



forest  
holme  
hospice

Forest Holme Hospice Charity  
Annual Report and Financial Statements  
For the year ended 31 March 2022





## Forest Holme Hospice Charity

Accounts for the year ended 31 March 2022

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## Reference and Administrative Details

### Forest Holme Hospice Charity

#### Status

The organisation is a charitable trust and registered as a charity with the Charity Commission in England and Wales on 25 May 1994.

#### Governing Document

The governing document of the Charity is in the form of a Declaration of Trust dated 26 April 1994 and was last updated on 23 March 2018 by Deed of Variation.

#### Charity Number

1038021

#### Registered Office

Forest Holme Hospice Charity  
5 Seldown Road  
Poole  
Dorset  
BH15 1TS

#### The Board of Trustees

Stuart Bradford (Resigned November 2021)

Lynn Cherrett (Elected January 2022)

Valerie Horn (Vice-Chair and resigned June 2021)

Karen Johnson

Dr. Stephen Kirkham (Chair and retired March 2022)

Dr. Beverley Lee

Rosemary Lewis (Treasurer and elected as Vice Chair March 2022)

Charlotte Lilley (Elected January 2022)

Richard Macmillan (Elected March 2022)

Angie Smith (Elected as Vice Chair September 2021, re-elected as a Trustee November 2021 and elected as Chair March 22)

James Smith (Resigned March 2022)

#### Senior Management

Chief Executive & Board Secretary  
Fundraising Manager  
Fundraising Manager (Maternity Cover)  
Communications Manager

Anne Currie  
Hannah O'Hare  
Lewis Hay  
Paul Tucker

#### Patron

Dame Annette Brooke



## Reference and Administrative Details (continued)

### **Bankers**

Barclays Bank  
Poole Business Centre  
High Street  
Poole  
Dorset  
BH15 1YA

### **CCLA Investment Management Ltd**

One Angel Lane  
London  
EC4R 3AB

### **Solicitors**

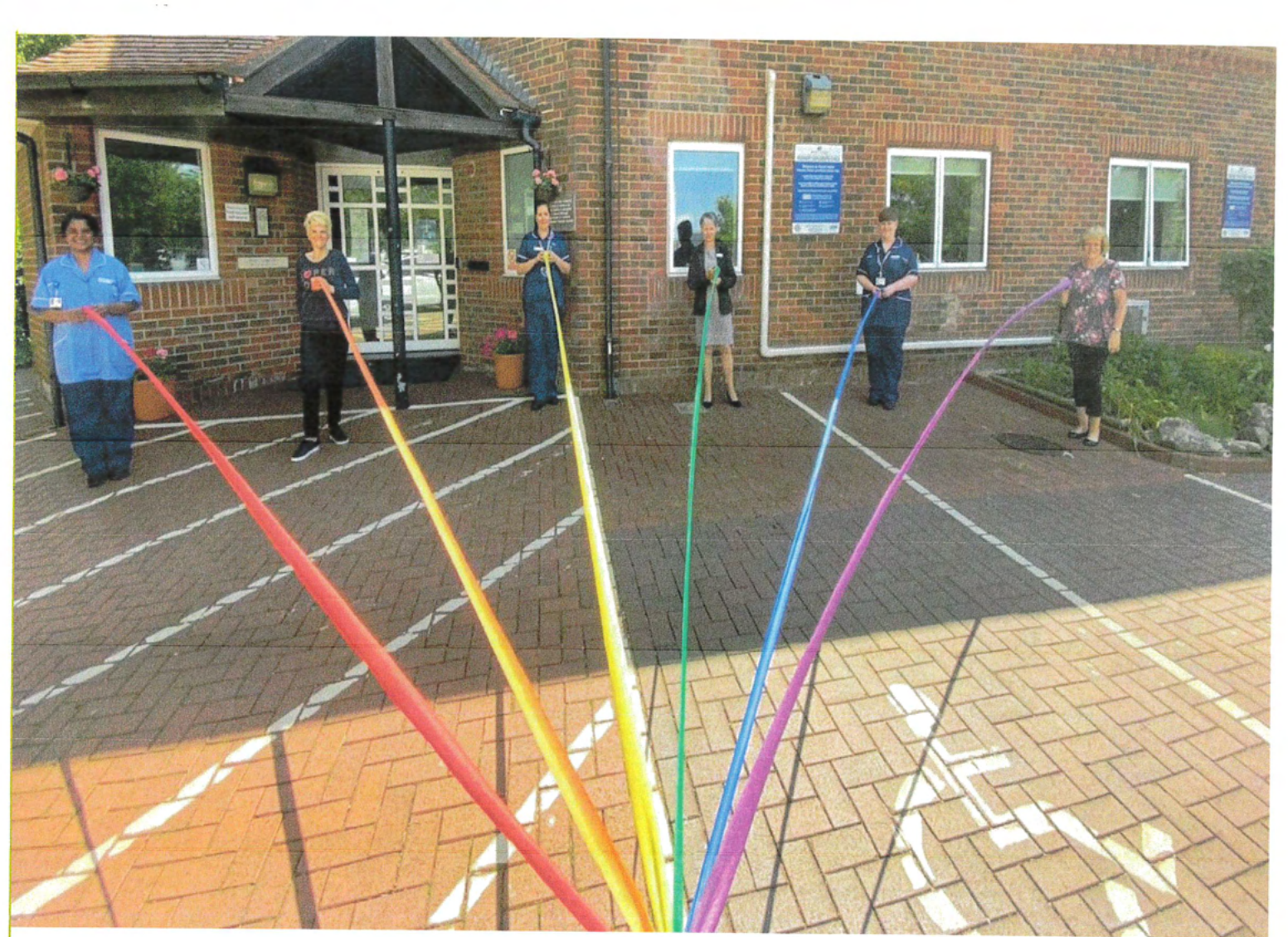
Coles Miller Solicitors LLP  
44-46 Parkstone Road  
Poole  
Dorset  
BH15 2PG

### **Independent Examiners**

Francis Clark LLP  
Chartered Accountants  
Towngate House  
2-8 Parkstone Road  
Poole  
Dorset  
BH15 2PW

### **Website**

[www.forestholmehospice.org.uk](http://www.forestholmehospice.org.uk)



## Forest Holme Hospice Charity

**Our vision** is for every adult in our community affected by a potentially life limiting illness to have equal access to the support and service they need, whenever and wherever they are, in order to enhance their quality of life.

