Sobell House Hospice Charity Limited (limited by guarantee)

Registered Charity No: 1118646 Registered Company No: 05989017

> Consolidated Accounts for the year ended 31st March 2019

Wenn Townsend Chartered Accountants Oxford

### Reference and administrative details

Registered Office:	30 St Giles Oxford OX1 3LE
Principal Office:	Sir Michael Sobell House Churchill Hospital Headington Oxford OX3 7LJ
Bankers:	Barclays Bank plc Oxford City Centre Branch Oxford OX1 3HB
Solicitors:	Blake Morgan LLP Seacourt Tower West Way Oxford OX2 0FB HMG Law LLP 126 High Street Oxford OX1 4DG
Auditors:	Wenn Townsend Chartered Accountants and Registered Auditors 30 St Giles Oxford OX1 3LE
Investment Advisers:	Quilter Cheviot Limited 1 Kingsway London WC2B 6AN

#### Trustees' Annual Report for the year ended 31st March 2019

#### Foreword

The Trustees, who act as directors for the purposes of company law, of Sobell House Hospice Charity Limited (the Charity) present their annual report together with the audited financial statements for the Charity and its two subsidiary companies. The Trustees have adopted the provisions of "Accounting and Reporting by Charities" Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) in preparing the annual report and financial statements of the charity and the group.

#### The Trustees and officers of the Charity

The names of the members of this body who acted during the year ended 31st March 2019 together with changes subsequent to that date are as follows:

Mr I Miles (Chairman)\* ~ Mr P Holloran (Treasurer)\* ~ Mrs V Spurge (Secretary)\* Dr W Couldrick\* Mr H Fraser# Mrs M Hodgson Mrs S Nash\*# Mrs G Nineham (Vice Chairman)\* Mr K Smith\* Ms J Findley Dr R Starer

Mrs D Gardner (CEO)\*#~

\* indicates member of Finance Committee
 # indicates member of the Trading Advisory Committee
 ~ indicates member of the Investment Committee

#### Objectives and activities for the public benefit

The key element of the Charity's medium to long-term strategy is to provide on-going funding to Sir Michael Sobell House (The Hospice). The Hospice is an NHS hospice which has been providing care since 1976 for people in Oxfordshire with life-limiting illnesses. The Charity has provided financial support from the outset. In 2001, the Charity finalised a capital appeal of £3.7 million to complete a new twenty-bed facility and refurbish the 'old' Hospice building. The Hospice building is leased by the Charity to the NHS. The costs have been capitalised and are being amortised over the period of the lease.

In the year ending 31st March 2019, the Charity provided ongoing funding to the Hospice totaling £1,539,337 (last year £1,460,705). This funding provided additional services to augment those offered by the Hospice and include amongst others, Day Centre Transport and Services, complementary therapies as well as pastoral support. The trustees are pleased to report that, at the point of drafting, the new building to provide palliative outpatient services, dementia friendly inpatient rooms and additional office space, is almost complete, with commissioning due in the summer of 2019.

The Charity measures the success of its strategy in two ways:

Within the Hospice - the grant from the Charity allows the Hospice to provide a broader range of services and higher level of care to a greater number of people in Oxfordshire than would otherwise be possible using only the NHS provision for this type of service.

Within the Charity - fundraising results are measured against the previous year while being compared to external benchmarks and the budgets determined by the Charity staff and agreed with Trustees. The Trustees also closely monitor the performance of the investment portfolio and obtain advice from their broker relating to investment matters.

## Trustees' Annual Report (continued) for the year ended 31st March 2019

### Objectives and activities for the public benefit (continued)

#### Voluntary help

Sobell House Hospice Charity Limited upholds the important principle that the Hospice is a community-owned organisation. There are a range of fundraising activities held in partnership with local people, such as organising events, operating eight Charity Shops, warehouses and the Sobell Lottery. The generous support of our volunteers, with all of these activities and office administration, enables the Charity to support the Hospice at its current level and also to consider increasing such support.

The Trustees wish to thank the volunteers for all their contributions and acknowledge that without their support, the Charity would not be able to provide the support for the Hospice, let alone undertake other possible areas for support to those with life limiting illnesses.

#### Fundraising standards information

Members of the Charity's fundraising department organise events and carry out fundraising activities in order to generate funds for the charity. The Charity does not use professional fundraisers, but does work with Local Hospice Lottery as a commercial participator to carry out its Lottery under a formal agreement. There have been no complaints about fundraising activity this year.

The charity has signed up to the Fundraising Regulators Code of Fundraising Practice.

