



SALISBURY HOSPICECARE TRUST LIMITED
(A Company Limited By Guarantee)

Report of the Trustees and Financial Statements

for the year ended 31 March 2017

Company no. 06525170

Charity no. 1123314

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SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)
Report of the Trustees

For the year ended 31 March 2017

The Trustees (who are also Directors of Salisbury Hospicecare Trust Limited for the purpose of company law) are responsible for preparing the Directors' Annual Report and the Financial Statements for the year ended 31 March 2017 which are prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The legal and administrative information stated below forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - (FRS 102 effective January 2015).

Reference and Administrative Information

Registered Office and Operational Address Salisbury Hospice, Odstock Road, Salisbury SP2 8BJ
Website www.salisburyhospicecharity.org.uk

Trustees

Ceri Hurford - Jones (Chair)
Victoria Bracey (Vice Chair) (Appointed 15 September 2016)
Ian Downie
Andy Hall
Denise Major (Appointed 15 September 2016)
Mark Merrill (Appointed 15 September 2016)
David Pardoe
Nicola Spicer (Appointed 23 February 2017)
Stella Sykes
Christopher Glaysher (Resigned 15 September 2016)
Richard Hilliard (Resigned 23 February 2017)
Colette Martindale (Resigned 15 September 2016)
Robert Newman (Resigned 15 September 2016)

Investment Managers Cazenove Capital Management, 12 Moorgate, London EC2R 6DA

Bankers National Westminster Bank Plc, 48 Blue Boar Row, Salisbury SP1 1DF

Auditors Fawcetts Chartered Accountants, Windover House, St Ann Street,
Salisbury SP1 2DR

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)
Report of the Trustees

For the year ended 31 March 2017

Letter from the Chairman - Ceri Hurford-Jones

There can barely have been anyone left unaffected by events in the news over the past 12 months; we seem to have had a year of national and international loss, violence and tragedy announced almost weekly in the news. Feeling helpless in the face of loss is perhaps a universal response, but there is always something that each of us can do to alleviate human suffering. To those who have continued during these times to support Salisbury Hospice Charity, my fellow trustees and I remain deeply grateful. Your tireless efforts and selfless generosity will never cease to make a vital difference to families who are suffering on our own doorsteps. Every offer of support, every penny donated really does count.

We are incredibly proud of our dedicated and ever-growing team of palliative care nurses and support staff who continue to deliver our new Hospice at Home service. They have enabled dozens of patients over the past 12 months to receive end of life care in their own homes – offering them and their families choice and comfort without compromising on the level of specialist care available. This service has also meant that vital beds in the Hospice have been freed up, enabling the Hospice service to care for more patients that need our care than ever.

The Trustees' report includes an account, written by Paula Flower, Salisbury Hospice Charity's Head of Fundraising, of her team's activities and achievements this year. On behalf of my fellow Trustees, I would like to express our thanks to all our fundraising team and support staff – their drive, vision and commitment has seen the Charity's fundraising go from strength to strength with new events and initiatives being launched all the time.

The Charity's Trustees are constantly reviewing how best to allocate the funds which are so generously donated to us in support of Salisbury Hospice; we must ensure that we are achieving the best return on investment at all times. Occasionally some projects are deemed as no longer viable and it is extremely important to be responsive to an ever-changing financial climate. With this in mind, the Trustees have taken the decision to close the charity shop in Salisbury City Centre. A declining retail charity market has made any financial gains from the shop over the past 18 months or so increasingly marginal, and the trustees believe the operational costs would be better invested in other areas of fundraising. We are extremely grateful to all the shop staff and volunteers who have worked there since it was first launched.

Yet again, legacies have proved to be a vital source of income for the Charity this year; they have enabled us to fund the running of the Hospice service in a way which would have been quite impossible without them. I would urge everyone to consider this as a way of helping us to ensure that Salisbury Hospice will be here not only for ourselves but also for our children, and our children's children.

I cannot end this report without offering my warmest thanks to all our wonderful volunteers who give their time and expertise so generously – without them the daily operation of the Hospice service would be impossible.

Whether you support us with your time, your energy, your skills or your financial donations you all make a difference; human suffering is alleviated and the world is a better place for your generosity. Thank you for helping us to help others when they most need it.



