

**ST. VINCENT'S HOSPICE LIMITED**

**FINANCIAL STATEMENTS**

**31ST MARCH, 2016**

**Company number: SC 150148**

**Charity number SC 006888**

**Milne Craig  
Registered Auditors  
Chartered Accountants  
Abercorn House  
79 Renfrew Road  
PAISLEY  
PA3 4DA**

**TUESDAY**



SCT      \*S5FWQ60P\*      #152  
20/09/2016  
COMPANIES HOUSE

**ST. VINCENT'S HOSPICE LIMITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

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**ST. VINCENT'S HOSPICE LIMITED**  
**REFERENCE AND ADMINISTRATIVE INFORMATION**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**CONSTITUTION**

St. Vincent's Hospice Limited is a charitable company limited by guarantee and is governed by its memorandum and articles of association. The charity has its registered office at the following address:-

REGISTERED OFFICE	Midton Road Howwood Johnstone PA9 1AF
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CHARITY NUMBER:	SC 006888
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COMPANY NUMBER	SC 150148
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**OFFICIALS**

Its officials are as detailed below:-

CHIEF EXECUTIVE:	Kate Lennon
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DIRECTORS:	Bryan Wilson	(resigned 2nd February, 2016)
	Eunice Muir	
	Judith Paxton	(resigned 8th June, 2015)
	Diane Fisher	
	Paul Garvey	
	Lindsey Ferries	(appointed 15th September, 2015)
	Derek Porter	(appointed 2nd December, 2015)
	Ellen Hudson	(appointed 2nd December, 2015)

SECRETARY:	HMS Secretaries Limited
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STATUTORY AUDITORS:	Milne Craig Chartered Accountants Statutory Auditors Abercorn House 79 Renfrew Road Paisley PA3 4DA
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BANKERS:	Bank of Scotland 56 High Street Johnstone PA5 8AL
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**ST. VINCENT'S HOSPICE LIMITED**  
**REFERENCE AND ADMINISTRATIVE INFORMATION**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**DONATIONS FROM  
CHARITABLE TRUSTS:**

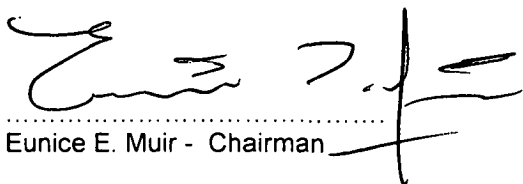
Queens Mother Clothing Guild  
Hedley Foundation  
Sir Alec Blacks Charitable Fund  
Miss Smith  
Awards for All  
Helping Hands  
Landfill Community Fund  
Underwood Trust (via Guy Clark)  
Miss MES Paterson Charitable Trust  
St. Nicolas Care Fund  
February Foundation  
Miss M.B. Reekie Charitable Trust  
McLure & Smith - Hugh Fraser Foundation  
Ian Sunter Charitable Trust  
Paisley and Community Health  
McLay Murray & Spens - Miss I.F. Harvey  
Coutts - Albert Hunt Trust  
Peter Brough Bequest Fund  
SJ Archbishop Eyre's Trust  
McLay Murray & Spens - A.B. Martin  
Trinafour Trust  
Christadelphian Samaritans  
JTH Charitable Trust  
J & J R Wilson  
Souter Charitable Trust  
Ian Sunter Charitable Trust  
Alma & Leslie Wolfson Charitable Trust  
Cruden Foundation Ltd  
Paisley & Community Health

**ST. VINCENT'S HOSPICE LIMITED**  
**CHAIRMAN'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

The Director's Report gives what we hope you will find to be an invaluable and insightful vision of St Vincent's and the care we deliver.

The accounts for the year ended 31st March 2016 show a net surplus of £19,880, which will help to ensure the future viability of the hospice. We gratefully acknowledge the effort, talent and determination of our staff, volunteers, friends and supporters, who have made this possible.

From the Board of St Vincent's, from the people of Renfrewshire whom you enable us to help: Thank you, *one and all*, and please know that what you do and what you give makes all the difference in the world to those in need.



.....  
Eunice E. Muir - Chairman

6th September, 2016

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

The management committee present their report with the financial statements of the company for the year ended 31st March 2016.

Reference and administrative information as set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the rules of the charity and the Statement of Recommended Practice Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) effective 1st January, 2015.

**STRUCTURE GOVERNANCE AND MANAGEMENT**

St. Vincent's Hospice Limited is a charitable company limited by guarantee not having a share capital and is therefore governed by its memorandum and articles of association.

