



**Bassetlaw Hospice**

Work in partnership for cancer, plus for people in hospice care

**TRUSTEE REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**



**Registered Charity Number: 701876**

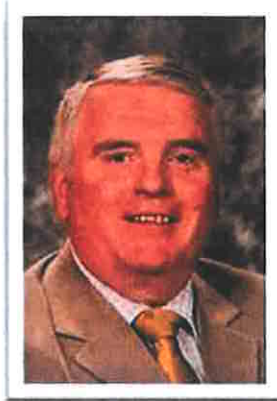
**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**  
**REGISTERED CHARITY NUMBER 701876**

**CONTENTS**

	<b>Page</b>
<b>A Message from the Chairman</b>	<b>1</b>
<b>Report of the Trustees</b>	
Objectives and activities for the public benefit	<b>2</b>
A review of our achievements and performance	<b>3 - 6</b>
Volunteers	<b>6 - 7</b>
Fundraising	<b>7 - 8</b>
Financial summary	<b>8 - 9</b>
Risk management	<b>10 - 11</b>
Structure, Governance & Management	<b>11 - 13</b>
<b>Report of the Independent Auditors</b>	<b>14-16</b>
<b>Statement of Financial Activities</b>	<b>17</b>
<b>Statement of Financial Position</b>	<b>18</b>
<b>Statement of Cash Flows</b>	<b>19</b>
<b>Notes forming part of the Financial Statement</b>	<b>20-30</b>
The following pages do not form part of the statutory accounts:	
<b>Analysis of Statement of Financial Activities</b>	<b>31-33</b>

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**A MESSAGE FROM THE CHAIRMAN**



This year things are almost normal and COVID seems to be a distant memory but we all realise that it hasn't disappeared. Day Care is still not at 100% capacity but is improving. Inpatient activity is not at the levels we would like but we are working with both the new Integrated Care Board and Nottinghamshire Healthcare NHS Foundation Trust to provide additional services.

During the year we replaced our old wooden summer house with a purpose-built Zen Hut which will be a relaxing and calming space especially for patients who become agitated. In addition, staff, patients and relatives will be able to access this facility.

All bedrooms are now fully smart enabling patients to control their environment via Alexa and increasing independence.

The shops continue to provide a useful source of income but unfortunately our Retail Manager Mallory Ellis tendered her resignation but her assistant Maxine Stubbs has stepped up and is settling well into her new role.

A new fundraiser saw 14 people climb Mount Snowdon and their sponsorship raised £5,000 in vital funds for the Hospice. The Tea Bar in Retford Hospital is fully functional once again and contributing to our fundraising efforts.

During National Volunteers Week we celebrated our volunteers offering them complimentary treatments by our therapist who volunteered her time and our Charity Operations Manager served coffee and cake to thank our valuable volunteers.

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

**M W Quigley MBE – Chairman**

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

The Trustees present their annual report together with the financial statements of the charity for the year ended 31<sup>st</sup> March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, The Charities Act 2011, 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 the Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2019)

**Objectives and activities for the public benefit**

**Objectives**

The objectives of the charity are to raise funds to provide hospice care to the residents of Worksop, Retford and the surrounding area which is known as Bassetlaw. Situated in the county of Nottinghamshire and to work with other healthcare providers in the development and provision of palliative care.



**Beneficiaries and public benefit**

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

**Charity Commission**

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

**Charitable activities**

Under Licence, approved by the Charity Commission, the nursing and medical costs of the service are funded directly by Nottinghamshire Healthcare NHS Foundation Trust ("Service Provider"). The charity is responsible for all additional patient services including complimentary therapy, hairdressing, diversional therapy and patient transport. The maintenance, replacement and repair of the building, gardens and fixtures and fittings, the insurance and running costs are all funded by the charity. The charity also funds a number of other services both clinical and non-clinical, to support the hospice and the services we provide.



**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**A review of our achievements and performance**

**In Patient Unit – IPU**

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

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

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



As a result of last year's project, all patient rooms are smart functioning, enabling patients to use the smart TVs to run Netflix, YouTube and all other available functions. We have Amazon Alexa's in every bedroom, improving patient independence by allowing patients to play music, listen to stories, tell the time and even turn the lights on/off and change the colour to suit their mood. Promoting patient independence is a vital part of a patients journey within the hospice and it is an element that we all embrace.

**The Support and Wellbeing Centre**

The Support and Wellbeing team, work with people who are living in our community and are experiencing long term and life limiting conditions. They offer nursing support, occupational therapy, counselling, and complimentary therapy to support the physical, psychological, social, and spiritual wellbeing of the patients. The team compliment and work closely with other healthcare professionals involved in the care of the patient to ensure that the care is proactive and seamless.

