

CHARITY REGISTRATION NUMBER: 1155419

Halesworth Community Nursing Care Fund
Unaudited financial statements
31 December 2017

Halesworth Community Nursing Care Fund

Financial statements

Year ended 31 December 2017

	Page
Trustees' annual report	1
Independent examiner's report to the trustees	5
Statement of financial activities	6
Statement of financial position	7
Notes to the financial statements	8

Halesworth Community Nursing Care Fund

Trustees' annual report

Year ended 31 December 2017

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2017.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 (FRS102) (effective 1 January 2015) (as amended by Update Bulletin 1 published on 2 February 2016).

Reference and administrative details

Registered charity name	Halesworth Community Nursing Care Fund
Charity registration number	1155419
Principal office	Cutlers Hill Surgery Bungay Road Halesworth Suffolk IP19 8SG

The trustees

The trustees who served during the year and at the date of approval were as follows:

Ms R Booth (Charity Chair)
Mr E Edwards
Mrs J Edwards
Mrs B Kell
Dr R Kell
Mrs F Lloyd
Ms D C Morley
Mrs N Sawkins
Mr P Shore (appointed 01/03/2017 and resigned 15/01/2018)

Treasurer	Mr E Edwards
Secretary	Mrs B Kell
Independent Examiner	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
Bankers	Barclays Bank PLC New Market Place Beccles NR34 9HD

Halesworth Community Nursing Care Fund

Trustees' annual report *(continued)*

Year ended 31 December 2017

It is appropriate here to show the appreciation felt by all Trustees, and all connected in any way with the Charity, for all the time and effort that Dr Richard Kell has invested in the Halesworth Community Nursing Care Fund since his appointment as Chairman in the year 2000. Halesworth Community Nursing Care Fund has achieved an enormous amount during Dr Kell's tenure as Chairman, not least the proposal to build a new Information and Support Centre, which has now very nearly been brought to fruition. Halesworth owes an enormous debt to Dr Kell, and in particular for all the time he has given, and the wisdom with which he has steered the Charity since he became Chairman. The Trustees are all truly appreciative of all he has done to put the Charity in its current healthy and optimistic position.

Dr Kell's resignation due to ill health has come as a blow to us all, but it is greatly appreciated that he will continue as a Trustee for the time being.

Objectives and activities

The objective of the charity is to provide support for terminally ill patients registered with Cutlers Hill Surgery and their families in the community, by the provision of nursing care and equipment, and to provide information and support to people living in Halesworth and the surrounding area who have life threatening or life limiting illness and to their families.

Public benefit

The Board of Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The charity considers that it provides a benefit to the general public by making funds available to provide support for the terminally ill and their families in the area.

Achievements and performance

Some delays to the Project occurred during 2017 because of the complexities of agreeing the routing of the drainage of the site with a neighbour, and also the need to gain permission for vehicle access to the site, which was closely followed by a change to the configuration of the site for the Pear Tree Centre (at the request of the surgery). Because of these delays the charity fell between six to nine months behind its proposed schedule. These problems have now been agreed in principle, and the charity awaits the legal documentation to finalise them.

As a result of the issues which needed to be tackled during 2017, as indicated above, the charity was unable to get involved with any large value funding applications to major national, as well as local, trusts during the year. The charity, of course, achieved its funding target of £714,000 for the Pear Tree Centre during 2016, but as a result of the changes necessary, and consequent additional professional fees, the funding target increased firstly to £721,468, and then to £766,679. The charity still has the increased figure covered due to a small surplus from the original fundraising, and also the results of local fund raising which produced a total of £27,637, during 2017.

As at the 31 December 2017 pledged donations receivable were £146,605. The pledged donations are not included within the accounts because they are conditional of the centre construction commencing.

Halesworth Community Nursing Care Fund

Trustees' annual report *(continued)*

Year ended 31 December 2017

Financial review

Total income for the year amounted £104,344. After expenditure of £31,614, the net income for the year amounted to £72,730.

Reserves policy

It is the policy of the charity to maintain unrestricted funds (excluding designated funds), which are free reserves of the charity, at a level which equates to approximately six months unrestricted expenditure which, this year amounts to approximately £9,950. At this level, the Trustees feel that they would be able to continue the current activities of the charity in the short term, in the event of a significant drop in funding. Currently free reserves amount to £13,563.

