



## **The Pepper Foundation**

### **Trustees' Report and Financial Statements for the year ended 31<sup>st</sup> March 2020**



Company number 02797940 (England & Wales)  
Charity Number 1056823



## The Pepper Foundation

### Trustees' Report and Financial Statements for the year ended 31<sup>st</sup> March 2020

Company number 02797940 (England & Wales)  
Charity Number 1056823

Status	The Pepper Foundation is a company limited by guarantee, Number: 02797940. It is also a registered charity: Number: 1056823.
Registered Office	Fairlight Meadway Berkhamsted Hertfordshire HP4 2PN
Principal Office	Unit 3 Icknield Way Business Park Tring Hertfordshire HP23 4JX
Telephone	Fundraising: 01442 507324 Administration & Support: 01442 507311
Email	info@pepper.org.uk
Website	pepper.org.uk
Social media	Facebook <a href="https://facebook.com/pepperfoundation">facebook.com/pepperfoundation</a> Twitter <a href="https://twitter.com/pepper_org_uk">@pepper_org_uk</a> Instagram <a href="https://instagram.com/the_pepper_foundation/">instagram.com/the_pepper_foundation/</a> LinkedIn <a href="https://linkedin.com/company/the-pepper-foundation-org">linkedin.com/company/the-pepper-foundation-org</a>
Independent Examiner	Tyler-Waddington Tyn Fannog Adfa Powys SY16 3DE

Chair of Trustees	Patricia Daley
Company Secretary	Moira Massingale
Financial Trustee	Malcolm Page
Trustees	Robert Malcolm Page Patricia Mary Daley Julie Monro (resigned 10th October 2019) Patrick John Stevens Kerie-Anne Florence Ivory David John Bevan Anthony Philip Chudleigh (appointed 27th June 2019) Christine Ronaldson (appointed 27th June 2019) Robert Breakwell (appointed 16th January 2020) Philip Jones (appointed 12th March 2020)
Patrons	Robert Breakwell Trisha Buller Jo Collier Dennis Fairey Debbie Gibb Linda Horsfall Moira Massingale The Rt Hon Sir Mike Penning MP Rod Rogers Jonathan Tweed

## **WELCOME**

The Directors, who are the board of Charity Trustees for the purposes of the Charities Act 2011, are pleased to present their annual report and financial statements for the year ended 31st March 2020.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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).

This document is designed to meet statutory requirements and also provide the depth of information that is often required by grant making trusts, donors, legators, statutory bodies and anyone who needs information about our performance, achievements and aspirations.

## **THANK YOU**

The trustees wish to thank the large number of people who have supported the charity through donations, grants, fundraising activities and in many other ways throughout the year.

Our many volunteers play an essential role in fundraising as well as in the day-to-day running of the charity. The trustees wish to record their thanks for the hundreds of hours given by volunteers to support the charity.

The Pepper Foundation operates with very low overheads with its three part-time retained fundraising staff making up most of these costs. The trustees wish to acknowledge the hard work of our retained staff members and thank them for their energy and commitment

## **PUBLIC BENEFIT**

The charity is committed to the aim of providing public benefit in accordance with its ethos and objectives. Charity legislation requires demonstration of that public benefit, and the charity achieves this by making grants to fund the children's hospice at home service.

## **THE PEPPER ETHOS**

The Pepper Foundation exists to alleviate the suffering of children with complex health needs or life limiting conditions. We achieve this by providing substantial funding for a children's hospice at home service which is managed by Rennie Grove Hospice Care.

The Pepper Foundation identified the need for this service over 25 years ago when it provided funding for the first Pepper nurse based with the Iain Rennie Hospice at Home (now Rennie Grove Hospice Care). Demand for the service has increased and The Pepper Foundation has been able to completely or substantially fund the service ever since.

## KEY OBJECTIVES

Our key objective is to fund the direct costs of the Rennie Grove children's hospice at home service based on agreed budget projections. We achieved this during the year by making a substantial grant of £250,000 to Rennie Grove Hospice Care.

The Pepper Foundation also supports patients and families in the care of the nurses by organising social events. These events are designed to support families facing similar challenges by bringing them together in a supportive, safe and social environment.

During the year, events included family visits to open farms, soft play areas and the zoo, a family fun day, separate curry nights for mums and dads, a halloween party, a Christmas party and a mums' afternoon tea. Nurses from the children's hospice at home team are present when needed and the events are always well attended and rated highly.