The charity is organised so that the directors meet regularly to manage its administrative and governance affairs. There is one full time office administrator who manages all office functions, and a business manager who is responsible for the trading department. A Fundraising Manager who is responsible for donations and fundraising. The senior medical team who are responsible for managing all medical aspects of the charity's activities, together with their area of responsibility, is as detailed:-

Kate Lennon	-	Chief Executive
Dr. M.C. McGowan	-	Consultant in Palliative Care

**FINANCIAL REVIEW**

We all know we face difficult times financially, and St Vincent's is not immune from this. Last year we made significant improvements in reducing our operating deficit. Now in our fourth year with a small surplus, we are very determined to continue to improve our finances, with the help of all of you and this will enable us to offer our caring and compassionate service to many more people in Renfrewshire.

We wish to acknowledge the commitment and generosity of the people of Renfrewshire towards St Vincent's. It is this partnership, with the people we serve, that allows us to deliver the service which we know you value greatly.

The nine St Vincent's shops continue to thrive and we have seen an increased contribution to our funds from them.

We are pleased to report, once more, that Charitable Trusts have viewed what we do, and how we do it, very positively and have contributed significantly to the funds that allow us to serve our community and improve our facilities. This year we received £242,341.00 of which £117,361 was restricted.

**RESTRICTED FUNDING**

The Hospice receives funding from a variety of sources which is provided under specific requirements related to its expenditure, whether capital or revenue. When such funding has been received in advance of the related expenditure, the resulting reserves are categorised as Restricted Reserves.

During the year 2015/2016 £117,361 was received and expensed towards the cost of improvements within the hospice building. Specifically, this included replacement of all eight en-suite bathrooms in the inpatient unit, our community garden and equipment to support rehabilitation of patients prior to discharge home.

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

We sincerely wish to say thank you.

NHS Greater Glasgow and Clyde continue to be the largest single source of income, with a contribution of £1,149,001. We acknowledge their help both financially and also in the many other ways they support the Hospice.

Our operating surplus this year was £19,880 which is an increase over the surplus last year of £19,489.

## **STRATEGIC PLAN**

### **ACHIEVEMENTS AND PERFORMANCE**

During the year ended March, 2016, staff and volunteers continued to work hard in these challenging economic times to raise income to fund the provision of care. We are pleased that the achievement and performance of the hospice are set out below and demonstrate our progress against our five year Strategic Plan - "Care is where the Heart is ... Our Future Plans 2014-2019".

### **COMMUNITY GARDEN**

As part of our five year strategy to further develop relationships with local communities, we developed our community garden in the grounds of the hospice and opened in June, 2015. Our plans were informed by research highlighting the many therapeutic benefits from a garden for those affected by loss, change, death and dying.

The garden is designed to work on many levels and over the next five years we hope to see it provide an accessible welcoming tranquil place that brings patients, families, staff, volunteers and the local community together.

- Social space for group activities
- Space for relaxation and enjoyment
- Peaceful privacy for solitude and reminiscence
- A dementia friendly environment
- Multi-sensory stimulation with colour, smells and sounds, flowing water and wildlife

This wonderful space has helped our Hospice to enhance and extend our care. As it evolves and develops as a community garden, we look forward to the garden providing many more opportunities for involvement with local people.

### **VOLUNTEER STRATEGY**

This year we developed our first Volunteer Strategy in line with our 5 Year Strategic Plan.

A key commitment of our volunteering strategy is to develop our communication with volunteers across the organisation. Volunteers play a crucial role in hospice care. It is doubtful whether our hospice could continue to operate without them. In particular volunteers help by:-

- Improving patient experience
- Building closer relationships between services and communities
- Tackling health inequalities by promoting health in hard to reach groups
- Supporting integrated care

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

We are reviewing what volunteers we have and what they do day to day and how we record this information for reporting purposes. We have started a program of volunteer meetings in the communities nearest to where our volunteers live and work to allow them ease of access to volunteer management support increased engagement and communication with volunteers which leads to happier volunteers, increased productivity and less attrition.

These meetings will also enable us to baseline all volunteer activity, review any training requirements and develop a skills database for future use. We are hoping to utilise our existing electronic systems to record, monitor and report on all volunteer activity and the positive impacts this has for the organisation.

We continue to grow our interactions with local volunteer organisations and our partners in other hospices to find more successful recruitment channels and develop a clear structured program for younger volunteers to allow them the opportunity to volunteer as part accreditation for their Saltire and Duke of Edinburgh awards.

**CHILDREN AND YOUNG PEOPLE'S SERVICE**

**BUTTERFLY SERVICE**

Hospices are best known for the care and support they provide to people with cancer and other life limiting illnesses. Perhaps less well known are the services we provide to children and young people who are facing challenging times in their lives due to the loss of someone they love.