In addition, funds are being raised for the construction of an 'Information and Support Centre for cancer and chronic life threatening illnesses' to be called the Pear Tree Centre. A total of £762,918 has been raised to date towards this project, made up of £270,244 restricted grants and donations, plus designated funds of £492,674, which include £110,000 set aside as a running costs fund for the Pear Tree Centre, once opened. There is also a designated contingency care fund reserve of £30,000.

Principal funding sources

The main source of income for the charity is donations and fundraising.

Plans for future periods

The charity continues to pursue its aims of building a new Information and Support Centre. The Trustees have decided on a name for the Centre, which is the "Pear Tree Centre". This derives from a pear tree standing on the site which will be clearly visible to staff, patients and visitors from within the Centre. As indicated earlier in this report (Achievements and Performance) the targeted funds required to commence construction have been achieved. Planning Permission had been achieved for the originally proposed new building, but the changes to both site and centre, required because of the alterations which are necessary due to the amendments agreed with the surgery, have now necessitated a further application which is in progress, with an expected conclusion for this by late March/early April. Daniel Connell Partnership, a firm of Chartered Surveyors, has been appointed to oversee the construction of the premises.

In addition the Trustees are actively seeking "partnerships" with various charities who specialise in support for a variety of ailments, and who would provide much of the specialist advice and support for the local population. The centre will be aimed at a radius of 15 miles from Halesworth, as all existing support centres are over 30 miles away in Norwich, Great Yarmouth and Ipswich.

Fundraising will continue to be actively pursued throughout the year of 2018, whilst ensuring that the Charity's original core function continues to enable the terminally ill of Halesworth to spend their last days in their own homes.

The charity helps with placement of carers and also installing equipment where appropriate. This is not means tested and applies to all patients of Cutlers Hill Surgery. In addition the new ISC will be available over a 15 mile radius from Halesworth, which is predominantly a rural area with very few support facilities currently available.

Structure, governance and management

Governing document

Halesworth Community Nursing Care Fund is a foundation registered CIO, registered on 21 January 2014, number 1155419. The CIO commenced operation on 1 May 2014 following the transfer of assets and liabilities on that day from the unincorporated entity of the same name, Halesworth Community Nursing Care fund, charity number 1036571.

Halesworth Community Nursing Care Fund

Trustees' annual report *(continued)*

Year ended 31 December 2017

Structure, governance and management *(continued)*

Recruitment and appointment of Trustees

The charity aims to recruit Trustees with a wide range of business and sector experience from which the charity will benefit.

Induction and training of Trustees

All new Trustees will be provided with copies of:

- the charity's Deed of Trust;
 - the latest accounts of the charity;
- and encouraged to read Charity Commission guidance notes CC3 - 'The Essential Trustee: what you need to know, what you need to do'.

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Risk management

The Trustees have examined the major strategy, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Organisational structure

The Trustees administer the charity and meet regularly to discuss and approve forthcoming charitable expenditure.

The trustees' annual report was approved on 16 April 2018 and signed on behalf of the board of trustees by:

Ms R Booth
Chair

Halesworth Community Nursing Care Fund

Independent examiner's report to the trustees of Halesworth Community Nursing Care Fund

Year ended 31 December 2017

I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 December 2017 which comprise the statement of financial activities, statement of financial position and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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

I have completed my examination. I 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the 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 any 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 have 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.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Mark Proctor FCA DChA
Independent Examiner
Lovewell Blake LLP
Chartered accountants
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

18 April 2018

Halesworth Community Nursing Care Fund

Statement of financial activities

31 December 2017

		Unrestricted funds £	2017 Restricted funds £	Total funds £	2016 Total funds £
Income and endowments	Note				
Donations and legacies	4	6,669	42,395	49,064	94,781
Other trading activities	5	38,383	12,402	50,785	57,878
Investment income	6	4,495	—	4,495	6,055
Total income		<u>49,547</u>	<u>54,797</u>	<u>104,344</u>	<u>158,714</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	7	(7,781)	(2,945)	(10,726)	(13,922)
Expenditure on charitable activities	8	(12,039)	(8,849)	(20,888)	(21,542)
Total expenditure		<u>(19,820)</u>	<u>(11,794)</u>	<u>(31,614)</u>	<u>(35,464)</u>
Net income and net movement in funds		<u>29,727</u>	<u>43,003</u>	<u>72,730</u>	<u>123,250</u>
Reconciliation of funds					
Total funds brought forward		506,510	227,241	733,751	610,501
Total funds carried forward		<u>536,237</u>	<u>270,244</u>	<u>806,481</u>	<u>733,751</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 14 form part of these financial statements.