The Support and Wellbeing Centre is here to help patients feel better, stay well and to achieve their own personal goals through supporting patients to be as independent as possible, manage symptoms and support the patient to identify and achieve goals despite the challenges they may be facing. The team also provides support to relatives and carers through couples counselling, bereavement support and carer support groups.

The board continues to work with the service provider to develop new ways to enhance the provision of palliative care in Bassetlaw.

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876



**Update from Hospice Team Leader – Adele Barker**

It is a pleasure to offer up an update from my perspective once again for this year's annual report. Since last year's report there has been some positive changes and some challenges. As always, I would like to acknowledge the staff

who work tirelessly to ensure that our hospice delivers excellent, safe, and responsive care to patients and those close to them. On top of this, a lot of work is going into community events to attempt to bust the stigma of the hospice including attending events/ market stalls/ face to face talks/touring the stigma busting banner etc

Staffing continues to be a challenge, but we are pleased to report that networks and relationships have been built and strengthened with John Eastwood hospice who have offered valuable staffing support. We have a nurse vacancy and a possibly assistant practitioner vacancy to recruit to and have welcomed a physiotherapist, Sinead, to our team. We have not had this role in the hospice before and Sinead also comes with a wealth of experience and knowledge about community teams. We are working hard at building therapy networks and developing the role of the therapists within the hospice. This is exciting work that will benefit our patients immensely.

We say a sad farewell to Lynn Watson who has chosen to retire after 18 years of service at Bassetlaw hospice.

In my last report, I spoke about a longstanding culture problem at the Hospice. I am pleased to report that this is much improved, and this is thanks to the whole team. We have offered extra training and are putting all staff through a heavily revised induction package which we have worked very hard on. Our staff time out days continue to prove very useful for learning and team building.

We continue to work closely and collaboratively with Charity operations manager – Bonney, towards our common goals at the Hospice. It is because of this close network that we can seamlessly provide excellent patient care incorporating special moments for the patients and a lovely, friendly, homely environment.

Day Hospice -Support and Wellbeing Centre (SWC) continues to head in the right direction and has once again had many changes with more ahead. We host a busy community coffee morning each week which is helping to bring in people who would like to volunteer, people who need support and prospective patients who are dipping a toe in the water. This session is often attended by the black watch fire crew who are completing some invaluable community work with our vulnerable patients and community. They have also delivered some training to our nursing team who can utilise this information for patient journey post discharge. Some sessions have really taken off such as the coffee mornings, and others have needed to have adjustments made to better meet the needs of the patients. Engagement is often an issue, and this is heavily attributed to the stigma of the Hospice.

Our Zen hut is set up and a lovely space for patients, relatives and visitors and gives a much-needed relaxing space to escape. We are grateful for this resource and thank HCSW Tracey's husband, Pete, who has made us a beautiful sign for the zen hut.

I could not write an annual report without mentioning the kitchen and domestic staff along with the wider teams who continue to provide an amazing service and are integral to the patient journey.

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

This year we have also made great network links with the fire station, Notts county council, Macmillan team, BCVS and other areas. We aim to work together on several projects including offering training to the volunteer. The training is free and supported by the council, it will give volunteers within our service, the skills and support to speak about health inequalities. We hope this will help them to feel valued and be beneficial to patients and staff.

We have a lot of proud moments this year but to name a couple:

**Memory/ legacy/ spiritual care**

- recordable teddy bear undergoing pre bereavement support was given to a lady who was missing her husband during his latest hospital stay. She missed his whistle, so the teddy was able to record and play him whistling.
- Jewellers visited the hospice to assist a patient to buy his wife and daughter a ring to remember him by.
- Little girl decorated a plant pot to put in her garden to remember her grandma.

**Rehabilitative palliative care**

- Assisted a patient with spinal cord compression – (no movement below belly button) into our tilt in space wheelchair (rea azalea) to spend time in the garden with his children.
- Patient assisted into the rea azalea wheelchair to get a good position so staff could support her to knit.
- Patients' bedroom furniture moved around to be able to see into the garden. Bird tables moved to outside patio doors so that patient can watch the squirrels.

