

Company registration number: 3481737

Charity registration number: 1067238

Countess Of Brecknock Hospice Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2019

BRC accountants
Chartered accountants and statutory auditors
Aldwych House
Winchester Street
Andover
Hampshire
SP10 2EA

Countess Of Brecknock Hospice Trust

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Countess Of Brecknock Hospice Trust

Reference and Administrative Details

Trustees

Lady Mary Fagan LG DVCO JP
L J Benson JP DL
The Marquess D Camden (resigned 25 October 2018)
Rear Admiral I R Henderson CB CBE DL
P A Kinnersley-West
C M Scheckter DL
B R W Parker MBE
Professor J Carter CBE
E K Sandy (appointed 25 October 2018)

Secretary

M Gard

Principal Office

The Countess of Brecknock House
War Memorial Community Hospital
Andover
Hampshire
SP10 3LB
The Charity is incorporated in England.

Countess Of Brecknock Hospice Trust

Reference and Administrative Details

Company Registration Number	3481737
Charity Registration Number	1067238
Solicitors	Talbot Walker 16 Bridge St Andover Hampshire SP10 1BJ
Bankers	Lloyds TSB Bank plc 22 High Street Andover Hampshire SP10 2NW The Bank of Scotland Beauclerc House 3 Queens Road Reading RG1 4AR Clydesdale Bank 88 Wood Street London EC2V 7QQ
Auditor	BRC accountants Chartered accountants and statutory auditors Aldwych House Winchester Street Andover Hampshire SP10 2EA

Countess Of Brecknock Hospice Trust

Trustees' Report

The Trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE TRUSTEES

The Trustees who served the Charity during the period were as follows:

Lady Mary Fagan LG DVCO JP

L J Benson JP DL

The Marquess D Camden (resigned 25 October 2018)

Rear Admiral I R Henderson CB CBE DL

P A Kinnersley-West

C M Scheckter DL

B R W Parker MBE

Professor J Carter CBE

E K Sandy (appointed 25 October 2018)

All Trustees have been insured by Countess of Brecknock Hospice Trust in respect of any losses, other than fraud and dishonesty, arising from any claims made against them by reason of their services as trustees.

MEMBERS

All Trustees are members of the Charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 16th December 1997 and registered as a charity in January 1998. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00.

Countess Of Brecknock Hospice Trust

Trustees' Report

Recruitment and appointment of trustees

The Directors of the Company are also Charity Trustees for the purposes of charity law and under the Company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected by the members at the Annual General Meeting. The Company must have at least three Charity Trustees and a maximum of ten all of whom must be members of the Company. One third of the trustees together with any new trustee since the last Annual General Meeting must retire at each Annual General Meeting, those longest in office retiring first and the choice between any equal service being made by drawing lots.

The Charity supports the care of patients suffering from cancer and other life-limiting illnesses. The Board of Trustees seeks to ensure that the needs of this group are reflected through the diversity of the trustee body. The Trustees also seek to communicate with Hospitals and with General Practitioners in the area and others involved with such patients.

When vacancies occur the Trustees seek to appoint new trustees with skills in administration, finance, legal matters, Hospital/Hospice Management and Fundraising.

The more traditional business and fundraising skills are well represented on the Board of Trustees. In the event that skills are being lost due to retirements, individuals with appropriate skills are approached to offer themselves for election to the Board of Trustees in order to maintain this skill mix.

Induction and training of trustees

New Trustees are invited and encouraged to attend a short training session to familiarise themselves with the charity and the context within which it operates. These are jointly led by the Chairman of the Board of Trustees and the Trust Secretary. The session covers: the obligations of the members of the Board of Trustees, the main documents which set out the operational framework for the charity including the Memorandum and Articles of Association, resourcing and the current financial position as set out in the latest published accounts, future plans and objectives, and a briefing on current activities and fundraising.

The new Trustee would be supplied with a copy of the Charity Commissions Guide "The Essential Trustee" as a follow up to the introductory session. This is distributed to all new Trustees along with a copy of the Memorandum and Articles of Association and a copy of the latest financial statements.

