

# **HOSPICE IN THE WEALD**

(& SUBSIDIARY COMPANY)

# ANNUAL REPORT and CONSOLIDATED FINANCIAL STATEMENT FOR 2012/2013



Charity No. 280276
Company Registration No. 1499846 (England and Wales)

#### **CHARITY INFORMATION**

Charity registration number

280276

Company number

1499846

**Trustees** 

Dr P Briers

Mrs C Bryce-Smith Mr J Corneille Mr M Dace Prof J Downing Mr B Dudley Dr M Ironmonger

Mr P Lewis

Mrs M E Marshall Mrs J Matthias Mr D K E Morgan Mr J Partridge Dr C Potter Mr J Roper Mr M Wheatley Chairman

**Senior Management** 

Mr R Woolley Mrs J Lavender Mrs E Swarbrigg Dr H McGee Mrs P Wilkins Mr M Todd Chief Executive
Finance Director
Fundraising Director
Medical Director
Nursing Director
Personnel Director

**Patrons** 

Greg Clark MP

Mr George Cohen MBE

Mr Tim Edmunds Helen Grant MP Charles Hendry MP Dame Kelly Holmes Prof Hans Rausing Mrs Marit Rausing

Vice Presidents (Members)

Mr Peter Bennellick Sir David Berriman Mr Jonathan Bryant Mrs Sonia Burt Mr John Cobb Sir Jeremy Elwes Lady Gough Prof John Salter

#### **CHARITY INFORMATION**

Vice Presidents (Non members)

Mr John Ashelford Mr David Payne Mr Richard Snow

Registered address

Maidstone Road

Pembury Kent TN2 4TA

**Statutory auditors** 

Baker Tilly Hanover House

18 Mount Ephraim Road

Tunbridge Wells

**TN1 1ED** 

**Bankers** 

Lloyds TSB Bank Plc 82 Mount Pleasant Road

**Tunbridge Wells** 

Kent TN1 1RP

Barclays Bank Plc PO Box 104 Ashford Kent TN24 8ZB

**Investment Fund Management** 

**Heartwood Wealth Management** 

Sarasın & Partners

## Hospice in the Weald



@Hospiceweald



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# TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

Trustees, who are also directors of the Charity for the purposes of the Companies Act, submit their annual report and the audited consolidated financial statements of the group for the year ended 31 March 2013

Trustees have adopted the provisions of the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) in preparing the annual report and financial statements of the Charity

The Charity is a charitable company limited by guarantee and was established on 1 May 1980. The Charity is governed by its Memorandum and Articles of Association whose objects are entirely charitable.

## Statement of the Responsibilities of the Trustees

Trustees, who are also directors of the Charity for the purposes of company law, are responsible for preparing the Annual Report and the consolidated financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company and the group for that period in preparing these financial statements, Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business

Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## In so far as Trustees are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

# TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

#### **Charitable Objects**

The objects for which the Charity is established are

To promote the relief of sickness in such charitable ways as the Charity shall from time to time think fit, and in particular (but without prejudice to the generality of such object)

- to promote the care without limitation of sex, race or age, of persons suffering from terminal illness or intractable pain whether in hospitals, nursing homes, clinics or their own homes and to provide medical nursing and other treatment and attention according to their needs, together with guidance and assistance for those caring for them
- to conduct, promote and encourage research into the care and treatment of sufferers from terminal illness or intractable pain to make publicly available the results of such research and to promote, encourage and assist in the teaching and training of doctors, nurses, physiotherapists, psychologists and other persons engaged in the care of such sufferers

Hospice in the Weald serves a population of over 340,000 people covering an area of 400 square miles of West Kent and East Sussex. It delivers a multi-professional service to improve the quality of life for patients and their families faced with life-limiting illnesses.

# **Organisation and Policies**

The Charity is established for the purposes expressed in the Articles of Association. Trustees are expected to serve an initial term of three years, and can then be re-elected to serve a further term to not normally exceed six years in total. The Board considers any Trustee vacancies to ensure that there remains on the Board a balance of skills and experience. New Trustees are put forward by existing Trustees or from recommendations from the Chief Executive, or from general advertisement. Future Trustees are interviewed by the Chairman and a Trustee and meet with the Chief Executive. New Trustees attend an induction programme and receive a Trustee handbook.

Trustees do not receive any remuneration, but are entitled to be reimbursed for any expenses incurred in attending Board meetings. No expenses were claimed for the year

The appointment, resignation or retirement of trustees is announced at the Charity's Annual General Meeting

Trustees have ultimate responsibility for the Charity They meet at least four times a year to review the strategy and performance of the Charity and to set objectives, operating plans and budgets and approve the annual accounts

Separate committees have been established to provide specific support and guidance to the Chief Executive and senior management. Each committee is chaired by a Trustee, and determines the frequency and content of its meetings depending on the needs of the organisation. The chair of each committee gives a report to the full body of Trustees at Board meetings held four times each year.