**Our mission** is to enhance the lives of adults in Dorset with life limiting illnesses through clinical excellence, exceptional service and compassionate care. We are committed to:

- providing emotional and practical support;
- supporting innovation and research;
- striving for equity of service provision;
- supporting training and education;

**Our values** underpin and influence all areas of our work. We are:

- **ambitious** to support the provision of world class palliative and end of life care;
- **approachable** in our manner;
- **committed** to delivering the best possible service in a cost-effective manner;
- **person centred** in all that we do to ensure the best possible outcome for the individual;
- **transparent** in all that we undertake to deliver our organisation's goals.



## Chair's Statement

I have been Chair of Forest Holme Hospice Charity since March 2022. Previously I was Vice Chair in 2021 and Trustee since 2018.

It has been a difficult time for all charities, but core income streams such as donations and fundraising are starting to recover from the pandemic impact. We are not back to pre-pandemic levels yet and we are closely monitoring our income this year.

Supporting the welfare of staff was integral last year with all the challenges that Covid brought in providing care in the hospital, the inpatient unit and the community. We are aware that this support will need to continue into the near future as the post pandemic impact is still with us.

We are working closely with Macmillan Caring Locally to support one service across University Hospitals Dorset to avoid 'post code lottery'. There have been joint Board Meetings and these will continue. We feel that there is much to be gained in collaborative working.

There has been significant investment in our infrastructure, our digital offering and recruitment to make the Charity more 'nimble' and able to respond to changes and challenges.

Our volunteers are very important to us as they are the 'life blood' of the Charity. We appreciate their support and commitment both in fund raising and ensuring we have visibility in the community. We intend to appoint a Volunteer Co-Ordinator as a dedicated member of staff to recruit and support our volunteers.

The Charity has increased financial support in the counselling and bereavement services to meet current need. We are pleased to have funded a Motor Neurone Disease Co-Ordinator, provided financial support to the Community Team and funded two nurse development roles.

It is very positive to see the network of NHS Hospice Charities coming together across England to help navigate the future together.

And for our plans for the future – we are funding refurbishment in the Hospice to provide a better patient and family experience. We hope to increase all areas of the service given that we have a challenging target of over £1 million to raise in 2022/2023.

Thank you to everyone who has supported Forest Holme Hospice Charity in 2021/2022 – you really make a difference.

**Angie Smith**  
Chair of Trustees





The Trustees present their report and financial statements for the year ended 31 March 2022. The reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2019).

## Review of Activities

### Section 1: Overview

Forest Holme Hospice Charity is proud to support Forest Holme Hospice, part of University Hospitals Dorset NHS Foundation Trust, to help provide exemplary Palliative and End of Life Care to over fifteen hundred individuals and their families across Poole, Wimborne and the Purbecks.

The last twelve months have seen the Charity invest further resources into the areas of counselling, bereavement, community nursing and end of life care support within Poole Hospital. We were then thrilled when two of the Hospice's counsellors received a Dorset Hero Award and the Palliative Care Worker of the Year Award from the Echo. This increased financial contribution has meant that of the 407 new referrals into the Counselling and Bereavement Service has resulted in 97% of the individuals being likely or extremely likely to recommend the service to family or a friend.

We have also supported staff, alongside Macmillan Caring Locally, in the merger of the Palliative and End of Life Care Service across the Poole, Bournemouth and Christchurch sites. We have facilitated group away days and one-to-one coaching to enable the different teams to have some thinking time, space and individual support to help address some of the daily challenges of providing an equitable service across East Dorset in a timely and responsive manner. This sits alongside the Transformation Programme work being undertaken by University Hospitals Dorset NHS Foundation Trust.

In collaboration with other organisations, we have proactively sought various types of feedback from people across Dorset to understand their experience of death and dying, what we went well and what could have been better. The information we have received is helping to shape not only Forest Holme Hospice's own service delivery, but also feeds into the Pan Dorset Strategy for Palliative and End of Life Care.

As we've emerged from worst of the pandemic during 2021/22, the Charity has been working hard to recover some of its fundraising activities and donations to at least pre-pandemic levels, but the impact of this will be felt for some time to come. The future requires greater investment in fundraising to help deliver increasing financial targets due to growing demands. The Board of Trustees are pleased with the financial performance delivered during another unsettling year and look forward to meeting the future needs of the community we serve. In this report, you will find:

- **Section 2** Achievements and performance set against our key areas of priority
- **Section 3** Our strategic priorities for the future
- **Section 4** Our financial summary
- **Section 5** Governance of the Charity

### Thank you

The Trustees are pleased to present this report and wish to extend their gratitude to everyone involved in supporting the aims of Forest Holme Hospice Charity. Their vital support helps enhance the lives of local people through the provision of excellent Palliative and End of Life Care provided at home, in nursing / care homes, in hospital and at the Hospice itself by Forest Holme Hospice's teams, who are part of University Hospitals Dorset NHS Foundation Trust.



## Section 2: Achievements and performance

### **Strategic Aim 1: Understand what matters most to patients at the end of their life, and those close to them, in order to help achieve that as part of their support network.**

We have worked towards achieving this by:

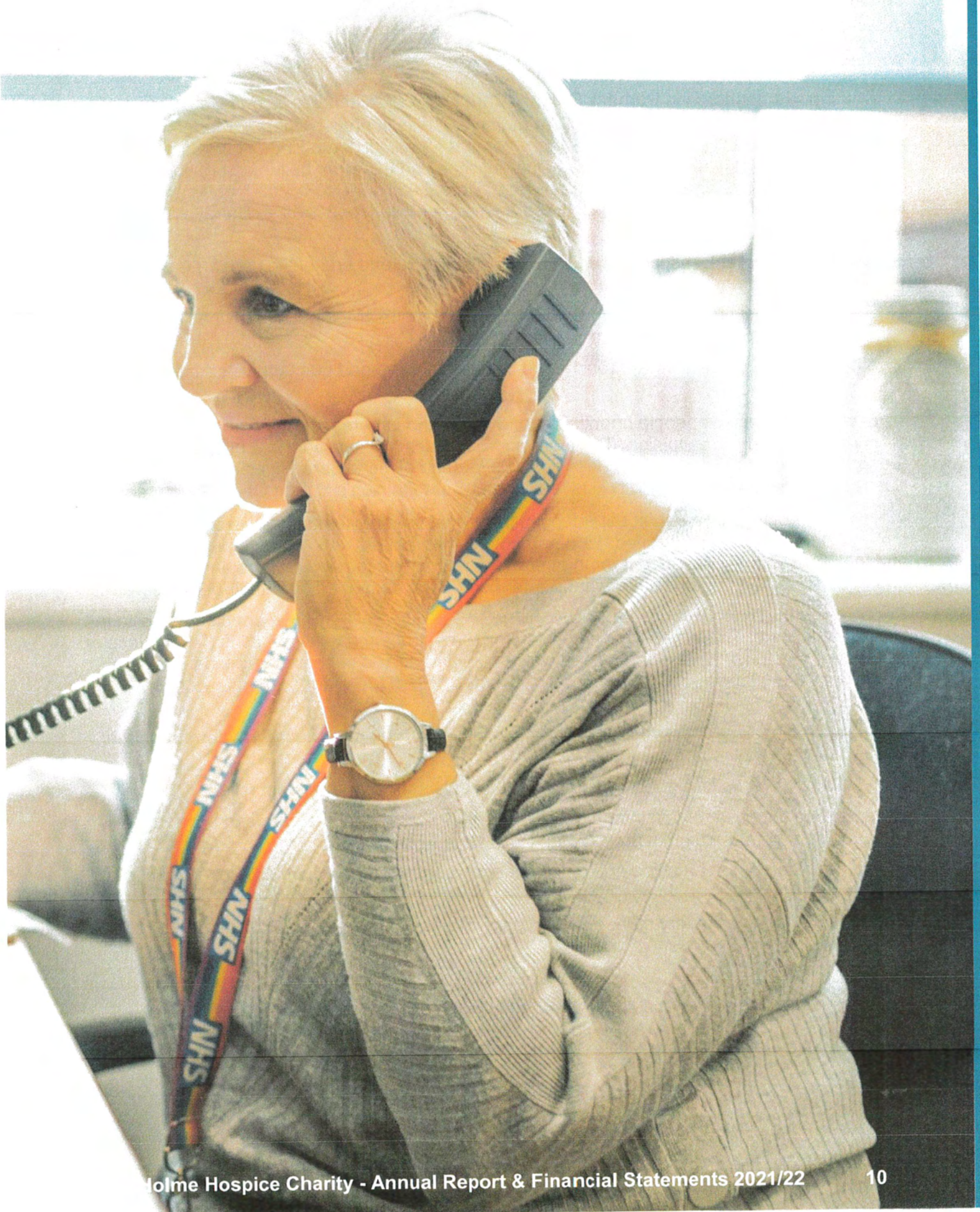
- working with the team in Purbeck Primary Care Network to improve end of life in the "Getting to Outstanding" programme. It's a national quality improvement programme hosted and funded by NHS England and NHS Improvement – Palliative and End of Life Care Programme. Dorset is one of seven participating sites and this work builds on previous collaborative work to improve last years of life in Dorset – including Results through Relationships and the Joint Strategic Needs Assessment work of 2020/21. The overall aims were to:
  - ⇒ achieve excellent, responsive and equitable palliative and end of life care for the people of Dorset, their families and carers;
  - ⇒ learn from new models of integrated care developing in areas of Dorset, specifically in Purbeck (population 34,000);
  - ⇒ develop and embed our approaches to using qualitative and quantitative data for improvement.
- exploring the values people prioritise at end of life and in bereavement - working with Magma Effect and Care Opinion. The learning from which are available in a blog series called "Learning from experiences and stories towards the end of life - Care Opinion" and also in an illustrated conference video which was featured at Care Opinion's Spring Online Conference.
- inviting people to share their experiences in the last year of life and into bereavement - through Dorset-wide work entitled "Understanding what matters and what happens at end of life and in bereavement". We set out to understand what matters to people at the end of their life, and in bereavement; and whether what matters was what happened from their perspective.

Recognising that people choose to share their views in different ways, we enabled a choice in how to participate. This included an invitation for semi-structured conversations (face to face or by phone), a survey (69 responses) and we also invited people to share their experiences online via Care Opinion. This valuable feedback has helped the wider system to work on making changes such as:

- ⇒ enabling easier access to support from palliative care teams – no referral form required, enabling people to be seen sooner;
- ⇒ collaborative work to enable effective and timely information and pain relief;
- ⇒ building the case for investment to enable timely compassionate care and support in people's homes which honours what's important to them;
- ⇒ recognition of approaching end of life is not as consistent as we would like, and we are exploring ways to do this better;
- ⇒ investing in anticipatory care, enabling earlier conversations about what matters to people in an unhurried and sensitive way.

*"Forest Holme welcomed me so much when I was in so much pain. Within five days they turned things around and I was sent home again feeling much better. I can't thank them enough and the amazing Nurses they have there that care so much for people in need."*

David



## Section 2: Achievements and Performance (continued)

**Strategic Aim 2: Champion innovative, exemplary and cost-effective palliative and end of life care, both locally and nationally, making best use of the community's resources.**

We have worked towards achieving this by:

- funding an Motor Neurone Disease (MND) Nurse Co-ordinator who can offer patients a single point of contact and follow up within four weeks of diagnosis, improved psychological support and signposting for people with MND and their families and offer patients the option of some respiratory assessment in Poole to reduce timely and costly trips to Southampton;
- our Bereavement Co-ordinator working with bereaved volunteers to help facilitate a 'Living with Loss' session which is delivered on a six weekly basis. The bereavement information event is for those who may have lost a partner or family member. The session includes a forty-five minute talk from a qualified bereavement counsellor who discusses the process of grief, the support available and a volunteer then shares their own very personal experience of bereavement with the attendees;
- funding a six month part-time research role to collate and contribute data to Hospice UK's Patient Safety Project. Patient safety is a key domain of quality in hospice care and quality indicators are useful to demonstrate safe and harm free care. The programme enables clinical benchmarking within hospices across the UK by the regular collection of data relating to patient safety incidents within their in-patient units. This assists us to workforce plan and look at future proofing of staffing levels;
- financially supporting the new role of Community Specialist Palliative Care (CSPC) Nurse Team Lead to facilitate team collaboration on newly merged CSPC team objectives with the Macmillan Unit's CSPC Lead. This role has supported and encouraged the team to outreach into Primary Care Networks which has resulted in increased attendance at GP palliative care meetings and health and social care multi-disciplinary team meetings. The lead has developed a robust support structure for the team after an incredibly difficult period during the pandemic which has resulted in the team "never having felt so supported";
- providing additional counselling expertise to assist in rolling out a service development, within the Counselling and Bereavement Service, the Triage Assessment. This allows the team to be much more responsive to clients presenting with more urgent and complex needs. This has partly come out of increased demand for the services when other community mental health support has been less available due to the pandemic, but also balancing the needs of individuals with more urgent needs, especially towards the end of life, that require a very timely response;
- collaborating with Macmillan Caring Locally to be able to offer individual comfort packs to relatives of end-of-life patients under the care of the University Hospitals Dorset hospitals, in both Poole and Bournemouth, to make staying with their loved ones a little easier.

