

HOSPICE CARE FOR BURNLEY AND PENDLE

FINANCIAL STATEMENTS

31ST MARCH 1998

Company Registration Number 2280991

**Registered Charity
Number 700993**

LANGLEY STUTTARD & CO

**Chartered Accountants & Registered Auditors
66 Bank Parade
Burnley
Lancs
BB11 1EE**



HOSPICE CARE FOR BURNLEY AND PENDLE

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

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HOSPICE CARE FOR BURNLEY AND PENDLE

THE DIRECTORS' REPORT

YEAR ENDED 31ST MARCH 1998

The directors have pleasure in presenting their report and the audited financial statements of the company for the year ended 31st March 1998.

PRINCIPAL ACTIVITIES AND BUSINESS REVIEW

The principal activity of the company is to promote and provide Hospice Care facilities in Burnley and Pendle for those with terminal illness.

This includes home care, day care and in-patient facilities with appropriate support for families and carers. The company is registered as a Charity with the Charity Commissioners No. 700993.

The completion of our Hospice Care Centre, named Pendleside, in the grounds of Reedley Hall, and officially opened by Anne Duchess of Norfolk on 2nd October 1997, has enabled the Charity to bring to fruition its much longed for provision of a full range of services for the terminally ill people in Burnley and Pendle.

Following upon the appointment of Joyce Ogden (now Mrs Lewis) and Margaret Blackston as Senior Sister and Deputy for the bedded unit, recruitment of other nursing staff took place and after agreement with the District Health Authority of an operational policy, we were able to open seven of the ten bedrooms for patients on the 2nd June. The use of these beds is currently for respite and terminal nursing care, with specialist care being centred in the East Lancashire Hospice in Blackburn. Medical cover is provided by the patients own General Practitioner, wherever possible, but after much consultation with the appropriate medical and health authorities, it has been accepted that deputising cover can be undertaken by Dr Eric Lockwood who has given outstanding service to the unit and which he is still continuing to do. The failure to recruit Consultants in Palliative Care to East Lancashire is a matter of grave concern and throws extra responsibilities on Dr Carter from Blackburn and Dr Lockwood.

The excellent quality of care and expertise of our nursing staff has been invaluable in ensuring the best possible care for patients and they and their families are fulsome in expressing gratitude and praise.

Demands for beds increased more rapidly than had originally been expected and the remaining three beds were brought into use at the beginning of 1998. Harold Petrie, our long time ambulance driver and friend retired from his post on 31st March 1998, but he is maintaining his link with the Hospice by undertaking security and surveillance services to our night nursing staff.

HOSPICE CARE FOR BURNLEY AND PENDLE

THE DIRECTORS' REPORT *(CONTINUED)*

YEAR ENDED 31ST MARCH 1998

The Day Service unit continues to offer a very high standard of care to patients in need of it. The number of daily places has been extended from 8 to 15. The dependency levels of some patients can be extremely high but the nursing staff and volunteers cheerfully respond to all demands made upon them and bathing, hairdressing, various forms of therapy and relaxation, together with Lymphoedema treatment are greatly appreciated, as well as counselling, entertainment, good food and friendship.

We have been fortunate in securing a 3 year grant from the National Lottery Charities Board to enable us to initiate a Hospice at Home service with a team of 8 nursing staff under the leadership of Liz Hardy who has been appointed sister in charge to set up and run this service from 1st April 1998. This will complete a comprehensive pattern of care to complement and work alongside the Primary Health Care Teams. All these services, along with help given by Home Care volunteers are free of charge to patients but people do express their thanks in many ways and we particularly benefit from donations in memory of loved ones.

Funding from the Health Authority continues to be limited by their expressed shortage of money, but we continue to be grateful for and to receive a £100,000 contribution to our bedded unit with funding for Day Care services, limited to 8 patients and not allowing for increased provision, but with a small mark-up for inflation.

The rampant increase in activity and staff in post would not be possible without massive fund-raising throughout the area. With this in mind, it became apparent that a professional input was needed and Mark Sandamas came into post on a part time basis on 25th November as our Appeals and Marketing Manager. His remit is to work alongside our own Fund Raising Groups but also to extend into other areas, such as payroll and corporate giving, which we have not been able to pursue until now.