### Committee Membership -

Finance Committee Mr M Dace (Chair), Mr J Corneille, Mr B Dudley, Mr P Lewis, Mrs M Marshall, Mr J Partridge, Mr R Woolley, Mrs J Lavender, Mrs E Swarbrigg

# TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

## Organisation and Policies (continued)

Clinical Governance Committee Mrs C Bryce-Smith (Chair), Dr P Briers, Prof J Downing, Dr R Jyothirmayi, Dr M Ironmonger, Dr C Potter, Mr M Wheatley, Mr R Woolley, Dr H McGee, Mrs P Wilkins

Retail Advisory Group (A Board Committee) Peter Lewis (Chair), Gabrielle Armstrong, Nick Farthing, Jackie Matthias, David Morgan, Jonathan Roper, Adrian Simon, Frazer Thompson, Rob Woolley

Trustees delegate authority for the day to day management of the Charity and its subsidiary company to its appointed Chief Executive, supported by a senior management team with specialist and individual responsibility for all functional activities. The subsidiary company has a board of directors and operates at arm's length from the charity.

## **Public Benefit**

The presumption of public benefit has been removed by the Charities Act 2011 Charities are therefore required to demonstrate public benefit. The objects of Hospice in the Weald are set out on page 2. Accordingly the charitable purposes of Hospice in the Weald fall within the criteria of Section 2 of the Charities Act 2011 and thereby the organisation, which has been established exclusively for charitable purposes, is for public benefit. In planning the activities for the year the Trustees have given careful regard to the Charity Commission's guidance on public benefit and considered its implications for the Charity.

#### **Objectives for the Year**

In this reporting year a main objective was to move forward on a major review of the Hospice Memorandum and Articles of Association. The Trustees also wanted to see a bid made to the government Capital Grant Scheme funding for hospices. An objective for a joint 'Development Day' with Trustees and the Senior Management Team (SMT) was set. It was also agreed that an Information Communication Technology (ICT) strategy be developed as ICT systems need to maximise the benefits to patients, carers and families. Trustees set an objective to review the top level management/directorate structure to ensure it is fit for purpose

# Performance against Objectives

The Memorandum and Articles of Association had a major review/re-write and a revised version was approved at the AGM in November 2012. A bid was made for a capital project around the theme of 'More Access – Greater Choice' and towards the end of the reporting year the Hospice was awarded £466,000 of the £700,000 that we bid for Work will begin in autumn 2013. The plan for a joint development day was agreed at the January 2013 Board meeting and focussed on improving Trustee and the SMT understanding of governance and management. A very productive day was held which will assist both in future working. The ICT strategy was approved by the Board and the detailed action plan within the Strategy has begun to make a significant difference to how the organisation makes best use of its ICT systems. The review of the top level management/directorate structure resulted in the creation of a Personnel Director and a Personnel Directorate. This meant a restructure of Operations and a Finance Director post. The two Directors were appointed and Trustees also agreed to keep the Directorate structure under a watching brief with regular reviews.

#### **Review of Activities**

The Statement of Financial Activities is set out on page 8. To comply with SORP 2005 a restricted fund has been established to record income received and expenditure made which has been made specifically in accordance with the wishes of the donor. A more detailed review of activities can be found in our Annual Review 2012/13.

# TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

#### Income Generation

The total income for the year of just under £6.8 million showed an increase of £784,110 over the previous year Core statutory funding from the Primary Care Trusts increased by £1,769. The NHS statutory funding from West Kent CCG has been included in core funding as it is part of a service level agreement.

Voluntary income by way of donations totalled £762,678 compared to £724,110 in the previous year, an increase of £38,568. Income from fundraising initiatives showed an increase from £1,169,167 in 2011/12 to £1,279,237 an increase of 9.4%. Legacies increased by 29% and in memoriam donations increased by 21%.

The Charity's commercial trading arm Hospice in the Weald (Trading) Ltd achieved a gross income of £1,668,023 and a net contribution of £528,038

The Charity has 18 Hospice Fundraising Friends Groups which organise fundraising events and collections in their locality and act as a catalyst to encourage public support in the community and raise awareness of the Hospice's vital work. During the year these Friends Groups raised £56,985 for the Hospice

The Hospice's Lottery contributed £333,431, whilst the travel club contributed further funds of £10,136. After deducting fundraising costs the net income available for charitable application was £5,038,385 an increase of 11% over the previous year.

## **Resources Expended**

Hospice in the Weald, in common with all other hospices, spends its income principally on revenue. It is the salary costs that are, and always will be, our main costs. The very highly skilled Consultants, Doctors, Nurses and other clinical staff is where our funding is mainly spent. We have in this year, like other years, ensured that 90 pence of each £1 that is raised goes toward the care of our patients, carers and families. The cost of support staff is also vital, as is the upkeep of the Hospice, so resources have to be deployed to fund this.

Total operating expenditure grew to £4,578,088 an increase of 5 7% over the previous year

#### **Financial Management**

Funding from the NHS has remained almost static along with the Department of Health's contribution to the costs of the NHS Pension Scheme Again pension cost increases have been funded out of voluntary income

The Government's End of Life Care Strategy receives the full support of the Hospice, no further funding has been received to help pay for the extra demands the strategy has placed on the Charity

#### **Financial Review**

The overall result for the year after unrealised gains, and including restricted funds, amounted to a surplus of £1,208,761 (2012 - £266,405)

# TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

## **Future Developments**

The Hospice's 17 bed in-Patient facility is now fully in use which includes a 2 bed day procedure area in which we anticipate further growth to support patients living at home with a life threatening or life limiting condition. The Hospice Day Service accommodates up to twenty day patients each day and is open five days a week. The Hospice also has two Lymphoedema clinic rooms with around 1000 lymphoedema outpatient appointments per year.