All the charity's marketing activities are undertaken directly to ensure that it is not unreasonably persistent or intrusive. Direct marketing materials contain clear details of how to unsubscribe to future communications and care is taken to limit the level of communications being sent out.

#### Public benefit statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

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#### Achievements and performance

During 2018/19, with the Charity's support, the Hospice has extended help to the following number of patients.

2018/19	2017/18
11,098	10,477
4,798	4,605
2,571	2,314
1,300	1,635
2,429	1,923
4,979	5,235
2,312	2,214
	11,098 4,798 2,571 1,300 2,429 4,979

- \* Appointments and visits to patients
- \*\* Number of patients

While caring for such significant numbers of people, the Hospice maintains the ethos that the individual is of primary importance. The Hospice is not a place dominated by illness, but a place where people overcome pain and fear, and to make the very most of the time they have. The service is completely free to those in our community who may need it, regardless of their beliefs, race, age, sex or sexual orientation.

#### Trustees' Annual Report (continued) For the year ended 31st March 2019

#### Achievements and performance (continued)

The Charity granted £1,539,337 (£1,460,705 in 2017-18) in the year ended 31st March 2019 to fund a broad range of services and activities provided in the Hospice by the NHS. Last year we reported that the Hospital Project is funding a multi-disciplinary team to provide palliative care throughout the hospitals and the OUHFT. The increase of patients seen by the hospital specialists' team can be attributed to this project. The cost of this project this year included in designated funds was £468,157.

A further £126,116 was used to fund the catering service within the Hospice and £43,793 funded the Transport Service. The Charity took on the funding of the bereavement service in September 2017 for 3 years, with a cost of £112,505 in the year ended 31st March 2019. This grant will continue to increase as staffing reaches full complement and the service develops.

#### **Financial review**

The income from general donations and events increased by £106,607 from £1,745,665 in 2018 to £1,852,272 in 2019. The Trustees are very grateful to all those who support the Hospice with gifts and legacies.

Income from legacies decreased from £1,137,885 in 2018 to £1,039,787 in 2019. The charity relies on legacy income to enable it to consider the funding of additional projects for the benefit of the Hospice service and it is the significant legacy income that has enabled the Trustees to consider the projects described in this report.

Trading income from the shops decreased from £1,409,598 in 2018 to £1,332,075 in 2019. Trading income decreased this year but overall profitability has increased due to cost savings. The Charity continues to pay the Real Living Wage as a minimum. The collaboration with the Local Hospice Lottery, a consortium carrying on a lottery on behalf of hospice throughout the United Kingdom, continues to grow this year.

The Trustees continue to work with our Investment advisors to ensure that funds are realised in a timely manner for the ongoing building project, whilst ensuring that returns for the portfolio are optimised.

#### Investment policy and powers

The Trustees are empowered by their Constitution to invest all funds not required for immediate application in any lawful manner at their discretion, and for this purpose to delegate the management of the investments to our professional investment managers, Quilter Cheviot Limited.

The investment objective, as agreed by the Trustees, is to achieve sufficient capital and income growth, which over the long term will maintain the real value of the assets. The Trustees have reviewed their Investment Policy and have, in the light of the capital spend, separated the Investment and Reserves Funds. There are no specific restrictions on investments other than that they should be suitable for the Charity.

#### **Reserves policy**

The level of free reserves for the Group at the 31st March 2019 was approximately £1.7 million.

Grants totaling £2.1 million were made to the Hospice and related services this year (last year £2.0 million). The cost of generating those funds, together with cost of governance (but excluding trading costs) amounted to approximately £501,000 this year (last year £429,000).

The Trustees currently consider that the appropriate level of free reserves is equivalent to 18 months of grant expenditure. The Charity currently holds 22 months of free reserves.

#### Trustees' Annual Report (continued) For the year ended 31st March 2019

#### Plans for future periods

Our plans for the future encompass the successful completion of the new hospice annex together with the ongoing development of the multi-disciplinary team services for palliative and end of life care in the hospitals of the Oxford University Hospitals Foundation Trust (OUHFT). The Trustees believe that the need for hospice care will continue to grow as the demography of Oxfordshire changes. We therefore continue to work with clinical services to ensure that funds are available to support initiatives that meet our objects and support the work of Sobell House.

#### Structure, governance and management

The Charitable Company is governed by its Memorandum and Articles of Association which were adopted on incorporation on 6th November 2006. It is registered as a charity with the Charity Commission. The liability of members in the event of a winding up is limited by guarantee to an amount not exceeding £1 per member. At the balance sheet date there were eleven members.