Halesworth Community Nursing Care Fund

Statement of financial position

31 December 2017

		2017		2016	
		£	£	£	£
Current assets					
Debtors	11	85,761		31,076	
Cash at bank and in hand		<u>722,860</u>		<u>704,887</u>	
		808,621		735,963	
Creditors: Amounts falling due within one year	12	<u>(2,140)</u>		<u>(2,212)</u>	
Net current assets			806,481		733,751
Total assets less current liabilities			<u>806,481</u>		<u>733,751</u>
Net assets			<u>806,481</u>		<u>733,751</u>
Funds of the charity					
Restricted funds			270,244		227,241
Unrestricted funds			<u>536,237</u>		<u>506,510</u>
Total charity funds	13		<u>806,481</u>		<u>733,751</u>

These financial statements were approved by the board of trustees and authorised for issue on 16 April 2018, and are signed on behalf of the board by:

Ms R Booth
Chair

The notes on pages 8 to 14 form part of these financial statements.

Halesworth Community Nursing Care Fund

Notes to the financial statements

Year ended 31 December 2017

1. General information

Halesworth Community Nursing Care Fund is a Charitable Incorporated Organisation, registered in England and Wales. The address of the registered office is given in the Charity information on page 1 of these financial statements. The nature of the Charity's operations and principal activities is to provide support for terminally ill patients registered with Cutlers Hill Surgery and their families in the community, by the provision of nursing care and equipment, and to provide information and support to people living in Halesworth and the surrounding area who have life threatening or life limiting illness and to their families.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011. The charity has applied Update Bulletin 1 as published on 2 February 2016.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity constitutes a public benefit entity as defined by FRS 102.

3. Accounting policies

(a) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain items measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity, and rounded to the nearest £1.

(b) Going concern

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

Halesworth Community Nursing Care Fund

Notes to the financial statements *(continued)*

Year ended 31 December 2017

3. Accounting policies *(continued)*

(c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

(d) Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Legacy income is recognised when receipt is probable and entitlement is established.
- Income from donated goods is measured at the fair value of the goods unless this is impracticable to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

(e) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Halesworth Community Nursing Care Fund

Notes to the financial statements *(continued)*

Year ended 31 December 2017

3. Accounting policies *(continued)*

(f) Financial instruments

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

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Donations			
Donations	6,669	42,395	49,064
Legacies			
Legacies	—	—	—
	<u>6,669</u>	<u>42,395</u>	<u>49,064</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Donations			
Donations	6,651	85,130	91,781
Legacies			
Legacies	—	3,000	3,000
	<u>6,651</u>	<u>88,130</u>	<u>94,781</u>

5. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Sponsorships	—	2,679	2,679
Fundraising events	38,383	9,723	48,106
	<u>38,383</u>	<u>12,402</u>	<u>50,785</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Sponsorships	—	—	—
Fundraising events	36,359	21,519	57,878
	<u>36,359</u>	<u>21,519</u>	<u>57,878</u>

Halesworth Community Nursing Care Fund

Notes to the financial statements *(continued)*

Year ended 31 December 2017

6. Investment income

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Bank interest receivable	<u>4,495</u>	<u>4,495</u>	<u>6,055</u>	<u>6,055</u>

7. Costs of raising donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Lottery prize costs	1,797	–	1,797
Other fundraising costs	<u>5,984</u>	<u>2,945</u>	<u>8,929</u>
	<u>7,781</u>	<u>2,945</u>	<u>10,726</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Lottery prize costs	1,910	–	1,910
Other fundraising costs	<u>5,779</u>	<u>6,233</u>	<u>12,012</u>
	<u>7,689</u>	<u>6,233</u>	<u>13,922</u>