A number of years ago three hospices in NHS Greater Glasgow and Clyde area, St. Vincent's, Prince and Princess of Wales and Ardgowan noted a lack of bereavement services for children across their areas and applied for Big Lottery Funding to develop the Butterfly project.

Over the five years of funding, the project delivered care to hundreds of children from 2 - 18 years of age, support and counselling to parents and carers, and training and bereavement awareness sessions to other professionals, including primary and secondary school teachers. Despite lottery funding coming to an end in early 2015 - at a time where we were seeing a continuous and growing demand for the service - the Board of Directors of St. Vincent's committed to supporting the fund raising efforts necessary to continue this work to support children and young people across the communities of Renfrewshire.

In September, 2015 we held an event to raise local awareness of the service now known as "Courageous Clubs" 2 - 10 year olds and "Lion Hearts" 11 - 18 year olds. The event held at Ingilston Country Club was attended by local businesses and supporters throughout Renfrewshire.

Another development in our Children and Young Peoples Bereavement Services which has taken place this year was that of our Butterfly Bereavement App which has been co-produced with our young service users. The App includes helpful information on bereavement, health and other services, along with practical advice on coping mechanisms and how to remember a special person.

Mobile technology has become an important tool for engaging with young people, often replacing traditional one-to-one services. While we certainly plan to continue offering individual and group support to bereaved young people, we hope that the launch of our Butterfly App will help our service become better tailored to their needs. We trust that the App will also serve as a legacy of our project and support many more young people across the UK.



**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

Some quotes from the children themselves:-

A 4 year old who lost his mum said:-  
*"You make me feel happy, my mum is in heaven"*

A 9 year old girl said:-  
*"I loved my grandpa very much. He helped me with lots of stuff and now I'm lost without him. Sandra helped me, she calmed me down. I used to be crying every night and now I don't cry any more"*

A 15 year old girl whose mum was dying said:-  
*"I just can't believe someone wants to help us. We haven't been asked "how are you" in a long time"*

It is a huge privilege for us and all our staff to be involved with these children and young people at this time. In order to continue this like everything else, we remain committed to raising the much needed funding through our shops and fundraising efforts.

#### **LEADERSHIP AND MANAGEMENT PROGRAMME**

##### **GIFT OF KNOWLEDGE OF HOSPICE'S MANAGEMENT TEAM**

In December 2015, the management team at St. Vincent's Hospice in Renfrewshire celebrated completion of a six month leadership programme after being given the chance to learn from some of the country's top businesses, including Chivas Brothers, Q Hotels, Cameron House Lodges and Scottish Enterprise, as part of a leadership training programme which was generously provided to the hospice by Stirling based consultancy, The Leadership Factory.

It is believed to be the first mentoring scheme of its kind to a hospice in Scotland.

Over six months, our St. Vincent's Hospice management team benefited from over 600 hours of time and expertise from a total of 28 consultants and business mentors, providing a mix of workshops, coaching and mentoring.

While many businesses help to fundraise for charities by scaling Ben Nevis or abseiling down buildings, this is believed to be the first time a Scottish hospice has been gifted a development support programme for its management team with the opportunity to gain invaluable commercial skills from top industry professionals

#### **Staff quotes:**

CEO: - "We feel very fortunate to be the recipients of such a unique gift. We have learned so much about ourselves and our business and the way in which we can work together more effectively for the benefit of the hospice and all those other lives touched by the care services we deliver".

Family support service manager, who was mentored by Joe Arclero, sourcing director of Chivas Brothers - Pernod Ricard, said: - "Meeting Joe from Chivas Brothers has been a real benefit of the work we've been doing with The Leadership Factory.

"His mentoring offered me the opportunity to move out of my comfort zone in public health and into the world of manufacturing".

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

"Startlingly, we found we had commonalities in risk management, planning, testing and even how we influenced change in senior teams.

"The most valuable aspect I took from the experience was being given the time to explore the strengths and limitations of ideas with a willing listener and successful leader.

"Joe's objective feedback gave me the confidence to make changes, trust my skills and drive forward with the actions required."

Director of Care at St. Vincent's Hospice, who was mentored by Katrina Pazcazio, operations manager for Q Lodges at Cameron House, said "Having Katrina as a mentor has been an invaluable experience".

"She has been supportive, encouraging and enthusiastically embraced the mentorship role. It has been really interesting thinking about leading and managing diverse teams, as Katrina and I both do, and getting a perspective that is different from healthcare".

"Although our areas of work are different - palliative care and hospitality - it is clear that we are focused on individualised patient or customer care and satisfaction. I would like to thank Katrina for her input to this leadership training opportunity we have had, and to Q Lodges for supporting Katrina's involvement".