The Board of Trustees, when complete, comprises a Chairman, Treasurer and Secretary plus a Vice Chairman and up to eight other members elected at the Annual General Meeting (AGM). One-third of the Trustees retire at each AGM, though retiring Trustees are eligible for re-election. The Trustees can fill any casual vacancy in their number, and may co-opt not more than three additional Trustees, any person so appointed being entitled to hold office until the next AGM.

The Board of Trustees meets four times a year and there are also three sub-committees; the Finance Committee, an Advisory Trading Committee, and an Investment Committee, which also meet four times a year or as often as is required. All policy and strategy decisions are formally tabled for approval at the Trustees' quarterly meetings. Decisions concerning the day to day running of the Charity are delegated to the Chief Executive Officer and the team of office staff who work under the direction of the Chief Executive.

Trustees are selected, as required, to fill particular skill requirements on the Board of Trustees. Prospective Trustees are invited to make a series of introductory visits to the Hospice and Charity offices prior to being formally elected as Trustees. Prior to the appointment of Honorary officers, meetings are arranged with the Chief Executive and relevant staff.

#### **Key Management Personnel Remuneration**

The Trustees consider the Board of Trustees, the Chief Executive and the senior leadership team as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 4 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Trust's policy withdraw from decisions where a conflict of interest arises.

The pay of the Chief Executive and senior leadership team is reviewed annually and is normally increased in accordance with average earnings. The remuneration is reviewed to ensure that it is commensurate with similar roles.

#### **Related parties**

The Charity has two subsidiary companies.

Sobell Lottery Limited was incorporated on 22nd March 1999 as a wholly owned subsidiary.

Sobell House Hospice Company Limited ceased to be a dormant company on 1st July 2003 and began to trade in bought in goods. The company is limited by guarantee and is a wholly owned subsidiary of the Charity.

Sobell House Hospice Company Limited donates its taxable profits to the Charity each year by Gift Aid. Sobell Lottery Limited remains in use as a party to the agreement with Local Hospice Lottery Limited. LHL donate the lottery proceeds due directly to the Charity.

#### Trustees' Annual Report (continued) For the year ended 31st March 2019

#### **Risk management**

The Trustees continue to review the financial risks facing the Charity with a view to mitigating these in the light of future plans.

The principal risks and uncertainties faced by the charity are to ensure that continuity of funding is maintained.

#### Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Sobell House Hospice Charity Limited for the purposes of company law) are responsible for preparing the Trustees' Annual 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 the financial statements for each financial year, which give a true and fair view of the state of affairs of the Charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the Charitable Company for the year. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 Charity and the group will continue in operation.

The Trustees are responsible for keeping adequate accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking any reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

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

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.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

#### By order of the Trustees

Mr I Miles Chair of Trustees

28<sup>th</sup> October 2019

#### Independent Auditor's Report to the Members and Trustees of Sobell House Hospice Charity Limited

### Opinion

We have audited the financial statements of Sobell House Hospice Charity Limited (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31st March 2019 which comprise the Consolidated Statement of Financial Activities, the Group and Charity Balance Sheets, the 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 31st March 2019, 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.

#### 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.

## Independent Auditor's Report to the Members and Trustees of Sobell House Hospice Charity Limited (continued)

#### 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 6, 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.

Graham Cole BA FCA (Senior Statutory Auditor) For and on behalf of Wenn Townsend Chartered Accountants and Statutory Auditor 30 St Giles Oxford OX1 3LE 28<sup>th</sup> October 2019

Wenn Townsend is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

#### Consolidated Statement of Financial Activities (including income and expenditure account) for the year ended 31st March 2019