Risk management

The Board of Trustees has conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the continued support of the Hospice and its activities. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff and visitors to the Appeals Office. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Countess Of Brecknock Hospice Trust

Trustees' Report

Organisational structure

The Board of Trustees meets quarterly and when necessary and is responsible for the strategic direction and policy of the Charity. At present the Board of Trustees has nine members from a variety of professional backgrounds relevant to the work of the Charity.

Lady Mary Fagan works with Mrs T Penny and Mrs M Gard on Finance and Secretarial matters.

Mrs M Gard is responsible for the day to day running of the Charity and income generation. Mrs T Penny is responsible for finance and general administration.

Related parties

The Charity provides the majority of its grant funding to Hampshire Hospitals NHS Foundation Trust to assist in the funding of the Hospice facility at Andover War Memorial Hospital. The Charity works in close liaison with the Healthcare Trust to ensure the continuing improvement in palliative care facilities.

Countess Of Brecknock Hospice Trust

Trustees' Report

OBJECTIVES AND ACTIVITIES

The company's objects and principal activities are:-

- The relief of patients suffering from cancer and other life-limiting illnesses who reside in Andover, Stockbridge and surrounding villages;
- The relief of those who have a real and substantial connection with the Andover, Stockbridge and surrounding villages;
- The relief of those who are receiving treatment or care at hospitals/hospices or homes in Andover, Stockbridge and surrounding villages;
- and ancillary to such relief the protection and preservation of the health of their families, friends and helpers;
- the provision of medical and, in the interests of social welfare, recreational and other facilities (including buildings and equipment) for such patients;
- the relief in cases of financial distress of such patients and their families, friends and helpers;
- the provision or funding of training for medical staff and others (including volunteers) relating to the treatment or care of such patients;
- and generally the support of the charitable work of The Countess of Brecknock Hospice.

The main objectives and activities for the year continued to focus upon the support to provide Hospice facilities at The Countess of Brecknock Hospice Andover. The strategies employed to assist the charity to meet these objectives include the following:-

- Continuing fundraising initiatives supported by communications activities;
- Welfare support to patients and carers;
- Working in partnership with the Hospice staff;
- Examining the possibilities of financing improvements to the facilities available to Hospice patients;
- Working in partnership with third party fundraising initiatives.

The work of the Charity is ably assisted by volunteers and their contribution is vital to the success of fundraising events organised by the Appeals Office.

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Countess Of Brecknock Hospice Trust

Trustees' Report

ACHIEVEMENTS AND PERFORMANCE

The main areas of charitable activity are the provision of finance for the support and enhancement of services provided by the Hospice to adults with life-limiting illness that live in our catchment area of Andover, Stockbridge and surrounding villages. This includes both in-house and external activities.

The charitable trust also funds various activities and outings for the Day Centre and covers the cost of transport provided by a volunteer drivers scheme. Patients have visited the Hawk Conservancy. Visitors have included: the Bold Balladiers, pupils from Harrow Way Community School, magician Michael King, Blakes/Vigo Nursery and Frantic Music. A Summer BBQ and a festive Christmas Lunch was enjoyed by patients, volunteers and staff.

Fundraising and awareness raising through communications continue to be the focus for the charitable trust activities. The main objective is to recruit and support a wide range of community fundraising through individuals, community groups and companies to ensure there is a constant income stream. Resources have been developed to support these fundraisers.

As a result of increasing demand for services and the need to create a hospice fit for the 21st century, an appeal for £4.2 million was launched by the charity in April 2017 to build an extension to the Hospice. This will provide 10 new single ground floor ensuite inpatient rooms with access to outside space, new relatives room, treatment and therapy rooms, multi-faith room, improved visitors and reception area. The day centre will be completely renovated and enlarged and will also have access to outside space. Work started on 21st September 2018 and the building is due to be completed at the end of November 2019. The building will then be equipped and commissioned. Thanks to the generosity of the local community, Lady Mary Fagan, our Chairman of Trustees was able to announce at Light Up A Life in December 2018 that we had raised the money to complete the building. It is anticipated the new hospice will be opened in January 2020.