The total amount raised in the year excluding investment income was £283,105. The cost associated with generating this income was £29,005. Therefore, our fundraising costs represented just 10.2% of fundraised income during the year.



## THE CHILDREN'S HOSPICE AT HOME SERVICE

The specialist children's hospice at home service is operated by Rennie Grove Hospice Care with funding from The Pepper Foundation. The service supports babies and children with life-limiting conditions living in Buckinghamshire and Hertfordshire. It is regarded as a lifeline for children and young people up to the age of 19 as well as parents, siblings and carers.

The nurses provide flexible, responsive clinical support carefully tailored to the needs of each child, enabling them to live as fulfilling a life as possible, however short their life might be. The nurses also provide essential support and respite for the parents, siblings and carers of our child patients, and understand completely how the whole family is impacted by such a difficult situation.

In 2019/20 the specialist children's hospice at home service which we fund cared for 69 children with life-limiting conditions, providing them and their families with practical nursing and emotional support.

The children's hospice at Home nurses provided vital clinical care for children at any time of the day or night. In 2019/20 they carried out 1,272 visits and made 2,059 phone calls providing specialist care, advice and support to local children and their families.

The service employs a team of nurses and the current establishment of the children's team is as follows:

Position	Number of people	Full time equivalent
Nurse/Team leader	1	1.0
Senior nurses	2	1.8
Nurses	2	1.65
Healthcare Assistant	1	0.9
Children & Family Therapist	1	1.0
<b>Totals</b>	<b>7</b>	<b>6.35</b>

The service is available free of charge to members of the public living within the Chilterns area of Hertfordshire and Buckinghamshire who meet the referral criteria.

The referral criteria for potential patients are as follows. The service is available to children and young people (up to 19 years) with a life-limiting or life-threatening condition where:

- curative treatment may fail
- premature death is anticipated but intensive treatment may prolong life
- there are no curative treatment options
- severe neurological disability leading to susceptibility to health complications and the likelihood of premature death

As well as nursing care for the children, the team offers practical advice for parents and emotional support for siblings and other family members. By giving children the choice to be cared for at home, amongst the people and things they love, we can ensure their lives are as happy and comfortable as possible, however short that life may be.

The children's hospice at home service is provided at no cost to patients or their families. Additionally, the Pepper Foundation may make grants to help meet specific care needs.



## **FUNDRAISING**

To maximise resources for the children's hospice at home service, our strategy is to raise funds from a variety of income streams, making the most of the resources and opportunities available. We employ a part-time Community Engagement and Corporate Lead and retain a part-time Trusts Fundraiser. In addition, the charity outsources marketing, communications and social media expertise.

As in previous years, fundraising was spread across the following main areas:

- We continued to obtain financial support from charitable trusts and other grant making organisations, specifically those who help children.
- We received support from organisations and groups such as local businesses, golf clubs, Rotary Clubs, churches etc.. Through a series of talks and visits, we made them aware of The Pepper Foundation, and persuaded them to choose us as their charity of the year.
- We maintain regular communication with friends and supporters aimed at keeping as many people as possible in touch with the work of the charity and the care provided by the nurses, thereby continuing to raise income from donations and from the multitude of fundraising activities undertaken.



- We give practical support and advice to individuals and groups planning a sponsored activity to raise money for us.
- Our fundraising committee in conjunction with our trading subsidiary, Pepper Events Limited, organises a number of events to both raise the profile of the charity and raise funds. The flagship event in the calendar is the annual Pepper Rock Show. The first show in was in 1989 and resulted in the formation of the charity.
- Our volunteers assist other individuals, clubs and corporate supporters who are putting on events to raise funds from which Pepper is a major beneficiary. For example, Pepper volunteers provide administrative and marshalling support to the Berkhamsted Half Marathon and the charity then receives a significant proportion of the profits.

## **PEOPLE**

### **Volunteers**

With just three part-time retained staff members, volunteers are essential to the success of the charity. We are fortunate to have committed, loyal, enthusiastic – and often long-serving – volunteers who are involved in every area of the charity’s activities.

In particular, the charity’s annual Pepper Show involves over 100 talented singers, musicians, technical crew and a support team. The cast includes both adults and children, all of them volunteers. Thanks to them, the show has been successfully staged annually for 31 years. Not only does the Pepper Show raise a significant amount of money for the charity but it also has had a very positive effect on raising awareness about the children’s hospice at home service.