Community Nurse Specialist Manager for St. Vincent's Hospice, who was mentored by Stuart Robertson of Scottish Enterprise said: "Stuart's dedicated time for me as a business coach has proven to be absolutely invaluable".

"We come from very different work environments, however, many of the challenges that we face are similar. He has provided me with sound advice, suggested business models and reading to use along with The Leadership Factory Workshops which have dovetailed very well".

"His skilled expertise in managing people and difficulties that arise, have moved me from thinking of these as not challenges but opportunities. This is giving me the confidence to grow in this particular area. I cannot thank Scottish Enterprise and Stuart Robertson enough for this fantastic opportunity."

**OTHER ACHIEVEMENTS IN 2015/2016 INCLUDED:**

- We developed a Hospice Community Voice Trust to support our participation work.
- We conducted a skills audit of our Board of Trustees and recruited three new Trustees.
- We recruited a Trust Fundraising post.
- We completed a review of our Day Hospice services and prepared a programme of practical skills training for family and carers in the community.
- We seconded a nurse from the hospice in patient unit to work with the Community Nurse Specialist Team.
- We replaced all eight bathrooms within the inpatient unit.
- We received Trust funding to replace our Laundry facilities.

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**OBJECTIVES AND ACTIVITIES**

The objective of the charity is to provide specialist palliative care for the terminally ill throughout the Renfrewshire locality. This is achieved by the provision of an eight bedded unit, the operation of a day hospice service which can accommodate up to 10 patients per day and by a specialist palliative community nursing team providing support in the community

**RISK REVIEW**

The directors have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate these risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and policies and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are subject to scheduled review to ensure that they meet the needs of the charity.

**FUNDS HELD AS CUSTODIANS**

None of the directors hold any funds as custodians for the charity.

**EXECUTIVE MANAGEMENT**

The day-to-day running of St Vincent's and the exercise of executive responsibilities are carried out by the Chief Executive and Senior Managers.

**CORE VALUE, VISION AND PURPOSE OF ST VINCENT'S**

St. Vincent's Hospice is a charitable organisation at the heart of the community, offering specialist care and services to all those affected by life limiting illness.

The Hospice values are:-

- Caring
- Compassion
- Commitment
- Sensitivity
- Respect
- Dignity

St. Vincent's key values guide how we work, the decisions we make, the way that we treat people.

These values will be embedded through our ways of working to aim for excellence in all we do.

In realising these values we enable those who work in the Hospice to share our vision and to feel that they themselves are valued.

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**CARE SERVICES**

St. Vincent's Hospice continues to provide specialist care to meet the needs of people and their families across the Renfrewshire area. In line with our strategy and our plans for the future, we will be carrying out a review of all our clinical services to ensure that these needs will continue to be met.

Within this past year we received 207 new referrals.

The Inpatient Unit has provided care to 116 patients. Bed occupancy was 83.98% with an average length of stay of 19 days.

Community Nurse Specialists visited over two hundred patients at home.

In addition, we continue to develop and grow our bereavement services to adults and young people in the last year supporting 230 people of whom 45 were children and young people.

This year we completed our review of the Day Hospice services which took into consideration the greater complexity of care needs as a consequence of an aging population, an increase in the number of people with a dementia diagnosis, the continuing widening of access to palliative care for people with conditions other than cancer and our commitment to supporting families and carers.

Our day services staff planned and developed a pilot model of enablement - that is, recognising with people the losses caused to the normality of their daily lives through their illness, and supporting them in their capacity to have control over their health and life.

**EXCELLENCE IN CARE SERVICES**

Our latest Healthcare Improvement Scotland (HIS) inspection took place in September, 2015. This unannounced inspection involved a team of three inspectors spending two days at St. Vincent's Hospice covering all clinical areas, speaking with staff, patients, families and volunteers. We received a very good report which stated:-

*"St Vincent's Hospice has developed an excellent staff culture that reflects the values of the service, and it involves patients and families in all aspects of developing the service".*

**STRATEGIC RELATIONSHIPS**

Developing relationships in the palliative care sector throughout Scotland and the UK continues to be a key strategic area for St. Vincent's. During 2015-16, various senior managers were involved in a number of organisations in the following roles:

- Member of the National Advisory Group for 'Palliative and End of Life Care.
- Member of NHS Greater Glasgow & Clyde Managed Clinical Network Palliative Care
- Member of Regional Group Scottish Partnership for Palliative Care
- Representative of all adult Hospice Chief Executives on the National Implementation Advisory Group 2016.

