

REGISTERED CHARITY NUMBER: 1055048

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 APRIL 2017
FOR
THE SARA LEE TRUST**

Acuity Professional (Sellens French) LLP
91-97 Bohemia Road
St Leonards on Sea
East Sussex
TN37 6RJ

THE SARA LEE TRUST
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FOR THE YEAR ENDED 30 APRIL 2017

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THE SARA LEE TRUST
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 30 APRIL 2017

TRUSTEES

S Lee	
L Hodgson	Resigned 14 th December 2016
V Goddard	
A Cryar	
D Hargreaves	
J Midgley	
M Lear	Appointed 14 th December 2016
M Morton	Appointed 8 th March 2017
C Chaloner	Appointed 31 st August 2016
K Southon	Appointed 3 rd November 2016
G Rushbrook	Appointed 14 th December 2016
P Driver	Appointed 26 th June 2016

PRINCIPAL ADDRESS

25 Upper Maze Hill
St Leonard's on Sea
East Sussex
TN38 0LB

REGISTERED CHARITY NUMBER

1055048

INDEPENDENT EXAMINER

Manningtons Chartered Accountants
39 High Street
Battle
East Sussex
TN33 0EE

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

The trustees present their report with the financial statements of the charity for the year ended 30 April 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

TRUST AIMS AND OBJECTIVES:

The Sara Lee Trust is an independent local charity which aims to improve the quality of life of people affected by cancer and other life-threatening illnesses in Hastings and Rother (East Sussex), through the provision of psychological and counselling support, complementary therapies and therapeutic group activities.

The Trust is also the dedicated provider of psychological and counselling support and complementary therapy services for the patients of both St Michael's Hospice (St Leonards on Sea) and the Rye Winchelsea and District Memorial Hospital.

The Trust's strategic aims are:

To provide, as widely as possible, our individual and group Counselling and Therapy services to people affected by life-threatening illnesses.

To develop our services as needed to ensure equitable access for all, in particular for the more vulnerable groups within our society.

To deliver our care and services in the most appropriate setting for the patient, and at a time that best meets their needs.

To ensure that Trust services are supported by long – term sustainable income streams.

The Trust's strategic plan "Delivering the vision: 2017 – 2022" is available from our website: www.saraleetrust.org

OUR ACTIVITIES:

The Sara Lee Trust provides a range of complementary therapies including acupuncture, aromatherapy, craniosacral therapy, massage, reflexology, relaxation and visualisation, and shiatsu. The Trust also provides specialist psychological and counselling support, CBT and therapeutic group activities.

Our services are provided from the following locations:

- Dedicated therapy rooms in St Leonards on Sea (based at St Michael's Hospice) and Rye (based at the Rye, Winchelsea & District Memorial Hospital)
- In the inpatient and day services units at St Michael's Hospice and inpatient unit at Rye
- In the homes of those unable to attend our treatment rooms.
- From our dedicated Therapy Centre in Sidley, Bexhill (from July 2017 onwards)

The Trust also provides group therapy days throughout the year in different venues across Hastings and Rother including Powdermill Woods (Battle), Herstmonceux and Beckley (near Rye).

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

ACHIEVEMENT AND PERFORMANCE:

CHAIRMAN'S STATEMENT

On reviewing the performance of the Trust over the past 12 months, it has clearly been a period of substantial growth and development across a number of areas.

I must first extend my thanks and appreciation to Linda Hodgson, former Chairman and long-term Trustee. Linda, who provided leadership and guidance for the many projects that are now coming to fruition, has decided to stand down from her roles after many years of hard work and service for the Trust in order to pursue other interests. We wish her well.

To provide much needed continuity, I was very pleased to be re-appointed as Chairman of the Board of Trustees and Director of its Trading Company. The Board of Trustees has also welcomed 4 new Trustees in the period bringing in much needed skills and expertise to support and lead the Charity as a whole.

We have seen the level of care we provide continue to grow rapidly over the last 12 months, particularly those services we provide in the community and in the home. Service user and peer feedback on our services remains incredibly positive and we continue to develop our focus on being service user engaged and led. I would like to thank all of our wonderful Therapists for their continued excellent work.

Our ability to provide increased support is the net result of the hard work of our Fundraising and Retail Teams (staff and volunteers). The Sara Lee Team; staff, volunteers, supporters and sponsors now extends to over 150 and continue to grow. On behalf of the Board of Trustees I would like to give my sincerest thanks to all of them.

It is the continued hard work and commitment we are privileged to receive from all who work, support and volunteer for the Trust that enables us reach out and support a growing number of people affected cancer and other life-threatening illnesses in and across Hastings and Rother.

Thank you

MICHAEL J LEAR

CHIEF EXECUTIVE'S INTRODUCTION

The latter part of the 2017 financial year has seen the start of a small number of celebratory events held to mark the 21st anniversary of the Trust. As we recognise this important milestone in the Trust's history, it is with great sadness that we also mourn the passing of Dr Jeremy Lee who, with his wife Sally, founded the Trust. Dr Lee will be remembered across Hastings and Rother for his wonderful personality, compassion, dedication to his patients and important contribution to the development of the Trust.