*"These people are amazing, caring, passionate people. They helped my Dad through to the end. We could not thank them enough helping us get through a very difficult and trying sad times. Support and care they give to their patients and families are second to none. We will never forget the hard work and hours you do and nothing is never too much trouble. All I know my Dad said it was his safe haven before he took his last journey."*

**Kerry**



## Section 2: Achievements and Performance (continued)

**Strategic Aim 3: Create a more nimble and sustainable Charity infrastructure to help meet the increasing need for responsive, comprehensive and accessible palliative and end of life care services, both now and in the future.**

We have worked towards achieving this by:

- setting up online banking for the organisation, updating our CRM Harlequin's finance system to enable greater integration with other donor software to improve efficiency and implementing a new stand alone IT/phone infrastructure separate to University Hospitals Dorset NHS Foundation Trust;
- developing and increasing income generated from online and digital fundraising activities; social media, email, online donate, Justgiving, contactless donations and QR codes resulting in 83% of the Charity's total income for the year being received via one of these methods in comparison with 52% during the previous year;
- introducing a flexible working policy to enable staff to meet both individual and organisational needs whilst being supported by a new IT infrastructure to work from the charity office, at home or elsewhere helping to improve a work life balance;
- researching online will making platforms, linking with chosen supplier Farewill to help develop an online 'gift in will' offering to appeal to younger supporters as part of a rolling legacy giving programme.
- taking guidance from the Charity's solicitors and accountants to start setting up the required infrastructure to allow for the direct employment of staff. This enables greater flexibility to recruit the required members of staff outside of existing staff contracts with University Hospitals Dorset NHS Foundation Trust;
- growing the supporter database by 11% year on year capturing good, accurate data at every touch point into the Charity to ensure all 'opt in' data is recorded and updated to enable better supporter stewardship and increased income levels through better collection and recording of Gift Aid declarations;
- successfully offering a calendar of blended events and activities, both physical and virtual, such as our Light Up a Life Service at Harbour View Crematorium in November which was live streamed to both new and existing supporters of the Charity. This has enable better inclusion for people who may not have been able to attend in person before;
- undertaking joint fundraising, patient care initiatives and awareness raising activities with Macmillan Caring Locally to ensure even better use of limited financial resources.

*"I felt the sessions gave me a 'safe space' to open up about how I was feeling after my diagnosis and treatment. I was struggling with discussing with loved ones, as I felt that they had already been through so much whilst I was having treatment. (My counsellor) is a great listener, but also interjected with helpful comments and strategies around how to manage anxiety and low mood moving forward. We explored a variety of topics and I found as time went on, I was able to apply some of these strategies. I was also reassured when (my counsellor) mentioned I could get in touch and arrange a one-off session if I needed to access support if I was anxious about further treatment in the future. Thank you for your help and support."*

**Anon**



"Carmel has been there for a close friend and a family member, Mandy. She is always caring and gives her time to care for all patients."  
Shirley-Anne Maile

TO: CARMEL FOREST HOLME HOSPICE POOLE, DORSET

AUGUST 2019

"Carmel is such a kind and caring person."  
TINA SMITH

TO: CARMEL FOREST HOLME HOSPICE POOLE, DORSET

AUGUST 2019



## Section 3: The Future

The Charity has three overarching strategic aims which are delivered through the objectives in the annual business plan. They are to:

- understand what matters most to patients at the end of their life, and those close to them, in order to help achieve that as part of their support network;
- champion innovative, exemplary and cost-effective palliative and end of life care, both locally and nationally, making best use of the community's resources;
- create a more nimble and sustainable charity infrastructure to help meet the increasing need for responsive, comprehensive and accessible palliative and end of life care services, both now and in the future.

The significant financial undertaking for financial year 2022/23 is a part refurbishment of the Hospice. Forest Holme has not been decorated since 2013 with some of the rooms being untouched since the hospice was originally built in 1993. There is not only an obvious visible need for refurbishment due to significant wear and tear, but a practical need for more patient-friendly facilities, functionality and overall space for the growing palliative and end of life care service. The Board of Trustees has designated £400,000 towards the cost of the refurbishment from its reserves with the hope that an equivalent amount can be raised through a capital appeal.

As well as the refurbishment, the Charity is committed to funding 16 different members of staff within the inpatient ward, community, hospital, admin, education, therapy, and counselling teams within the hospice. The number of roles has grown significantly over the last few years and these members of staff are crucial to ensuring excellent quality of care. For the first time, this takes the Charity's annual expenditure to over £1 million pounds. The Charity had been growing its core income year on year since 2013 and this was disrupted by the Covid pandemic. As we emerge from worst of the pandemic, the Charity is aiming to recover its fundraising activities to at least pre-pandemic levels. To enable this to happen, there will be investment in the Charity's staffing structure to recognise the substantial increase in charitable expenditure.

The Integrated Care System for Dorset will be pivotal for the years ahead and the collaborative working with our partner organisations across the county to ensure the best possible palliative and end of life care must continue. The Charity has already undertaken a few joint projects with Macmillan Caring Locally such as supporting the End of Life Care Champions programme at University Hospitals Dorset NHS Foundation Trust (UHD), Dying Matters and Hospice Care Weeks, investment in the Community Palliative Care Team leads and staff development. By working closely together, both organisations can help to shape services not only at a local level, but also at a national level through the NHS Hospice Charities group and Hospice UK.