The Show team strives to work to professional performance standards and this has led to dozens of young volunteers going on to make a career in the performing arts and technical professions over the years.

We have several groups of volunteer supporters who get involved with year-round fundraising activities and our Friends of Pepper and Ambassadors ensure that the charity is highly visible in the local area.

The day-to-day management of the charity requires the volunteer board of trustees to work closely and continually together throughout the year to ensure that the charity achieves its objectives.

## **GOVERNANCE, MANAGEMENT AND RISK**

### **Governance**

The Pepper Foundation is a registered charity (number 1056823) and a company limited by guarantee and registered in England (number 02797940) and is governed by its Memorandum and Articles of Association.

The company was incorporated on 10<sup>th</sup> March 1993 and registered as a charity on 16<sup>th</sup> July 1996. In the event of the company being wound up each of its members is required to contribute an amount not exceeding £1. Members who are appointed by

the Trustees have demonstrated ongoing and committed support for the charity and its many activities. Membership is reviewed each year.

### **Trustees**

In accordance with the Memorandum and Articles of Association, trustees are elected and appointed at the Annual General Meeting by the charity's members. They serve for a period of three years; one third of the trustees retires by rotation at every Annual General Meeting, and if eligible may stand for re-election.

New trustees are often recruited from the members or volunteers of the charity. Although any member can stand as a trustee, the board is mindful of the onerous responsibilities laid upon it and actively encourages those members with suitable skills to put themselves forward. If necessary, the board may co-opt further trustees during the year, their appointment being confirmed by election at the next Annual General Meeting.

Trustees are drawn from a variety of relevant professional backgrounds including business and charity management, finance, fundraising, law, communications, marketing, training and human resources. They have been recruited to provide the breadth of experience and mix of skills needed to govern the charity in line with all relevant legislation, regulation and best practice.

The trustees meet at least 8 times a year to develop strategy and monitor progress against agreed strategic objectives and agree an annual business plan and budget. The charity receives regular reports about the activities and performance of the children's hospice at home team, fundraising activities, monthly financial management accounts, and risk (including safeguarding).

The trustees have established sub-committees which meet regularly to review reports in greater depth. These committees include finance, fundraising and communications groups. In addition, the chairman and other trustees have annual meetings with Rennie Grove Hospice Care to discuss the children's hospice at home team and how it may best support the services for which it provides full or partial funding.

The Company Secretary, part-time Operations Support & Events Co-ordinator, part-time Community Engagement and Corporate Lead, and Rennie Grove's Director of Nursing also attend the board meetings but have no voting rights. Reports presented at the trustees' meetings include finance, fundraising and trust fundraising for review. All strategic and financial decisions are channelled through this meeting, which is organised through a set agenda.

Although we have close co-operation with Rennie Grove none of our trustees or employees hold appointments within both organisations.

None of our trustees receive remuneration or other benefits from their work with the charity. Any contractual relationships would have to be disclosed to the board.

### **Trustee Induction and Training**

Generally, new trustees are aware of the work of the charity when they are appointed but they are given the opportunity to familiarise themselves by attending meetings and being provided with information before accepting the position. Once appointed they receive ongoing mentoring by the Chair and appointed trustees.

With the board's approval, all trustees are able to attend training courses or conferences relevant to their skills and responsibilities within the charity.

Trustees are invited to sit in on the children's hospice at Home team case reviews as part of their initial development and awareness programme.

The Director of Nursing at Rennie Grove also attends the monthly trustee meetings to report on developments within the service, including the latest number of patients.

The Chair and other trustees also meet on an ad hoc basis with the Chief Executive and Chair of Rennie Grove.



## **Management**

To meet its primary objective, the charity retains two part-time fundraisers, a Community Engagement and Corporate Lead and a Trusts Fundraiser. Along with our Operations Support & Event Co-ordinator who organises some fundraising events, they are responsible for delivering the income budget. The charity is registered with the Fundraising Regulator.

Our Operations, Support & Events Coordinator is responsible for organising social and support events for patients and their families. In addition the role covers marketing, communications, working with fundraisers and trustees, organising fundraising events as well as the day-to-day administration of the charity.

As a small charity, the trustees are actively involved in the management of the organisation working alongside retained staff.

## Risk management

The trustees have identified risks within the charity, which are potentially in finance and the health and safety of its volunteers and the public attending its events. Through risk assessment these risks are mitigated appropriately.