The Hospice in the Home service which includes Clinical Nurse Specialists, Staff Nurses, Health Care Assistants and Doctors, continues to give vital support to patients in their homes, including hands-on care to patients, to support them to be cared for and if they so wish to die in their usual place of residence and to prevent unnecessary unplanned hospital admissions

Within the scope of the Hospice's annual income and working in association with the Clinical Commissioning Groups and other providers, the Hospice plans to maintain the full use of the Hospice facilities and extend support to more non-cancer patients coping with a life limiting illness

#### **Investments**

Investments held by Heartwood Wealth Management in the balanced Portfolio have increased to £3,425,980 an increase over the year of £378,598. The Liquidity Management Service (LMS) investments were cashed in resulting in a realised gain of £122,326. In February 2013 a further £2m was invested in the Sarasin & Partners Alpha Common Investment Fund, value at 31 March 2013 being £4,301,007 resulting in an unrealised gain of £314,727 over the year. Investments are benchmarked against RPI plus 3.5%, this year 6.2%. The Heartwood balanced portfolio performed positively against this benchmark, increasing by 11.2%, Sarasin outperforming both the benchmark and Heartwood with an increase of 15.8%.

#### Reserves

The Board regularly reviews the level of free reserves held by the Charity Free reserves comprise readily realisable assets, mainly liquid investments and bank balances, less liabilities and accrued expenses. Members of Board consider that it is prudent and desirable and within Charity Commission guidelines to hold a level of free reserves equivalent to approximately one year's budgeted forward expenditure. The Charity's forward expenditure for 2013/14 has been budgeted at £6,261,101. The Charity's Free Reserves at 31 March were £8,014,386.

# **Funds**

- a) Restricted these funds represent the balance of specific donations received after expenditures have been made in accordance with the donors' wishes, and are therefore not freely available
- b) Designated these are funds which the Board has earmarked for specific capital projects. The majority of designated funds equate to the Hospice building, with the balance attributed to other fixed assets necessary to create the infrastructure to enable it to further its general objectives.
- c) General these funds represent the balance of reserves which are available to meet existing liabilities and contracted obligations and future operating costs

# TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

#### **Risk Management**

Trustees acknowledge their responsibility to consider the risks faced by the Charity and to ensure that adequate controls are in place to identify, assess and mitigate against such risks. Through the risk management processes established by the Charity, Trustees are satisfied that the major risks have been identified and mitigated where necessary, and that systems and procedures have been put in place to provide reasonable assurance that major risks have been adequately managed.

The Senior Management and Trustees have identified the following key areas of risk and have taken appropriate action, as far as it is possible and practical, to protect the organisation from any potential adverse exposures that could arise

- 1 Changes in external environment result in there being a lack of non-statutory funding. We are not able to maintain historic levels of voluntary/community fundraising.
- 2 Changes in the external environment results in there being a lack of statutory (State/NHS) funding Clinical Commissioning Groups (CCG's) do not commission/fund close to historic levels of NHS funding
- 3 Direct competition from other organisations who want to provide services we have traditionally provided undermining our position and services
- 4 Damage to our reputation from a clinical error which adversely affects our services and our standing
- 5 Damage to our reputation from a non-clinical incident or error which adversely affects the organisation and its standing
- 6 Our ability to attract and retain the best possible staff in our key posts is compromised

#### **Operational Activities**

Hospice in the Weald provides a comprehensive, multi-disciplinary and highly professional service to the community of approximately 340,000 people in the 400 sq miles of West Kent and East Sussex it serves. The Charity is focused specifically on meeting the needs of patients coping with a terminal illness, their families and carers, and to provide a level of medical and nursing care to improve the quality of life of each individual with a life threatening condition or in need of terminal care, as well as provide for those in need of bereavement or spiritual support

The Hospice also provides a range of therapies, treatments and clinics to improve the quality of life for those coping with these conditions, and all Hospice services are provided free of charge based on clinical need. The Hospice in the Home Services are provided by Clinical Nurse Specialists, Staff Nurses and Health Care Assistants supported by our Medical Team, Counsellors and trained Volunteer Carers. Visits are made to patient's homes, community hospitals and care homes with twenty-four hour telephone support always available to patients, their families and carers.

The Hospice's purpose built 17 bed In-Patient Unit is fully in use

The Hospice Day Service provides for up to 20 patients each day to access a range of complementary therapies, treatments and clinics as well as a large selection of supportive therapies including art, craft, and music

The Counselling Support Services Team (CSS) consists of four accredited counsellors and a music therapist and are supported by a team of Hospice trained and supervised Volunteer Bereavement Counsellors

The Hospice has two Lymphoedema clinic rooms and a large Procedures room providing a range of medical procedures

# TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

## **Operational Activities (continued)**

Spiritual care enables the needs of our patients and their families to be delivered in a multi-faith and 'no-faith' environment. The Hospice Chaplain with support from local clergy and two volunteer chaplains ensures that the wishes of patients and their families are respected. Remembrance gatherings, religious and non-religious, are held during the year so that families and friends can remember their loved ones. The Hospice is licensed to hold wedding ceremonies and the sacrament of Holy Communion is available for Hospice patients and their families.

The Hospice is proud of its professional development and educational programmes and ran a number of courses during the year to provide specialist palliative care training to its own staff and other healthcare professionals. An extensive educational programme of courses, workshops and training sessions has been developed for the year ahead. The Hospice also supports the training and qualification of junior doctors as Consultants in Palliative Medicine, or GP training, and maintains the positions of Senior House Officer and Specialist Registrar. The Hospice has two Consultants in Palliative Medicine and provides sessions at the local acute hospital to enhance the quality of care and support to patients with life limiting illness.