During her two year battle with cancer, Sara Lee found great comfort and benefit from therapy support and care, and it was her vision that a charity be established to help local people affected by cancer and other life-threatening illnesses access free psychological care and therapy support.

When the Trust was set up in 1996, it supported patients at St Michael's Hospice, St Leonards on Sea, through the provision of counselling and therapy care, but has since developed the breadth and range of its services to provide care across the whole of Hastings and Rother, from established therapy hubs and, increasingly, in the home.

The Trust is the only provider of this combined range of specialised services in the region, and is the dedicated provider of these services to St Michael's Hospice and The Rye, Winchelsea and District Memorial Hospital.

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

The Trust now:

- has a team of 16 qualified and experienced practitioners
- supports in the region of 600 people per year
- provides over 4,000 hours of care annually
- provides care in the home and other locations as needed
- is supported by approximately 150 registered volunteers

Whilst it has been a particularly challenging year, with our operations significantly impacted by exceptional external factors, a number of significant achievements have been delivered which reflect the immense efforts of all those supporting and working for the Trust.

Highlights include:

- Continued year on year increase in the level of care provided (up over 30% on 2015/16 and over 100% from 2013/14 levels)
- Trust Counselling services recognised as an essential feature of local palliative care services and recurrent NHS grant funding secured
- Development of a purpose designed dedicated Therapy Centre (opened in July 2017)
- Continued financial stability
- Further strengthening of our portfolio of working fixed assets

In financial terms, for 2016/17 the Trust had planned a surplus budget in order to ensure adequate funding for the development of a dedicated Therapy Centre in Sidley, Bexhill; an important step for the Trust in supporting equitable access to services and reducing local health inequalities.

The underlying need for support for people living with cancer and other illnesses, which are major contributors to health inequalities, is regularly assessed by the NHS and other statutory bodies. These assessments and evaluations clearly set out the need for change, for improved access, local services, and for increased support to reduce the level of health inequalities. Sidley has, for a number of years been identified as a high priority for investment in terms of accessible support services and community based care.

The 2016 East Sussex Joint Strategic Needs Assessment identified Sidley as the most deprived ward in the area with cancer prevalence rates (57%) and mortality rates (32%) far higher than regional averages. In addition, average life expectancy is over 10 years lower than some of the more affluent areas in the region.

Whilst the Trust aims to deliver a balanced budget year on year, non - recurrent legacy income and a capital fundraising programme enabled the Trust to generate a one-off surplus of £192,687 to part-fund the cost of developing a dedicated Therapy Centre in Sidley, Bexhill which opened in July 2017.

For 2017/18, with increased investment in therapy capacity, the Trust is projecting a return to a balanced budget.

Whilst excellent progress continues to be made, we know that the level of need across Hastings & Rother far exceeds our current capacity and that many people, particularly in the more deprived areas, continue to live with the impacts of cancer and other life- threatening illnesses without the support and care they need. This, combined with the wider changes in society of increasing rates of cancer and an ageing population, means the future demands on our services will almost certainly grow at a significant rate.

Our challenge looking forward is to continue to develop the scope and scale of our services to address this unmet need and to continue to tackle local health inequalities. Our strategic plan sets out how the Trust will respond to these challenges over the next five years.

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

In summary,

We will reach more people who are living with a life-threatening illness, their family members and carers.

We will help people as soon as possible when our care and support is needed.

We will improve the way people living with life-threatening conditions across Hastings & Rother are cared for (and their families and carers).

We will listen to patients and the wider community and work with key partners to improve care and support wherever it is provided.

We will manage our charity as effectively and efficiently as possible..

To deliver our strategic plan, we will focus and invest in four key areas of the charity – our people, our fundraising, our brand and our communications.

I would like to thank all those involved in supporting the Trust and its work. Your immense efforts have made and continue to make a positive and very welcome difference to the lives of local people affected by cancer and other life-threatening illnesses.

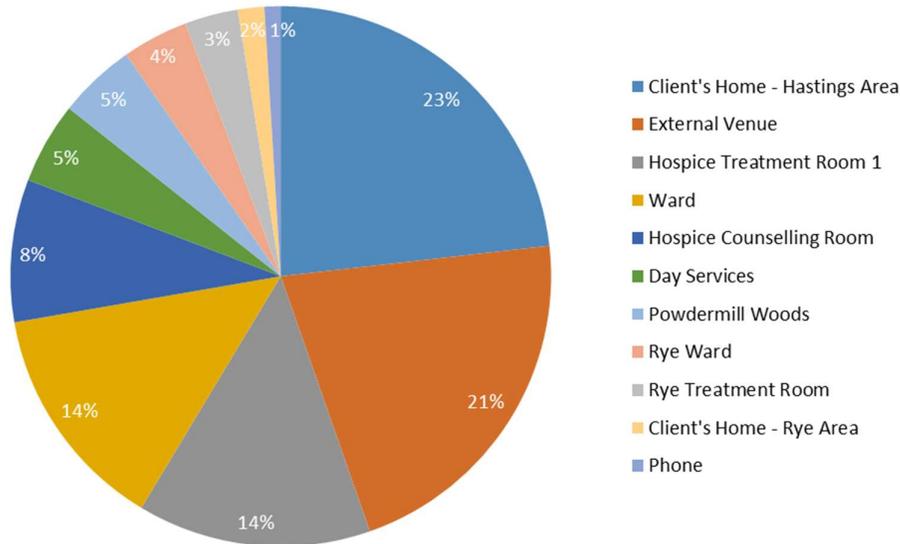
THE SARA LEE TRUST PERFORMANCE REPORT:

SERVICES

Summary

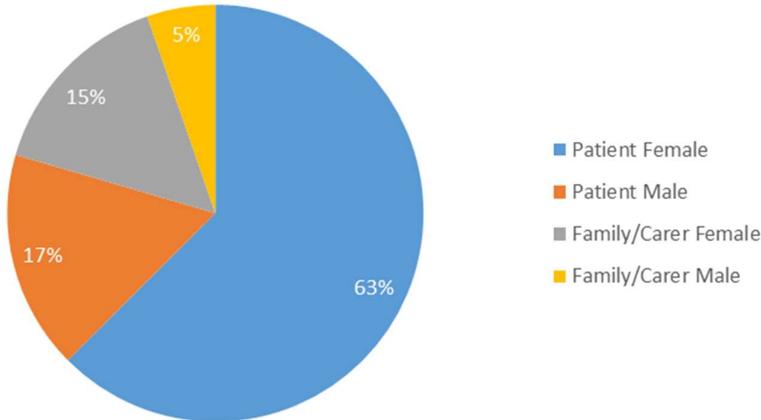
In the 2016-17 financial year we provided 4420 hours of therapy and activities, a 30% increase on the last financial year. 563 patients and family/carers benefitted directly from our services.

Location of therapies and activities

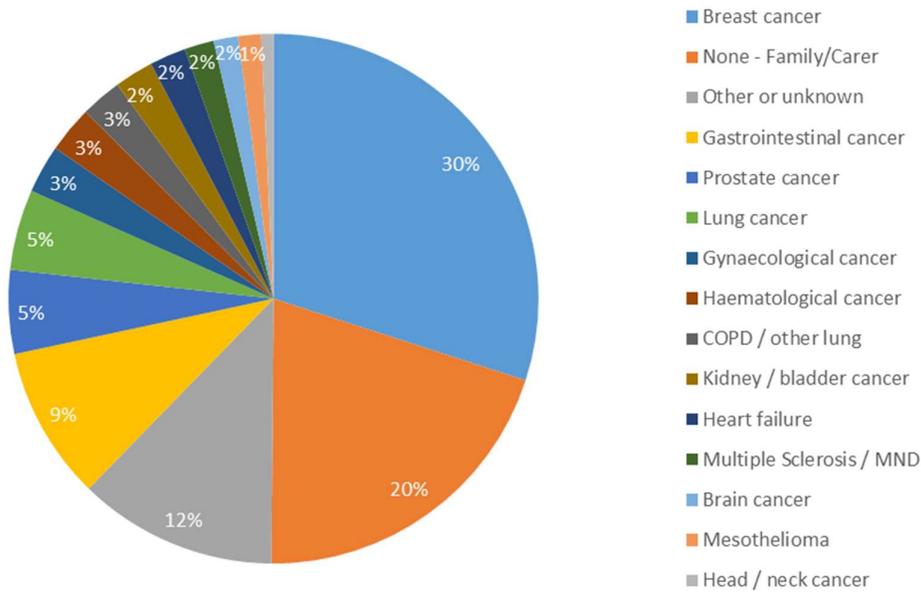


THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

Provision of therapies and activities by service user type



Provision of therapies and activities by diagnosis



Summary highlights:

- Overall care provided increased by 30%
- Evening and weekend support extended
- Care delivered in the home increased
- Increased involvement in regional and national organisations
- Improvement of existing facilities and imminent opening of new Sara Lee Centre in Sidley
- Therapy team development supported through training and improved group supervision
- Services increasingly service user led
- 2017 Annual Service User Survey provides positive feedback on services:
 - Our therapists were described as supportive (100%), caring (100%), informative (97%), helpful (100%) and knowledgeable (98%)
 - Overall our services were rated as Excellent by 81%, Very Good by 17% and Good by 2%

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

There have been a number of significant achievements during the year which include:

Regional and National Initiatives

Within the period, The Sara Lee Trust hosted the 2016 meeting of the Forum for South East Counsellors Working in Palliative Care. Hospice counsellors from across the South East of England attended, taking part in discussions about counselling practice in the hospice setting and the challenges of being with suffering at the end of life.

The Trust is also now represented on the committee of the National Association of Complementary Therapists in Hospice & Palliative Care. This is an important body that supports and guides the delivery of complementary therapy on a national and regional level. The Trust was a founding member of the Association and looks forward to playing an active role in learning and sharing best practice.