The bank balances are reviewed monthly by Financial Trustee and we take care not to exceed the financial compensation limit at each institution. We have procedures in place for the handling and accounting of cash donations, sponsorship and ticket monies and control of our credit card machines.

Risk assessments are carried out for all events held by the charity and its trading subsidiary and any points highlighted by the assessment are addressed at the time.



## Policies

### Reserves Policy

The reserves policy is kept under review and although it requires a minimum reserve level of 6 months net costs of the children's hospice at home service, we maintain a dialogue with Rennie Grove concerning the likely level of future grants to ensure continuity for the patients being nursed.

At 31<sup>st</sup> March 2020 the total combined restricted and unrestricted fund balances was £435,147 which satisfies our reserves requirement. Given the increasing cost of the nursing service and our present levels of fundraising, the Trustees' current commitment to Rennie Grove Hospice Care is to restrict distribution of our funds solely to the children's hospice at home service.

The trustees believe that it is prudent to hold reserves to cover periods when fundraising is particularly challenging and this has been relevant because of the Covid-19 pandemic.

In the opinion of the Trustees, the charity's assets are sufficient to meet its obligations on a fund by fund basis.

Subsequent to the year end, grants totalling £290,000 have been awarded to Rennie Grove Hospice Care for 2020/21. This will be subject to further review in quarter 4 to establish whether additional grants can be awarded.

### **Investment Policy**

The Trustees have the power to invest in such assets as they see fit. Currently the charity retains any surplus liquid funds in short term deposits that can be readily accessed. This policy is kept under review. Funds are protected as far as possible by limiting investment in each individual institution to the maximum protection offered by the Financial Services Compensation Scheme. Committed grants are handed over as soon as possible.

### **Connected Charities**

For the purpose of the Charities Act 2011 the charity is not connected in any way with any other charity.

## **Statement of responsibilities of the directors**

The Directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).

Company law requires Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charity SORP
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

irregularities. The Directors are also responsible for the maintenance and integrity of the corporate and financial information included on the company's website.

The Directors confirm to the best of their knowledge and belief that these financial statements comply with the current statutory requirements, the Memorandum and Articles of Association and 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 (FRS102).

## **The future and Covid-19**

The children's hospice at home team has continued to support the families they care for throughout the pandemic. With many of the children extremely vulnerable to infection, visits have had to be kept to a minimum, but online and telephone support have proved invaluable and families tell us that they feel well supported.

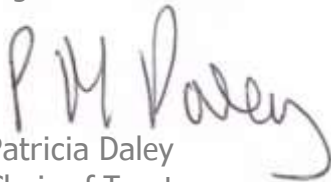
The global pandemic has had a dramatic effect on our ability to fundraise and it has not been possible to hold any fundraising events since March 2020. Accordingly, we have moved our focus away from events towards donations, corporate support and appeals on social media. We have seen significant success in these areas and are confident that our commitment to funding the children's hospice at home service is strong and will continue.

The future of fundraising moving forward into 2021 is less certain. We hope to re-start some fundraising events in 2021 but know that we will have to work hard at other fundraising activities. The fundraising climate has been tough for all charities, but we are optimistic that fundraising pressures may ease slightly in the second half of the year.

## **Declaration**

The report of the directors has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board



Patricia Daley  
Chair of Trustees

23<sup>rd</sup> December 2020

## INDEPENDENT EXAMINER'S REPORT

<b>Report to the trustees of:</b>	The Pepper Foundation
<b>On accounts for the year ended:</b>	31 <sup>st</sup> March 2020
<b>Charity Number:</b>	1056823
<b>Company Number:</b>	02797940
<b>Set out on pages:</b>	16 to 31

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2020.

### Responsibilities and basis of report

As the charity's trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b)) of the 2011 Act.

### Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- The accounts do not accord with such records; or
- The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- The accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Signed



24<sup>th</sup> December 2020

Name: Eliot Tyler- Waddington  
Relevant professional qualification(s) or body: A.C.A  
The Institute of Chartered Accountants in England and Wales  
Address: Tyn Fannog, Adfa, Newtown, Powys SY16 3DE

The Pepper Foundation (Reg. No. 02797940)  
Directors and Trustees' Annual Report for the Year ended 31 March 2020

## The Pepper Foundation (Reg. No.: 02797940) for the year ended 31st March 2020

### Statement of financial activities (including summary income and expenditure account)

	Note	Unrestrict- ed funds	Restrict- ed income funds	Endow- ment funds	Total funds	Prior year funds
		£	£	£	£	£
<b>Income</b>	3					
Income and endowments from:						
Donations and legacies		112,105	171,000	-	283,105	261,371
Charitable activities		-	-	-	-	-
Other trading activities		-	-	-	-	120
Investments		2,478	679	-	3,157	2,875
Separate material item of income		-	-	-	-	-
Other		-	-	-	-	-
<b>Total</b>		<b>114,583</b>	<b>171,679</b>	<b>-</b>	<b>286,262</b>	<b>264,366</b>
<b>Expenditure</b>	6					
Expenditure on:						
Raising funds		29,005	-	-	29,005	14,425
Charitable activities		148,819	116,562	-	265,381	200,832
Separate material expense item		-	-	-	-	-
Other		10,868	-	-	10,868	21,497
<b>Total</b>		<b>188,692</b>	<b>116,562</b>	<b>-</b>	<b>305,254</b>	<b>236,754</b>
Net income/(expenditure) before tax for the reporting period		- 74,109	55,117	-	-18,992	27,612
Tax payable		-	-	-	-	-
Net income/(expenditure) after tax before investment gains/(losses)		- 74,109	55,117	-	-18,992	27,612
Net gains/(losses) on investments		-	-	-	-	-
Net income/(expenditure)		- 74,109	55,117	-	-18,992	27,612
Extraordinary items		-	-	-	-	-
Transfers between funds		-	-	-	-	-
Other recognised gains/(losses):		-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Other gains/(losses)		-	-	-	-	-
<b>Net movement in funds</b>		<b>-74,109</b>	<b>55,117</b>	<b>-</b>	<b>-18,992</b>	<b>27,612</b>
Reconciliation of funds:						
Total funds brought forward		373,233	80,906	-	454,139	426,527
<b>Total funds carried forward</b>		<b>299,124</b>	<b>136,023</b>	<b>-</b>	<b>435,147</b>	<b>454,139</b>

The numbered notes attached to these accounts form part of the financial statements.



## The Pepper Foundation (Reg. No.: 02797940) for the year ended 31st March 2020

### Balance Sheet

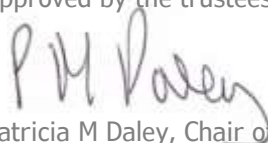
	Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Fixed assets						
Intangible assets	15	-	-	-	-	-
Tangible assets	14	385	-	-	385	-
Heritage assets		-	-	-	-	-
Investments	17	1	-	-	1	1
<b>Total fixed assets</b>		<b>386</b>	<b>-</b>	<b>-</b>	<b>386</b>	<b>1</b>
Current assets						
Stocks		-	-	-	-	-
Debtors	19	12,474	2,129	-	14,603	81,762
Investments		-	-	-	-	-
Cash at bank and in hand	24	288,262	133,894	-	422,156	374,030
<b>Total current assets</b>		<b>300,736</b>	<b>136,023</b>	<b>-</b>	<b>436,759</b>	<b>455,792</b>
Creditors: amounts falling due within one year	20	1,998	-	-	1,998	1,654
<b>Net current assets/(liabilities)</b>		<b>298,738</b>	<b>136,023</b>	<b>-</b>	<b>434,761</b>	<b>454,138</b>
<b>Total assets less current liabilities</b>		<b>299,124</b>	<b>136,023</b>	<b>-</b>	<b>435,147</b>	<b>454,139</b>
<b>Total net assets or liabilities</b>		<b>299,124</b>	<b>136,023</b>	<b>-</b>	<b>435,147</b>	<b>454,139</b>
Funds of the Charity		-	-	-	-	-
Restricted income funds	27	-	136,023	-	136,023	80,906
Unrestricted funds		299,124	-	-	299,124	373,233
Revaluation reserve		-	-	-	-	-
Fair value reserve		-	-	-	-	-
<b>Total funds</b>		<b>299,124</b>	<b>136,023</b>	<b>-</b>	<b>435,147</b>	<b>454,139</b>

The numbered notes attached to these accounts form part of the financial statements.