*"You would think that a hospice is a place where people go to end their days. You would be right in thinking thus, but to me and my family, Forest Holme Hospice was a lifesaving place. A place that offered comfort and solace and light at the end of the tunnel. My beloved husband Gerald spent the last month of his life there. The care he received was beyond reproach; nothing was too much trouble for the staff and the support given to the family was incredible. After he had passed away, I decided to support the hospice by raising money which has enabled the hospice to purchase much needed equipment. I will continue to do this as long as I am physically and mentally able to do so."*

Judy



## Section 4: Financial Summary

Income for the year totalled £859,000 (2020/21 £981,000) mainly from activities for generating funds £145,000 (2020/21 £103,000); donations £306,000 (2020/21 £264,000); legacies £257,000 (2020/21 £529,000); grants £131,000 (2020/21 £76,000) and £20,000 (2020/21 £9,000) received from dividends and interest on investments.

Expenditure totalled £857,000 (2020/21 £680,000). The Trustees decided during the year to contribute a total amount of £109,000 (2020/21 £97,000) to University Hospitals Dorset NHS Foundation Trust towards the running costs of Forest Holme Hospice. An amount of £381,000 (2020/21 £271,000) was spent on nursing, complementary therapies and counselling provision and £190,000 (2020/21 £185,000) on the cost of generating funds. Patient and staff welfare and amenities amounted to £152,000 (2020/21 £120,000).

Cash balances amount to £1,083,000 (2020/21 £1,163,000) and represent 55.6% (2020/21 69.2%) of all funds invested.

The Trustees have decided to invest a proportion of the charitable funds in Common Investment Funds (CIFs) and would expect these funds to provide long term capital growth and income. CIFs represent 44.4% (2020/21 30.8%) of all the funds invested. As per the investment plan agreed in 2019/20, a decision was then made to transfer the remaining two tranches of £150,000 from the CCLA Deposit account into the CIF Equity Fund. The monies held in the CIF Equity Fund showed an overall increase in value of 5.9%.

£866,000 (2020/21 £518,000), representing 44.4% (2020/21 30.8%) of the total funds is invested on behalf of the Charity by CCLA (COIF) in Common Investment Funds. £356,000 (2020/21 £487,000), representing 18.7% (2020/21 29%) of the total funds is invested with CCLA in a short term deposit account.

Expenditure on our charitable purposes represented 77.8% of our total expenditure (compared to 72.8% in 2020/21). Expenditure on administration and fundraising represented 22.2% of total expenditure (compared to 27.2% in 2020/21).



## Section 5: Governance

### Organisational Structure

During 2021/22 Forest Holme Hospice Charity was governed by a Board of eight Trustees who met formally six times during the year. Three Trustees resigned from the Board during this period (Stuart Bradford, Val Horn and James Smith), one retired (Dr Stephen Kirkham), three new Trustees joined (Lynn Cherrett, Charlotte Lilley and James MacMillan) and one was re-elected (Angie Smith).

Forest Holme Hospice Charity operates a full strategic planning and budgeting process, with detailed budgets and plans being presented to, and approved by, the Board each year, with performance subsequently reported and assessed against those plans and budgets on a bi-monthly basis.

Day-to-day running of the charity is delegated to the Chief Executive, who reports to the Chair of Trustees. Appropriate approval levels are in place within the charity regarding requests for funding.

### Public Benefit

The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with the Charity Commission's guidance on Public Benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set. The charity achieves its principal objects and purposes through the provision of patient care and staff welfare at Forest Holme, which provides palliative and end of life care at home, in the hospice and in University Hospitals Dorset NHS Foundation Trust to those living within the Poole, Wimborne and the Purbeck area. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission guidance on Public Benefit.

### Appointment of Trustees

New trustees are appointed when existing trustees retire or resign. Trustees are normally expected to have a professional background (e.g. legal, accounting, medical, or health), lived experience or direct involvement in palliative care and have a good understanding of the aims and objectives of the charity and its relationship with University Hospitals Dorset NHS Foundation Trust. In the first instance new Trustees are introduced to the existing Trustees. The potential new Trustee is then invited to a Board meeting as an observer before appointment is confirmed by a majority vote of the existing Trustees held at a special meeting of the Board. Trustees receive introductory training to the Charity and an annual update on good governance. Trustees can serve a maximum of three, three year terms on the Board before they must retire.

### Reserves Policy

The Trustees regularly review the level of reserves of Forest Holme Hospice Charity, looking at the nature of income and expenditure streams and the need to match variable income against the expenditure incurred by the Charity in respect of the on-going provision of palliative and end of life care, which is regular and largely fixed expenditure. The Trustees review the Reserves Policy in line with best practice and the Charity Commission's Guidelines on an annual basis.

The Trustees would expect to hold reserves of a minimum of twelve months' budgeted expenditure. This takes into account the fact that Forest Holme Hospice Charity does not have any committed long term income, that income levels fluctuate across the year, and a proportion of costs are fixed in nature, all of which have a direct impact on the cash flow of the organisation. Unrestricted reserves at 31 March 2022 were £2,063,000 (2020/21 £2,056,000). The Trustees recognise the level of reserves is above their minimum requirement. However, they are comfortable with this position due to current economic uncertainty and the potentially detrimental impact this will have on the Charity's short to medium term income generation. The Charity will also realise its £600,000 designated expenditure on a hospice refurbishment and recruitment of two community co-ordinators during 2022/23.



### Section 5: Governance (continued)

#### Investment Policy

The Trustees have the power to invest in such assets as they see fit. They have decided to invest monies with COIF Charity Funds, managed by CCLA Investment Management Ltd. At the start of the year, these funds were held in an Equity Fund. The Board of Trustees transferred a total of £300,000 from the CCLA Deposit Fund into the Equity Fund in line with their rolling investment plan agreed in 2019/20. The Investment Policy is reviewed annually by the Board of Trustees.

#### Risk Management

The major strategic risks to which the Charity is exposed have been identified and considered by the Board of Trustees. They include the fundraising targets not being delivered due to emerging from the pandemic, subsequent rise in cost of living and likelihood of a recession (being addressed by scenario planning, cashflow forecasting and excellent stewardship of supporters), University Hospitals Dorset NHS Foundation Trust discontinues investing in End of Life Care (being addressed by working collaboratively with Macmillan Caring Locally and participating in the Pan Dorset Steering Group for Palliative and End of Life Care ) and the clarity and parity of NHS commissioning arrangements (being addressed by representing NHS Hospice Charities on NHS England's Commissioning Steering and Sustainability Work Groups.)