Our fund raisers continue to delight and surprise us with their hard work and ingenious ideas and we are most grateful to them for the moneys they have raised. The Charity shops, operated in Barnoldswick, Burnley, Colne and Padiham and staffed entirely by volunteers, have proved such an outstanding success that a further shop has been opened in Nelson and there are plans in hand for a second shop in the Burnley area. It is here that one tangibly sees evidence of the massive support given to our work by people throughout the area and upon which we rely so heavily.

The Charity fund of the Mayoress of Pendle, Mrs Carol Riley during her year of office produced the magnificent sum of £19,295.47 which included £5,266 raised by the staff of Boundary Mill. Many other local organisations including Masonic Lodges, the Soroptimists, Rotary Clubs and others continue to give much needed and regular support.

HOSPICE CARE FOR BURNLEY AND PENDLE

THE DIRECTORS' REPORT *(CONTINUED)*

YEAR ENDED 31ST MARCH 1998

This has been a year when generous legacies have given a very welcome uplift to our income. This is an area of giving which we hope will always continue but it is generally accepted that there can be very wide variations in this source of funding, and it is unwise to assume that one year will always be as good as another.

Thanks to the overwhelming generosity of the local community, the overall financial position of the Charity for the year is seen as extremely satisfactory. Care has been taken to ensure compliance with Charity Commission requirements.

Additionally, the following comments are made:-

1) We have a committed caring and very professional staff who all work extremely hard. They are ably supported by a large number of volunteers whose help in so many ways keeps our expenditure to a minimum and enables us to offer such a wide range of care.

2) Funds in Hand

a) Under the terms of the Frank Houghton Endowment Fund, the income from this fund has specifically to be used as a contribution to the annual running costs of the Charity.

b) A sum of £50,000 has been reserved to meet projected capital expenditure requirements which include re-surfacing the car park area, general landscaping works still to be carried out and the conversion of two upstairs storage rooms into office accommodation with appropriate furnishings and equipment.

c) The current balance of unrestricted funds, amounting to £508,331 is considered necessary and prudent to enable the Charity to maintain the existing levels of service, having regard to annual expenditure and uncertainty regarding future levels of income, although it, as yet, falls short of our ideal operating reserve in accordance with our Reserves Policy.

HOSPICE CARE FOR BURNLEY AND PENDLE

THE DIRECTORS' REPORT *(CONTINUED)*

YEAR ENDED 31ST MARCH 1998

RESULTS

The results for the year, and the company's financial position at the end of the year are shown in the attached financial statements.

The directors have not recommended a dividend.

DIRECTORS

The directors who served the company during the period were as follows:

Miss M B Jobling
Mrs J Ashworth
Mrs P Baxter
Mrs M Cadman
Dr K Cooper
Mr F Whitworth
Mr J T Jones
Dr E Lockwood
Mr D A Smith
Mrs B Snell
Mr T Taylor
Mr H Tuley
Mr M Duari
Miss E Ramsbottom

RETIREMENT OF DIRECTOR

The following directors are to retire in accordance with the Articles of Association and, being eligible, offer themselves for re-appointment:-

Dr K Cooper
Dr E Lockwood
Mr D A Smith
Mr H Tuley
Mr M Duari

HOSPICE CARE FOR BURNLEY AND PENDLE**THE DIRECTORS' REPORT *(CONTINUED)*****YEAR ENDED 31ST MARCH 1998****LIABILITY OF MEMBERS**

The liability of each member by way of their guarantee to the company is to contribute a sum not exceeding one pound to the assets of the company if so required on the winding up of the company.

RESERVES POLICY

Accumulated Unrestricted Income Funds, represented by liquid assets and investments, will initially be held in reserve to provide funds for:-

- 1) Proposed Capital Expenditure required over the ensuing twelve months in respect of continuing activities.
- 2) Operating reserve, representing cover for any budgeted operating deficit for the ensuing twelve months continuing services, together with a contingency reserve for the period equal to two thirds of the budgeted income.

Thereafter, as and when any surplus funds accumulate, they will be held in reserve to form the financial basis for further development and extension of services for the benefit of the terminally ill in the area.