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with S.476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the trustees on 23<sup>rd</sup> December 2020 and signed on their behalf by



Patricia M Daley, Chair of Trustees

23<sup>rd</sup> December 2020

## **The Pepper Foundation (Reg. No.: 02797940) for the year ended 31st March 2020**

### **NOTES TO THE ACCOUNTS**

#### **1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of recommended Practice: Accounting and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16<sup>th</sup> July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

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

#### **1.2 Going concern**

The trustees consider that there are no material uncertainties related to events or conditions that cast doubt on the charity's ability to continue as a going concern. Our assets are sufficient to cover the anticipated contribution to the nursing service and our overheads for at least the next 18 months.

#### **1.3 Change of accounting policy**

The accounts present a true and fair view and no changes have been made to the accounting policies.

#### **1.4 Changes to accounting estimates**

No changes to accounting estimates have occurred in the reporting period

#### **1.5 Material prior year errors**

No material prior year error have been identified in the reporting period (3.47 FRS102 SORP).

### **Note 2: Accounting policies**

#### **2.1 Income**

##### **Recognition of income**

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

##### **Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

##### **Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met .

##### **Legacies**

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met

##### **Government grants**

The charity has received no government grants in the reporting period.

##### **Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

## **NOTES TO THE ACCOUNTS (Continued)**

### **2.1 Income (continued)**

#### **Donated goods**

Donated goods are usually given to the charity's trading subsidiary, Pepper Events Limited, for use as prizes in raffles and auctions and are not accounted for in these accounts. Toys donated for the children looked after by the Pepper nurses are handed over on receipt.

#### **Donated services and facilities**

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

#### **Support costs**

The charity has incurred expenditure on support costs.

#### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

#### **Income from interest, royalties and dividends**

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

#### **Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

### **2.2 Expenditure and liabilities**

#### **Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **Governance and support costs**

Because of the level of the charity's income, support costs have not been allocated between governance and other support

#### **Grants with performance conditions**

The charity does not give grants with performance conditions.

#### **Redundancy cost**

The charity made no redundancy payments during the reporting period.

#### **Deferred income**

No material item of deferred income has been included in the accounts.

#### **Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts

#### **Provisions for liabilities**

A liability is measured on recognition at its historical cost.

## **NOTES TO THE ACCOUNTS (Continued)**

### **2.3 Assets**

#### **Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year.

They are valued at cost.

The depreciation rates and methods used are disclosed in note 14.

Intangible fixed assets.

The charity does not have any intangible fixed assets.

#### **Heritage assets**

The charity does not hold any heritage assets.

#### **Investments**

The charity does not hold fixed asset investments in quoted shares, traded bonds and similar investments. Its only fixed asset investment is in its wholly owned trading subsidiary, Pepper Events Limited, a company incorporated in the UK with an issued share capital of £1.

#### **Stocks and work in progress**

There are no stocks held for sale as part of non-charitable trade.

#### **Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

#### **Current asset investments**

The charity has investments in cash with a maturity date of less than one year. These are held for investment purposes rather than to meet short-term cash commitments as they fall due.

## NOTES TO THE ACCOUNTS (Continued)

### Note 3: Income

#### Donations and legacies:

Analysis of income	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
	£	£	£	£	£
Donations and gifts	70,209	3,350	-	73,559	83,851
Gift Aid	3,438	-	-	3,438	5,736
General grants provided by government/ other charities	13,730	167,650	-	181,380	129,553
Membership subscriptions and sponsorships which are in substance donations	8,669	-	-	8,669	8,751
Other - Donation from Pepper Events Ltd	16,059	-	-	16,059	33,480
<b>Total</b>	<b>112,105</b>	<b>171,000</b>	<b>-</b>	<b>283,105</b>	<b>261,371</b>

#### Charitable activities

Analysis of income	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
	£	£	£	£	£
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### Other trading activities

Analysis of income	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
	£	£	£	£	£
Fundraising	-	-	-	-	120
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120</b>

#### Income from investments

Analysis of income	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
	£	£	£	£	£
Interest income	2,478	679	-	3,157	2,875
<b>Total</b>	<b>2,478</b>	<b>679</b>	<b>-</b>	<b>3,157</b>	<b>2,875</b>
<b>TOTAL INCOME</b>	<b>114,583</b>	<b>171,679</b>	<b>-</b>	<b>286,262</b>	<b>264,366</b>

## **NOTES TO THE ACCOUNTS (Continued)**

### **Other information**

Total income in the prior year was £264,366, of which restricted totalled £125,921.