Halesworth Community Nursing Care Fund

Notes to the financial statements *(continued)*

Year ended 31 December 2017

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Stationery and sundry	5,096	3,457	8,553
Insurance	583	595	1,178
Legal and professional fees	–	2,288	2,288
Patient care attendance	4,180	–	4,180
Advertising	40	2,509	2,549
Governance costs	2,140	–	2,140
	<u>12,039</u>	<u>8,849</u>	<u>20,888</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Stationery and sundry	1,793	1,230	3,023
Insurance	735	266	1,001
Legal and professional fees	–	3,009	3,009
Patient care attendance	12,174	–	12,174
Advertising	–	275	275
Governance costs	2,060	–	2,060
	<u>16,762</u>	<u>4,780</u>	<u>21,542</u>

Analysis of governance costs:

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Independent examination fees	<u>2,140</u>	<u>2,140</u>	<u>2,060</u>

9. Independent examination fees

	2017 £	2016 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>2,140</u>	<u>2,060</u>

10. Trustee remuneration and expenses

Four Trustees were reimbursed expenses totalling £2,462 during the year in relation to printing, postage and stationary items and also in regard to event expenditure. (2015: Five trustees, £2,534).

11. Debtors

	2017 £	2016 £
Prepayments and accrued income	84,020	28,928
Other debtors	<u>1,741</u>	<u>2,148</u>
	<u>85,761</u>	<u>31,076</u>

Halesworth Community Nursing Care Fund

Notes to the financial statements *(continued)*

Year ended 31 December 2017

12. Creditors: Amounts falling due within one year

	2017 £	2016 £
Accruals and deferred income	<u>2,140</u>	<u>2,212</u>

13. Analysis of charitable funds

	Balance at 1 Jan 2016 £	Income £	Expenditure £	Transfers £	Balance at 31 Dec 2017 £
Unrestricted funds					
General funds	25,286	49,547	(19,820)	(41,450)	13,563
Designated fund: Pear Tree Construction Fund	451,224	–	–	(68,550)	382,674
Designated fund: Pear Tree Running Costs Fund	–	–	–	110,000	110,000
Designated fund: Care packages	<u>30,000</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>30,000</u>
	506,510	49,547	(19,820)	–	536,237
Restricted funds					
Pear Tree Construction Fund	<u>227,241</u>	<u>54,797</u>	<u>(11,794)</u>	<u>–</u>	<u>270,244</u>
	<u>733,751</u>	<u>104,344</u>	<u>(31,614)</u>	<u>–</u>	<u>806,481</u>

	Balance at 1 Jan 2015 £	Income £	Expenditure £	Transfers £	Balance at 31 Dec 2016 £
Unrestricted funds					
General funds	17,700	49,065	(24,451)	(17,028)	25,286
Designated fund: Pear Tree Construction Fund	–	–	–	17,028	451,224
Designated fund: Care packages	<u>30,000</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>30,000</u>
	47,700	49,065	(24,451)	–	506,510
Restricted funds					
Pear Tree Construction Fund	<u>128,605</u>	<u>109,649</u>	<u>(11,013)</u>	<u>–</u>	<u>227,241</u>
	<u>176,305</u>	<u>158,714</u>	<u>(35,464)</u>	<u>–</u>	<u>733,751</u>

Designated funds have been set aside to cover construction and initial running costs of the Pear Tree Centre and to provide care packages.

Halesworth Community Nursing Care Fund

Notes to the financial statements *(continued)*

Year ended 31 December 2017

14. Analysis of net assets between funds

	Net current assets £	Total Funds 2017 £
Restricted Income Funds:		
Pear Tree Construction Fund	270,244	270,244
Unrestricted Income Funds:		
General Funds	13,563	13,563
Designated Fund: Pear Tree Construction Fund	382,674	382,674
Designated Fund: Pear Tree Running Costs Fund	110,000	110,000
Designated Fund: Care Packages	30,000	30,000
Total Funds	<u>806,481</u>	<u>806,481</u>

	Net current assets £	Total Funds 2016 £
Restricted Income Funds:		
Pear Tree Construction Fund	227,241	227,241
Unrestricted Income Funds:		
General Funds	25,286	25,286
Designated Fund: Pear Tree Construction Fund	451,224	451,224
Designated Fund: Care Packages	30,000	30,000
Total Funds	<u>733,751</u>	<u>733,751</u>

15. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2017 £	2016 £
Financial assets that are debt instruments measured at amortised cost		
Other debtors (note 11)	<u>1,741</u>	<u>2,148</u>
Financial liabilities measured at amortised cost		
Accruals (note 12)	<u>2,140</u>	<u>2,212</u>