**Going forward our aspirations are:**

- Get suitable furniture throughout – E.g., visitors chairs, furniture for the relatives' room, communal rooms.
- Get some artwork around the building to make it more cheerful.
- Build on our community events at the hospice to bust the stigma and increase engagement.
- Offer more palliative care tailored training, ensuring our staff feel invested in.
- Continue to deliver excellent patient care. Celebrate the positive feedback more and learn from any negative feedback

**Our place in the community**

Now in our 29<sup>th</sup> year our objectives as a charity remains the same, to raise funds for the provision of hospice care for the people of Bassetlaw. We continue to work closely with local healthcare providers including MacMillan, GP Surgeries, Hospitals and Care Homes in the development of a palliative care service to meet the needs of the patients and their loved ones at what is always a very difficult time in their lives.

**Building for the future**

This year we designed and developed the Zen Hut. The Zen Hut is a sensory space that can be used by patients, relatives and staff. It has already proven to be of great benefit and has been used by our Counsellor, Complementary Therapist and relatives. We have also utilised the space within our community events where we turned it into a Grotto at Christmas where Santa came to greet patients and the community.



**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

This year we have been able to continue the development of the charity's website. we are very pleased with the outcome and the feedback that we have received. The site is attractive, user friendly and interactive, allowing users to navigate between pages. The website hosts online forms, allowing users to sign up as volunteers, join as Friends of the Hospice and get involved in fundraising. This year we have introduced a Support and Wellbeing online referral page which allows patients and families to refer into the service directly. This is to make access to the hospice even easier for the community of Bassetlaw.

**Volunteers**

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

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

**Support and Wellbeing Centre**

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

**Kitchen**

Assisting the catering team  
Serving meals  
General kitchen duties



**Drivers**

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

**Meet and Greet - Face of the Hospice**

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

**Digital Marketing**

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



**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**Gardening**

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

**Retail Opportunities**

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



**Fundraising Opportunities**

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

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

As a charity we are continuing to run recruitment drives for volunteers and we are impressed with the outcome so far.

**Fundraising**

The local community have always been ready to support not only the events that our team organise but also to arrange their own unique ways to raise funds for the hospice and this year is no exception to that.

Debbie, our Community Fundraiser is always on hand to help provide support and guidance to individuals, businesses, clubs and organisations who generously use their own contacts to raise funds for the charity.

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

The highlights this year include: Our first mountain climb, where we took 14 fundraisers to Snowdonia to climb Snowdon, this was a massive success and raised over £5,000. We also continued with our – Afternoon Tea Party, which took place in the museum gardens with 65 attendees, Tie a yellow ribbon event at Barnby Moor, Virtual London Marathon, Ladies Lunch, Easter Fayre, Christmas Fayre and our Christmas star event, which was linked with the grief awareness week.



**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**Retail**

This year the shops continue to undergo a lot of changes, including the continuation of Gift Aid. As a policy we only sell items donated by the local community. The volunteers have embraced the opportunity to be open and we are always grateful for the quality donations that we receive and would like to take this opportunity to say thank you to our hard-working volunteers and to the community for their ongoing support.

The Tea Bar at Retford Hospital has now been reopened. Retford Life Magazine has sponsored the tea bar. They provided the bright new signage and the first lot of stock meaning everything made in the first few months was purely profit for the hospice.



**Financial Summary**

The charity is able to report a surplus for the year of £53,495 before investment gains/(losses). This compares to a surplus in the previous year of £182,873. The surplus is after taking into account legacies and donations of £272,211 compared to £443,653 for the previous year. Legacies are a very important source of income for the charity and the trustees are forever grateful to those families that leave a bequest at, what can often be, a very difficult time for all concerned.

The total value of available unrestricted funds, including investments, at the end of the financial year is £6,529,659 compared to £6,831,117 at the previous financial year end. The cash position, included in total funds, is £247,726 (2022 £314,916).

The charity continues to delegate the management of its investment portfolio to professional independent fund managers, Rathbones, who manage the charity's investment portfolio within predetermined parameters of asset class and risk. Financial markets are not immune from the effects of global events and recent years have seen significant movement in fund values and returns, firstly as a result of the Covid, then the ongoing war in Ukraine and latterly the economic uncertainty demonstrated by a large rise in interest rates around the world.

The target return for the portfolio is CPI +3% which is 11.9%. The actual portfolio net return for the period was 8.0%. The FTSE 100 return for the same period was 15.64%. The ARC Charity Steady Growth total return was 10.22%. The Trustees are aware of the reasons behind the slight underperformance of the fund compared to benchmark indices and are very happy with the investment strategy of Rathbones.

Income from the shops in Retford and Worksop has now effectively returned to normal and both shops have shown an over budget increase in sales. A new till system should manifest itself in an increase in repayment of tax on "giving". We have added one more to the team over the last two years and both shops are fully staffed thanks to a wonderful number of volunteers. It is these volunteers across all areas of the charity that make working in and running the charity so rewarding.