Within the 2019/20 income items above the following are material:

Family trust	£100,000	(£50,000 previous year)
Pepper Events Ltd	£16,059	(£33,480 previous year)
National Lottery	£10,000	
Vale of Aylesbury	£10,000	
Another family trust	£10,000	

### **Note 5: Donated goods, facilities and services**

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

## NOTES TO THE ACCOUNTS (Continued)

### Note 6: Expenditure

#### Expenditure on raising funds

Analysis of Expenditure	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year £
Incurred seeking grants	9,200	-	-	9,200	5,800
Advertising, marketing, direct mail and publicity	1,756	-	-	1,756	3,306
Other fundraising	18,049	-	-	18,049	5,319
<b>Total expenditure on raising funds</b>	<b>29,005</b>			<b>29,005</b>	<b>14,425</b>

#### Expenditure on charitable activities

Analysis of Expenditure	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year £
Grants to Rennie Grove	148,145	101,855	-	250,000	200,000
Grant to trading subsidiary	-	2,000	-	2,000	832
Grants to individuals	674	2,707	-	3,381	-
Support costs	-	10,000	-	10,000	-
<b>Total expenditure on charitable activities</b>	<b>148,819</b>	<b>116,562</b>	<b>-</b>	<b>265,381</b>	<b>200,832</b>

#### Other

Analysis of Expenditure	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year £
Staff, office costs etc.	10,868	-	-	10,868	21,497
<b>Total other expenditure</b>	<b>10,868</b>	<b>-</b>	<b>-</b>	<b>10,868</b>	<b>21,497</b>
<b>TOTAL EXPENDITURE</b>	<b>188,692</b>	<b>116,562</b>	<b>-</b>	<b>305,254</b>	<b>236,754</b>

## NOTES TO THE ACCOUNTS (Continued)

### Note 10.1: Fees for examination of the accounts

	This year £	Last year £
Independent examiner's fees	<u>1,620</u>	<u>1,550</u>

### Note 11: Paid employees

#### 11.1 Staff Costs

	This year £	Last year £
Salaries and wages	17,652	15,081
Pension costs (defined contribution pension plan)	2,352	1,918
<b>Total staff costs</b>	<u><b>20,004</b></u>	<u><b>16,999</b></u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

#### 11.2 Average head count in the year

		This year Number	Last year Number
The parts of the charity in which the employees work:	Fundraising	2	1
	Charitable Activities	-	-
	Governance	-	-
	Other	1	1
	<b>Total</b>	<u><b>3</b></u>	<u><b>2</b></u>

### Note 13: Grantmaking

#### 13.1 Analysis of grants paid (included in cost of charitable activities)

Analysis	Grants to institutions £	Support costs £	Total £
Rennie Grove Hospice Care	250,000	-	250,000
Patients and their families	-	11,730	11,730
Pepper Events Theatre Hire	2,000	-	2,000
Equipment	-	1,651	1,651
<b>Total</b>	<u><b>252,000</b></u>	<u><b>13,381</b></u>	<u><b>265,381</b></u>



**The Pepper Foundation (Reg. No.: 02797940) for the year ended 31st March 2020**

**NOTES TO THE ACCOUNTS (Continued)**

**13.2 Grants made to institutions**

The charity has made grants to a particular institution that are material in the context of its grantmaking.

<b>Institution</b>	<b>Purpose</b>	<b>Total amount of grants paid £</b>
Rennie Grove Hospice Care	Funding the children's hospice at home service	<b>250,000</b>

**Note 14: Tangible fixed assets**

**14.1 Cost or valuation**

	<b>Freehold land &amp; buildings</b>	<b>Other land &amp; buildings</b>	<b>Plant, machinery and motor vehicles</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>At the beginning of the year</b>	-	-	-	-	-
Additions	-	-	-	577	577
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
<b>At end of the year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>577</b>	<b>577</b>

**14.2 Depreciation and impairments**

	<b>Freehold land &amp; buildings</b>	<b>Other land &amp; buildings</b>	<b>Plant, machinery and motor vehicles</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
**Basis	SL or RB	SL or RB	SL or RB	SL	SL or RB
** Rate				33%	
<b>At beginning of the year</b>	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation	-	-	-	192	192
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
<b>At end of the year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192</b>	<b>192</b>

## NOTES TO THE ACCOUNTS (Continued)

### 14.3 Net book value move

	Freehold land & buildings	Other land & buildings	Plant, machin- ery and motor vehicles	Fixtures, fittings and equipment	Total
	£	£	£	£	£
Net book value at the beginning of the year	-	-	-	-	-
Net book value at the end of the year	-	-	-	385	-