These risks, amongst many others, are discussed and systems established to help mitigate those risks. The Charity maintains a risk register which is reviewed at each Board meeting by the Trustees. Income and expenditure is monitored in total and compared with the approved plan on a monthly basis with the Treasurer to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

#### Pay policy for senior staff

There are four key management personnel of the Charity including the Chief Executive, Fundraising Manager, including their maternity cover, and the Communications Manager who comprise 3.5 full time equivalents. Their posts are paid in accordance with the NHS (Agenda for Change) salary framework. Their roles are assigned to individual NHS Salary Bands. Subject to satisfactory performance, they also receive annual increments on the anniversary of their appointment until they reach the top of their band. Where senior employees take on significant new responsibilities during the year, salaries are adjusted accordingly.

#### Fundraising Practice

Forest Holme Hospice Charity is committed to ensuring that our fundraising is undertaken in an accountable, courteous, legal, respectful and transparent manner. We are voluntarily registered with the Fundraising Regulator and all of our activities adhere to the Code of Fundraising Practice. We received no complaints about our fundraising methods during the course of the year. We do not use third party professional fundraisers or commercial participators to undertake any of our fundraising activities and as a small, local charity we feel very strongly that donors are not put under any pressure to donate to our cause.

We do not use cold calling to solicit donations, we do not buy or share personal data or allow anyone else to do so on our behalf. We adhere to best practice with regards to data protection and ensure it is straightforward for anyone to stop all, or particular, contact from us.







## Section 6: Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. 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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts 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.

Signed: 

Date: 22.09.2022

Angie Smith - Chair of Trustees



# Independent Examiner's Report and Statement

for the year ended 31 March 2022

## Independent Examiner's Report to the Trustees of Forest Holme Hospice Charity

I report to the Trustees on my examination of the accounts of Forest Holme Hospice Charity for the year ended 31 March 2022 which are set out on pages 26 to 40.

### Responsibilities and basis of report

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

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

### Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW and ACCA, both of which are listed bodies.

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

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

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

Anne-Marie Gates FCCA FCA

A Partner of

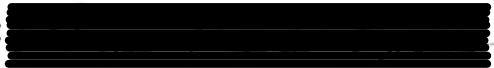
Francis Clark LLP

Chartered Accountants

Towngate House

Poole

BH15 2PW

Signed: 

Date: 6/10/22

Statement of Financial Activities for the year ended 31 March 2022

Income:	Note	Unrestricted Funds		Total Funds £000	Prior Year
		General £000	Restricted £000		Total Funds £000
<b>Donations and legacies:</b>					
Donations	2	305	1	306	264
Legacies	3	257	-	257	529
Grants	4	33	98	131	76
		<u>595</u>	<u>99</u>	<u>694</u>	<u>869</u>
<b>Income from trading activities:</b>					
Fundraising events	5	145	-	145	103
		<u>145</u>	<u>-</u>	<u>145</u>	<u>103</u>
<b>Investment income</b>					
	6	20	-	20	9
<b>Total income</b>		<b>760</b>	<b>99</b>	<b>859</b>	<b>981</b>
Cost of raising funds and other costs		190	-	190	185
<b>Costs of raising funds</b>	7	<b>190</b>	<b>-</b>	<b>190</b>	<b>185</b>
Nursing		258	18	276	181
Counsellors		93	12	105	90
Contribution to University Hospitals Dorset for Hospice running costs		109	-	109	97
Patient welfare and amenities		91	25	116	102
Staff welfare and amenities		35	1	36	18
Miscellaneous		25	-	25	7
<b>Expenditure on charitable activities</b>	8	<b>611</b>	<b>56</b>	<b>667</b>	<b>495</b>
<b>Total expenditure</b>	7+8	<b>801</b>	<b>56</b>	<b>857</b>	<b>680</b>
<b>Net income for the year before gains and losses on investments</b>		<b>-41</b>	<b>43</b>	<b>2</b>	<b>301</b>
Net gains/(losses) on investments		48	-	48	41
<b>Net income/ (expenditure) for the year</b>		<b>7</b>	<b>43</b>	<b>50</b>	<b>342</b>
<b>Net movement in funds</b>		<b>7</b>	<b>43</b>	<b>50</b>	<b>342</b>
Reconciliation of funds:					
Total funds brought forward		2,056	7	2,063	1,721
<b>Total funds carried forward</b>		<b>2,063</b>	<b>50</b>	<b>2,113</b>	<b>2,063</b>

All amounts relate to continuing activities of the Charity. The Statement of Financial Activities includes all the gains and losses recognised in the year. The notes to the accounts are shown on pages 29-40.

Balance sheet as at 31 March 2022

	Notes	Current Year £000	Prior Year £000
<b>Fixed assets</b>			
Investments	12	866	518
		<u>866</u>	<u>518</u>
<b>Current assets</b>			
Stock		-	-
Debtors	13	199	390
Cash at bank and in hand		1,083	1,163
		<u>1,282</u>	<u>1,553</u>
<b>Liabilities</b>			
Creditors: amounts falling due within one year	14	-35	-8
		<u>1,247</u>	<u>1,545</u>
<b>Net current assets</b>			
		<u>1,247</u>	<u>1,545</u>
<b>Total net assets</b>			
		<u>2,113</u>	<u>2,063</u>
<b>The funds of the charity:</b>			
Restricted income funds	15	50	7
<b>Unrestricted funds</b>			
General funds	16	2,063	2,056
<b>Total unrestricted</b>		<u>2,063</u>	<u>2,056</u>
<b>Total funds</b>		<u>2,113</u>	<u>2,063</u>

Approved by the trustees and signed and authorised for issue on their behalf by:

Angela Smith  
Chair of Trustees



Date: 26.09.2022

The notes to the accounts are shown on pages 29-40.

Statement of cash flows as at 31 March 2022

	Notes	Current Year £000	Prior Year £000
<b>Cash flows from operating activities</b>			
<b>Net cash provided by/(used in) operating activities</b>	21	<u>-100</u>	<u>-288</u>
<b>Cash flows from investing activities</b>			
<i>Dividends, interest and rents from investments</i>		20	9
<b>Net cash provided by/(used in) investing activities</b>		<u>20</u>	<u>9</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>-80</u>	<u>-279</u>
<i>Cash and cash equivalents at the beginning of the reporting period</i>		<u>1,163</u>	<u>1,442</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	22	<u>1,083</u>	<u>1,163</u>

The notes to the accounts are shown on pages 29-40.