Online Banking was set up and this has reduced costs. A new computer system was installed and support contracts put in place to reduce the amount of staff time spent solving technology and other related issues. A GDPR mailing was sent and preferences are now recorded on the Harlequin database to ensure we are fully GDPR compliant. A new website was launched in the Autumn of 2018 and there has been a significant increase in online donations. An online booking system for events was trialled for the 10@10 Late Night and this proved to be a useful and profitable new tool. Michele Gard's role was reviewed and from 1st September 2018, she became Trust Director to reflect the accountabilities and range of her work.

Countess Of Brecknock Hospice Trust

Trustees' Report

Fundraising Events

Numerous fund raising events took place during the year, many of which were organised by individuals or groups with little or no input from the Charity Office.

Annual events organised by the Charity Office included:

10@10 Late Night Walk

The 10@10 Late Night Walk has been rebranded and is now open to everyone. In June 2018 the walk started and finished at Harrow Way Community School using a 2.5 mile loop with walkers completing either 2 or 4 laps. 160 walkers took part. A great team of volunteers made the event possible. Laura Cook and Harrow Way School, Stitch-a-Logo and Newbury Building Society generously supported the event. We raised £17,930 from this event.

Door Drop

Following the appeal to build a hospice in Winchester, we have lost 35,000 households from our fundraising area. However, even with the reduction in households, the door drop raised over £10,000. We also included the Christmas Card leaflet this year. We had had an excellent response and sold out of the initial stock and had to order additional cards. The additional Christmas Card income made this a very worthwhile initiative.

Light Up A Life

Due to the new extension building works, this year the Light Up a Life was held at St Mary's Church in Andover. This is the first time the event has not been held at the Hospice. The church was full, we received excellent feedback and raised over £6,000. It is planned that we will hold the event at St Mary's in 2019.

Special Projects

There were no special projects undertaken by the Charity during the year 1 April 2018 to 31 March 2019.

Public Benefit

The objectives of the Charity are to support the palliative care services offered by the Countess of Brecknock Hospice by providing a considerable financial contribution towards the general running costs of the unit and to improve and enhance the facilities at the Hospice for the benefit of patients suffering from cancer and other serious illnesses who reside in Andover and its surrounding villages or who have a real and substantial connection with the area of benefit or who are receiving treatment or care in the area of benefit and, ancillary to such relief, to give significant support to the families, friends and carers of our patients.

Funds were also used for the provision of medical and, in the interests of social welfare, recreational and other facilities (including buildings and equipment) for the benefit of our patients and for the provision of training for medical staff and others (including volunteers) relating to the treatment or care of our patients.

Countess Of Brecknock Hospice Trust

Trustees' Report

FINANCIAL REVIEW

The Charity has achieved all its objectives in the year.

The gross incoming resources in the year were £1,091,035 of which £389,427 was into restricted funds. These were used to pay the administration, and fundraising expenses of the Charity together with the agreed Hospice support grant and other grants totalling £1,082,896 of which £718,735 was from restricted funds. The gain resulting of £8,139 and the gains on investments totalling £25,107 produced a net gain of £33,246 to be added to existing funds leaving a balance on unrestricted funds carried forward of £3,758,318, of which £2,330,000 are designated funds, and a balance on restricted funds carried forward of £1,182,284 at 31 March 2019.

Principal Funding Sources

The Charity is dependent on the income received by way of donations. The Charity also raises funds through the events that took place in the year and from trading activities.

In addition the Charity has an income from Investments and cash deposits. Although, not a regular source of income, legacies also allow the income of the Charity to be boosted.

The Charity is dependent on the continuing receipt of donations which amounted to a total of £682,200 of which £377,374 was into restricted funds for the year to 31 March 2019. The Charity was also in receipt of legacies which amounted to a total of £323,908 all of which was into unrestricted funds for the year to 31 March 2019.

The Charity received £47,518 from investments in the year under review of which £12,053 was into restricted funds.