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**SUPPORTING CARE SERVICES**

Various teams in St Vincent's support the provision of care services: fundraising, marketing, communications, voluntary services, finance, property management, and IT.

*Fundraising and communications*

St. Vincent's requires to raise over one million pounds every year. This is achieved through various fundraising activities in the community, involving individuals and companies, and also through trusts and legacies. This year we appointed a new Trust Fundraiser to the team. We are already seeing enormous benefits from this post and an increase of 109% on Trust income. In addition, St. Vincent's trading (our shops) enjoyed a successful year. The nine shops raised over £330,000. Their combined efforts provide us with the vital income to support us in our ability to care for all in need.

Throughout all of this, the volunteer team remains vital to the success of fundraising, in our shops and in our Hospice. There are over 270 volunteers in St. Vincent's undertaking a variety of roles. They gave hundreds of hours at events, in our shops and the Barn Tearoom, and within the Hospice itself.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each financial period which give a true and fair view of the state of the affairs of the company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial period. In preparing those financial statements, the directors are required to:-

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

The directors are responsible for maintaining 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, 2006. 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.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the directors are aware, there is no relevant information (as defined by Section 418 of the Companies Act, 2006) of which the charitable company's auditors are unaware, and each director has taken all the steps that they ought to have taken as a director in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**ST. VINCENT'S HOSPICE LIMITED**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**(INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**AUDITORS**

The auditors, Milne Craig will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD**

  
Eunice E. Muir - Director

6th September, 2016.

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF**  
**ST. VINCENT'S HOSPICE LIMITED**

We have audited the financial statements of St. Vincent's Hospice Limited for the year ended 31st March, 2016 on pages 15 to 25. The financial reporting framework that has been applied in their preparation is applicable law and 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, and to the charitable company's committee, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the charitable company's committee those matters we are required to state to them in an auditors' 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 and committee, 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 Statement of Directors Responsibilities, the committee (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.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act, 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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 charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the committee and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Committee 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**

In our opinion:-

- the financial statements give a true and fair view of the state of the group and charity's affairs as at 31st March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act, 2006, the Charities and Trustee Investment (Scotland) Act, 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations, 2006;

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

In our opinion the information given in the Committee's report for the financial year for which the statements are prepared is consistent with the financial statements.

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
ST. VINCENT'S HOSPICE 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 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:-

- the charitable company has not kept proper and adequate accounting records 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 committees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

*Milne Craig*

Shona Malcolm, BAcc, CA, Senior Statutory Auditor,  
For and on behalf of Milne Craig  
Chartered Accountants  
Statutory Auditor  
Abercorn House  
79 Renfrew Road  
PAISLEY  
PA3 4DA

6th September, 2016

Milne Craig is eligible to act as an auditor in terms of Section 1212 of the Companies Act, 2006;



**ST. VINCENT'S HOSPICE LIMITED**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

	Notes	Unrestricted funds £	Restricted funds £	Designated funds £	2016 £	2015 £
<b>INCOMING RESOURCES FROM GENERATED FUNDS</b>						
Activities for generating funds:-						
Fundraising activities	2	726,032	-	-	726,032	788,148
Interest receivable and other income	3	21,969	-	-	21,969	17,503
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>						
Donations, legacies and similar income	4	1,479,904	-	-	1,479,904	1,343,620
Total Incoming Resources		2,227,905	-	-	2,227,905	2,149,271
		=====	=====	=====	=====	=====
<b>RESOURCES EXPENDED</b>						
<b>Cost of generating funds:</b>						
Fundraising activities		157,095	-	-	157,095	197,023
<b>Charitable expenditure:</b>						
Charitable activities	5	2,011,557	-	12,373	2,023,930	1,909,429
Governance costs	6	27,000	-	-	27,000	23,330
Total resources expended		2,195,652	-	12,373	2,208,025	2,129,782
		=====	=====	=====	=====	=====
<b>NET INCOMING (OUTGOING) RESOURCES FOR YEAR</b>						
		32,253	-	( 12,373)	19,880	19,489
Total funds at 1st April, 2015		327,797	40,795	533,192	901,784	882,295
Total funds at 31st March, 2016		360,050	40,795	520,819	921,664	901,784
		=====	=====	=====	=====	=====

The results reported on a historical cost basis are not materially different.

**Continuing Operations**

None of the charitable company's activities were acquired or discontinued during the year.

The notes form part of these financial statements.