	Note	Restricted Funds £	General Funds £	Designated Funds £	Total 2019 £	Restricted Funds £	General Funds £	Designated Funds £	Total 2018 £
Income from:									
Voluntary income: General donations and events Legacies Grants received Activities for generating funds:		182,877 10,000 -	1,004,395 1,029,787	665,000 - -	1,852,272 1,039,787 -	193,896 189,658 38,688	886,769 948,227 -	665,000 - -	1,745,665 1,137,885 38,688
Shops - sales of goods Income from lottery Investment income:		-	1,332,075 206,097	-	1,332,075 206,097	-	1,409,598 181,365	-	1,409,598 181,365
Bank interest Quoted investment income Other income:		-	2,611 229,946	-	2,611 229,946	:	1,341 221,035	-	1,341 221,035
Payment for shop closure		-	-	-	-	-	-	277,000	277,000
Total income		192,877	3,804,911	665,000	4,662,788	422,242	3,648,335	942,000	5,012,577
Expenditure on:									
Raising funds: Fundraising and publicity Shops - cost of sales Office costs		- - -	327,314 1,080,272 173,441	- - -	327,314 1,080,272 173,441	- - -	273,529 1,210,395 155,459	- - -	273,529 1,210,395 155,459
	2	-	1,581,027	-	1,581,027	-	1,639,383	-	1,639,383
Charitable activities: Grants to Sobell House Donation to SeeSaw Hospice depreciation Catering service Transport service Bereavement Service Office costs	2	19,481 - 97,135 - - - - - 116,616	1,051,699 20,000 - 126,116 43,793 112,505 173,443 1,527,556	468,157 24,868   493,025	1,539,337 20,000 122,003 126,116 43,793 112,505 173,443 2,137,197	25,819 - 70,800 - 45,893 - 142,512	1,079,690 20,000 - 125,711 33,083 45,368 155,464 1,459,316	355,196 - 49,200 - - - - 404,396	1,460,705 20,000 120,000 125,711 33,083 91,261 155,464 2,006,224
Total expenditure		116,616	3,108,583	493,025	3,718,224	142,512	3,098,699	404,396	3,645,607

Consolidated Statement of Financial Activities (including income and expenditure account) for the year ended 31st March 2019 (continued)

	Note	Restricted Funds £	General Funds £	Designated Funds £	d Total 2019 £	Restricted Funds £	General Funds £	Designated Funds £	Total 2018 £
Net income before gains/(losses) on investments		76,261	696,328	171,975	944,564	279,730	549,636	537,604	1,366,970
Realised gains on investment assets Unrealised gains/(losses)	7	-	11,625	-	11,625	-	73,097	-	73,097
on investment assets	7	-	422,001	-	422,001	-	(227,918)	-	(227,918)
Net income		76,261	1,129,954	171,975	1,378,190	279,730	394,815	537,604	1,212,149
Transfers between funds	12	-	1,300,000	(1,300,000)	-	-	-	-	-
Net movement in funds		76,261	2,429,954	(1,128,025)	1,378,190	279,730	394,815	537,604	1,212,149
Fund balances brought forward at 1st April 2018		1,587,525	3,000,066	11,046,450	15,634,041	1,307,795	2,605,251	10,508,846	14,421,892
Fund balances carried forward at 31st March 2019		1,663,786	5,430,020	9,918,425	17,012,231	1,587,525	3,000,066	11,046,450	15,634,041

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

#### Balance Sheet As at 31st March 2019

	Note	Group 2019 £	Charity 2019 £	Group 2018 £	Charity 2018 £
Fixed assets					
Tangible assets	6	5,533,196	5,533,196	2,432,307	2,432,307
Investments	7	9,727,431	9,727,433	12,006,767	12,006,769
		15,260,627	15,260,629	14,439,074	14,439,076
Current assets					
Stock		5,976	-	12,352	-
Debtors	8	632,409	631,024	469,677	465,972
Short term deposits		833,717	833,717	566,144	566,144
Cash at bank and in hand		1,428,494	1,407,923	1,032,168	1,022,117
		2,900,596	2,872,664	2,080,341	2,054,233
Creditors: Amounts falling due within one year	9	(1,148,992)	(1,138,491)	(885,374)	(882,261)
Net current assets		1,751,604	1,734,173	1,194,967	1,171,972
Net assets		17,012,231	16,994,802	15,634,041	15,611,048
Funds:					
Unrestricted funds					
General funds		4,197,246	4,197,246	2,218,050	2,218,050
Revaluation reserve	11	1,215,345	1,215,345	759,023	759,023
Designated funds	12	9,918,425	9,918,425	11,046,450	11,046,450
		15,331,016	15,331,016	14,023,523	14,023,523
Restricted funds	12	1,663,786	1,663,786	1,587,525	1,587,525
Non-charitable trading funds	14	17,429	-	22,993	-
Total funds		17,012,231	16,994,802	15,634,041	15,611,048

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Trustees on 28<sup>th</sup> October 2019 and signed on their behalf by:

#### Mr I Miles Chair of Trustees

The notes on pages 13 to 24 form part of the financial statements

Registered Company No: 05989017

### Consolidated Statement of Cash Flows for the year ended 31st March 2019

	Note	2019 £	2018 £
Net cash flow from operating activities	13	999,177	2,084,656
Cash flow from investing activities			
Payments to acquire tangible fixed assets Receipts from sales of tangible fixed assets Payments to acquire investments Receipts from sales of investments Interest received Dividends received <b>Net cash flow from investing activities</b>		(3,299,697) 18,900 (1,583,435) 4,296,397 2,611 229,946 (335,278)	(384,604) - (4,004,076) 2,346,218 1,341 221,035 (1,820,086)
Net cash now from investing activities		(335,276)	(1,820,086)
Net increase in cash and cash equivalents		663,899	264,570
Cash and cash equivalents at 1st April 2018		1,598,312	1,333,742
Cash and cash equivalents at 31st March 201	9	2,262,211	1,598,312
Cash and cash equivalents consists of:			
Cash at bank and in hand Short term deposits		1,428,494 833,717	1,032,168 566,144
Cash and cash equivalents at 31st March 201	9	2,262,211	1,598,312

## Notes to the Accounts for the year ended 31st March 2019

#### 1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered to be material in relation to the Charity's and the Group's accounts.

#### (a) General information and basis of preparation

Sobell House Hospice Charity Limited is a charitable company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are noted in the Trustees Report.

The charity constitutes a public benefit entity as defined by 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note. The financial statements are prepared in sterling which is the functional currency of the charity.

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

#### (b) Fund accounting

Unrestricted funds consist of a general fund which the Trustees may use, for the furtherance of the objects of the Charity, at their discretion.

Designated funds are unrestricted funds which have been allocated for future expenditure for a specific purpose by the Trustees.

Restricted funds are subject to specific conditions imposed by the donor or by the terms of an appeal, these conditions being legally binding upon the Trustees.

#### (c) Income recognition

All income is included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires 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.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

#### 1. Accounting policies (continued)

#### (c) Income recognition (continued)

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Gifts in kind donated for resale are not considered practicable to fair value due to the volume of low value items, therefore they are not recognised in the financial statements until they are sold. This income is recognised within 'shops – sales of goods'.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned through holding assets for investment purposes such as shares and investment funds. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend income is recognised as the charity's right to receive payment is established.

#### d) Expenditure recognition

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.

Fundraising costs are those incurred in seeking voluntary contributions. Governance costs are those incurred in connection with administration of the Charity as a legal entity and are not connected with generating income or charitable expenditure.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

#### (e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

#### 1. Accounting policies (continued)

#### (f) Tangible fixed assets

These assets are shown at cost less accumulated depreciation. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided using the following rates and bases which reflect the anticipated useful lives of the assets and their residual values:

Leasehold premises		Equal instalments over lease term
Fixtures, fittings and equipment	- IT equipment	331/3% Straight line
	- Other	25% Reducing balance
Motor vehicles		25% Reducing balance

Surpluses or deficits arising on the disposal of tangible fixed assets are adjusted in the depreciation charge for the year.

A limit of £1,000 has been set so that items of a fixed asset nature will be capitalised if above this amount.

#### (g) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Investments in subsidiaries are measured at cost less impairment.

Current asset investments are short term highly liquid investments and are held at fair value. These include cash on deposit and cash equivalents with a maturity of less than one year.

#### (h) Stock

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value. Items donated for resale are not included in the financial statements until they are sold, as noted in note (c) as it is not considered practicable to fair value the items. Provision is made for damaged, obsolete and slow-moving stock where appropriate.

#### (i) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### (j) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in the surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

#### (k) Employee benefit

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### 1. Accounting policies (continued)

(I) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### (m) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2. Analysis of total expenditure

#### Charity and group

	Staff Costs £	Other £	Depreciation £	Total 2019 £	Total 2018 £
Charitable activities					
Grants to Sobell House Donation to SeeSaw Hospice depreciation Catering service Transport service Bereavement Service Office costs	- - - 1,440 107,192	1,539,337 20,000 - 126,116 43,793 111,065 61,390	- 122,003 - - 4,861	1,539,337 20,000 122,003 126,116 43,793 112,505 173,443	1,460,705 20,000 120,000 125,711 33,083 91,261 155,464
	108,632	1,901,701	126,864	2,137,197	2,006,224
Cost of raising funds					
<b>Group</b> Fundraising and publicity Shops cost of sales Office costs	214,398 569,643 107,192 891,233	112,916 459,639 61,388 633,943	50,990 4,861 55,851	327,314 1,080,272 173,441 1,581,027	273,529 1,210,395 155,459 1,639,383
<b>Charity</b> Fundraising and publicity Shops cost of sales Office costs	214,398 569,643 107,192 891,233	112,205 436,861 61,388 610,454	- 50,990 4,861 55,851	326,603 1,057,494 173,441 1,557,538	273,253 1,191,323 155,459 1,620,035

