which 170 (Prior year: 177) worked in our retail operations and 280 (Prior year: 248) supported the charitable and administrative work of the Charity.

14 Net incoming resources

Net incoming resources is stated after charging:

	2020	2019
	£	£
Depreciation	179,436	149,956
Auditors remuneration:		
- for audit services	6,000	6,000
- for accountancy services	-	-
Profit / (loss) on sale of fixed assets	-	175
Operating lease rentals	164,153	162,073

15 Taxation

The company is a registered charity and as such is exempt from taxation on its income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied for charitable purposes.

16 Tangible fixed assets

<u>Group and Charity</u>	Freehold property	Fixtures and fittings	IT Equipment	Motor Vehicles	Total
	£	£	£	£	£
Cost					
At start of year	3,338,468	849,426	130,245	118,592	4,436,731
Additions	81,698	50,469	21,888	12,053	166,108
Disposals	-	-	-	-	-
At end of year	3,420,166	899,895	152,133	130,645	4,602,839
Depreciation					
At start of year	1,325,248	685,987	123,100	72,753	2,207,088
Charge for the year	95,746	38,575	30,643	14,472	179,436
Disposals	-	-	-	-	-
At end of year	1,420,994	724,562	153,743	87,225	2,386,524
Net book value at the end of the year	1,999,172	175,333	(1,610)	43,420	2,216,315
Net book value at the start of the year	2,013,220	163,439	7,145	45,839	2,229,643

Freehold property includes freehold land of £180,000 that is not depreciated. The market value of the land has been valued by the directors at £345,000.

a) Investments - Group and Charity

	2020	2019
	£	£
At start of the year	448,246	428,584
Additions	22,473	-
Disposals	(49,834)	(1,359)
Movement in cash	33,985	4,117
Unrealised Gains/(loss) on Revaluation	(24,740)	16,904
At end of the year	430,130	448,246

b) Analysis of investments

Listed investments	377,146	429,247
Other investments	300	300
Cash held as part of the investment portfolio	52,684	18,699
Total group	430,130	448,246
Equity investment in subsidiary	90,000	90,000
Total charity	520,130	538,246

All investments are held in the UK

The historical cost of the listed and other investments is £331,648 (prior year: £355,721)

c) Trading subsidiary

The Charity owns a subsidiary, St Peter and St James Hospice Shops Limited (company number 3146736), whose main purpose is to sell goods to raise funds for the Charity and which pays all of its profits to the Charity under the gift aid scheme. The Charity holds 90,000 ordinary shares of £1 each in its wholly owned trading subsidiary company, St Peter and St James Hospice Shops Limited, which is incorporated in the United Kingdom. These are the only shares allotted, called up and fully paid. The activities and results of this company are summarised as follows:

<u>Income statement</u>	2020	2019
	£	£
Turnover	67,241	61,998
Cost of sales	(26,282)	(25,839)
Gross profit	40,959	36,159
Operating expenses	(32,000)	(32,000)
Profit on ordinary activities	8,959	4,159
Donation to hospice	(8,959)	(4,159)
Increase/(decrease) in the Retained profit for the year	0	-
 Balance sheet		
Fixed Assets		
Current Assets	134,915	107,353
Liabilities	(29,535)	(1,974)
Net assets	105,379	105,379
Represented by:		
Capital	90,000	90,000
Reserves	15,379	15,379
	105,379	105,379

An administration charge of £32,000 by the Charity has been removed from expenses in the consolidated accounts (2019: £32,000)

18 Debtors

	Group	Group	Charity	Charity
	2020	2019	2020	2019
	£	£	£	£
Trade debtors	50,013	28,442	50,013	28,442
VAT recoverable	51,454	46,533	37,673	46,533
Other debtors and prepayments	420,391	489,996	422,240	493,350
	521,858	564,971	509,926	568,325

19 Creditors: amounts falling due within one year

	£	£	£	£
Trade creditors	137,758	54,686	108,223	52,713
Taxation and social security	69,237	56,666	69,237	56,666
Amount due to subsidiary	-	-	44,278	36,473
Other creditors	30,239	29,044	30,239	29,044
Accruals and deferred income	56,882	10,988	56,882	10,988
	294,116	151,384	308,859	185,884

20 Operating Leases

	2020	2019
	£	£
The Trust has total commitments under operating leases as follows:		
Not later than one year	196,940	171,817
Later than one and not later than five years	652,712	488,560
Later than five years	593,561	225,057
	1,443,213	885,434

21 Restricted funds

	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance at 31 Mar 2020
Charity	£	£	£	£	£
Restricted Revenue Fund	19,365	194,461	(158,512)	-	55,314
Community Nursing Fund	-	62,644	(62,644)	-	
Restricted Capital Fund	1,227	24,619	(13,274)	-	12,572
Total Group Restricted	20,592	281,724	(234,430)	-	67,886

Restricted Revenue Fund

The Restricted Revenue Fund represents monies given to the Charity for specific purposes for the purchase of small items and revenue expenditure.