The Charity achieved net realised and unrealised gains/losses from Stock Exchange Investments amounting to a gain of £25,107 for the year under review.

New Hospice Building Appeal Funds

An appeal was launched on 1st March 2017 to fund the £4.2 million cost of a major extension to the hospice building. The trustees have set aside £2,330,000 from existing reserves for this purpose and following initial donations, including £500,000 from Hampshire County Council, the designated and restricted funds amount to £3,507,721.

Restricted Funds

The restricted funds and their defined uses are shown in detail in note 19 to the Financial Statements.

Investment policy

The Board of Trustees may make any investments in any manner subject to obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification. The investment policy of the company must be reviewed at least once a year.

The Board of Trustees has obtained expert advice from Rathbones, Stockbrokers (Winchester office). The unrestricted funds required to support the long term commitments of the charity are invested for income and capital growth. At 31 March 2019 Stock Exchange Investments were yielding 4.6% and investments into Investment Funds with a market value of £500,653 were yielding 3.9% making an overall return on all investments of 4.2%. It should be noted that the income achieved by the Investment Funds is reflected in the increased capital value of those investments as very little income is distributed.

The interest rates achieved on money deposits with banking institutions remain disappointingly low, but are in line with the best rates currently achievable.

Countess Of Brecknock Hospice Trust

Trustees' Report

Reserves Policy

Free (i.e. non committed) reserves are calculated on the basis of the excess of unrestricted funds, excluding designated funds, over fixed assets, including investments held as fixed assets, which are used to generate income for its charitable activities.

On this basis the free reserves at 31 March 2019 amount to £616,764. This represents 2 times current annual expenditure.

The Board of Trustees are of the opinion that this is a reasonable level of free reserves to maintain in view of the following:

- The Charity aims to provide an annual grant to the NHS which is decided by the Trustees at their AGM.
- The Charity also supports Day Center and other initiatives.

PLANS FOR FUTURE PERIODS

The Charity plans to continue the activities outlined above in the forthcoming year.

FUND-RAISING STANDARDS INFORMATION

The Countess of Brecknock Hospice Trust raises funds from members of the public by organising the events and activities detailed in this report and via individuals, organisations, community groups and companies who fundraise on our behalf. We comply with legal requirements and adhere to the Institute of Fundraising Code of Practice and guideline. We do not employ any third parties to fundraise on our behalf and have not received any complaints in relation to our fundraising activities.

We record information on our data base to record activities and donations and are fully compliant with GDPR requirements. Contact preferences are recorded and, apart from our annual door drop where it is not possible to exclude addresses, only contact those who wish to hear from us. We have also adopted the Institute of Fundraising Treating Donors Fairly - Fundraising with People in Vulnerable Circumstances.

We provide information on safe and legal fundraising to those individuals, groups and companies that we know are fundraising for us. These activities are reviewed and monitored by the Trust Director and individuals supported and advised where appropriate.

DISCLOSURE OF INFORMATION TO AUDITOR

Each Trustee has taken steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the Charity's auditor is aware of that information. The Trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

REAPPOINTMENT OF AUDITOR

BRC accountants have been re-appointed as auditor for the ensuing year in accordance with section 485 of the Companies Act 2006.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Countess Of Brecknock Hospice Trust

Trustees' Report

The annual report was approved by the trustees of the charity on 30th 9th 19 and signed on its behalf by:


.....
Lady Mary Fagan LG DVCO JP
Trustee

Countess Of Brecknock Hospice Trust

Statement of Trustees' Responsibilities

The Trustees (who are also the directors of Countess Of Brecknock Hospice Trust for the purposes of company law) are responsible for preparing the Trustee's report and the ' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 of its incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

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

Approved by the Trustees of the Charity on 3.9.19 and signed on its behalf by:


.....
Lady Mary Fagan LG DVCO JP
Trustee

Countess Of Brecknock Hospice Trust

Independent Auditors' Report to the Members of Countess Of Brecknock Hospice Trust

Opinion

We have audited the financial statements of Countess Of Brecknock Hospice Trust (the 'charity') for the year ended 31 March 2019, which comprise the Statement of Financial Activities, Balance Sheet, 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' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2019 and of its results 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and 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 charity'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.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustee's 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.