**ST. VINCENT'S HOSPICE LIMITED**  
**CONSOLIDATED AND CHARITY BALANCE SHEETS**  
**AS AT 31ST MARCH, 2016**

	Notes	Group 2016 £	Group 2015 £	Charity 2016 £	Charity 2015 £
<b>FIXED ASSETS</b>					
Tangible assets	11	1,092,741	1,103,537	1,063,810	1,072,705
<b>CURRENT ASSETS</b>					
Stock		8,352	8,352	6,672	6,672
Debtors	12	103,692	79,530	191,607	112,113
Cash at bank and in hand		533,561	452,623	462,549	429,281
		645,605	540,505	660,828	548,066
<b>CREDITORS</b>					
Amounts falling due within one year	13	816,682	742,258	807,369	723,382
<b>NET CURRENT LIABILITIES</b>		(171,077)	(201,753)	(146,541)	(175,316)
<b>NET ASSETS</b>		921,664	901,784	917,269	897,389
<b>FUNDS:</b>					
Designated funds	15	520,819	533,192	520,819	533,192
Unrestricted funds	15	360,050	327,797	355,655	323,402
Restricted funds	15	40,795	40,795	40,795	40,795
		921,664	901,784	917,269	897,389

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act, 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January, 2015).

**ON BEHALF OF THE BOARD**

  
 Eunice E. Muir - Director

6th September, 2016

The notes form part of these financial statements

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention modified by the revaluation of freehold properties. The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP revised 2015), applicable accounting standards and the Companies Act, 2006.

The principal accounting policies adopted in the preparation of the financial statements are as detailed in the remainder of these notes.

**Group financial statements**

These financial statements consolidate the results of the charity and its wholly owned subsidiary, SVH Trading Limited on a line by line basis. A separate Statement of Financial Activities for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act, 2006.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

**Incoming resources**

**Fundraising**

Fundraising income represents gross income collected from all fundraising events.

**Health Board funding**

This is credited to income in the period to which it relates.

**Donated Assets**

Assets donated to the Hospice are treated as restricted funds against which depreciation will be charged.

**Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, exclusive of any VAT which can now be recovered.

Costs of generating funds comprise the costs of trading for fundraising purposes including expenditure incurred in running all fundraising events.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Freehold property	-	2% on cost
Improvements to property	-	2% on cost
Equipment	-	15% on reducing balance
Fixtures and fittings	-	15% on reducing balance
Motor vehicles	-	25% on reducing balance

**Stocks**

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. Cost is arrived at by valuing items on a first in, first out basis.

**Property rental and operating leases**

Rentals payable are charged to the income and expenditure account on a straight line basis over the lease term.

**Capital Grants**

Grants of a capital nature are credited to restricted funds against which the relevant expenditure or depreciation is charged, depending on the purpose of the grant and type of expenditure.

**Pensions**

The company contributes to an unfunded benefit scheme that covers NHS employers, general practices and other bodies. Contributions payable for the year are charged to the income and expenditure account.

**Fund accounting**

Funds held by the charity are either:-

- Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the directors.
- Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**Fund accounting (continued)**

- Designated funds - this represents income net of expenses relating to the hospice extension which the directors have reclassified from restricted funds. There will be an annual transfer to the unrestricted fund representing an amount based on the depreciation rate.

**2. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted £	Restricted £	2016 £	2015 £
Shops and tearoom	412,540	-	412,540	387,536
Lottery	57,145	-	57,145	45,940
Golf tournament	7,060	-	7,060	4,850
Annual Ball	-	-	-	26,368
Can collections	25,636	-	25,636	25,171
Fundraising income from raffles	11,812	-	11,812	14,341
Light up a light	12,899	-	12,899	12,548
Door to door collections	183	-	183	3,321
Ladies lunch	23,781	-	23,781	22,375
Other fundraising activities	174,976	-	174,976	245,698
	-----	-----	-----	-----
	726,032	-	726,032	788,148
	=====	=====	=====	=====

**3. INTEREST RECEIVABLE AND OTHER INCOME**

	2016 £	2015 £
Health Board - Benefit in kind	16,787	16,503
Training income	5,182	1,000
	-----	-----
	21,969	17,503
	=====	=====

**4. DONATIONS, LEGACIES AND SIMILAR INCOME**

	Unrestricted £	Restricted £	2016 £	2015 £
Legacies	28,242	-	28,242	38,897
Other donations	319,448	-	319,448	197,485
Greater Glasgow & Clyde Health Board	1,132,214	-	1,132,214	1,107,238
	-----	-----	-----	-----
	1,479,904	-	1,479,904	1,343,620
	=====	=====	=====	=====

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**5. CHARITABLE ACTIVITIES**

