# ST CATHERINE'S HOSPICE PROMOTIONS LIMITED DIRECTORS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

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# **COMPANY INFORMATION**

Directors Mr K Brown

Mr J C Hughes MBE Reverend P D Taylor

Mr K Jones Mr R Atkinson Mr K A James Mr P R Jones Mr J G Turner Dr S T Ward Mr A E Harrison

Secretary Mr S Greenhalgh

Company number 02767558

Registered office St Catherine's Hospice

Lostock Lane Lostock Hall Preston PR5 5XU

Auditors Moore and Smalley LLP

Chartered Accountants & Statutory Auditor Richard House 9 Winckley Square

Preston PR13HP

Bankers CAF Bank Limited

2 Kings Hill Avenue

West Malling ME19 4JQ

National Westminster Bank Plc

46 Market Street

Chorley PR7 2RZ

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### **DIRECTORS' REPORT**

### FOR THE YEAR ENDED 31 MARCH 2013

The directors present their report and financial statements for the year ended 31 March 2013

#### Principal activities

The principal activity of the company continued to be that of operating a lottery. The company exists to support the parent company, St Catherine's Hospice (Lancashire) Limited a registered charity

#### Directors

The following directors have held office since 1 April 2012

Mr K Brown Mr J C Hughes MBE Reverend P D Taylor Mr K Jones

Mr R Atkınson

Mr K A James

Mr P R Jones

Mr J G Turner

Dr S T Ward

Mr A E Harrison

Mrs I Whaite

(Retired 15 October 2012)

#### Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006 They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

# DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

### Statement of disclosure to auditors

So far as the directors are aware, there is no relevant audit information of which the company's auditor are unaware Additionally, the directors have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditors are aware of that information

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

By order of the board

Mr S Greenhalgh

Secretary

23 September 2013

#### INDEPENDENT AUDITORS' REPORT

# TO THE MEMBERS OF ST CATHERINE'S HOSPICE PROMOTIONS LIMITED

We have audited the financial statements of St Catherine's Hospice Promotions Limited for the year ended 31 March 2013 set out on pages 5 to 10. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

This report is made solely to the 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 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed

#### Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on pages 1 - 2 the directors 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 Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements if we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 31 March 2013 and of its profit for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006

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

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements

# INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE MEMBERS OF ST CATHERINE'S HOSPICE PROMOTIONS LIMITED

# 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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report

MA

Christine Wilson (Senior Statutory Auditor) for and on behalf of Moore and Smalley LLP Chartered Accountants & Statutory Auditor

Richard House 9 Winckley Square Preston PR1 3HP

23 September 2013

# PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

|                                               | Notes | 2013<br>£ | 2012<br>£ |
|-----------------------------------------------|-------|-----------|-----------|
| Turnover                                      |       | 897,624   | 968 454   |
| Direct costs                                  |       | (206,771) | (230 793) |
| Gross profit                                  |       | 690,853   | 737,661   |
| Administrative expenses                       |       | (199,574) | (267,723) |
| Operating profit                              | 2     | 491 279   | 469,938   |
| Other interest receivable and similar income  |       | 1,422     | 1,309     |
| Profit on ordinary activities before taxation |       | 492,701   | 471 247   |
| Charitable donations                          |       | (492 701) | (471 247) |
| Loss for the year                             | 8     |           | -         |
|                                               |       |           |           |

# BALANCE SHEET AS AT 31 MARCH 2013

|                                           |       | 2013      |        | 2012      |        |
|-------------------------------------------|-------|-----------|--------|-----------|--------|
|                                           | Notes | £         | £      | £         | £      |
| Current assets                            |       |           |        |           |        |
| Debtors                                   | 5     | 12,654    |        | 6 633     |        |
| Cash at bank and in hand                  |       | 165,234   |        | 188,294   |        |
|                                           |       | 177 888   |        | 194,927   |        |
| Creditors. amounts falling due within one |       |           |        |           |        |
| year                                      | 6     | (163,120) |        | (180,159) |        |
| Total assets less current habilities      |       |           | 14,768 |           | 14,768 |
| Capital and reserves                      |       |           |        |           |        |
| Called up share capital                   | 7     |           | 10,000 |           | 10,000 |
| Profit and loss account                   | 8     |           | 4,768  |           | 4,768  |
| Shareholders' funds                       |       |           | 14,768 |           | 14,768 |
|                                           |       |           |        |           |        |

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board for issue on 23 September 2013

Mr J C Hughes MB

Director

Company Registration No. 02767558

Mr K A James Director

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 MARCH 2013

### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### 1.2 Turnover

Turnover represents lottery and raffle income, which is accounted for when received, to the extent that the company has a right to consideration arising from the performance of its contractual arrangements

### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Computer equipment
Furniture & Equipment

33% Straight line 20% Straight line

#### 14 Pensions

The company operates a defined benefit pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

#### 1.5 Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

| 2 | Operating profit                          | 2013        | 2012  |
|---|-------------------------------------------|-------------|-------|
|   |                                           | £           | £     |
|   | Operating profit is stated after charging |             |       |
|   | Auditors' remuneration                    | 1,584       | 2,616 |
|   |                                           | <del></del> |       |