Countess Of Brecknock Hospice Trust

Independent Auditors' Report to the Members of Countess Of Brecknock Hospice Trust

Matters on which we are required to report by exception

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

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

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities [set out on page 12], the trustees 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 charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

Countess Of Brecknock Hospice Trust

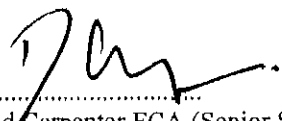
Independent Auditors' Report to the Members of Countess Of Brecknock Hospice Trust

- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of this report

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


.....
David Carpenter FCA (Senior Statutory Auditor)
For and on behalf of BRC accountants, Statutory Auditor

Chartered accountants and statutory auditors
Aldwych House
Winchester Street
Andover
Hampshire
SP10 2EA

Date: 06.09.19

Countess Of Brecknock Hospice Trust

Statement of Financial Activities for the Year Ended 31 March 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies	3	660,993	377,374	1,038,367
Other trading activities	4	5,150	-	5,150
Investments	5	35,465	12,053	47,518
Total Income		701,608	389,427	1,091,035
Expenditure on:				
Raising funds	6	(49,266)	(21,053)	(70,319)
Charitable activities	7	(314,895)	(697,682)	(1,012,577)
Total Expenditure		(364,161)	(718,735)	(1,082,896)
Net gains/(losses) on investments		25,107	-	25,107
Net income/(expenditure)		362,554	(329,308)	33,246
Net movement in funds		362,554	(329,308)	33,246
Reconciliation of funds				
Total funds brought forward		3,395,764	1,511,592	4,907,356
Total funds carried forward	19	3,758,318	1,182,284	4,940,602
	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
Income and Endowments from:				
Donations and legacies	3	329,807	576,169	905,976
Other trading activities	4	5,020	-	5,020
Investments	5	64,347	12,849	77,196
Total Income		399,174	589,018	988,192
Expenditure on:				
Raising funds	6	(48,523)	(7,816)	(56,339)
Charitable activities	7	(317,966)	(193,178)	(511,144)
Total Expenditure		(366,489)	(200,994)	(567,483)
Net gains/(losses) on investments		(50,856)	-	(50,856)
Net (expenditure)/income		(18,171)	388,024	369,853
Net movement in funds		(18,171)	388,024	369,853
Reconciliation of funds				
Total funds brought forward		3,413,936	1,123,568	4,537,504
Total funds carried forward	19	3,395,765	1,511,592	4,907,357

Countess Of Brecknock Hospice Trust

(Registration number: 3481737)
Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	13	3,057	14
Investments	14	808,497	789,709
		<u>811,554</u>	<u>789,723</u>
Current assets			
Stocks		116	116
Debtors	15	8,951	20,273
Cash at bank and in hand		4,187,086	4,281,137
		<u>4,196,153</u>	<u>4,301,526</u>
Creditors: Amounts falling due within one year	16	<u>(67,105)</u>	<u>(183,892)</u>
Net current assets		<u>4,129,048</u>	<u>4,117,634</u>
Net assets		<u>4,940,602</u>	<u>4,907,357</u>
Funds of the charity:			
Restricted income funds		<u>1,182,284</u>	<u>1,511,592</u>
Unrestricted income funds			
Unrestricted funds		1,428,318	1,065,765
Designated Funds		<u>2,330,000</u>	<u>2,330,000</u>
Unrestricted income funds		<u>3,758,318</u>	<u>3,395,765</u>
Total funds	19	<u>4,940,602</u>	<u>4,907,357</u>

For the year ending 31 March 2019 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies, but as this company is a charity, it is subject to audit under the Charities Act 2011.

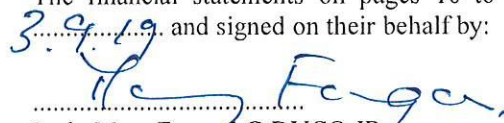
Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with FRS 102.