Hospice in the Weald continues to strive for excellence in the provision of Specialist Palliative Care and has helped more and more people each year who are facing life limiting or life threatening illness or are in need of end of life care. Again over 2,000 people benefited from the services provided by the Charity. This has been made possible by the generosity of the community the Hospice serves, by over 750 people kindly volunteering their free time, and by the dedication and skills of the Hospice team, who have remained focused and committed despite the challenges faced.

#### **Auditors**

Baker Tilly UK Audit LLP have indicated their willingness to remain in office and a resolution proposing their reappointment will be put to the annual general meeting

By order of the Trustees

Peter Lewis

11 December 2013

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted Fund	Restricted Fund	Total 2013	Total 2012
Incoming resources from		£	£	£	£
generated funds					
Voluntary Income					
Commercial trading operations	3	1,613,609	-	1,613,609	1,444,443
Donations and gifts		346,128	10,000	356,128	372,657
In Memoriam donations		370,596	-	370,596	305,741
Income from fund-raising initiatives		1,186,737	25,000	1,211,737	1,169,167
Income from lottery		500,356	-	500,356	411,243
Income from travel club		30,084	-	30,084	24,300
Legacies		1,456,168	-	1,456,168	1,126,147
Trusts		110,109	15,225	125,334	74,860
Investment income and interest	4	33,675	-	33,675	9,073
Incoming resources from charitable activities					
Restaurant & Coffee Shop		35,954	-	35,954	45,712
Core funding	2.1	845,223	-	845,223	843,454
Other grants	22	205,305	-	205,305	173,262
Total incoming resources		6,733,944	50,225	6,784,169	6,000,059
Cost of generating funds					
Fund-raising costs	6	634,308	-	634,308	584,857
Commercial trading operations	3	1,101,476	10,000	1,111,476	874,812
Total cost of generating funds		1,735,784	10,000	1,745,784	1,459,669
Net incoming resources available					
for charitable application		4,998,160	40,225	5,038,385	4,540,390
Charitable Activities				<u> </u>	
Hospice Services	7 & 8	4,528,526	41,578	4,570,104	4,324,526
Governance Costs	9	7,984	•	7,984	7,656
		4,536,510	41,578	4,578,088	4,332,182
Total resources expended		6,272,294	51,578	6,323,872	5,791,851
Net income for the year before		461,650	(1,353)	460,297	208,208
Gains on investment assets	13	748,464		748,464	58,197
Net incoming resources		1,210,114	(1,353)	1,208,761	266,405
Reserves brought forward at					
1 April 2012		13,476,309	1,353	13,477,662	13,211,257
Reserves carried forward at					
31 March 2013	19	14,686,423		14,686,423	13,477,662

All results during the year related to continuing operations.

The above statement of financial activities includes the group's income and expenditure account and statement of total recognised gains and losses

The notes on pages 11 to 22 form part of these financial statements

# CONSOLIDATED AND CHARITY BALANCE SHEETS AS AT 31 MARCH 2013

	Grou		ıp	Chari	ty
	Notes	2013	2012	2013	2012
		£	£	£	£
Fixed assets					
Tangible assets	12	4,527,891	4,016,146	4,666,489	4,195,941
Investments	13	7,852,678	8,226,540	7,852,678	8,226,540
Shares in subsidiaries	14		<u>-</u>	301	301
		12,380,569	12,242,686	12,519,468	12,422,782
Current assets	•				
Stocks	15	17,426	11,521	•	-
Debtors	16	266,945	97,598	547,398	453,179
Cash on fixed rate deposit		500,000	1,000,000	500,000	1,000,000
Cash at bank and in hand	_	1,976,315	528,723	1,694,121	170,137
		2,760,686	1,637,842	2,741,519	1,623,316
Current liabilities					
Creditors amounts falling					
due within one year	17	(454,832)	(402,866)	(361,325)	(357,380)
Net current assets		2,305,854	1,234,976	2,380,194	1,265,937
Total assets less current					
liabilities		14,686,423	13,477,662	14,899,662	13,688,719
Funds	•				
Unrestricted funds:					
Designated funds -					
Hospice Building	18	3,878,062	3,766,537	3,878,062	3,766,537
Hospice Vehicles	18	41,749	37,850	21,841	29,125
Hospice Equipment	18	95,542	68,965	34,722	38,926
Hospice Infrastructure	18	100,000	252,811	100,000	252,811
Hospice Shops	18	513,304	141,441	731,863	360,000
Total designated funds	18	4,628,657	4,267,604	4,766,488	4,447,399
General Funds	18	10,057,766	9,208,705	10,133,174	9,239,967
Total unrestricted funds	18	14,686,423	13,476,309	14,899,662	13,687,366
Restricted funds	18		1,353		1,353
Total funds	18	14,686,423	13,477,662	14,899,662	13,688,719