#### 2. Analysis of total expenditure (continued)

The Group's support costs are allocated between Cost of raising funds and Charitable activities as shown below, using the following bases of apportionment:

	Charitable activities £	Cost of generating funds £	g Total 2019 £	Total 2018 £	Basis of apportionment
Salaries, training					
and recruitment	107,192	107,191	214,383	206,589	Staff time
Office overheads	58,564	58,563	117,127	97,050	Use of resources
Premises	2,826	2,826	5,652	5,651	Use of resources
Depreciation	4,861	4,861	9,722	1,633	Use of fixed assets
Total	173,443	173,441	346,884	310,923	

#### **Governance costs**

Governance costs comprise the following:-

	2019 £	2018 £
Audit fees Staff costs	8,400 4,850	8,100 4,665
	13,250	12,765

#### 3. Analysis of staff costs

	2019	2019	2018	2018
	Group	Charity	Group	Charity
	£	£	£	£
Wages and salaries	856,085	856,085	841,815	841,815
Social security costs	66,072	66,072	64,619	64,619
Pension costs	54,852	54,852	40,375	40,375
Training and recruitment	22,856	22,856	45,539	45,539
	999,865	999,865	992,348	992,348

The average full time equivalent weekly number of employees during the period was 37 (2018: 35). The average monthly number of employees during the period was 44 (2018: 44).

One employee of the Charity received remuneration of £60,000 - £70,000 during the year (2018: one).

The number of volunteers was 130 (2018: 218).

The pension scheme is a defined contribution scheme. £6,694 of contributions were outstanding for payment as at 31st March 2019 (2018: £5,206).

#### 4. Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2018: £Nil).

The total amount of employee remuneration received by key management personnel is £210,873 (2018:  $\pounds$ 159,509). The Trust considers its key management personnel comprise the Board of Trustees, the Chief Executive, the Head of Fundraising, and the Head of Retail.

No (2018: No) trustees are accruing pension arrangements.

No trustees were reimbursed for travel expenses during the year (2018: £18).

#### 5. Auditors' remuneration

The auditors' remuneration for the group in the year was:-

	2019 £	2018 £
- audit - other	8,400 3,090	8,100 5,700

#### 6. Tangible fixed assets

	Leasehold premises (hospice)	Leasehold (new hospice) assets under	Leasehold premises (shops)	Fixtures, fittings & equipment	Vans	Charity & Group total
	£	construction £	£	£	£	£
Cost:						
At 1st April 2018	3,679,410	308,639	199,046	248,664	68,915	4,504,674
Additions	-	3,237,409	21,150	25,143	15,995	3,299,697
Disposals	-	-	-	(161)	(47,084)	(47,245)
At 31st March 2019	3,679,410	3,546,048	220,196	273,646	37,826	7,757,126
Accumulated depreciat						
At 1st April 2018	1,800,000	-	52,938	187,155	32,274	2,072,367
Charge for the period	122,003	-	18,043	29,030	13,505	182,581
Eliminated on disposal	-	-	-	-	(31,018)	(31,018)
At 31st March 2019	1,922,003	-	70,981	216,185	14,761	2,223,930
Net book value:						
At 31st March 2019	1,757,407	3,546,048	149,215	57,461	23,065	5,533,196
At 31st March 2018	1,879,410	308,639	146,108	61,509	36,641	2,432,307

The title to the hospice leasehold premises passed to the old Charity in January 2003 on a thirty-year leasehold agreement. The hospice leasehold premises are being depreciated over this period commencing from 1st April 2003.

## Notes to the Accounts for the year ended 31st March 2019 (continued)

7.	Investm	nents	2019	
	Fixed as	sset investments	£	£
	Quoted	investments:		
	Market	value at 1st April 2018	12,006,767	10,503,730
	Less:	Disposals at opening book value (proceeds £4,296,397 gain £11,625)	(4,284,772)	(2,273,121)
	Add:	Acquisitions at cost	1,583,435	4,004,076
	Add/(I	ess): Net gains/(losses) on revaluation	422,001	(227,918)
	Market	value at 31st March 2019 - Group	9,727,431	12,006,767
		ent in subsidiary company:- ottery Limited (see note 14)	2	2
	Total - C	Charity	9,727,433	12,006,769

The fair value of quoted investments is determined by reference to the quoted price for the assets in an active market at the balance sheet date.

The historical cost of the above investments was £8,512,086 (2018: £11,247,746).