RESPONSIBILITIES OF THE DIRECTORS

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies, as described on page 11, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HOSPICE CARE FOR BURNLEY AND PENDLE
THE DIRECTORS' REPORT *(CONTINUED)*
YEAR ENDED 31ST MARCH 1998

AUDITORS

A resolution to re-appoint Langley Stuttard & Co as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985

Registered office:

Pendleside
Colne Road
Reedley
Burnley

Signed on behalf of the
directors



Mr D A Smith
Director

Approved by the directors on 13th July 1998

HOSPICE CARE FOR BURNLEY AND PENDLE
AUDITORS REPORT TO THE MEMBERS
YEAR ENDED 31ST MARCH 1998

We have audited the financial statements on pages 8 to 18 which have been prepared under the historical cost convention and the accounting policies set out on page 11.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS

As described on page 5, the company's directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

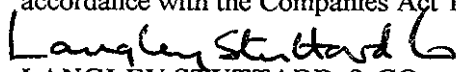
BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the company's state of affairs as at 31st March 1998 and of its surplus for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.


LANGLEY STUTTARD & CO

**Chartered Accountants
& Registered Auditors**
66 Bank Parade
Burnley
Lancs
BB11 1EE

4th September 1998

HOSPICE CARE FOR BURNLEY AND PENDLE

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31ST MARCH 1998

	Note	£ Unrestricted Funds	1998 £ Restricted Funds	£ Total	1997 £ Total
INCOMING RESOURCES					
Subscriptions, donations and gifts		155,203	-	155,203	104,459
Legacies received		177,558	-	177,558	52,456
Receipts from fundraising events		48,517	-	48,517	39,580
Local authority grants		-	-	-	1,500
National lottery		57,000	-	57,000	28,750
E L health authority		178,958	-	178,958	91,263
Investment income	2	27,934	-	27,934	54,244
Trading activities	3	98,592	-	98,592	49,780
Other income	4	4,385	-	4,385	-
Total Incoming Resources		748,147	-	748,147	422,032
RESOURCES EXPENDED					
Direct charitable expenditure:					
Pendleside Hospice - operating expenditure	5	523,196	-	523,196	135,869
Home care support	6	16,535	-	16,535	12,113
Hospice at home	7	5,130	-	5,130	-
Transport	8	19,417	-	19,417	9,356
Fundraising and publicity	9	21,734	-	21,734	4,395
Management and administration of the charity	10	9,223	-	9,223	3,430
		595,235	-	595,235	165,163
NET INCOMING RESOURCES FOR THE YEAR		152,912	-	152,912	256,869
Unrealised surplus on investments		7,623	-	7,623	(773)
NET MOVEMENT IN FUNDS	11	160,535	-	160,535	256,096
Balance brought forward		1,711,217	20,000	1,731,217	1,475,121
BALANCE CARRIED FORWARD		1,871,752	20,000	1,891,752	1,731,217

All of the activities of the company are classed as continuing

HOSPICE CARE FOR BURNLEY AND PENDLE
SUMMARY INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31ST MARCH 1998

	1998	1997
	£	£
Gross income of continuing operations	720,213	367,788
Total expenditure of continuing operations	(595,235)	(165,163)
NET SURPLUS FOR THE YEAR BEFORE INVESTMENTS	<u>124,978</u>	<u>202,625</u>
Investment income	27,934	54,244
Other recognised gains and losses	7,623	(773)
OPERATING SURPLUS FOR THE YEAR	<u><u>160,535</u></u>	<u><u>256,096</u></u>

HOSPICE CARE FOR BURNLEY AND PENDLE

BALANCE SHEET

31ST MARCH 1998

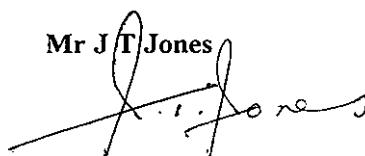
	Note	1998	1997
		£	£
FIXED ASSETS			
Tangible assets	14.	1,313,421	1,216,749
Investments	15.	536,006	505,335
		<u>1,849,427</u>	<u>1,722,084</u>
CURRENT ASSETS			
Debtors	16.	6,187	118
Cash at bank and in hand		46,660	9,890
		<u>52,847</u>	<u>10,008</u>
CREDITORS: Amounts falling due within one year	17.	(10,522)	(875)
NET CURRENT ASSETS		42,325	9,133
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,891,752</u>	<u>1,731,217</u>
FUNDS			
Permanent endowment		20,000	20,000
Designated funds	19.	1,313,421	1,216,749
Unrestricted funds		558,331	494,468
	20.	<u>1,891,752</u>	<u>1,731,217</u>

These financial statements were approved by the directors on the 13th July 1998 and are signed on their behalf by:

Mr D A Smith



Mr J T Jones



HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the valuation of investments at market value, and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Legacies and donated assets

These are credited to the general fund only to the extent that monies or assets have been received.