As ever our principal funding source remains the people of Bassetlaw whose generosity allows us to continue to develop and deliver a high level of hospice service. The trustees and staff will continue to monitor closely the trading results and balance sheet and continue to operate a strong system of budgetary control with set authority levels and as a result all costs strictly controlled.

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**Events after the end of the reporting period**

As stated last time, discussions between NHS Bassetlaw Clinical Commissioning Group, Doncaster and Bassetlaw Teaching Hospitals and Nottinghamshire Healthcare NHS Foundation Trust (NHT) regarding the provision of medical staff to the hospice came to nothing and the contract for supply of staff remains with NHT.

The newly formed Integrated Care Board for Nottinghamshire has undertaken a detailed review of Palliative Care and End of Life Pathway. The Trustees did not have the level of involvement in discussions as originally promised as the new model evolved. However, NHT and the ICB have been discussing the budget cost of the service delivered and there is a significant funding gap between the two parties of which the hospice and NHT have two years to resolve or the funding shortfall will be the hospice to fund. The shortfall is approximately £500,000 per annum. Negotiations and discussions are ongoing.

**Going concern**

The Trustees have considered the financial position of the charity and in consideration of the information available to them are satisfied that the charity is a going concern for the foreseeable future and in any case for at least 12 months from the date of this report.

**Investment policy**

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

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

**Reserves policy**

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

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

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**Risk management**

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

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

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

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

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

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

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

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

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

**Structure, Governance & Management**

**Governing document**

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

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

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**Recruitment and training of new trustees**

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

**Induction and training of new trustees**

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

**Organisational structure**

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

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

**Key management personnel remuneration**

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

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

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

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

**Reference and administrative details:**

Registered Charity number: 701876

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

Auditors: Hawsons  
5 Sidings Court, White Rose Way, Doncaster, DN4 5NU

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

Bankers: Lloyds Bank, High Street, Lincoln, LN5 7AP  
  
CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent,  
ME19 4JQ  
  
Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne,  
NE3 4PL

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

Trustees:	Position:
M W Quigley MBE	Chairman
D T Cashmore	Vice Chairman
R Ashmore	Treasurer
M Childs	Secretary
R Robinson	
B Spencer	
P Jefferson	
A Tromans	
D Bastow	
D Craggs	

Charity Operations Manager: B Baggaley

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

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023  
REGISTERED CHARITY NUMBER 701876

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy, at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Account and Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the trustees on

17<sup>th</sup> July 2023

and signed on its behalf by:



M W Quigley MBE - Trustee

## **Independent Auditor's Report to the Members of Bassetlaw Hospice of the Good Shepherd**

### **Opinion**

We have audited the financial statements of Bassetlaw Hospice of the Good Shepherd (the 'charity') for the year ended 31 March 2023, which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows, and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of incoming resources and application of resources, for the year then ended.
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the charity's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.



## **Independent Auditor's Report to the Members of Bassetlaw Hospice of the Good Shepherd (continued)**

### **Matters on which we are required to report by exception**

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

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures specified by law are not made; or
- 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 13, 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 the Act and relevant regulations made of having effect thereunder.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The charity is subject to laws and regulations that directly and indirectly affect the financial statements. Based on our understanding of the company and the environment it operates within, we determined that the laws and regulations which were most significant included FRS 102, Charities Act 2011 and Health and Safety regulations. We considered the extent to which non-compliance with these laws and regulations might have a material effect on the financial statements, including how fraud might occur. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to the posting

## Independent Auditor's Report to the Members of Bassetlaw Hospice of the Good Shepherd (continued)

of inappropriate journal entries to improve the charity's result for the period, and management bias in key accounting estimates.

Audit procedures performed by the engagement team included:

- Discussions with management and those responsible for legal compliance procedures within the charity to obtain an understanding of the legal and regulatory framework applicable to the charity and how the charity complies with that framework, including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of trustee meetings;
- Identifying and assessing the design effectiveness of controls that management has in place to prevent and detect fraud and non-compliance with laws and regulations;
- Challenging assumptions and judgements made by management in their significant accounting estimates, in relation to the valuation of stock.
- Identifying and testing journal entries, in particular any journal entries posted with unusual account combinations or posted by senior management.