The Restricted Revenue Fund includes funds for the Befriender Service, which represents monies received from East Sussex and West Sussex County Councils to support and improve the wellbeing of those caring for someone with a life limiting illness.

The Restricted Revenue Fund also includes funds for External Clinical Services from our contract with NHS Horsham & Mid Sussex CCG to provide palliative care consultant sessions at our local hospital and services to train students in palliative care.

Community Nursing Fund

The Community Nursing Fund represents one off restricted donations and ongoing grants to support our specialist Community Nurse team.

Restricted Capital Fund

The Restricted Capital Fund represents monies given for specific capital appeals.

22 Unrestricted funds

	Balance at 31 March 2019 £	Income £	Expenditure and gains £	Transfers £	Balance at 31 March 2020 £
Designated funds					
Friends of St Peter and St James	5,449	1,849	-	-	7,298
Tangible Fixed Assets	2,229,643	-	-	(13,328)	2,216,315
Forecast Deficit Provision Fund	-	-	-	-	-
Legacy Accrual Fund	390,000	-	-	(106,945)	283,055
Capital Replacement Fund	310,000	-	-	(10,000)	300,000
Total designated funds	2,935,092	1,849	-	(130,273)	2,806,668
General fund Trust	1,340,431	5,882,541	(4,813,766)	130,273	2,539,479
General fund Shops	105,380	67,241	(67,241)	-	105,380
Total General Fund	1,445,811	5,949,782	(4,881,007)	130,273	2,644,859
Total Unrestricted funds	4,380,903	5,951,631	(4,881,007)	-	5,451,527

Designated funds:

Unrestricted funds in the Friends of St Peter and St James have been set aside as designated funds in the Group accounts to meet the future needs for medical equipment and associated costs of the Charity.

The Tangible Fixed Asset Fund represents the net book value of the tangible fixed assets held by the Charity, which includes any building work-in-progress. Fixed assets are integral to the provision of charitable activities and therefore not readily available to spend (e.g. hospice buildings).

The Legacy Accrual Fund represents legacy income received after the year end that has been accrued into the accounts.

The Trustees established the Capital Replacement Fund in recognition of the ongoing need for capital investment to replace and, where appropriate, enhance the Charity's assets. A Stock Condition Survey was undertaken in 2017 by a third party, and was reviewed during 2019/20. The fund balance represents the expected capital expenditure required to 31st March 2023.

	Balance at 31 March 2018 £	Income £	Expenditure and gains £	Transfers £	Balance at 31 March 2019 £
Unrestricted funds (Prior Year)					
Designated funds					
Friends of St Peter and St James	1,640	3,809	-	-	5,449
Tangible Fixed Assets	2,278,173	-	-	(48,530)	2,229,643
Forecast Deficit Provision Fund	156,331	-	-	(156,331)	-
Legacy Accrual Fund	-	-	-	390,000	390,000
Capital Replacement Fund	207,000	-	-	103,000	310,000
Total designated funds	2,643,144	3,809	-	288,139	2,935,092
General fund Trust	974,167	4,882,215	(4,243,426)	(272,525)	1,340,431
General fund Shops	105,380	61,998	(61,998)	-	105,380
Total General Fund	1,079,547	4,944,213	(4,305,424)	(272,525)	1,445,811
Total Unrestricted funds	3,722,691	4,948,022	(4,305,424)	15,614	4,380,903

Year Ended 31st March 2020

23 Net assets by funds (Current Year)

	General funds £	Designated funds £	Restricted funds £	Total funds £
Investments	430,130	-	-	430,130
Tangible fixed assets	-	2,216,315	-	2,216,315
Current assets	2,533,290	590,353	43,441	3,167,084
Creditors falling due in less than one year	(318,561)	-	24,445	(294,116)
<i>Creditors falling due in more than one year</i>	-	-	-	-
	2,644,859	2,806,668	67,886	5,519,413

Year Ended 31st March 2019

Net assets by funds (Prior Year)

	General funds £	Designated funds £	Restricted funds £	Total funds £
Investments	448,246	-	-	448,246
Tangible fixed assets	-	2,229,643	-	2,229,643
Current assets	1,148,949	705,449	20,592	1,874,990
Creditors falling due in less than one year	(151,384)	-	-	(151,384)
	1,445,811	2,935,092	20,592	4,401,495

24 Related party transactions

Donations received from related parties (defined as Trustees and key management personnel) totalled £8,585 (2019: £3,160)