The notes on pages 11 to 22 form part of these financial statements

Approved by Board and authorised for issue on

Peter Lewis-

Chairman

11 December 201

Rob Woolley CEO

Company Registration No 1499846

# CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	Notes	201 £	3 £	20: £	12 £
Net cash inflow from operating activities	21(a)	_	641,913	_	475,753
Returns on investments and servicing of finance					
Investment income		4,279		3,630	
Interest received		29,397	22.636	5,443_	
			33,676 675,589		9,073 484,826
Capital expenditure and financial investment			073,363		484,820
Capital expenditure		(728,247)		(174,081)	
Proceeds from sale of minibus		250		- · · · · · · · · · · ·	
Cash realised from investments		1,000,000		-	
			272,003		(174,081
Management of liquid resources			947,592		310,745
Cash moved to deposit accounts			-		(1,000,000)
Increase/(Decrease) in cash at bank and in hand			947,592		(689,255)
Reconciliation of net cash flow to movement in net funds					
Increase/(Decrease) in cash at bank and in hand		947,592		(689,255)	
Cash used to increase liquid resources		500,000		-	
Change in net funds			1,447,592		(689,255)
Net funds at 1 April 2012			` 528,723		1,217,978
	2411		1,976,315		
Net funds at 31 March 2013	21(b)				528,723

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

## **Accounting policies**

# 1 1 Accounting concept

The consolidated financial statements have been prepared in accordance with the provisions of the Companies Act 2006 and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005)

## 1 2 Basis of accounting

The consolidated financial statements have been prepared under the historical cost convention as modified by the revaluation of freehold property and investments, and in accordance with applicable Accounting Standards

## 1 3 Basis of consolidation

The group financial statements consolidate the financial statements of Hospice in the Weald and its subsidiary company on a line by line basis. No separate profit and loss account or statement of financial activities is presented for Hospice in the Weald as permitted by Companies Act 2006 and paragraph 397 of SORP 2005. Hospice in the Weald made an individual surplus of £680,723 (2012 £482,812 deficit) in the year under review before the receipt of Gift Aid from subsidiary companies.

## 1 4 Depreciation of tangible fixed assets

Tangible fixed assets are capitalised where their individual item cost exceeds £5,000 and then depreciated over their economic useful lives as follows

Hospice building – over the expected useful life of 35 years Equipment – 25% on a straight line basis Infoflex software – 25% on a straight line basis Motor vehicles – 25% on a reducing balance basis Telephone system – 25% on a reducing balance basis

The Hospice regularly reviews the projected useful life of all fixed assets to determine that the cost is fairly amortised over the expected life of the asset. The Hospice building, which includes a significant element of specialist facilities, has been reviewed with the benefit of professional advice. It is concluded that consistent with similar facilities and with the benefit of regular maintenance the existing building should have a life expectancy of 35 years from April 1999 before needing to be replaced. No depreciation is provided on freehold land.

## 15 Taxation

The company is a registered charity and as such its income and gains falling within sections 471 to 489 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 are exempt from corporation tax to the extent that they are applied to its charitable objectives

## 16 Stock

Stocks of donated goods are not brought into these financial statements. Stocks accounted for are goods for resale, which are stated at the lower of cost and net realisable value. Cost is computed on a first in first out basis. Net realisable value is based on estimated selling price less the estimated cost of disposal.

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

## 1 7 Statutory funding

Income received under agreements with statutory bodies is included in these accounts on a receivable basis where a contract exists. Where no contract exists the income is recognised in accordance with the wishes of the relevant statutory body when it becomes reasonably certain that the income will be received and it can be measured with sufficient reliability.

## 1 8 Donations, Legacies and other forms of voluntary income

Income from donations, legacies, in memoriam and trusts are accounted for upon receipt

## 19 Investment income

Investment income represents gross income derived from investments held under unrestricted funds, and is accounted for on a receivable basis

#### 1 10 Pensions

The group contributes to the NHS Superannuation scheme for nursing and medical staff and to a defined contribution scheme in respect of its other employees. Contributions are charged in the accounts as incurred or as a liability when recognised in accordance with employment legislation.

## 111 Expenditure

Expenditure is charged to the accounts as it is incurred

#### 1 12 Leased assets

All leases are regarded as operating leases and the payments made under them are charged to the profit and loss account on a straight-line basis over the lease term

# 1 13 Basis of allocation of costs

The allocation of costs between the various expense headings is determined on the basis of staff time spent on the different activities

#### 1 14 Governance costs

Governance costs include the audit fees and costs linked to the strategic management of the charity

# 1 15 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Members of Board in furtherance of the general objectives of the charity and which have not been designated for particular purposes

Designated funds comprise unrestricted funds that have been set aside by the Members of Board for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds represent monies donated to the Hospice to purchase specific items. Restricted funds specifically to buy a minibus will be amortised over the life of the asset. Funds donated specifically to fund the Day Therapy Centre Extension will be expended as capital which in turn will be depreciated over the expected life of the Hospice buildings. Other specific donations for small items will be expended as the items are purchased in accordance with policy.

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

# 1 16 Liquid Resources

Liquid resources are defined as cash held in instant access accounts with major clearing banks. The management of these funds comes within the remit of the Finance and Control Committee.

# 1 17 Investments / Gains

Investments are defined as those funds held and actively managed by investment Houses on our behalf. The gains made by these investments are re-invested in the fund that gave rise to the gain.