The financial statements on pages 16 to 29 were approved by the Trustees, and authorised for issue on 3.9.19 and signed on their behalf by:


Lady Mary Fagan LG DVCO JP
Trustee

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

1 General information

The Charity is an individual private charity limited by guarantee incorporated in England and consequently does not have share capital. Each of the Trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:
The Countess of Brecknock House
War Memorial Community Hospital
Andover
Hampshire
SP10 3LB

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Countess Of Brecknock Hospice Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared in sterling, which is the functional currency of the Charity, monetary amounts in these financial statements are rounded to the nearest £.

Exemption from preparing a cash flow statement

The Charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

Donations and legacies

Donations and gifts are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Income received for the general purposes of the Charity is included as unrestricted funds. Income for activities restricted by the wishes of the donor is taken to restricted funds where these wishes are legally binding on the trustees.

For legacies, entitlement is taken on a case by case basis as the earlier of the date on which: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the executor's intention to make a distribution. If the legacy is in the form of an asset other than cash or an asset listed on a recognised stock exchange, recognition is subject to the value of the asset being able to be reliably measured and title to the asset has passed to the Charity. Where legacies have been notified to the Charity or the Charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

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

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity where this can be quantified.

Other trading activities

Incoming resources from charitable trading activities and fundraising activities are accounted for when earned.

Investment income

Investment income is accounted for on an accruals basis.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. The irrecoverable element of VAT is included with the item of expense to which it relates.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

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

Support costs

Salary costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of staff resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Tangible fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Where donations are received toward the cost of fixed assets, the amount of the donation is treated as restricted funds. The equivalent proportion of the annual depreciation charge of the assets concerned is debited to restricted funds.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	5 years straight line
Computer equipment	3 years straight line

Volunteers

The value of services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in the Trustees' report.

Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals as they arise.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost. Unrealised gains and losses are calculated as the difference between the market values at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

Stock

Stocks are valued at the lower of cost or net realisable value.

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustee's discretion in furtherance of the objectives of the Charity and have not been designated for other purposes.

Designated funds are unrestricted funds that are resources set aside for specific purposes at the discretion of the Trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

Operating leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

Financial instruments

The Charity only has financial assets and 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.

3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Donations	301,226	377,374	678,600	839,444
Legacies	323,908	-	323,908	20,437
Sponsorship income	32,259	-	32,259	38,115
Donated services and facilities	3,600	-	3,600	7,980
	<u>660,993</u>	<u>377,374</u>	<u>1,038,367</u>	<u>905,976</u>

4 Income from other trading activities

	Unrestricted funds	Total 2019	Total 2018
	£	£	£
Shop income	<u>5,150</u>	<u>5,150</u>	<u>5,020</u>

5 Investment income

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Income from UK listed investments	32,524	-	32,524	48,309
Income from non-UK listed investments	2,807	-	2,807	3,147
Bank interest receivable	134	12,053	12,187	25,740
	<u>35,465</u>	<u>12,053</u>	<u>47,518</u>	<u>77,196</u>

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

6 Expenditure on raising funds

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Consultancy fees	-	4,010	4,010	6,980
Newsletters & communications	8,801	-	8,801	13,279
Investment management costs	4,834	-	4,834	5,940
Shop and event costs	10,399	-	10,399	7,215
Support costs				
Employment costs	25,232	17,043	42,275	22,925
	<u>49,266</u>	<u>21,053</u>	<u>70,319</u>	<u>56,339</u>

7 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Grant to Hampshire Hospitals NHSFT	240,802	697,682	938,484	433,979
Welfare support for hospice patients	16,061	-	16,061	10,201
Support costs				
Employment costs	10,569	-	10,569	9,407
Governance costs				
Employment costs	24,453	-	24,453	23,960
Consultancy fees	-	-	-	7,680
Staff training	2,274	-	2,274	522
Establishment costs	1,028	-	1,028	1,133
Rent	3,600	-	3,600	3,600
Office expenses	10,584	-	10,584	11,142
Auditors' remuneration	4,380	-	4,380	7,560
Bank charges	1,144	-	1,144	1,960
	<u>314,895</u>	<u>697,682</u>	<u>1,012,577</u>	<u>511,144</u>

8 Grants to institutions

	2019 £	2018 £
Hampshire Hospitals NHSFT		
Grant to hospice running costs	240,801	240,801
Grant to new hospice building	<u>697,682</u>	<u>193,178</u>
	<u>938,483</u>	<u>1,131,661</u>

All grants were made to contribute towards the running costs of the hospice and the restricted sum of £697,682 (2018 - £193,178) for new building costs in furtherance of the Charity's objectives.