	Basis of allocation	Activities undertaken directly £	Support costs £	General admin costs £	Total 2016 £	Total 2015 £
Salaries and Social Security	Actual	1,661,813	-	-	1,661,813	1,565,263
Staff pensions	Actual	39,431	-	-	39,431	34,234
Provisions	Actual	11,184	-	-	11,184	16,892
Medical costs	Actual	34,609	-	-	34,609	31,638
Laundry and cleaning	Actual	6,665	-	-	6,665	6,953
Other care expenses	Actual	28,671	-	-	28,671	27,709
Hospice maintenance	Floor space	68,664	-	-	68,664	65,324
Hospice administration	Actual	53,984	-	-	53,984	51,143
Administration costs	Actual	118,909	-	-	118,909	110,273
		-----	-----	-----	-----	-----
		2,023,930	-	-	2,023,930	1,909,429
		=====	=====	=====	=====	=====

**6. GOVERNANCE COSTS**

Salaries and Social Security	Actual	-	15,000	-	15,000	14,551
Audit	Actual	-	-	10,000	10,000	7,000
Staff pension	Actual	-	2,000	-	2,000	1,779
		-----	-----	-----	-----	-----
		-	17,000	10,000	27,000	23,330
		=====	=====	=====	=====	=====

During the year the directors carried out a review of the allocation of Governance costs which has resulted in a change of allocation and restatement of the prior year. The amended basis more accurately reflects the actual use of the resources.

**7. NET OUTGOING RESOURCES FOR THE YEAR**

	2016 £	2015 £
This is stated after charging:-		
Depreciation	49,029	44,934
Auditor's remuneration	10,000	7,000
Pension costs	41,431	36,013
	=====	=====

**8. STAFF COSTS**

Staff costs comprise:		
Wages and salaries	1,566,175	1,472,460
Social security costs	110,638	107,354
Pension costs	41,431	36,013
	-----	-----
	1,718,244	1,615,827
	=====	=====

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**8. STAFF COSTS (continued)**

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

	Number
Nursing / clinical staff	51
Support staff	19
Administration staff	23
	-----
	93
	===

None of the directors have received any expenses from the company.

Analysis of staff earning more than £60,000

<u>Number of staff</u>	<u>Salary between</u>
2	£80,000 - £90,000

**9. TAXATION**

As a charity, St. Vincent's Hospice Limited is exempt from tax on income and gains falling within Section 505 of the Taxes Act, 1998 or Section 256 of the Taxation of Chargeable Gains Act, 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**10. SUBSIDIARY UNDERTAKING RESULTS**

The undernoted company, incorporated in Scotland and limited by guarantee, is considered by the directors to be a subsidiary undertaking of the charity.

The charity exercises a dominant influence over the subsidiary undertaking, and the directors of the charity are the only directors and members of the subsidiary. Any profits made by the subsidiary are paid to the charity by gift aid.

<u>Name</u>	<u>Nature of business</u>
SVH Trading Limited	Fundraising on behalf of the company

A summary of the audited trading results is shown below:-

	31.3.16 £	31.3.15 £
Turnover	469,684	464,824
Cost of sales	( 13,698)	(25,397)
	-----	-----
Gross profit	455,986	439,427
Administration	( 93,626)	(100,525)
Amount gifted to the charity	(362,360)	(338,902)
	-----	-----
Net profit retained in subsidiary	-	-
	=====	=====

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**10. SUBSIDIARY UNDERTAKING RESULTS (continued)**

The assets and liabilities of the subsidiary were:-

	2016 £	2015 £
Fixed assets	28,934	30,832
Current assets	87,611	35,709
	-----	-----
	116,545	66,541
Creditors: amounts falling due within one year	112,150	62,146
	-----	-----
Total net assets	4,395 =====	4,395 =====

**11. TANGIBLE FIXED ASSETS****Group**

	Freehold property £	Improvements to property £	Equipment £	Fixtures & fittings £	Motor vehicles £	Total £
<b>COST/VALUATION</b>						
At 1st April, 2015	660,229	761,308	183,595	201,127	20,350	1,826,609
Additions	-	-	2,225	11,199	26,045	39,469
Disposals	-	-	-	-	(13,850)	( 13,850)
	-----	-----	-----	-----	-----	-----
At 31st March, 2016	660,229	761,308	185,820	212,326	32,545	1,852,228
	-----	-----	-----	-----	-----	-----
<b>DEPRECIATION</b>						
At 1st April, 2015	194,220	222,522	153,263	134,145	18,922	723,072
Charge for year	13,204	15,226	7,073	11,304	2,222	49,029
Eliminated on disposal	-	-	-	-	(12,614)	( 12,614)
	-----	-----	-----	-----	-----	-----
At 31st March, 2016	207,424	237,748	160,336	145,449	8,530	759,487
	-----	-----	-----	-----	-----	-----
<b>NET BOOK VALUE</b>						
At 31st March, 2016	452,805 =====	523,560 =====	25,484 =====	66,877 =====	24,015 =====	1,092,741 =====
At 31st March, 2015	466,009 =====	538,786 =====	30,332 =====	66,982 =====	1,428 =====	1,103,537 =====