# 2 Incoming Resources

# 2 1 Core funding from statutory bodies

	2013	2012
	£	£
West Kent CCG	755,000	755,000
East Sussex Downs &Weald CCG	90,223	88,454
	845,223	843,454

# 2 2 Other grants

	2013	2012
	£	£
WKPCT Crisis Service	19,080	3,210
WKPCT Pharmacy	79,189	68,899
WKPCT Continuing Care	12,831	6,311
Kent County Council Social Services	28,108	27,300
Education, Learning & Development	22,006	26,820
Kent, Surrey & Sussex Deanery	44,091	40,722
	205,305	173,262

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

3	Commercial tr	ading operations
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la comp	2013 £	2012 £
Income	1,668,023	1,624,029
Cost of sales	45,095	60,164
Administrative expenses	1,094,890	814,648
Total expenditure	1,139,985	874,812
Profit from transfer of freehold shops	-	218,559
Net Profit for the year	528,038	967,776
Amount gifted to the charity	530,221	970,686

The income of Hospice in the Weald (Trading) Limited includes £54,414 (2012 £179,586) in relation to services provided to the Charity therefore total income from Commercial trading operations reported in the consolidated SOFA is £1,613,609. The increase in total expenditure of 30% is due to set up and running costs for five new shops opened during the year. Included in total expenditure is £28,509 of transactions between the two companies that have been removed upon consolidation. £6,000 is for office facilities at the Hospice building and £22,509 is rent charged at market rates for 3 freehold retail outlets.

Hospice in the Weald (Promotions) Limited, Hospice in the Weald (Marketing) Limited and Hospice in the Weald (Construction) Limited were dissolved on 30 April 2013

# 4 Investment income and interest

	2013	2012
	£	£
Bank Interest	29,396	5,443
Dividends	4,279	3,630
	33,675	9,073
5 Total net incoming resources	£	£
Amounts payable to the auditors in respect of Audit work	12,984	12,656
VAT advice	3,516	-
Depreciation	215,485	188,803
Operating lease rentals	273,125	202,015
Loss on disposal of motor vehicle	766	
6 Fund-raising costs	£	£
Staff costs including lottery	326,980	308,824
Publicity	120,334	99,884
Event costs	65,774	64,582
Lottery	101,272	94,743
Travel Club	19,948	16,824
	634,308	584,857

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

7	Hospice Services		
		2013	2012
	Direct costs	£	£
	Hospice in the Home	1,053,394	935,195
	Counselling Support Services	199,498	182,697
	Day Therapy Centre	356,477	344,304
	Lymphoedema Clinic	180,447	169,313
	In-Patient Unit	1,418,403	1,429,183
	Catering, laundry and domestic cleaning	427,579	417,677
	Communications	21,709	22,356
	Depreciation	195,429	185,893
	Chaplaincy	46,489	44,024
	Education learning and development	125,225	120,061
		4,024,650	3,850,703
3	Support costs		
	Indirect costs of providing Hospice Services	£	£
	Office costs	154,606	163,082
	Information technology	128,059	135,043
	Accommodation	239,474	170,759
	Legal Costs	23,315	4,939
		545,454	473,823
	Total Hospice Services costs	4,570,104	4,324,526
)	Governance Costs - Charity		
		£	£
		<b>E</b>	I,

No Member of Board received any remuneration, fees or reimbursement of expenses from the group during the year under review or the previous year

No Member of Board was associated with any contract of purchase or supply to the Hospice during the year under review or the previous year

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

10	Staff costs	2013 £	2012 £
	Wages and salaries	3,738,027	3,579,662
	Social security costs	289,415	258,998
	Other pension costs	316,264	284,065
		4,343,706	4,122,725
	The whole time equivalent number of persons working for the group (excluding Trustees and volunteers) at 31 March was as follows		
		2013	2012
	Medical and nursing	73	72
	Counselling Support Services and pastoral care	6	6
	Education, Learning & Development	3	3
	Fundraising (including Lottery)	10	11
	Facilities, Catering and Housekeeping	20	17
	Commercial Trading (including charity shops)	27	22
	Finance and IT	5	5
	Management and administration	6	7
		150	143
	The number of employees whose emoluments exceeded £60,000 was		
	£60,001 - £70,000	2	1
	£70,001 - £80,000	1	1
	£80,001 - £90,000	1	1

In respect of higher paid employees benefits were paid into a defined contribution scheme for 1 (2012 1) employee and under defined benefit scheme for 3 (2012 2) employees. Total contributions to defined contribution schemes in respect of these employees were £6,763 (2012 £6,497)

# 11 Pension costs

The group contributes to the NHS Superannuation scheme for nursing and medical staff and to a defined contribution scheme for other staff. The NHS Superannuation Scheme is an approved multi-employer scheme and, as such, the charity is not able to identify its share of assets or the potential liability it may have to the scheme at the balance sheet date. Contributions payable in the accounting period are charged to the statement of financial activities as they fall due. The pension costs, classified under staff costs, represent contributions payable by the group to the schemes and amount to £ 291,831 (2012 - £273,674).