Gifts in kind

These are credited to the general fund at a reasonable estimate of the value to the charity.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Land	- Nil
Buildings	- 50 years
Furniture, fittings and equipment	- 5 years
Motor vehicles	- 4 years

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities as incurred.

Pension costs

The charity operates a defined contribution pension policy for employees. The contributions payable are charged to the income and expenditure account.

Investments

Fixed asset investments are included in the financial statements at market value.

Trading activities

These relate solely to the sale of donated goods through local "charity" shops.

2. INVESTMENT INCOME

	1998	1997
	£	£
Dividends received	4,110	5,055
Bank interest receivable	3,433	1,707
Building society interest receivable	20,391	47,482
	<u>27,934</u>	<u>54,244</u>

HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

3. TRADING ACTIVITIES

	1998 £	1997 £
Gross receipts	147,278	84,913
	<u>147,278</u>	<u>84,913</u>
Wages	-	200
Operating lease rentals	32,753	24,103
Rates	2,252	1,322
Electricity, water and telephone	4,960	3,281
Repairs and maintenance	3,403	770
Insurance	1,010	656
Advertising	397	120
Stationery, bags, tickets, etc	736	905
Incidental expenses	2,992	3,473
Legal expenses	183	303
	<u>48,686</u>	<u>35,133</u>
Net receipts	<u>98,592</u>	<u>49,780</u>

4. OTHER INCOME

	1998 £	1997 £
Agency grants	1,200	-
Room hire	1,626	-
Catering	1,559	-
	<u>4,385</u>	<u>-</u>

HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

5. PENDLESIDE HOSPICE - OPERATING EXPENDITURE

	1998 £		1997 £
Nursing			
Salary costs	279,525		47,759
Accommodation			
Rates and water	7,000	-	
Gas and electricity	13,335	-	
Repairs, renewals and maintenance	11,114	-	
	<u>31,449</u>		-
Administration			
Salary costs	33,125	24,350	
Telephone	3,547	1,757	
Insurance	5,711	3,991	
Stationery, postage and sundries	7,591	-	
Incidental expenses	4,395	3,517	
	<u>54,369</u>		33,615
Staff			
Recruitment	4,392	2,648	
Travelling expenses	4,069	4,612	
Training	6,004	2,643	
Uniforms, etc	5,749	1,200	
	<u>20,214</u>		11,103
Medical			
Drugs, etc	5,153	341	
Nursing aids	2,046	1,082	
Specialist services	981	-	
Equipment hire and maintenance	2,158	-	
	<u>10,338</u>		1,423
Household			
Salary costs	10,695	2,585	
Laundry and cleaning	2,517	-	
Bed linen, etc	1,975	2,106	
Cleaning materials, etc	4,025	3,306	
Contract services	3,946	-	
	<u>23,158</u>		7,997
Catering			
Salary costs	19,699	4,662	
Consumables	16,408	4,508	
Equipment and sundries	1,546	-	
	<u>37,653</u>		9,170
Security			
Initial security and installation costs	11,696		24,002
Depreciation			
Freehold buildings	20,571	-	
Furniture, furnishings and equipment	34,223	800	
	<u>54,794</u>		800
	<u>523,196</u>		<u>135,869</u>

HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

6. HOME CARE SUPPORT

	1998	1997
	£	£
Salary costs	15,199	10,821
Volunteers expenses	1,336	1,292
	<u>16,535</u>	<u>12,113</u>

7. HOSPICE AT HOME

	1998	1997
	£	£
Salary costs	<u>5,130</u>	<u>-</u>

8. TRANSPORT

	1998	1997
	£	£
Salary costs	10,485	6,327
Vehicle expenses	2,176	3,029
Other expenses	411	-
Depreciation	6,345	-
	<u>19,417</u>	<u>9,356</u>

9. FUNDRAISING AND PUBLICITY

	1998	1997
	£	£
Salary costs	3,731	-
Xmas cards, prints, etc	10,445	2,035
Publicity	914	588
Opening day expenses	4,100	-
Other expenses	2,544	1,772
	<u>21,734</u>	<u>4,395</u>

10. ADMINISTRATION EXPENSES

	1998	1997
	£	£
Salary costs	3,672	-
Audit	705	587
Financial services	2,318	705
Office sundries, postage, etc	2,528	2,138
	<u>9,223</u>	<u>3,430</u>

HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

11. OPERATING SURPLUS

Operating surplus is stated after charging:

	1998 £	1997 £
Emoluments of the directors	-	-
Depreciation	61,139	800
Auditors remuneration	<u>705</u>	<u>587</u>

12. PARTICULARS OF EMPLOYEES

The average number of staff employed during the financial year amounted to:

	1998 No.	1997 No.
Number of nursing staff	30	2
Number of transport staff	2	1
Number of home care support staff	1	1
Number of administration staff and general manager	3	1
Number of ancillary staff	8	-
	<u>44</u>	<u>5</u>

The aggregate payroll costs were:

	1998 £	1997 £
Contract hire nursing	12,018	43,092
Wages and salaries	338,454	49,703
Social security costs	21,831	3,909
Other pension costs	<u>8,958</u>	<u>-</u>
	<u>381,261</u>	<u>96,704</u>

13. EMOLUMENTS OF THE DIRECTORS

The emoluments of the directors were:

	1998 £	1997 £
Remuneration as directors	<u>-</u>	<u>-</u>

HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

14. TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Furniture, fittings and equipment £	Motor vehicles £	Total £
COST				
At 1st April 1997	1,134,821	110,100	15,096	1,260,017
Additions	43,120	89,246	25,445	157,811
Disposals	-	(12,173)	-	(12,173)
At 31st March 1998	<u>1,177,941</u>	<u>187,173</u>	<u>40,541</u>	<u>1,405,655</u>
DEPRECIATION				
At 1st April 1997	-	28,173	15,095	43,268
Charge for the year	20,571	34,223	6,345	61,139
On disposals	-	(12,173)	-	(12,173)
At 31st March 1998	<u>20,571</u>	<u>50,223</u>	<u>21,440</u>	<u>92,234</u>
NET BOOK VALUE				
At 31st March 1998	<u>1,157,370</u>	<u>136,950</u>	<u>19,101</u>	<u>1,313,421</u>
At 31st March 1997	<u>1,134,821</u>	<u>81,927</u>	<u>1</u>	<u>1,216,749</u>
Capital commitments				
		1998 £		1997 £
Contracted but not provided for in the accounts		<u>-</u>		<u>112,955</u>

15. INVESTMENTS

	Bank and building society balances	Quoted investments	Total
COST	<u>358,687</u>	<u>171,590</u>	<u>530,277</u>
MARKET VALUE			
At 1st April 1997	455,110	50,225	505,335
Additions	58,110	120,197	178,307
Disposals	(154,533)	(726)	(155,259)
Revaluations	-	7,623	7,623
At 31st March 1998	<u>358,687</u>	<u>177,319</u>	<u>536,006</u>
At 31st March 1997	<u>455,110</u>	<u>50,225</u>	<u>505,335</u>

HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1998

16. DEBTORS

	1998 £	1997 £
Prepayments and debtors	<u>6,187</u>	<u>118</u>

17. CREDITORS: Amounts falling due within one year

	1998 £	1997 £
Accruals and creditors	<u>10,522</u>	<u>875</u>

18. OTHER COMMITMENTS

At 31st March 1998 the Charity has annual commitments under non cancellable operating leases on land and buildings as follows:

	1998 £	1997 £
Expiry date:		
Between two and five years	<u>43,228</u>	<u>49,256</u>

19. DESIGNATED FUND

	1998 £	1997 £
CHARITABLE PROPERTY AND FIXED ASSETS:		
Balance brought forward	1,216,749	-
Transfer from unrestricted funds	<u>96,672</u>	<u>1,216,749</u>
Balance carried forward	<u>1,313,421</u>	<u>1,216,749</u>

HOSPICE CARE FOR BURNLEY AND PENDLE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st March 1998

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	1998 £	1997 £
Unrestricted Funds		
Investments	516,006	485,335
Current assets	52,847	10,008
Creditors: Amounts falling due within one year	(10,522)	(875)
	<u>558,331</u>	<u>494,468</u>
Designated fund		
Fixed Assets, net book value	<u>1,313,421</u>	<u>1,216,749</u>
Permanent endowment fund		
Investments	<u>20,000</u>	<u>20,000</u>

The permanent endowment fund of £20,000 is known as the Frank Houghton Fund. Income is to be applied towards the general running costs of the charity.