Awareness and Promotion

The provision of information on Trust services has been significantly improved over the last financial year with dedicated service-based leaflets and information boards now widely available across all Trust and Trading operations. New and improved information leaflets for all our individual therapies were made widely available from July 2017. Improved local awareness of our services has been supported by a series of events and talks held throughout the year as well alongside promotional activity by our corporate and other partners.

Training and Development

A regular Staff Development Event continues to be run to help team members and supporters improve their knowledge of the history and vision of The Sara Lee Trust, and to understand how people may be impacted by a life-threatening illness and how the Trust can support them. The Development Event also aims to build confidence in talking about illness and dying when dealing with the people we support. The format of the event is being reviewed to make it increasingly accessible.

Therapy team training this year included a number of mandatory areas including Safe-Guarding Children. Therapy Team supervision has been enhanced by the introduction of a new and highly regarded Clinical Group Supervisor in August 2016 who is making a very important contribution to the ongoing support and development of the therapy team.

Increasing Provision

In response to patient feedback highlighting the need for our services to be available at times that best suit the patient, we have continued to improve access to support in the evening and at weekends. Our volunteer therapists have in particular made a significant contribution to this patient led improvement.

To meet the considerable increase in demand for home visits for patients and their family members/carers, we have increased our community therapy capacity, with an additional 14 hours a week dedicated to home visits.

At the end of the 2015-16 financial year the Trust was successful in securing a £10,000 grant from the Hastings and Rother CCG Reducing Health Inequalities Fund for a 12-month fixed-term post to develop community based counselling in Bexhill Central and Sidley. Demand for this service has been very high since the outset and the Trust has taken the decision to continue with this additional provision on a permanent basis.

Improved Facilities

The development of a Therapy Centre in Sidley, Bexhill is fundamental to the Trust's long term objective of improving access to its services and reducing local health inequalities. The Centre is due to open in July 2017 providing the following facilities:

- Secure and tranquil therapeutic garden and outside area
- Safe and secure parking and drop off zones
- A safe and private counselling room
- Calm and welcoming therapy rooms
- Larger rooms for therapeutic group activities

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

Following the fire at St Michael's Hospice and the subsequent rebuilding work, the Trust's main counselling room has been moved to the ground floor of the Hospice. The newly refurbished room is larger and more accessible, and is being well used for couples and family therapy, which was not possible in our previous second floor room.

IM&T Development

The first stages in gaining access to the NHS Internet (N3) have been completed. This is an important step in our plans to introduce a recognised clinical system that is secure, efficient and with good reporting capabilities to keep up with the continued growth of our services.

Action Plan and Annual Evaluation

In the coming months we will be analysing the results of our annual survey, which closed on 31 May 2017, and undertaking an evaluation process leading to the 2016-17 Trust Self-Evaluation Report and the 2017-18 Trust Action Plan.

FUNDRAISING

The Trust is reliant on fundraising, donations and trading activities to fund our services. We are extremely grateful to all those who have supported the Trust over the last year in particular, those who have:

- made a donation / grant
- supported, held or participated in a fundraising event
- become one of our invaluable commercial partners (see finance section)
- supported our Capital Appeal for the Sidley Therapy Centre Development.

Fundraising for the Trust is delivered by a small team, supported by many wonderful volunteers, including a volunteer led fundraising group. We would like to thank all our volunteers for their fantastic support.

Funds were raised throughout the year using a variety of means including:

- An events programme of both Trust and independently managed activities including collecting days, bingo evenings, quizzes, coffee mornings and sales, sporting events, musical events, health and wellbeing events, tombola's, our Christmas fair, grand raffle and snowflake window campaign.
- An annual Challenge events programme, some arranged by the Trust and others organised by supporters fundraising on our behalf, including marathon runs, colour runs and 100 mile cycle rides.
- Applications for support to Charitable Trusts, local businesses and community groups.
- Appeals to the general public to support our work by fundraising, donating to our charity shops and remembering us in their will.

Key highlights:

- Capital funding support of over £83,000 was raised for the Sidley Therapy Development (restricted funding), with £52,466 being received in this financial year.
- A fundraising development plan is being implemented to address areas of identified risk
- Business interruption support (due to the tragic fire at St Michael's Hospice) funded increased capacity to support the Trust in transition
- A number of key steps have been taken to improve Trust communication across all areas of Trust activity including updates to our website, marketing communications and the introduction of e-based communication with supporters

Our sincere thanks go to all the charitable trusts, companies, organisations and individuals who have supported our fundraising efforts throughout the year.

CHARITY RETAIL

The Trust has an established Trading arm (Charity Retail) which sells donated items on behalf of the Trust. The Trading Company donates its surplus income to the Trust on an annual basis. The initial development phase of the Trading Company has been positive and the Trust Team continue to build on the progress made.