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

12

Group	Freehold	Motor		
	Properties	Vehicles	Equipment	Total
	£	£	£	£
Cost				
At 1 April 2012	5,464,028	66,953	88,378	5,619,359
Additions	658,121	13,440	56,686	728,247
Disposals	·	(22,314)		(22,314)
At 31 March 2013	6,122,149	58,079	145,064	6,325,292
Depreciation				
At 1 April 2012	1,556,050	27,750	19,413	1,603,213
Charge for year	174,732	10,644	30,109	215,485
Depn on disposal	•	(21,297)	<u>-</u>	(21,297)
At 31 March 2013	1,730,782	17,097	49,522	1,797,401
Net book value				
At 31 March 2013	4,391,367	40,982	95,542	4,527,891
At 31 March 2012	3,907,978	39,203	68,965	4,016,146
Charity	Freehold	Motor		
	<b>Properties</b>	Vehicles	Equipment	Total
	£	£	£	£
Cost				
At 1 April 2012	5,626,473	51,439	58,339	5,736,251
Additions	658,121	-	8,873	666,994
Disposals	<del>-</del>	(22,314)	<del></del>	(22,314
At 31 March 2013	6,284,594	29,125	67,212	6,380,931
Depreciation				
At 1 April 2012	1,499,936	20,961	19,413	1,540,310
Charge for year	174,732	7,620	13,077	195,429
Depn on disposal	-	(21,297)	-	(21,297
At 31 March 2013	1,674,668	7,284	32,490	1,714,442
Net book value				
At 31 March 2013	4,609,926	21,841	34,722	4,666,489

On 17<sup>th</sup> October 2011, 114 Camden Road, Tunbridge Wells costing £50,871 was valued at £ 60,000, on 18<sup>th</sup> October 2011, 8 High Street, Tonbridge was valued at £300,000 both by B J Smith, Lawson Commercial, Uckfield

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

12	Fixed Assets Hospice Shops			
	Charity		2013	2012
			£	£
	Tonbridge Shop	3	00,000	300,000
	Mount Pleasant	3	71,863	-
	Camden Road Shop	1	60,000	60,000
		7	31,863	360,000
13	Fixed Assets Investments Portfolio			
	Group and Charity		£	£
	Quoted and listed investments	7,8	52,678	<u>8,226,</u> 540
	Quoted and listed investments comprise			<u></u>
	UK managed funds	7,8	13,955	8,187,817
	Direct holdings in UK equities		38,723	38,723
		7,8	52,678	8,226,540
	Movements on quoted and listed investments:	·		
	Market Value at beginning of the year	8.2	26,540	8,168,343
	Additions at cost		41,931	2,822,642
	Disposals at carrying value		64,257)	(2,822,642)
	Net gain on revaluation		48,464	58,197
	Market value at the end of the year		52,678	8,226,540
	Cost at 31 <sup>st</sup> March 2013	7,0	025,832	8,025,832
	Investments which comprise more than 5% of the total value of investments at the 31 March 2013 were	market		
	Sarasın Alpha CIF for endowments (accumulated units)			4,301,007
14	Shares in subsidiary undertakings			
			£	£
	Cost of shares in subsidiary undertakings	<del></del>	301	301
		% of		
		Ordinary Shares held	inco	ntry of poration
	Hospice in the Weald (Trading) Limited	100%	_	nd and Wales
	Hospice in the Weald (Construction) Limited	100%	_	nd and Wales
	Hospice in the Weald (Promotions) Limited	100%	_	nd and Wales
	Hospice in the Weald (Marketing) Limited	100%	Engla	nd and Wales

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

15	Stocks	Group		Charity	
		2013	2012	2013	2012
		£	£	£	£
	Goods for resale	17,426	11,521	<u> </u>	-
16	Debtors	G	roup	Cha	rity
		2013	2012	2013	2012
		£	£	£	£
	Trade debtors	22,820	3,210	17,421	3,210
	HITW (Trading) Ltd	-	-	390,353	418,963
	Accrued income	12,213	7,543	12,213	7,543
	Other debtors	134,400	15,070	109,359	-
	Prepayments and deferred costs	97,512	71,775	18,052	23,463
	•	266,945	97,598	547,398	453,179

The advance to Hospice in the Weald (Trading) Limited is in order to fund the fixed and working capital requirements of that company and carries interest at current market rates. The current security in respect of this is being revised to reflect the changes in the assets of the subsidiary company.

17	Creditors.	Group		Charity	
		2013	2012	2013	2012
	Amounts due within one year	£	£	£	£
	Trade creditors	191,277	177,694	107,208	137,829
	Pension accrual	6,299	12,600	6,298	12,600
	HITW (Promotions) Ltd	-	-	-	100
	HITW (Marketing) Ltd	-	-	-	1
	HITW (Construction) Ltd	-	•	-	100
	Accruals	58,449	88,513	49,012	82,691
	Deferred income	198,807	124,059	198,807	124,059
		454,832	402,866	361,325	357,380
				2013	2012
	Deferred Income			£	£
	Brought forward			124,059	124,281
	Deferred			198,807	124,059
	Spent			(124,059)	(124,281)
	Carried forward			198,807	124,059