## Notes to the accounts

### 1 Accounting policies

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

#### **a) Basis of preparation**

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

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **b) Legal status of the Charity**

Forest Holme Hospice Charity was established by a Declaration of Trust.

#### **c) Going concern**

The financial statements have been prepared on a going concern basis. As explained in the Trustees' report on page 21, the Trustees have considered the uncertainty relating to the impact of the Coronavirus pandemic and what effect this will have on the Charity's operations and finances in the short to medium term. In the opinion of the Trustees by proactively managing cash-flow, the Charity has sufficient working capital to continue to its financial obligations and pay its liabilities as they fall due for the foreseeable future and therefore the financial statements have been prepared on a going concern basis.

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 held, for the Charity to be able to continue as a going concern.

#### **d) Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements. Restricted funds are donations where the donor has specified they should only be used for particular areas of the hospice's work. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each material designated and restricted fund is set out in the notes to the financial statements. Investment income, gains and losses are allocated to the appropriate fund.

#### **e) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where income has related expenditure (as with fundraising or contract income), the income

and related expenditure are reported gross in the Statement of Financial Activities.

Donations, grants and gifts are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period. Income from Gift Aid tax reclaims is for any donations with relevant Gift Aid certificates recognised in income for the year. Any amounts of Gift Aid not received by the year end are accounted for in income and accrued income in debtors.

Income from NHS contracts, government and other grants, whether 'capital' grants or 'revenue' grants, are recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/ executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on deposit funds held is included when receivable and the amount can be measured reliably by the charity which is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio. Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable

Sponsorship from events, fundraising and events registration fees are recognised in income when the event takes place. Lottery income is accounted for in respect of those draws that have taken place in the year.

#### ***f) Expenditure***

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis under the following headings:

Costs of raising funds comprises fundraising costs incurred in seeking donations, grants and legacies; investment management fees; costs of fundraising activities and their associated support costs. Fundraising costs do not include the costs of disseminating information of support of the charitable activities.

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

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity.



Support costs are allocated to each of the activities on one of the following basis: either floor space or staff time or staff headcount depending on the nature of the support costs, to best allocate the costs to each attributable heading. More detail on the analysis and basis of allocation is given in note 8 to the financial statements.

**g) Volunteers**

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in note 10 to these financial statements and in the Trustees' report.

**h) Investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

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.

**i) Debtors**

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

**j) Cash at bank and in hand**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**k) Creditors**

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

**l) Pensions**

Employees of the Charity are entitled to join the NHS Pension Scheme, a defined benefit scheme. The scheme is not designed to be run in a way that enables bodies to identify their share of the underlying scheme assets and liabilities. Therefore, the scheme is accounted for as if it were a defined contribution scheme: the cost to the charity of participating in the scheme is taken as equal to the contributions

payable to the scheme for the accounting period. There were no outstanding contributions at the year end. The costs of the scheme are included with the associated staff costs and allocated to raising funds, charitable activities, support and governance costs and charged to the unrestricted funds of the charity.

## Notes to the accounts

2 Donations	Current Year	Prior Year
	£000	£000
General donations	183	144
In memoriam	111	110
Standing orders and direct debits	12	10
	<u>306</u>	<u>264</u>

Of the total donations received £306k (2021: £260k) was attributed to unrestricted funds and £1k (2021: £4k) was attributed to restricted funds.

3 Legacies	Current Year	Prior Year
	£000	£000
	257	529
	<u>257</u>	<u>529</u>

The income from legacies was £257k (2021: £529k) of which £257k was unrestricted (2021 year: £529k).

4 Grants received	Current Year	Prior Year
	£000	£000
Core funding grants	131	76
	<u>131</u>	<u>76</u>

The income from grants received was £131k (2021: £76k) of which £33k was unrestricted (2021: £56k).

5 Fundraising events	Current Year			Prior Year		
	£000	£000	£000	£000	£000	£000
	Income	expenditure	Net income	Income	expenditure	Net income
Bingo Night	3	1	2	2	-	2
Christmas Raffle	11	2	9	10	2	8
Christmas Dance	9	4	5	-	-	-
Dancethon	-	-	-	-	-	-
Light up a Life	10	1	9	13	3	10
Quiz Night	-	-	-	-	-	-
Sunflower Ball	-	-	-	-	-	-
Tie a Yellow Ribbon	9	-	9	4	-	4
Trolley Dash	1	-	1	2	-	2
Wareham Cruise	2	1	1	-	-	-
Volunteer events	100	-	100	72	-	72
	<u>145</u>	<u>9</u>	<u>136</u>	<u>103</u>	<u>5</u>	<u>98</u>

Of all fundraising event income received £145k (2021: £103k) was attributed to unrestricted funds and £0k (2021: £0k) was attributed to restricted funds.

## 6 Investment income

	Current Year £000	Prior Year £000
Dividends - equities	20	9
	<u>20</u>	<u>9</u>

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

## 7 Analysis of expenditure

	Direct Costs £000	Support costs (note 9) £000	Total Costs £000	Prior Year £000
Events costs	9	-	9	5
Fundraising costs	181	-	181	180
<b>Raising funds</b>	<b>190</b>	<b>-</b>	<b>190</b>	<b>185</b>
Nursing	259	17	276	181
Counsellors	96	9	105	90
Contribution to PHFT	47	62	109	97
Patient welfare / amenities	99	17	116	102
Staff welfare / amenities	26	10	36	18
Miscellaneous	23	2	25	7
<b>Charitable activities</b>	<b>550</b>	<b>117</b>	<b>667</b>	<b>495</b>
<b>Total</b>	<b>740</b>	<b>117</b>	<b>857</b>	<b>680</b>

Of the total expenditure of £857k (2021: £680k), all raising funds expenditure of £190k (2021: £185k) was unrestricted.

Of the charitable activities expenditure of £667k (2021: £495k); £56k (2021: £24k) was restricted.