There are inherent limitations in the audit procedures described above and the more removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://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 charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



For and on behalf of Hawsons Chartered Accountants, Statutory Auditor

5 Sidings Court  
White Rose Way  
Doncaster  
South Yorkshire  
DN4 5NU

Date:..... 6 SEPTEMBER 2023

Hawsons, Chartered Accountants are eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**

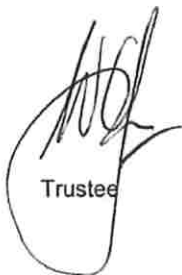
	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Incoming resources from charitable activities:</b>					
Donations and legacies	2	272,211	-	272,211	443,653
Charitable activities	3	2,861	-	2,861	500
Other trading activities	4	104,383	-	104,383	84,028
Investment income	5	219,102	-	219,102	92,074
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		<b>598,557</b>	<b>-</b>	<b>598,557</b>	<b>620,255</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure</b>					
<b>Cost of raising funds</b>					
Charity shops	6(i)	86,187	-	86,187	76,218
Costs of generating voluntary income	6(ii)	80,881	-	80,881	69,740
Investment management	6(iii)	18,648	-	18,648	16,719
		<hr/>	<hr/>	<hr/>	<hr/>
		185,716	-	185,716	162,677
Charitable activities	7	359,346	-	359,346	274,705
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		<b>545,062</b>	<b>-</b>	<b>545,062</b>	<b>437,382</b>
<b>Net income before gains on investments</b>		<b>53,495</b>	<b>-</b>	<b>53,495</b>	<b>182,873</b>
<b>Net loss on investment assets</b>		<b>(354,953)</b>	<b>-</b>	<b>(354,953)</b>	<b>258,292</b>
Net movement in funds		(301,458)	-	(301,458)	441,165
Total funds brought forward		6,831,117	-	6,831,117	6,389,952
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>6,529,659</b>	<b>-</b>	<b>6,529,659</b>	<b>6,831,117</b>
		<hr/>	<hr/>	<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and reserves expended derive from continuing activities. The notes on pages 20 to 33 form part of these financial statements.

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31<sup>ST</sup> MARCH 2023**

		2023	2022
Notes	£	£	£
<b>Fixed Assets</b>			
Tangible assets	12	1,554,570	1,624,990
Investments	13	4,697,334	4,854,504
<b>Current Assets</b>			
Stocks	14	283	283
Debtors	15	37,989	43,874
Cash at bank and in hand	16	247,726	314,916
		<hr/>	<hr/>
<b>Current Assets</b>		285,998	359,073
<b>Creditors:</b> amounts falling due within one year	17	(8,243)	(7,450)
		<hr/>	<hr/>
<b>Net Current Assets</b>		277,755	351,623
		<hr/>	<hr/>
<b>Net Assets</b>		6,529,659	6,831,117
		<hr/>	<hr/>
<b>Funds</b>			
Unrestricted funds		6,529,659	6,831,117
		<hr/>	<hr/>
<b>Total charity funds</b>		6,529,659	6,831,117
		<hr/> <hr/>	<hr/> <hr/>

The financial statements were approved and authorised for issue by the Trustees and were signed on its behalf on .....

  
Trustee

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**STATEMENT OF CASHFLOWS**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**

	Notes	2023 £	2022 £
<b>Cash flow from operating activities</b>			
<b>Net cash provided by operating activities</b>	20	(59,568)	169,946
<b>Cash flows from investing activities:</b>			
Dividends, interest and income from investments		219,102	92,074
Purchase of property, plant and equipment		(28,941)	(40,055)
Proceeds from sale of investments		330,067	344,618
Purchase of investments		(544,120)	(1,000,060)
<b>Net cash (used in) investing activities</b>		<u>(23,892)</u>	<u>(603,423)</u>
<b>Change in cash and cash equivalents in the year</b>		(83,460)	(433,477)
<b>Cash and cash equivalents at the beginning of the year</b>		535,991	969,468
<b>Cash and cash equivalents at the end of the year</b>	21	<u>452,531</u>	<u>535,991</u>

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

1.

**i. GENERAL INFORMATION**

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

**ii. STATEMENT OF COMPLIANCE**

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

**iii. ACCOUNTING POLICIES**

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

**a. Basis of preparation**

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

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

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

**b. Going concern**

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

**c. Judgements and key sources of estimation uncertainty**

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

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

**d. Fund accounting**

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

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

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

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**e. Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Legacy income is recognised when it is probable that it will be received.