8.	Debtors	Group 2019 £	Charity 2019 £	Group 2018 £	Charity 2018 £
	Tax recoverable Owed by Sobell Lottery Limited Other debtors	27,140 - 24,823	27,140 5 23,433	28,071 - 34,806	28,071 - 34,760
	Prepayments and accrued income	580,446	580,446	406,800	403,141
		632,409	631,024	469,677	465,972
0	Creditoro	Group	Charity	Group	Charity
9.	Creditors	2019 £	2019 £	2018 £	2018 £
9.	Trade creditors Taxes and social security	2019	2019	2018	2018
9.	Trade creditors Taxes and social security Owed to Sobell Lottery Limited	<b>2019</b> £ 476,344 17,925	<b>2019</b> £ 476,344 17,925	<b>2018</b> £ 537,821 17,507	<b>2018</b> £ 537,821 17,507 582
9.	Trade creditors Taxes and social security Owed to Sobell Lottery Limited Other creditors	<b>2019</b> £ 476,344 17,925 - 16,689	<b>2019</b> £ 476,344 17,925 - 7,813	<b>2018</b> £ 537,821 17,507 - 8,422	<b>2018</b> £ 537,821 17,507 582 6,302
9.	Trade creditors Taxes and social security Owed to Sobell Lottery Limited	<b>2019</b> £ 476,344 17,925	<b>2019</b> £ 476,344 17,925	<b>2018</b> £ 537,821 17,507	<b>2018</b> £ 537,821 17,507 582

#### Notes to the Accounts for the year ended 31st March 2019 (continued

#### 10. Legacies

A legacy of £242,409 was received and recognised in the year ending 31st March 2014, for which the charity has indemnified the donor against a possible but unlikely claim under the terms of intestacy, the expiry of which, in this case, is 8th November 2042. An additional £100,000 was received from the same legacy in the year ended 31st March 2015, and £16,045 in the year ended 31st March 2017 making a total of £358,454 that the charity has indemnified.

#### 11. Analysis of Group net assets between funds

Fund balances at 31st March 2019 were	Restricted	General	Designated Total
	Funds	Funds	Funds Funds
	£	£	£ £
represented by:-			
Tangible fixed assets	1,012,084	3,775,789	745,323 5,533,196
Fixed asset investments	-	877,431	8,850,000 9,727,431
Current assets	651,702	1,925,792	323,102 2,900,596
Current liabilities	-	(1,148,992)	- (1,148,992)
Total net assets	1,663,786	5,430,020	9,918,425 17,012,231

#### Revaluation reserve:

Included in unrestricted funds above are the following gains on revaluation:

Unrealised gains at 1st April 2018 In respect of disposals in the year	759,023 34,321
Net gains arising on revaluation in the year	793,344 422,001
Unrealised gains at 31st March 2019	1,215,345

£

The net book value of leasehold premises (Hospice) of £1,757,407 shown in note 6, is allocated between funds as follows:

	£
Restricted Building Fund Designated Building Fund	1,012,084 745,323
	1,757,407

#### Notes to the Accounts for the year ended 31st March 2019 (continued)

#### 12. a) Designated funds

	Designated Building fund £	Designated New Projects fund £	Hospital project £	Shops fund £	Total £
Balance at 1st April 2018 Movement in year	770,191 -	7,824,822	2,174,437 196,843	277,000	11,046,450 196,843
Depreciation	(24,868)	-	-	-	(24,868)
Transfer	-	-	(1,300,000)	-	(1,300,000)
Balance at 31st March 2019	745,323	7,824,822	1,071,280	277,000	9,918,425

The Designated Building Fund relates to funds earmarked for the initial building of the Hospice.

The Designated New Projects Fund is represented by funds of £7.8m which were transferred from the general fund and earmarked for the provision of another building for Outpatient services, dementia friendly inpatient rooms and additional office space, together with future projects to support community care. During 2015, with the agreement of the executor of the estate, monies from a previous year's legacy of £274,822 were transferred from the Special Purposes Fund to this fund.

The Hospital Project Fund relates to a quality improvement project to help the care of the dying in the hospitals of the OUHFT. This encompasses clinical and educational services. The project provides end of life care for patients, support for their families and carers and staff. The project staff enable conversations about care planning, as well as medication review. The project is expected to end in September 2019 and learnings from the project are being evaluated.

The Shops Fund relates to compensation received in respect of the early closure of the Charity's Botley shop. This fund has been set aside to enable the development of retail activities.