During the period a number of important milestones were reached:

- Our Donation Centre was purchased by the Trust providing long-term security of tenure
- Our 6th Charity Shop opened in Sidley, Bexhill

THE SARA LEE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 APRIL 2017

- Our Endwell Road Shop was extensively refurbished and re-launched as a Fashionwear Store
- A large temporary “pop – up” shop was opened in Silverhill
- Gift Aid on donated goods was introduced
- Electronic point of sale (EPOS) was successfully trialled in our Bexhill Shops

Each shop relies on a team of up to 20 volunteers across the working week. It is a testament to the fantastic efforts of these volunteers that our shops are almost always open and rarely close due to rota issues. The contribution of the volunteer teams to each shop is invaluable and special thanks are given for their continued support.

All shops continue to create a trading surplus which is donated annually to the Trust. The overall donation from the Trading arm to the Trust for the period was £23,814. In addition the Trading arm paid the Trust £43,701 in rent; meaning total income to the Trust from the Trading arm was £67,515.

The growth and continued success of the Trading Company is critical to the long term sustainability of the Trust and its services. Significant investment has and continues to be made into the Trading Company in terms of retail outlets, logistics and staffing. Key to the delivery of successful trading operations is:

- Effective and supportive management
- High quality and well run retail outlets
- An efficient and reputable clearance and collection service
- A constant supply of quality donated stock
- Efficient and effective Donation Centre operations
- Ongoing marketing
- Developing community based fundraising and support

These are the main longer term aims of the Trading Company. Our shorter term priorities however, are to improve volunteer support, ensure organisational and sales stability, and to increase the volume of donated goods.

FINANCE

The Trust’s intention is to deliver a balanced budget annually. For 2016/17 however, in order to fund the development of a dedicated Therapy Centre in Sidley, the Trust had planned to deliver a one off-surplus position. At the year-end therefore, the charity had raised £419,772 against expenditure of £227,085 and ended the year with a surplus of £192,687. This surplus includes the following one-off income and therefore is not reflective of our underlying trading position:

- Additional Lee family legacy income of £94,500 from the Estate of Nicholas – Turquand Young
- £52,466 towards the capital development costs of The Sara Lee Therapy Centre development

Contributors towards our Centre development include:

*Bexhill Rotary Club
Garfield Weston Foundation
St Leonards Motors Group
The Bernard Sunley Charitable Foundation
The Cooden Beach Gold Club
The Edna Johnson Will Trust Charity
The League of Friends of the Bexhill Hospital
The Sir Jules Thorn Charitable Trust
The Sobell Foundation
The Sylvia Waddilove Foundation UK*

We would also like to recognise and thank all those individual donors who kindly made donations towards the capital costs of the centre development.

Vacancies held across our Trading Team for large parts of the year also contributed to this one-off surplus position.

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

Within the year, the Trust has continued with the long term plan of diversifying its income streams to supporting the general process of reducing risk and improving sustainability. Indicators of the progress made include:

- Rental (commercial and residential) income will exceed £60k in 2017/18
- The Trust now receives NHS grant income of £26k per annum
- Income from commercial partners and supporters continues to increase with the Trust now actively supported by a number of organisations including (in alphabetical order):

Alleyne & Davis Carpentry and Construction

Astbury Windows

Bentley and Hall

Gaby Hardwicke Solicitors

PCM Estate Agents

PumpHouse Designs

Redman Howard

Sellens French

St Leonards Motors Group

The George in Rye

Who's Wearing What Boutique

247 Transport Solutions

- Increased applications to and support from Charitable Trusts

For 2017/18, with increased investment in therapy capacity, the Trust is projecting a balanced budget. The Trust continues to aim to deliver a balanced budget year on year; ensuring that unplanned deficits are avoided and that any expected surplus is invested in developing Therapy Services and capacity to best meet local need. Costs will continue to be scrutinised across the board to ensure all expenditure is necessary and delivers best value.

Delivering financial stability and long term sustainability remains a core objective of the Trust and one that all team members, both paid and voluntary, contribute to significantly.

RESERVES

It is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to approximately 9 months recurrent operational expenditure, this is set at £170,000 (2016: £162,000). The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Trust's activities while consideration is given to ways in which additional funds may be raised. This level of reserves will also ensure that sufficient resources are available to properly maintain Trust fixed assets in the event of a significant drop in funding.

This level of reserves has been maintained throughout the year.

The Trust has cash and bank reserves of £282,587 at the end of the financial year. Of this total, £112,587 has been earmarked for specific projects as per the Trust's approved investment plan including the development of a dedicated, purpose designed therapy centre. The investment plan was last reviewed and approved by the Board of Trustees on the 8th March 2017. A further £170,000 has been ring-fenced for operational provisions as referred to above.

SERVICE USER & PUBLIC PARTICIPATION AND INVOLVEMENT (PPI)

The Trust is committed to involving users in the development of its policies and services. It has a core belief that user involvement and engagement is essential to providing services that best meet user needs. Users of Trust services play an active and leading role in the planning of service improvements and assisting in wider developments within the organisation.