**f. Resources expended**

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

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

**g. Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation.

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

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

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**h. Fixed asset investments**

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

**i. Realised gains and losses**

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

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

**j. Pensions**

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

**k. Hire purchase and leasing commitments**

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

**l. Stocks**

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

**m. Government grants**

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

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



**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**

**2. Donations & legacies**

	<b>2023</b>	2022
	£	£
Donations	113,689	124,497
Gift aid	2,948	3,205
Legacies	140,201	304,357
Subscriptions	13,097	9,424
Collections	2,276	2,170
	<hr/>	<hr/>
	272,211	443,653
	<hr/> <hr/>	<hr/> <hr/>

All of the legacies received included above are unrestricted.

**3. Charitable activities**

	<b>2023</b>	2022
	£	£
Hospice tea/coffee	2,861	500
	<hr/>	<hr/>
	2,861	500
	<hr/> <hr/>	<hr/> <hr/>

**4. Other trading activities**

	<b>2023</b>	2022
	£	£
Shop Income	87,313	72,016
Fundraising events	14,360	9,328
eBay sales	1,786	1,410
Rose garden income	924	1,274
	<hr/>	<hr/>
	104,383	84,028
	<hr/> <hr/>	<hr/> <hr/>

**5. Investment Income**

	<b>2023</b>	2022
	£	£
Solar Panel Income	2,670	2,736
Dividends - equities	113,318	71,411
Interest on cash deposits	13,874	17,927
Other income	89,240	-
	<hr/>	<hr/>
	219,102	92,074
	<hr/> <hr/>	<hr/> <hr/>

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**

**6. Cost of raising funds**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>i. Charity Shops</b>		
Opening stock	283	283
Purchases	986	670
Closing stock	(283)	(283)
Staff costs	30,813	26,811
Other operating leases	30,178	30,178
Rates and water	1,928	1,099
Insurance	3,153	2,563
Light and heat	3,220	3,427
Professional fees	2,759	1,818
Shop repairs	7,237	3,425
Advertising & marketing	2,737	2,908
Stationery	1,364	160
Till & credit card costs	-	1,670
Sundry costs	306	222
Telephone & broadband	1,506	1,267
	<hr/>	<hr/>
	86,187	76,218
	<hr/>	<hr/>
<b>ii. Costs of generating voluntary income</b>		
Staff costs	53,743	46,144
Other operating leases	5,750	5,750
Rates and water	1,285	732
Insurance	3,152	2,563
Light and heat	1,380	1,469
Event costs	4,025	2,913
Advertising	2,737	2,908
Professional fees	2,754	2,368
Charity expenses	594	600
Sundry expenses	213	176
Stationery & office expenses	2,002	1,545
Telephone & broadband	2,322	1,802
Repairs & maintenance	315	173
Bank charges	609	597
	<hr/>	<hr/>
	80,881	69,740
	<hr/>	<hr/>
<b>iii. Investment management</b>		
Portfolio management	18,648	16,719
	<hr/>	<hr/>
	18,648	16,719
	<hr/>	<hr/>

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

<b>7. Charitable activities costs</b>		
Staff costs	34,367	29,752
External services	19,639	3,324
Rates & water	7,084	8,122
Facilities contracts	9,225	4,146
Insurance	3,152	2,563
Light & heat	18,628	24,094
Postage, stationery & telephone	2,255	92
Sundries	4,334	2,604
Repairs & renewals	2,037	2,681
Garden maintenance	979	860
Equipment & supplies	2,486	3,010
Repairs to equipment	8,549	7,412
Travel	3,223	4,625
Non-medical NHS costs	138,788	78,328
Depreciation	99,361	98,366
Support costs	2,501	1,818
Advertising & marketing	2,738	2,908
	359,346	274,705

<b>8. Staff costs</b>		
	<b>2023</b>	2022
	£	£
External services	19,639	3,324
Salaries and wages	111,678	92,498
Social security costs	2,785	6,593
Staff pensions	4,460	3,459
	138,563	105,874

The average number of employees analysed by function was:

	<b>2023</b>	2022
Direct charitable	4	3
Cost of raising funds	3	3
	7	6

No employee earned remuneration of more than £60,000 (2022: 60,000).

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**9. Trustee Remuneration & Related Party Transactions**

No trustee or related party received any remuneration in either the current year or previous period.

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

During the year the remuneration paid to the charity operations manager was £49,956.