### 17.1 Fixed assets investments

	Cash & cash equi- valents	Listed invest- ments	Invest- ment properties	Social invest- ments	Other	Total
Carrying (fair) value at beginning of period	-	-	-	-	1	1
Add: additions to investments during period	-	-	-	-	-	-
Less: disposals at carrying value	-	-	-	-	-	-
Add/(deduct): net gain/(loss) on revaluation	-	-	-	-	-	-
<b>Carrying (fair) value at end of year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>

### 17.2 Analysis of investments above

	Fair value at year end £	Cost less impairment £
Cash or cash equivalents	-	-
Listed investments	-	-
Investment properties	-	-
Social investments	-	-
Other investments	1	-
<b>Total</b>	<b>1</b>	<b>-</b>

## NOTES TO THE ACCOUNTS (Continued)

### Note 19: Debtors and prepayments

#### 19.1 Analysis of debtors

	This year £	Last year £
Trade debtors	-	-
Prepayments and accrued income	782	982
Other debtors	13,821	80,780
<b>Total</b>	<b>14,603</b>	<b>81,762</b>

### Note 20: Creditors and accruals

#### 20.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	1,585	1,654	-	-
Taxation and social security	413	-	-	-
Other creditors	-	-	-	-
<b>Total</b>	<b>1,998</b>	<b>1,654</b>	<b>-</b>	<b>-</b>

### Note 24: Cash at bank and in hand

	This year	Last year
Short term cash investments (less than 3 months maturity date)	-	-
Short term deposits	405,660	358,175
Cash at bank and on hand	16,496	15,855
Other	-	-
<b>Total</b>	<b>422,156</b>	<b>374,030</b>

## NOTES TO THE ACCOUNTS (Continued)

### Note 27: Charity funds

#### 27.1 Details of material funds held and movements during the CURRENT reporting period

\* Type Key:

PE - permanent endowment funds; EE - expendable endowment funds;

R - restricted income funds, including special trusts, of the charity; and

U - unrestricted funds

Fund names	Type	Purpose and Restrictions	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
			£	£	£	£	£	£
Pepper Nursing Fund	R	Support paediatric nursing team	79,154	157,029	-101,855	-	-	134,238
Other funds (balancing figure)	R	N/A	1,752	14,650	-14,707	-	-	1,695
<b>Total Funds as per balance sheet</b>		<b>N/A</b>	<b>80,906</b>	<b>171,679</b>	<b>-116,562</b>	<b>-</b>	<b>-</b>	<b>136,023</b>

Fund balances carried forward do not include assets and liabilities denominated in a foreign currency.

**The Pepper Foundation (Reg. No.: 02797940) for the year ended 31st March 2020**

**NOTES TO THE ACCOUNTS (Continued)**

**27.2 Details of material funds held and movements during the PREVIOUS reporting period**

\* Type Key:

PE - permanent endowment funds; EE - expendable endowment funds;  
R - restricted income funds, including special trusts, of the charity; and  
U - unrestricted funds

<b>Fund names</b>	<b>Type</b>	<b>Purpose and Restrictions</b>	<b>Fund balances brought forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Gains and losses</b>	<b>Fund balances carried forward</b>
			£	£	£	£	£	£
Pepper Nursing Fund	R	Support paediatric nursing team	84,825	125,808	-131,479	-	-	79,154
Other funds (balancing figure)	R	N/A	2,473	113	-834	-	-	1,752
<b>Total Funds as per balance sheet</b>	<b>R</b>	<b>N/A</b>	<b>87,298</b>	<b>125,921</b>	<b>-132,313</b>	<b>-</b>	<b>-</b>	<b>80,906</b>

Fund balances carried forward do not include assets and liabilities denominated in a foreign currency.

## NOTES TO THE ACCOUNTS (Continued)

### Note 28: Transactions with trustees and related parties

#### 28.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

#### 28.2 Trustees' expenses

Type of expenses reimbursed	This year £	Last year £
Travel	-	-
Subsistence	-	-
Accommodation	-	-
Other (please specify):	-	-
Leaving gift - to leaving trustee	60	49
Gift for volunteer providing technical support	30	-
Staff Christmas Vouchers	-	300
Fundraising expenses of the charity	-	256
<b>TOTAL</b>	<b>90</b>	<b>605</b>

#### 28.3 Transaction(s) with related parties

There have been no related party transactions in the reporting period.



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