THE SARA LEE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2017

An independent Service User Group was established in July 2015 and has since been actively involved in a number of important Trust workstreams including:

- The planning and design and project monitoring of the Therapy Centre development in Sidley, Bexhill
- Improving service user and general information
- Funding applications including the Big Lottery
- Developing Trust Action Plans through our annual evaluation process

EVALUATION AND PRIORITIES

The aim of our annual evaluation is to step back, reflect on the year, and learn from our experiences and the information obtained, to make our services more effective and efficient in the longer term. An annual evaluation report is published which:

- summarises the evaluation process
- highlights key findings
- and communicates the resulting action plan

The action plan will serve as a road map in the ongoing monitoring process for the year ahead, and a benchmark against which to evaluate our progress at the end of the year.

All stakeholders including staff, service users (including family members and carers), volunteers, local partners and the wider local community are actively involved in the monitoring and evaluation processes through a variety of forums, regular events and feedback mechanisms which include:

- Service User Group
- Annual Service User Survey
- Focus group reviews
- Annual Evaluation workshops
- Feedback forms and case studies

The Evaluation Report is published in the autumn of each year.

TRUSTEES

The Trust currently has a total of 11 Trustees. All Trustees are mindful of their responsibilities regarding the appointment and training of new Trustees. Presently, the need for new trustees is discussed amongst existing Trustees with, when a need is agreed, potential candidates being identified through existing networks or by external advertisement.

Shortlisted candidates are interviewed and the successful candidates undergo a brief but comprehensive induction where they meet key members of the Trust and are introduced to all aspects of the Trust's work. Each new Trustee is provided with a summary of the responsibilities of a new Trustee.

It is the Board's intention to recruit one further Trustee over the next financial year, with experience and expertise in specific areas that will support the Trusts long term drive towards sustainability and the expansion of its services to meet local need.

RISK MANAGEMENT

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

Approved by order of the Board of Trustees on 15/2/2018 and signed on its behalf by:

.....

Michael J Lear – Chairman of the Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE SARA LEE TRUST**

I report on the accounts for the year ended 30 April 2017 set out on pages twelve to twenty one.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R Dennard FCA
Manningtons Chartered Accountants
39 High Street
Battle
East Sussex
TN33 0EE

Date: 20th February 2018

THE SARA LEE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	167,883	79,715	247,598	141,203
Other trading activities	3	54,487	63,099	117,586	103,797
Investment income	4	54,588	-	54,588	27,481
Total		276,958	142,814	419,772	272,481
EXPENDITURE ON					
Raising funds		31,622	-	31,622	34,497
Charitable activities	5				
General		94,185	101,278	195,463	169,016
Other		-	-	-	12,426
Total		125,807	101,278	227,085	215,939
NET INCOME		151,151	41,536	192,687	56,542
Revaluation reserve		70,000	-	70,000	-
RECONCILIATION OF FUNDS					
Total funds brought forward		1,127,590	38,024	1,165,614	1,109,072
TOTAL FUNDS CARRIED FORWARD		<u>1,348,741</u>	<u>79,560</u>	<u>1,428,301</u>	<u>1,165,614</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

THE SARA LEE TRUST

BALANCE SHEET
AT 30 APRIL 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
FIXED ASSETS					
Tangible assets	10	6,805	1,100	7,905	3,896
Investment property	11	<u>952,972</u>	<u>59,716</u>	<u>1,012,688</u>	<u>713,501</u>
		959,777	60,816	1,020,593	717,397
CURRENT ASSETS					
Debtors	12	126,637	-	126,637	131,680
Cash at bank and in hand		<u>263,843</u>	<u>18,744</u>	<u>282,587</u>	<u>333,805</u>
		390,480	18,744	409,224	465,485
CREDITORS					
Amounts falling due within one year	13	(1,516)	-	(1,516)	(17,268)
		<u>388,964</u>	<u>18,744</u>	<u>407,708</u>	<u>448,217</u>
NET CURRENT ASSETS					
		<u>388,964</u>	<u>18,744</u>	<u>407,708</u>	<u>448,217</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>1,348,741</u>	<u>79,560</u>	<u>1,428,301</u>	<u>1,165,614</u>
NET ASSETS					
		<u><u>1,348,741</u></u>	<u><u>79,560</u></u>	<u><u>1,428,301</u></u>	<u><u>1,165,614</u></u>

THE SARA LEE TRUST
BALANCE SHEET - CONTINUED
AT 30 APRIL 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 funds £	Total 2016 funds £
FUNDS	14				
Unrestricted funds:					
General fund				1,108,741	965,590
Contingency Fund				170,000	162,000
Revaluation reserve				<u>70,000</u>	<u>-</u>
				1,348,741	1,127,590
Restricted funds:					
Shop Donations				1,000	-
Ernest Kleinwort				-	4,500
Sussex Community Foundation				-	10,000
February Foundation, SMH provision for hospice care				-	5,495
Bexhill therapy centre				58,716	6,250
Hastings Lions				1,100	1,100
Hospice Fire Funding				-	10,679
Foreshore				1,875	-
Isabel Blackman Foundation				3,744	-
NHS				<u>13,125</u>	<u>-</u>
				<u>79,560</u>	<u>38,024</u>
TOTAL FUNDS				<u>1,428,301</u>	<u>1,165,614</u>