**10. Net income**

Net income for the year is stated after charging;

	<b>2023</b>	2022
	£	£
Depreciation	99,361	98,366
Auditors remuneration – audit services	4,860	3,750
- for accountancy services	1,295	956
Payroll management services	1,617	1,298
Operating lease rentals	35,928	35,928

**11. Taxation**

As a charity, Bassetlaw Hospice of the Good Shepherd is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1998 or Section 256 of the Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**

**12. Fixed assets**

	<b>Building</b>	<b>Medical equipment</b>	<b>Hospice fixtures &amp; fittings</b>	<b>Office &amp; shop equipment</b>	<b>Total</b>
	£	£	£	£	£
<b>COST</b>					
As at 1 April 2022	2,312,209	115,947	146,953	22,961	2,598,070
Additions	21,700	-	5,869	1,372	28,941
<b>At 31 March 2023</b>	<b>2,333,909</b>	<b>115,947</b>	<b>152,822</b>	<b>24,333</b>	<b>2,627,011</b>
<b>DEPRECIATION</b>					
As at 1 April 2022	773,610	89,431	92,487	17,552	973,080
Charge for the year	77,171	6,629	14,109	1,452	99,361
<b>At 31 March 2023</b>	<b>850,781</b>	<b>96,060</b>	<b>106,596</b>	<b>19,004</b>	<b>1,072,441</b>
<b>NET BOOK VALUE</b>					
<b>At 31 March 2023</b>	<b>1,483,128</b>	<b>19,887</b>	<b>46,226</b>	<b>5,329</b>	<b>1,554,570</b>
At 31 March 2022	1,538,599	26,516	54,466	5,409	1,624,990

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**

**13. Fixed asset investments**

Movement in fixed asset investments

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Market value brought forward 1 April 2022	4,633,429	3,755,447
Additions to investments at cost	544,120	1,000,060
Disposals at carrying values	(330,067)	(380,370)
Net (loss)/ gain on revaluation	(354,953)	258,292
Market value carried forward at 31 March 2023	4,492,529	4,633,429
Cash deposits held within the investment portfolio	204,805	221,075
	4,697,334	4,854,504
 Investments at market value Comprised:		
Equities	4,492,529	4,633,429
Cash deposits held within the investment portfolio	204,805	221,075
Total	4,697,334	4,854,504

All investments are carried at their market value. Investments in equities and fixed interest securities are all traded in quoted public markets. Investment sales and purchases are recognised at the date of the trade at cost (that is their transaction value).

**14. Stock**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Stocks of merchandise for resale	283	283
	283	283

**15. Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Legacies receivable	7,098	18,750
Prepayments	8,543	8,301
VAT	22,343	16,818
Other debtors	5	5
	37,989	43,874

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**16. Cash at bank and in hand**

	<b>2023</b>	<b>2022</b>
	£	£
Charity petty cash		
Maintenance petty cash	263	205
Events petty cash	1,157	303
Shop cash register	27	27
Bank account trustees	1,095	2,026
Bank account maintenance	7,168	12,290
Bank account charity	7,131	12,662
Main investment account	214,383	185,639
Virgin money account	10,460	10,459
Paypal	5,922	5,344
CAF Bank	120	85,961
	247,726	314,916

**17. Creditors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	£	£
Taxation & social security	1,656	1,805
Accruals	5,827	5,080
Interest on cash deposits	760	565
	8,243	7,450

**18. Movement in Funds**

	<b>At 1 April 2022</b>	<b>Income</b>	<b>Expenditure</b>	<b>Losses</b>	<b>At 31 March 2023</b>
	£	£	£	£	£
<b>Unrestricted Funds:</b>					
General Fund	6,831,117	598,557	(545,062)	(354,953)	6,529,659
<b>Total funds</b>	6,831,117	598,557	(545,062)	(354,953)	6,529,659

**19. APB Ethical Standard- provisions available for small entities**

In common with many other organisations of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of our financial statements. Charges for these services are: Payroll processing £1,617, Accounts preparation £1,295, Auditing £4,860, other fees £-, Total £7,772.

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

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

	2023 £	2022 £
Net (deficit)/ surplus for the year	(301,458)	441,165
<b>Adjustments for:</b>		
Depreciation charges	99,361	98,366
Loss/(Gains) on investments	354,953	(258,292)
Dividends, interest and income from investments	(219,102)	(92,704)
(Increase) in stocks	-	-
Decrease in debtors	5,885	15,191
Increase in creditors	793	(39,780)
	<u>(59,568)</u>	<u>169,946</u>

**21. Analysis of cash and cash equivalents**

	2023 £	2022 £
Cash at bank and in hand	247,726	314,916
Cash held in investment portfolio	204,805	221,075
	<u>452,531</u>	<u>535,991</u>

**22. Related party transactions**

The charity did not have any Related Party Transactions during the year ended 31 March 2023 (2022 – none).