The following transactions took place between the Charity and its wholly owned subsidiary, Shops:

- The transfer under gift aid of the trading profits of the Shops to the Charity of £8,959 (2019: £4,159)
- The transfer of an administration charge from Shops to the Charity of £32,000 (2019: £32,000)

Balances outstanding from the Shops to the Charity as at 31 March 2020 were £nil (2019: £nil)

25 Contingent assets – legacy income

Other than the amount of £1,681,085 recognised in the financial statements (including accrued Legacies of £283,055), the Charity was not notified prior to the year-end of any additional legacies (2019: estimated probate value of such legacies £989,700)

26 Financial performance of the Charity

The consolidated statement of financial activities includes the results of the Hospice's wholly owned trading subsidiary St Peter and St James Hospice Shops Limited and the Friends of St Peter and St James. The summary performance of the Charity alone is as follows:

	2020	2019
	£	£
Income	6,203,265	5,198,041
Total expenditure	5,089,154	4,560,419
Net surplus /(deficit)	1,114,111	637,622
Total funds brought forward	4,384,473	3,746,851
Total funds carried forward	5,498,584	4,384,473
Represented by:		
Restricted funds	67,886	20,592
Unrestricted funds	5,430,698	4,363,881
	5,498,584	4,384,473

27 Finance performance of the Friends of St Peter and St James

The Friends of St Peter and St James is a registered charity, number 288522, whose objects are to relieve the patients of the Hospice who are sick, convalescent, disabled, handicapped or infirm and generally to support the charitable work of the Hospice to whom the Friends of St Peter and St James are ultimately responsible. A summary of the financial activities of the Friends of St Peter and St James is given below and these have been consolidated into the group accounts.

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Income				
Donations and subscriptions	1,849	-	1,849	3,353
Gift Aid	-	-	-	455
Investment income	-	-	-	1
Total income	1,849	-	1,849	3,809
Resources expended - charitable activities				
Net movement in funds	1,849	-	1,849	3,809
Funds brought forward	5,449	-	5,449	1,640
Funds carried forward	7,298	-	7,298	5,449
Current Assets				
Debtors		-	-	455
Cash at bank	7,298	-	7,298	4,994
Total net assets	7,298	-	7,298	5,449
Funds of the Charity				
Unrestricted Funds	7,298	-	7,298	5,449
Restricted Funds	-	-	-	-
Total Funds	7,298	-	7,298	5,449

28 Contingent liabilities

In November 2019 the Charity received £16,498 in relation to a complex estate distribution, for which the Charity has been required to give an indemnity to the executor of the estate should there be a counterclaim. The Trustees believe the likelihood of a claim being made to be remote and accordingly no provision has been made in these accounts.

**29 Reconciliation of net income/(expenditure)
to net cash flow from operating activities**

	Group	Group	Charity	Charity
	2020	2019	2020	2019
	£	£	£	£
Net income/(expenditure) for the reporting period	1,117,918	637,625	1,114,111	637,622
Adjustments for:				
Depreciation charges	179,436	149,956	179,436	149,956
(Increase)/decrease in stocks	-	-	-	-
(Increase)/decrease in debtors	43,113	(353,761)	58,399	(365,805)
Increase/(decrease) in creditors	142,732	(12,105)	122,975	(32,904)
Loss/(profit) on the sale of fixed assets	-	(175)	-	(175)
(Gains)/losses on investments	24,740	(16,904)	24,740	(16,904)
Dividends, interest and rents from investments	(19,314)	(18,267)	(19,314)	(18,267)
Net cash provided by/(used in) operating activities	1,488,625	386,369	1,480,347	353,523

30 Analysis of cash and cash equivalents

	Group	Group	Charity	Charity
	2020	2019	2020	2019
	£	£	£	£
Cash at bank and in hand	507,399	333,149	423,245	257,273
Short term deposits	2,137,827	976,870	2,137,827	976,870
Total cash and cash equivalents	2,645,226	1,310,019	2,561,071	1,234,143

Registered Office

St Peter and St James Charitable Trust
North Common Road, North Chailey, Lewes, East Sussex, BN8 4ED

Auditors

Knill James LLP
Chartered Accountants
One Bell Lane, Lewes, East Sussex BN7 1JU

Bankers

Barclays Bank Plc
77 South Road, Haywards Heath, West Sussex
RH16 4LB

Solicitors

Adams & Remers LLP
Trinity House, School Hill, Lewes,
East Sussex, BN7 2NN

Sherrards LLP
4 Albourne Court, Henfield Road, Albourne
West Sussex BN6 9FF

Investment Managers

Rathbones
1 Northgate, Chichester, West Sussex, PO19 1AT