The financial statements were approved by the Board of Trustees on 15/2/2018 and were signed on its behalf by:



 Trustee

THE SARA LEE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and are recognised in the Statement of Financial Activities when received. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Income resources from grants which are related to performance are accounted for as the charity earns the right to consideration.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 10% on cost
Fixtures and fittings	- 25% on cost

Investment property

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in market value is transferred to a revaluation reserve.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and nine month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

THE SARA LEE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2017

2. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Donations	43,916	53,466	97,381	36,857
Gift aid	5,653	-	5,653	5,472
Legacies	94,500	-	94,500	28,808
Grants	-	26,249	26,249	10,000
Shop income	<u>23,814</u>	<u>-</u>	<u>23,815</u>	<u>60,066</u>
	<u>167,883</u>	<u>79,715</u>	<u>247,598</u>	<u>141,203</u>

Grants received, included in the above, are as follows:

	2017 £	2016 £
NHS	26,249	-
Other grants	<u>-</u>	<u>10,000</u>
	<u>26,249</u>	<u>10,000</u>

3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Fundraising events	29,008	1	29,009	30,983
Charitable trust income	25,479	9,500	34,979	41,814
Exceptional items	<u>-</u>	<u>53,598</u>	<u>53,598</u>	<u>31,000</u>
	<u>54,487</u>	<u>63,099</u>	<u>117,586</u>	<u>103,797</u>

The exceptional items income was received from the insurance claim as a result of the Hospice fire.

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Rents received	53,922	-	53,922	23,664
Interest receivable	<u>666</u>	<u>-</u>	<u>666</u>	<u>3,817</u>
	<u>54,588</u>	<u>-</u>	<u>54,588</u>	<u>27,481</u>

THE SARA LEE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2017

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
General	<u>169,047</u>	<u>26,416</u>	<u>195,463</u>

6. SUPPORT COSTS

	Information technology	Other	Governance costs	Totals
	£	£	£	£
General	<u>635</u>	<u>24,431</u>	<u>1,350</u>	<u>26,416</u>

Governance costs includes £600 (2016: £600) for the Independent examiners fee

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2017 nor for the year ended 30 April 2016.

The trustee D Hargreaves is a partner in Sellens French Chartered Accountants who provide accountancy services to The Sara Lee Trust at a significantly discounted cost. A provision of £750 has been included within the accounts.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2017 nor for the year ended 30 April 2016.

8. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2017	2016
Support staff	1	2
Fundraising staff	2	3
Therapy staff	<u>2</u>	<u>2</u>
	<u>5</u>	<u>7</u>

No employees received emoluments in excess of £60,000, the total wages for all key personnel is £50,090 (2016: £48,528).

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	102,191	39,012	141,203
Other trading activities	44,683	59,114	103,797
Investment income	27,481	-	27,481

THE SARA LEE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2017

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
Total	174,355	98,126	272,481
EXPENDITURE ON			
Raising funds	19,700	14,797	34,497
Charitable activities			
General	133,857	35,159	169,016
Other	-	12,426	12,426
Total	153,557	62,382	215,939
NET INCOME	20,798	35,744	56,542
Revaluation reserve	70,000	-	70,000
RECONCILIATION OF FUNDS			
Total funds brought forward	1,106,792	2,280	1,109,072
TOTAL FUNDS CARRIED FORWARD	<u>1,197,590</u>	<u>38,024</u>	<u>1,235,614</u>
10. TANGIBLE FIXED ASSETS	Plant and machinery £	Fixtures and fittings £	Totals £
Cost			
At 1 May 2016	23,527	5,495	29,022
Additions	<u>3,398</u>	<u>2,854</u>	<u>6,252</u>
At 30 April 2017	<u>26,925</u>	<u>8,349</u>	<u>35,274</u>
Depreciation			
At 1 May 2016	23,380	1,746	25,126
Charge for year	<u>259</u>	<u>1,984</u>	<u>2,243</u>
At 30 April 2017	<u>23,639</u>	<u>3,730</u>	<u>27,369</u>
Net book value			
At 30 April 2017	<u>3,286</u>	<u>4,619</u>	<u>7,905</u>
At 30 April 2016	<u>147</u>	<u>3,749</u>	<u>3,896</u>

THE SARA LEE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2017**

11. INVESTMENT PROPERTY

	£
Market value	
At 1 May 2016	713,501
Additions	229,187
Revaluation reserve	<u>70,000</u>
At 30 April 2017	<u>1,012,688</u>
At 30 April 2016	<u>713,501</u>

A revaluation of the investment property at Silverhill was assessed by the trustees during the year.