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

| 3 | Employees                                                                           |                        |                                                                  |                                                                     |
|---|-------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------|---------------------------------------------------------------------|
|   | Number of employees  The average monthly number of employees (including directions) | ctors) during the year |                                                                  |                                                                     |
|   | was                                                                                 |                        | 2013<br>No                                                       | 2012<br>No                                                          |
|   | Number of operational staff (full time equivalent)                                  |                        | 7                                                                | 10                                                                  |
|   | Employment costs                                                                    |                        | 2013<br>£                                                        | 2012<br>£                                                           |
|   | Wages and salaries Social security costs Other pension costs                        |                        | 127,656<br>8,354<br>9,882<br>——————————————————————————————————— | 172,717<br>11,664<br>10,974<br>———————————————————————————————————— |
| 4 | Tangible fixed assets                                                               | Computer<br>equipment  | Furniture & Equipment                                            | Total                                                               |
|   |                                                                                     | £                      | £                                                                | £                                                                   |
|   | Cost At 1 April 2012 & at 31 March 2013                                             | 4,409                  | 3,776                                                            | 8,185                                                               |
|   | Depreciation At 1 April 2012 & at 31 March 2013                                     | 4,409                  | 3,776                                                            | 8 185                                                               |
|   | Net book value<br>At 31 March 2013                                                  |                        | -                                                                |                                                                     |
|   | At 31 March 2012                                                                    | -                      | <u> </u>                                                         | -                                                                   |

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

| 5 | Debtors                                             | 2013        | 2012          |
|---|-----------------------------------------------------|-------------|---------------|
|   |                                                     | £           | £             |
|   | Amounts owed by group undertakings                  | 9,323       | 6,633         |
|   | Prepayments and accrued income                      | 3,331       | -             |
|   |                                                     | 12,654      | 6,633         |
|   |                                                     | <del></del> |               |
| 6 | Creditors: amounts falling due within one year      | 2013        | 2012          |
|   |                                                     | £           | £             |
|   | Trade creditors                                     | 5,739       | 3,423         |
|   | Amounts owed to group undertakings                  | 44,186      | 62,066        |
|   | Other creditors                                     | 2,956       | 2,924         |
|   | Advance lottery receipts                            | 108,139     | 109,130       |
|   | Accruals and deferred income                        | 2,100       | 2,616         |
|   |                                                     | 163,120     | 180,159       |
| 7 | Share capital                                       | 2013        | 2012          |
|   |                                                     | £           | £             |
|   | Allotted, called up and fully paid                  | 10.000      | 10.000        |
|   | 10,000 Ordinary shares of £1 each                   | =====       | 10,000        |
| 8 | Statement of movements on profit and loss account   |             |               |
| Ů | Statement of intovenions on profit and loss account | Pr          | ofit and loss |
|   |                                                     |             | account       |
|   |                                                     |             | £             |
|   | Balance at 1 April 2012                             |             | 4,768         |
|   | Balance at 31 March 2013                            |             | 4 768         |
|   |                                                     |             |               |

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

### 9 Ultimate parent company

The company was under the control of St Catherine's Hospice (Lancashire) Limited throughout the current and previous year. The consolidated financial statements of this group are available to the public and may be obtained from Companies House, Cardiff

During the period donations of £492 701 were made to the Hospice (2012 £471,247), and administrative expenses recharged to the company by the Hospice amounted to £150 341 (2012 £199,805) At the period end the amount owed to the Hospice by the company was £44,186 (2012 £62,066)

# DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

|                                              |         | 2013      |         | 2012      |
|----------------------------------------------|---------|-----------|---------|-----------|
|                                              | £       | 2013<br>£ | £       | 2012<br>£ |
| Turnover                                     | -       | -         | ~       | ~         |
| Weekly lottery proceeds                      |         | 815 882   |         | 875 016   |
| Other raffles and draws                      |         | 37 146    |         | 38,252    |
| Car raffle proceeds                          |         | 39,271    |         | 46,277    |
| Donations                                    |         | 5,325     |         | 8,909     |
|                                              |         | 897 624   |         | 968,454   |
| Direct costs                                 |         |           |         | ,         |
| Car raffle proceeds                          | 12,425  |           | 14,713  |           |
| Bumper draw prizes                           | 9,967   |           | 10,414  |           |
| Commissions                                  | 35,179  |           | 33,916  |           |
| Lottery prizes                               | 149,200 |           | 171,750 |           |
|                                              |         | (206,771) |         | (230,793) |
| Gross profit                                 |         | 690,853   |         | 737,661   |
| Administrative expenses                      |         | (199,574) |         | (267,723) |
| Operating profit                             |         | 491 279   |         | 469,938   |
| Other interest receivable and similar income |         |           |         |           |
| Bank interest received                       |         | 1,422     |         | 1,309     |
| Profit on ordinary activities                |         | 492,701   |         | 471,247   |
|                                              |         |           |         |           |

# SCHEDULE OF ADMINISTRATIVE EXPENSES FOR THE YEAR ENDED 31 MARCH 2013

|                                  | 2013         | 2012    |
|----------------------------------|--------------|---------|
|                                  | £            | £       |
| Administrative expenses          | <del>-</del> | -       |
| Wages and salaries               | 127,656      | 172,717 |
| Employer's N I contributions     | 8 354        | 11,664  |
| Staff pension costs              | 9,882        | 10,974  |
| Rent                             | 2,050        | 2,050   |
| Gaming board regulation          | 1,508        | 2,843   |
| Management charges               | 2,400        | 2,400   |
| Printing, postage and stationery | 5,139        | 7,610   |
| Advertising                      | 251          | 569     |
| Travelling expenses              | 15,573       | 18,044  |
| Audit fees                       | 1,584        | 2,616   |
| Bank charges                     | 700          | 2,771   |
| Computer bureau costs            | 24,125       | 33,147  |
| Sundry expenses                  | 352          | 318     |
| •                                | <del></del>  |         |
|                                  | 199,574      | 267,723 |
|                                  |              |         |