## 8 Analysis of support costs

	Management £000	HR £000	Finance £000	IT £000	Governance £000	Total £000	Prior Year £000
Nursing	10	5	1	-	1	17	9
Counsellors	5	2	1	-	1	9	5
Contribution to UHD for Hospice running costs	40	4	16	1	1	62	42
Patient welfare / amenities	10	2	2	2	1	17	9
Staff welfare / amenities	5	1	1	2	1	10	5
Miscellaneous	2	-	-	-	-	2	1
<b>Charitable services</b>	<b>72</b>	<b>14</b>	<b>21</b>	<b>5</b>	<b>5</b>	<b>117</b>	<b>71</b>
<b>Total</b>	<b>72</b>	<b>14</b>	<b>21</b>	<b>5</b>	<b>5</b>	<b>117</b>	<b>71</b>

Governance costs total £5k (2021: £5k) including independent examination fees.

## 9 Analysis of staff costs and key management personnel

	Current Year	Prior Year
	£000	£000
Wages and salaries	209	180
Social security costs	20	18
Pension costs	22	19
	<u>251</u>	<u>217</u>

The Charity Trustees have received no remuneration from the Charity in the current year, with no Trustees' expenses being claimed in the preceding year.

There were no staff employed directly by the Charity. Staff are employed by University Hospitals Dorset NHS Foundation Trust (UHD) and the costs shown above relate to the reimbursement of these staff costs to UHD. The average monthly head count was 8 (2021: 7), and analysis of staff employees in the year were:

	Actual number	Current Year Full time equivalent	Prior Year Actual number	Prior Year Full time equivalent
Fundraising services	6	6	5	5
Support services	2	2	2	2
<b>Total</b>	<u>8</u>	<u>8</u>	<u>7</u>	<u>7</u>

There were no employees whose total employee benefits excluding pension contributions were over £60,000.

There are four key management personnel, including maternity cover, of the Charity whose employee benefits total £147k. (2021: £115k)

The Charity has an average of 90 volunteers during the year (2021: 90) supporting the charitable and administrative work of the Charity.

## 10 Net incoming resources

	Current Year	Prior Year
	£000	£000
Net income resources is stated after charging:		
Independent Examination	<u>4</u>	<u>3</u>
	4	3

## 11 Taxation

Forest Holme Hospice Charity is a registered charity and as such is exempt from taxation on its income and gains to the extent that these are applied for charitable purposes.

## 12 Investments

a)

	<b>£000</b>
As start of the year	<b>518</b>
Additions	<b>300</b>
Unrealised Gains on Revaluation	<b>48</b>
At the end of the year	<b>866</b>

b)

Analysis of investments	<b>Current Year</b>	Prior Year
	<b>£000</b>	£000
Equities	<b>866</b>	518
Total charity	<b>866</b>	<b>518</b>

All investments are held in the UK.

The historical cost of the investments is £720k. (2021: £420k)

**13 Debtors**

	<b>Current Year</b>	<b>Prior Year</b>
	<b>£000</b>	<b>£000</b>
Taxation recoverable	6	7
Other debtors	0	1
Prepayments	3	1
Accrued income	190	381
	<u>199</u>	<u>390</u>

**14 Creditors: amounts falling due within one year**

	<b>Current Year</b>	<b>Prior Year</b>
	<b>£000</b>	<b>£000</b>
Trade creditors	4	3
Other creditors	31	5
	<u>35</u>	<u>8</u>

15 Restricted funds	Balance as stated	Income	Expenditure	Transfers	Balance at
	at the end				end of the year
	of the year	£000	£000	£000	£000
	£000	£000	£000	£000	£000
	7	99	56	-	50
Total	7	99	56	-	50

The £50k (2021: £7k) of restricted funds at year end are allocated to patient welfare and amenities.

16 Unrestricted funds	Balance as stated	Income	Expenditure	Transfers	Balance at
	at the end				end of the year
	of the year	£000	and gains	£000	£000
	£000	£000	£000	£000	£000
General fund	1,456	760	745	-	1,471
Designated funds	600	-	8	-	592
Total unrestricted funds	2,056	760	753	-	2,063

17 Net assets by funds	General funds	Restricted	Designated	Total funds
	£000	£000	£000	£000
Investments	866	-	-	866
Current assets	640	50	592	1,282
Creditors falling due in less than a year	-35	-	-	-35
	1,471	50	592	2,113

#### 18 Related party transactions

University Hospitals Dorset NHS Foundation Trust (UHD) operates Forest Holme Hospice. The Charity supports the Hospice financially and is committed to pay for certain agreed staff costs and amenities.

The Charity agreed to make a contribution of £667k (2021: £495k) towards the general running costs of Forest Holme Hospice during 2021/22.

The following Trustees of the Charity, during the accounting year, were employed by (UHD):  
Dr Beverley Lee, Consultant in Palliative Medicine.

Stuart Bradford, who resigned as a Trustee, was a Partner at Coles Miller Solicitors LLP, the Charity's solicitors. Charlotte Lilley, a Trustee, is also an Associate Solicitor at Coles Miller Solicitors LLP, the Charity's solicitors.

#### 19 Contingent assets - legacy income

As at 31 March 2022 the Charity had been notified of one residuary legacy. Three pecuniary legacies, and three residual, which total £147k have been accrued for (2021: £381k).



## 20 Financial performance of the Charity.

The summary performance of the Charity is as follows:

	Current Year £000	Prior Year £000
Income	859	981
Total Expenditure	-857	-680
Net gains/losses on investments	48	41
Net income	<u>50</u>	<u>342</u>
Total funds brought forward	2,063	1,721
Total funds carried forward	<u><u>2,113</u></u>	<u><u>2,063</u></u>
Represented by:		
Restricted funds	50	7
Unrestricted funds	<u>2,063</u>	<u>2,056</u>
	<u><u>2,113</u></u>	<u><u>2,063</u></u>

## 21 Reconciliation of net income/expenditure to net cash flow from operating activities

	Charity Current Year £000	Prior Year £000
Net Income/expenditure for the reporting period (as per the statement of financial activities)	50	342
Adjustments for:		
Loss/Gain on investments	-348	-341
Dividends, interest and rents from investments	-20	-9
(Increase)/decrease in debtors	191	-272
Increase/(decrease) in creditors	27	-8
Increase/(decrease) in stock	0	0
Net cash provided by/ (used in) operating activities	<u><u>-100</u></u>	<u><u>-288</u></u>

## 22 Analysis of cash and cash equivalents

	Current Year	Prior Year
	£000	£000
Cash in hand	1,083	1,163
Total cash and cash equivalents	<u>1,083</u>	<u>1,163</u>