12. DEBTORS

	2017	2016
	£	£
Amounts falling due within one year:		
Other debtors	<u>1,649</u>	<u>11,680</u>
Amounts falling due after more than one year:		
Other debtors	<u>124,988</u>	<u>120,000</u>
Aggregate amounts	<u>126,637</u>	<u>131,680</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Other creditors	<u>1,516</u>	<u>17,268</u>

THE SARA LEE TRUST

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 30 APRIL 2017

14. MOVEMENT IN FUNDS

	At 1/5/16 £	Net movement in funds £	Transfers between funds £	At 30/4/17 £
Unrestricted funds				
General fund	965,590	151,151	(8,000)	1,108,741
Contingency Fund	162,000	-	8,000	170,000
Revaluation reserve	-	70,000	-	70,000
	<u>1,127,590</u>	<u>221,151</u>	-	<u>1,348,741</u>
Restricted funds				
Shop Donations	-	1,000	-	1,000
Ernest Kleinwort	4,500	(4,500)	-	-
Sussex Community Foundation	10,000	(10,000)	-	-
February Foundation, SMH provision for hospice care	5,495	(5,495)	-	-
Sidley therapy centre	6,250	52,466	-	58,716
Hastings Lions	1,100	-	-	1,100
Hospice Fire Funding	10,679	(10,679)	-	-
Foreshore	-	1,875	-	1,875
Isabel Blackman Foundation	-	3,744	-	3,744
NHS	-	13,125	-	13,125
	<u>38,024</u>	<u>41,536</u>	-	<u>79,560</u>
TOTAL FUNDS	<u><u>1,165,614</u></u>	<u><u>262,687</u></u>	<u><u>-</u></u>	<u><u>1,428,301</u></u>

THE SARA LEE TRUST

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 30 APRIL 2017

14. MOVEMENT IN FUNDS – continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	276,958	(125,807)	151,151
Revaluation reserve	70,000	-	70,000
Restricted funds			
Shop Donations	1,000	-	1,000
Ernest Kleinwort	-	(4,500)	(4,500)
Sussex Community Foundation	-	(10,000)	(10,000)
February Foundation, SMH provision for hospice care	-	(5,495)	(5,495)
Bexhill therapy centre	52,466	-	52,466
Hospice Fire Funding	53,598	(64,277)	(10,679)
Foreshore	4,500	(2,625)	1,875
Isabel Blackman Foundation	5,000	(1,256)	3,744
NHS	<u>26,250</u>	<u>(13,125)</u>	<u>13,125</u>
	<u>142,814</u>	<u>(101,278)</u>	<u>41,536</u>
TOTAL FUNDS	<u><u>419,772</u></u>	<u><u>(227,085)</u></u>	<u><u>262,687</u></u>

15. RELATED PARTY DISCLOSURES

A total donation of £23,815 (2016: £60,066) was received during the year from Sara Lee trading limited, this company operates 6 shops on behalf of the charity. As at 30th April 2017 £5,775 (2016: £4,286) was due to the trust.

16. FIRST YEAR ADOPTION

The charity adopts FRS 102 from 1st April 2016. The transition has not affected the financial position and performance of the charity during the current and previous year.

THE SARA LEE TRUST
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2017

	2017	2016
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	97,381	36,857
Gift aid	5,653	5,472
Legacies	94,500	28,808
Grants	26,249	10,000
Shop income	<u>23,815</u>	<u>60,066</u>
	247,598	141,203
Other trading activities		
Fundraising events	29,009	30,983
Charitable trust income	34,979	41,814
Exceptional items	<u>53,598</u>	<u>31,000</u>
	117,586	103,797
Investment income		
Rents received	53,922	23,664
Interest receivable	<u>666</u>	<u>3,817</u>
	54,588	27,481
Total incoming resources	419,772	272,481
EXPENDITURE		
Other trading activities		
Fundraising events	7,849	9,626
Wages	<u>23,773</u>	<u>24,871</u>
	31,622	34,497
Charitable activities		
Wages	100,059	106,868
Rates and water	460	1,820
Insurance	2,786	2,436
Light and heat	253	507
Postage and stationery	2,551	3,351
Sundries	230	885
Therapist fees	48,501	45,082
Aromatherapy & housekeeping	1,059	2,087
Sanctuary days	3,978	4,010
Carried forward	<u>159,877</u>	<u>167,046</u>

THE SARA LEE TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2017**

	2017	2016
	£	£
Charitable activities		
Brought forward	159,877	167,046
Staff training	764	50
Travelling expenses	2,965	3,695
Sundry service costs	126	501
Premises costs	2,992	5,297
Plant and machinery depreciation	259	30
Fixtures and fittings depreciation	1,984	1,271
Bank charges	<u>80</u>	<u>46</u>
	169,047	177,936
Support costs		
Information technology		
Website running costs	445	445
Computer running costs	<u>190</u>	<u>59</u>
	635	504
Other		
Exceptional items	24,431	-
Governance costs		
Accountancy	750	750
Independent examiners fee	600	600
Legal fees	<u>-</u>	<u>1,652</u>
	<u>1,350</u>	<u>3,002</u>
Total resources expended	227,085	215,939
	<hr/>	<hr/>
Net income	<u>192,687</u>	<u>56,542</u>