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

L8 Movement in funds Group	Balance at 1 April 2012	Incoming resources	Resources expended	Balance at 31 March 2013
	£	£	£	£
Restricted Funds	-	-	-	_
Minibus	1,353	-	(1,353)	-
	1,353		(1,353)	
Unrestricted funds	<del></del>			
General fund	9,208,705	6,649,971	(5,800,910)	10,057,766
Designated funds	, ,	, ,	, , , ,	
Hospice Buildings	3,766,537	286,258	(174,733)	3,878,062
Hospice Vans	37,850	13,440	(9,541)	41,749
Hospice Equipment	68,965	56,686	(30,109)	95,542
Hospice Infrastructure	252,811	100,000	(252,811)	100,000
Hospice Shops	141,441	371,863	-	513,304
•	13,476,309	7,478,218	(6,268,104)	14,686,423
	13,477,662	7,478,218	(6,269,457)	14,686,423
Movement in funds	Balance at	Incoming	Resources	Balance at
Charity	1 April 2012	resources	expended	31 March 2013
	£	£	£	2013 £
Restricted Funds				
Minibus	1,353	-	(1,353)	-
	1,353		(1,353)	-
Unrestricted funds				
General fund	9,239,967	6,104,337	(5,211,130)	10,133,174
Designated funds	, ,	• •	, , , ,	, ==,····
Hospice Buildings	3,766,537	286,258	(174,733)	3,878,062
Hospice Vans	29,125	· -	(7,284)	21,841
Hospice Equipment	38,926	8,873	(13,077)	34,722
Hospice Infrastructure	252,811	100,000	(252,811)	100,000
Hospice Shops	360,000	371,863	<u>.</u>	731,863
	13,687,366	6,871,331	(5,659,035)	14,899,662
	13,688,719	6,871,331	(5,660,388)	14,899,662

Restricted Funds Trusts grants represent amounts received for contributions towards respite care

**Designated Funds** Hospice buildings, vans and equipment corresponds to the net book value in the fixed assets Hospice infrastructure relates to equipment renewals agreed by Board and shown in the Board meeting minutes

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

19	Analysis of group net assets bety	General	Designated	Restricted	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
	Tangible fixed assets		4,527,891	-	4,527,891
	Investments	7,751,912	100,766	•	7,852,678
	Current assets	2,760,686		-	2,760,686
	Current liabilities	(454,832)			(454,832
		10,057,766	4,628,657	· -	14,686,423
	Included within unrestricted funds	is a revaluation res	serve of £173,667	calculated as follow	s
				Unrestricted	Tota
				general funds	reserve
				£	£
	Brought forward			173,667	173,667
	Unrealised gains in the year			626,138	626,138
	Carried forward			799,805	799,805
0	Operating leases			2013	2012
				£	£
	At 31 March 2013 the group and to making the following paymer	•			
	in respect of operating leases				
	Leases which expire - within o	ne year		38,000	-
		to 5 years		100,870	68,725
	- after 5 y	rears		242,187	133,290
				381,057	202,015
1	(a) Notes to the cash flow staten	nent		£	£
	Reconciliation of changes in reso from operating activities	urces to net cash ir	ıflow		
	Changes in resources (see page 8	:)		1,208,761	266,405
	Investment income	•		(4,279)	(3,630)
	Interest received			(29,396)	(5,443)
	Depreciation			215,485	188,803
	Loss on sale of Minibus			766	0
	(Increase)/ Decrease in stocks			(5,905)	2,740
	Decrease in debtors			(169,347)	53,284
	Increase /(Decrease) in creditors			51,966	31,791
	Net gains on investments			(626,138)	(58,197)
	itet Banis on intestinents				

641,913

475,753

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

21	(b) Notes to the cash flow statement			
		1 April 2012	Cash	31 March 2013
		£	£	£
	Analysis of changes in net funds			
	Cash on fixed term deposit	1,000,000	(500,000)	500,000
	Cash at bank and in hand	528,723	1,447,592	1,976,315
		1,528,723	947,592	2,476,315

# 22 Members' liability

Hospice in the Weald is a company limited by guarantee, with no share capital. Every member undertakes to meet the liabilities of the company in the event of its being wound up. The potential liability of each member does not exceed £1. Total guarantees at 31 March 2013 were £32 (2012 £32).

# 23 Related party transactions

Amounts due to and from group undertakings are aggregated as permitted by FRS 8 and shown separately in notes 16 and 17

In accordance with FRS 8, advantage is taken of the exemption from disclosing transactions between group undertakings where 100% of the voting rights are controlled within the group

J Matthias is a director of West Kent Chamber of Commerce Purchases of £488 were made from WKCC during the year for advertising, membership fee and networking breakfast. There was no outstanding balance at yearend, no provision for doubtful debts has therefore been made.

J Partridge is a partner in Thompson Snell & Passmore Purchases of £1,688 were made from TS&P during the year for Professional fees. There was no outstanding balance at year end, no provision for doubtful debts has therefore been made.

## 24 Capital Commitments

At 31 March 2013 the group had capital commitments of £0 (2012 317,900)

# HOSPICE IN THE WEALD INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES

We have audited the group and parent charity financial statements of Hospice in the Weald ("the financial statements") for the year ended 31 March 2013 on pages 8 to 22

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006

Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of trustees and auditor, as explained more fully in the Statement of Trustees' responsibilities, set out on page 1, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors

# Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at <a href="http://www.frc.org.uk/Our-Work/Codes-Standards/Audit-and-assurance/Standards-and-guidance-Standards-and-guidance-Standards-and-guidance-for-auditors/Scope-of-audit/UK-Private-Sector-Entity-(issued-1-December-2010).aspx</a>

#### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2013 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
   and
- have been prepared in accordance with the Companies Act 2006

## Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the report by Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements

# HOSPICE IN THE WEALD INDEPENDENT AUDITORS' REPORT TO THE MEMBERS AND TRUSTEES

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

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- the parent charitable company has not kept adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us, or
- the parent charitable company financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Nicholas Sladden FCA DChA (Senior Statutory Auditor)

For and on behalf of BAKER TILLY UK AUDIT LLP, Statutory Auditor

**Chartered Accountants** 

Hanover House

Tunbridge Wells

Kent TN1 1ED

Date 13 December 2013