**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**11. TANGIBLE FIXED ASSETS (continued)**

Company	Freehold property £	Improvements to property £	Equipment £	Fixtures & fittings £	Motor vehicles £	Total £
<b>COST/VALUATION</b>						
At 1st April, 2015	660,229	761,308	171,906	149,250	13,850	1,756,543
Additions	-	-	2,225	8,065	26,045	36,335
Disposals	-	-	-	-	( 13,850)	( 13,850)
At 31st March, 2016	660,229	761,308	174,131	157,315	26,045	1,779,028
<b>DEPRECIATION</b>						
At 1st April, 2015	194,220	222,522	142,823	111,668	12,605	683,838
Charge for year	13,204	15,226	6,877	6,510	2,177	43,994
Eliminated on disposals	-	-	-	-	( 12,614)	( 12,614)
At 31st March, 2016	207,424	237,748	149,700	118,178	2,168	715,218
<b>NET BOOK VALUE</b>						
At 31st March, 2016	452,805	523,560	24,431	39,137	23,877	1,063,810
At 31st March, 2015	466,009	538,786	29,083	37,582	1,245	1,072,705

If land and buildings had not been revalued they would have been included at the following historic cost:

	2016 £	2015 £
Cost	1,049,869	1,049,869
Aggregate depreciation	363,407	328,848
Net Book Value	686,462	721,021

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Group 2016 £	Group 2015 £	Charity 2016 £	Charity 2015 £
Debtors	2,073	11,963	220	11,172
Prepayments	93,180	67,227	80,115	57,670
Due by subsidiary	-	-	102,667	43,271
Value added tax	8,439	340	8,605	-
	103,692	79,530	191,607	112,113

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Group 2016 £	Group 2015 £	Charity 2016 £	Charity 2015 £
Trade creditors	420,282	61,084	414,969	45,208
Accruals and deferred income	396,400	681,174	392,400	678,174
	-----	-----	-----	-----
	816,682	742,258	807,369	723,382
	=====	=====	=====	=====

**14. FUNDS OF THE CHARITY**

The Unrestricted Funds are to be used to meet the objectives of the company in the holistic care of the terminally ill at St Vincent's Hospice, Midton Road, Howwood.

The Restricted Fund has to be used towards the costs of the Garden Centre, Relaxation Room and Sensory Garden and extension of St Vincent's Hospice.

An analysis of the movement in the restricted funds is given below:-

	Garden Centre £	Relaxation Room and Sensory Garden £	Total £
Balance at 1st April, 2015	30,956	9,839	40,795
Incoming resources for year	-	-	-
Expenses in year including depreciation	-	-	-
	-----	-----	-----
Balance at 31st March, 2016	30,956	9,839	40,795
	=====	=====	=====

An analysis of the movement in the designated fund is given below:-

	Hospice extension £
Balance at 1st April, 2015	533,192
Expenses in year including depreciation	( 12,373)
	-----
Balance at 31st March, 2016	520,819
	=====

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Group	Unrestricted funds £	Restricted funds £	Designated funds £	Total 2016 £	Total 2015 £
Fixed assets	531,127	40,795	520,819	1,092,741	1,103,537
Current assets	645,605	-	-	645,605	540,505
Creditors < one year	(816,682)	-	-	( 816,682)	( 742,258)
	-----	-----	-----	-----	-----
	360,050	40,795	520,819	921,664	901,784
	=====	=====	=====	=====	=====

**ST. VINCENT'S HOSPICE LIMITED**  
**NOTES ON FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH, 2016**

**16. PENSION COSTS**

The company contributes to an unfunded benefit scheme, the NHS Pension Scheme (NHSPS). That scheme covers NHS employers, General Practices and other bodies. Consequently, it is not possible for St. Vincent's Hospice Limited to identify its share of the underlying scheme. The NHSPS has no assets for the purposes of calculations required by Financial Reporting Standard 17 on Retirement Benefits, although it is notionally funded. A full actuarial valuation was undertaken in March 1999 and details can be found on the separate statement of the NHSPS.

Total contributions paid by the company during the year ended 31st March, 2016 amounted to £41,431 (2015 - £ 36,013).

Contributions amounting to £nil were outstanding at 31st March, 2016 (2015 - £Nil).