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

9 Net incoming/outgoing resources

Net incoming resources for the year includes:

	2019 £	2018 £
Auditors' remuneration - audit services	1,200	1,200
Auditors' remuneration - non audit services	<u>3,180</u>	<u>6,360</u>

10 Trustees remuneration and expenses

No Trustees received any remuneration during the year or the previous year.

Expenses paid to the Trustees in the year totalled £nil (2018: £785). These expenses were made up of Trustees reimbursed for expenses in furtherance of the charity's objectives.

11 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
Wages and salaries	68,058	53,420
Social security costs	4,067	2,190
Pension costs	<u>5,172</u>	<u>682</u>
	<u>77,297</u>	<u>56,292</u>

The average number of persons employed by the Charity (including Trustees) during the year was as follows:

	2019 No	2018 No
Administrative staff	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year.

The key management personnel of the Charity comprise the Trustees and the management team. The total employee benefits of the key management personnel of the Charity were £77,297 (2018 - £56,292).

12 Taxation

The Charity is a registered charity and is therefore exempt from taxation.

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

13 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2018	23,433	23,433
Additions	4,565	4,565
At 31 March 2019	<u>27,998</u>	<u>27,998</u>
Depreciation		
At 1 April 2018	23,419	23,419
Charge for the year	1,522	1,522
At 31 March 2019	<u>24,941</u>	<u>24,941</u>
Net book value		
At 31 March 2019	<u>3,057</u>	<u>3,057</u>
At 31 March 2018	<u>14</u>	<u>14</u>

14 Fixed asset investments

	Listed investments			Other investments	
	UK £	Overseas £	Listed investments total	UK £	Total £
At 1 April 2018	514,938	52,710	567,648	222,062	789,710
Revaluations	23,507	4,235	27,742	(2,637)	25,105
Additions	32,176	29,671	61,847	59,072	120,919
Disposals	<u>(80,074)</u>	<u>-</u>	<u>(80,074)</u>	<u>(47,163)</u>	<u>(127,237)</u>
At 31 March 2019	<u>490,547</u>	<u>86,616</u>	<u>577,163</u>	<u>231,334</u>	<u>808,497</u>

Historical cost

The historical cost of investments at year end was £636,335 (2018 - £633,753).

Listed investments

Listed investments having a cost of £423,169 (2018 - £435,284) are held by the Charity and had a market value of £577,163 (2018 - £567,647) at the end of the year.

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

15 Debtors

	2019 £	2018 £
Tax recoverable	8,951	4,734
Legacies receivable	<u>-</u>	<u>15,539</u>
	<u>8,951</u>	<u>20,273</u>

16 Creditors: amounts falling due within one year

	2019 £	2018 £
Other taxation and social security	1,971	-
Other creditors	-	318
Bank loans and overdrafts	-	57,874
Accruals and deferred income	<u>65,134</u>	<u>125,700</u>
	<u>67,105</u>	<u>183,892</u>

17 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2019 £	2018 £
Other		
Within one year	152	201
Between one and five years	<u>-</u>	<u>152</u>
	<u>152</u>	<u>353</u>

18 Contingent assets

The Charity has been notified of legacies where the value of these estates was uncertain as the executors are waiting on information on any claims to be made on these estates. Therefore no amount has been accrued in respect of these legacies.