**23. Post balance sheet events**

Subsequent to the year end the market value of the investments held in note 14 have fallen from £4,697,334 as at 31 March 2023 to £4,692,534 as at 30 June 2023. This is a non-adjusting event and no further adjustment or disclosure is required.

**24. Going concern**

After due consideration of all relevant factors, including the temporary restrictions imposed as a result of the COVID-19 pandemic, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.



**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**Analysis of Statement of Financial Activities for the Year ended 31 March 2023**

**Income**

	2023 £	2022 £
<b>Donations &amp; legacies</b>		
Donations	113,689	124,497
Gift aid	2,948	3,205
Legacies	140,201	304,357
Subscriptions	13,097	9,424
Collections	2,276	2,170
	272,211	443,653
<b>Grants receivable</b>		
Coronavirus Job Retention Scheme	-	-
Bassetlaw District Council – Local support grants	-	-
Bassetlaw District Council – Restart grants	-	-
	-	-
<b>Charitable activities</b>		
Hairdressing	-	-
Hospice tea/coffee	2,861	500
	2,861	500
<b>Other trading activities</b>		
Shop income	87,313	72,016
Shop COVID 19 insurance claim	-	-
Fundraising events	14,360	9,328
eBay sales	1,786	1,410
Rose garden income	924	1,274
	104,383	84,028
<b>Investment income</b>		
Solar panel income	2,670	2,736
Dividends – equities	109,226	71,411
Interest on cash deposits	7,206	17,927
Redemption	100,000	-
	219,102	92,074
<b>Total Income for the year</b>	<b>598,557</b>	<b>620,255</b>

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**Analysis of Statement of Financial Activities for the Year ended 31 March 2023**

**Expenditure**

	<b>2023</b>	2022
	£	£
<b>Cost of fundraising</b>		
<b>Charity shops</b>		
Opening stock	283	283
Purchases	986	670
Closing stock	(283)	(283)
Staff costs	30,813	26,811
Other operating leases	30,178	30,178
Rates & water	1,928	1,099
Insurance	3,153	2,563
Light & heat	3,220	3,427
Shop repairs	7,237	3,425
Professional fees	2,759	1,818
Advertising & marketing	2,737	2,908
Stationery	1,364	160
Till & credit card costs	-	1,670
Sundry costs	306	222
Telephone & broadband	1,506	1,267
	<u>86,187</u>	<u>76,218</u>
 <b>Cost of generating voluntary income</b>		
Staff costs	53,743	46,144
Other operating costs	5,750	5,750
Rates & water	1,285	732
Insurance	3,152	2,563
Light & heat	1,380	1,469
Event costs	4,025	2,913
Advertising	2,737	2,908
Other fundraising costs	-	-
eBay, PayPal, post and packaging	-	-
Professional fees	2,754	2,368
Support costs	-	-
Governance costs	-	-
Charity expenses	594	600
Sundry expenses	213	176
Stationery & office expenses	2,002	1,545
Telephone & broadband	2,322	1,802
Repairs & maintenance	315	173
Bank charges	609	597
	<u>80,881</u>	<u>69,740</u>
 <b>Investment management</b>		
Portfolio management	<u>18,648</u>	<u>16,719</u>
 <b>Total costs of fundraising</b>	<u>185,716</u>	<u>162,677</u>

**BASSETLAW HOSPICE OF THE GOOD SHEPHERD**  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**Analysis of Statement of Financial Activities for the Year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Charitable activities</b>		
Staff costs	34,367	29,752
Other staff costs	-	-
External services	19,639	3,324
Rates & water	7,084	8,122
Facilities contracts	9,225	4,146
Insurance	3,152	2,563
Light & heat	18,628	24,094
Postage, stationery & telephone	2,255	92
Sundries	4,334	2,604
Repairs & renewals	2,037	2,681
Garden maintenance	979	860
Equipment & supplies	2,486	3,010
Repairs to equipment	8,549	7,412
Travel	3,223	4,625
Non medical NHS costs	138,788	78,328
Depreciation	99,361	98,366
Fixed asset loss on disposal	-	-
Removal costs	-	-
Support costs	2,501	1,818
Governance costs	-	-
Advertising & marketing	2,738	2,908
	<u>359,346</u>	<u>274,705</u>
<b>Total expenditure for the year</b>	<u>545,062</u>	<u>437,382</u>
<b>Net income before losses</b>	53,495	182,873
Gain on fixed asset disposals	-	-
Revaluation of fixed asset investments	(354,953)	258,292
<b>Total costs of charitable activities</b>	<u>(301,458)</u>	<u>441,165</u>