#### b) Restricted funds

,	40th Anniversary fund £	Special Purposes fund £	Restricted Building fund £	UK Heart Failure Grant £	Total £
Balance at 1st April 2018	414,464	61,842	1,109,219	2,000	1,587,525
General donations and					
events income	175,098	7,779	-	-	182,877
Legacy income	10,000	-	-	-	10,000
Charitable expenditure	-	(19,481)	-	-	(19,481)
Depreciation	-	-	(97,135)	-	(97,135)
Balance at 31st March 2019	599,562	50,138	1,012,084	2,000	1,663,786

The 40th Anniversary Fund represents funds donated specifically to support the projects under development, namely the support of the Hospital palliative care team, the Building project and in the future, projects in the community. The money will be applied in order of use.

The Special Purposes Fund consists of money donated to the charity for the specific use of the Hospice. The Restricted Building Fund relates to an appeal to raise funds for the building of the existing Hospice. The UK Heart Failure Fund relates to supporting patients who have suffered heart failure.

# Notes to the Accounts for the year ended 31st March 2019 (continued)

### 13. Reconciliation of net income to net cash flow from operating activities

	2019 £	2018 £
Net income for year	1,378,190	1,212,149
Dividends received	(229,946)	(221,035)
Interest receivable	(2,611)	(1,341) 164,747
Depreciation of tangible fixed assets (Gains)/losses on investments	182,581 (422,001)	227,918
(Gains)/losses on disposal of tangible fixed assets	(2,673)	3,647
Gains on disposal of fixed asset investments	(11,625)	(73,097)
Decrease/(increase) in stock	6,376	(1,210)
(Increase)/decrease in debtors	(162,732)	843,608
Increase/(decrease) in creditors	263,618	(70,730)
Net cash flow from operating activities	999,177	2,084,656

## Notes to the Accounts for the year ended 31st March 2019 (continued)

#### 14. Related parties

(i) For the year ended 31st March 2019 the subsidiary companies showed the following results:

	Sobell Lottery Ltd £	Sobell House Hospice Company Ltd £
Turnover Cost of sales	-	40,481 (21,382)
Gross profit Administrative expenses	(711)	19,099 (1,396)
Operating (loss)/profit Interest receivable	6	17,703
Net (loss)/profit Distribution to Charity	(705)	17,703 (22,561)
(Loss)/profit for the year retained	(705)	(4,858)
The balance sheets of these subsidiaries at 31st March 207	19 were:-	
Current assets:	£	£
Stocks Debtors Cash at bank and in hand Current liabilities:	- - 8,592	5,976 1,954 11,979
Other creditors	(9,331)	(1,739)
Net assets	(739)	18,170
Represented by:		
Share capital Reserves	2 (741)	- 18,170 

Sobell House Hospice Charity Limited holds 100% of the share capital of Sobell Lottery Limited (company number 03737178). Sobell House Hospice Company Limited (company number 02437912) is a company limited by guarantee – control is via common directors.

(ii) The Oxford Centre for Education and Research in Palliative Care: Sobell House (OXCERP) (company number 10647198) is a company limited by guarantee and has one director in common with Sobell House Hospice Charity Limited.

During the year, Sobell House Hospice Charity incurred costs of £12,211 on behalf of OXCERP and recharged costs of £5,880. At the year end, £3,246 was owed to OXCERP.

(iii) During the year the Charity donated £20,000 (2018: £20,000) to SeeSaw. The wife of Dr W Couldrick, Trustee of Sobell House Hospice Charity, is a Trustee of SeeSaw. Dr Couldrick was not involved in the decision of the Trustees to award this grant.

## Notes to the Accounts for the year ended 31st March 2019 (continued)

#### 15. Charity Statement of Financial Activities

The Charity's own results are summarised below:

	2019	2018
	£	£
Voluntary income	2,892,059	2,922,238
Activities for generating funds	1,497,691	1,531,838
Profit distributions from subsidiaries	22,561	20,525
Investment income	232,551	222,370
Other income – shop closure	-	277,000
Total income	4,644,862	4,973,971
Cost of charitable activities	(2,137,197)	(2,006,222)
Cost of raising funds	(1,557,538)	(1,620,035)
Net income before gains/(losses) on investments	950,127	1,347,714
Gains/(losses) on investment assets	433,626	(154,821)
Net income	1,383,753	1,192,893

#### 16. Financial commitments

The Charity is committed to funding the Sobell House Bereavement Service until September 2020 in the sum of approximately £150,000 per year. These grants are in addition to the ongoing annual grant commitments of £1.46 million.

The Charity has almost completed building a two storey annex which will provide dementia friendly inpatient rooms, additional outpatient clinic rooms, as well as office space and staff facilities. Building commenced in May 2018 and is due to be completed in the summer of 2019. It is estimated that the cost of the building will be in the region of £5 million.