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

19 Funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Net gains/(losses) on investments £	Balance at 31 March 2019 £
Unrestricted funds	1,065,764	701,608	(364,161)	25,107	1,428,318
Unrestricted designated funds	2,330,000	-	-	-	2,330,000
Building fund	3,395,764	701,608	(364,161)	25,107	3,758,318
Restricted funds	4,421	-	-	-	4,421
Deane summer events	142	-	-	-	142
Equipment in memory funds	1,507,029	389,427	(718,735)	-	1,177,721
Building fund	1,511,592	389,427	(718,735)	-	1,182,284
Total funds	4,907,356	1,091,035	(1,082,896)	25,107	4,940,602

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Net gains/(losses) on investments £	Transfers £	Balance at 31 March 2018 £
Unrestricted funds	1,583,936	399,174	(366,489)	(50,856)	(500,000)	1,065,765
Designated funds	1,830,000	-	-	-	500,000	2,330,000
Building fund	3,413,936	399,174	(366,489)	(50,856)	-	3,395,765
Restricted funds	4,421	-	-	-	-	4,421
Deane summer events	142	-	-	-	-	142
Equipment in memory funds	1,119,005	589,018	(200,994)	-	-	1,507,029
Building fund	1,123,568	589,018	(200,994)	-	-	1,511,592
Total funds	4,537,504	988,192	(567,483)	(50,856)	-	4,907,357

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

Building Fund

This fund was established to provide funds towards the future development of the hospice. The development commenced in September 2018.

Deane Summer Events

This was established by donation to meet the costs of putting on the summer events at Deane House.

Equipment in Memory Funds

These funds were established to account for small equipment purchases that had been specifically earmarked as restricted funds by the donors.

Transfers

£nil (2018 - £500,000) was designated as building funds during the year for the development of the new building.

20 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	3,057	-	3,057
Fixed asset investments	808,497	-	808,497
Current assets	2,892,550	1,303,603	4,196,153
Current liabilities	54,215	(121,320)	(67,105)
Total net assets	3,758,319	1,182,283	4,940,602

21 Related party transactions

Controlling entity

The company was controlled throughout the period by the Trustees, by virtue of the control afforded to them by the Memorandum and Articles of Association.

Related party transactions

There were no transactions with related parties during the period other than those detailed in note 10 Trustees remuneration and expenses and note 11 Staff costs.

During the year the charity made the following related party transactions:

Trustees

(Trustees of the charity)

During the year there were transactions between the charity and its trustees. The trustees were Lady Mary Fagan LG DVCO JP, L J Benson JP DL, The Marquess D Camden, Rear Admiral I R Henderson CB CBE DL, P A Kinnersley-West, C M Scheckter DL, B R W Parker MBE, Professor J Carter CBE and E K Sandy.

The total amount of donations received without conditions from the trustees was £17,595. At the balance sheet date the amount due Trustees was £Nil (2018 - £Nil)

Countess Of Brecknock Hospice Trust

Notes to the Financial Statements for the Year Ended 31 March 2019

22 Financial instruments

Categorisation of financial instruments

	2019 £	2018 £
Assets		
Financial assets measured at fair value through profit or loss	808,497	789,709
Financial assets that are debt instruments measured at amortised cost	4,199,210	4,301,540
	<u>5,007,707</u>	<u>5,091,249</u>
Liabilities		
Financial liabilities measured at amortised cost	<u>67,105</u>	<u>183,892</u>

Financial assets measured at fair value through profit and loss includes investments.

Financial assets that are debt instruments measured at amortised cost includes debtors and cash at bank and in hand.

Financial liabilities measured at amortised cost includes bank loans, overdrafts, accruals, deferred income and other creditors.

Items of income, expense, gains or losses

	Income £	Net gains £
2019		
Financial assets measured at fair value through profit or loss	35,331	25,107
Financial assets measured at amortised cost	12,187	-
	<u>47,518</u>	<u>25,107</u>
2018		
Financial assets measured at fair value through profit or loss	51,456	50,856
Financial assets measured at amortised cost	25,740	-
	<u>77,196</u>	<u>50,856</u>

The total interest income for financial assets not measured at fair value through profit or loss is £12,187 (2018 - £25,740).