Ceri Hurford-Jones
Chairman, Salisbury Hospice Charity

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)
Report of the Trustees

For the year ended 31 March 2017

Structure, Governance and Management

Salisbury Hospicecare Trust Ltd is a company limited by guarantee. It was incorporated on 5 March 2008 and registered as a charity on 25 March 2008.

The charity is governed by a board of trustees (who are also the directors of the company). The trustees come from a range of backgrounds and they regularly review the skills within the board and consider both succession planning and existing skill needs.

The trustees govern the organisation in accordance with the powers set out in the memorandum of association of the company.

The trustees meet formally at least four times a year. The trustees also operate through a number of sub-committees, currently a Finance and Investment Committee and a Shop Committee.

The Finance and Investment Committee meets quarterly before the main trustee meeting and considers all financial matters and reviews regular reports on the charity finances and its investments.

The Shop Committee oversees the running of the organisation's own charity shop and its joint retail venture arrangement with another charitable hospice.

The Trustees delegate the day to day running of the charity to a staff of ten, eight fundraising staff and two finance and administrative staff.

Aims and Objectives

The aims and objectives of the charity, as set out in its memorandum of association, are to promote the relief of suffering by:

- Establishing, maintaining and providing hospicecare and homecare services for those who are suffering from any chronic or terminal illness, disability or disease and providing medical or other treatment and attention for any such persons
- Conducting, promoting and encouraging research into the care and treatment of those suffering from any illness, disability, disease or infirmity and particularly into the care and treatment of those suffering from cancer or terminal illness
- Providing bereavement counselling services for adults and children
- Providing, assisting or encouraging the provision of spiritual help and guidance for both those suffering from such illness or infirmity and also for their families and carers

The charity does this by:

- Providing significant financial support for Salisbury Hospice which is staffed by the Palliative Care Service of Salisbury NHS Foundation Trust
- Providing the entire funding for a Hospice at Home service
- Providing additional essential services for those effected by life limiting illness and bereavement

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For the year ended 31 March 2017

- Providing an education service for those staff and volunteers providing these services in Salisbury and elsewhere

Further details of all these specialist palliative care services are set out below.

Salisbury Hospice provides an integrated and comprehensive service for patients with advanced, progressive, life-limiting illnesses, and also for their families and carers. In 2016/17 over 1,000 people were supported by the clinical team based at Salisbury Hospice.

Inpatient care

There are 10 inpatient beds. Patients are admitted from both the community and the hospital, with reasons for admission including symptom control, rehabilitation, special assessment, and end of life care. In 2016/17 there were a total of 260 admissions to the inpatient unit.

Community

Members of the hospice multidisciplinary team work in the community in partnership with GPs and district nurses to support patients and families at home. This includes clinical nurse specialists, doctors, therapy staff, and social workers supported by admin staff and volunteers. Demand for this part of our service is increasing. In 2016/17 509 patients were supported by the hospice team in the community.

Hospital

Input from members of the Specialist Palliative Care team provides support to patients, families and staff of the acute wards in Salisbury NHS Foundation Trust. This is primarily provided by a small team of nurse specialists and doctors with additional support from other hospice staff. In 2016/17 525 patients were seen by the hospice team in the hospital setting.

Day care

The Peter Gillam Support Centre provides a day care service for patients at the hospice 4 days a week. This provides both social support for patients and a day of respite for carers. In addition there are carers' days once a month which patients and carers can attend together. In 2016/17 61 patients attended day care.

Other therapies

The occupational therapists and physiotherapist work predominantly on the inpatient unit but also in the other branches of the service. In 2016/17 201 patients were supported by the therapy team.

Family support and bereavement

The social workers in the family support team work with both patients and their families. They coordinate the bereavement service, which is delivered by specially trained volunteers as well as other members of the multidisciplinary team. In 2016/17 146 clients received bereavement support services and 174 patients received family support services.

Education

The education service offers a range of learning opportunities for both health professionals and informal carers, including Principles of Palliative Care, GP study days, Communication skills and a Carer skills programme which helps relatives feel more confident looking after someone at home, and staff wellbeing days, to sustain staff working in this emotionally demanding area.

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Hospice at Home

Since April 2016 Salisbury Hospice has offered a Hospice at Home service. This invaluable service has provided high quality care for palliative patients coming to the end of their life who wish to stay in their own home. The service has also act as a 'crisis intervention', preventing any unnecessary admissions to a hospital, hospice or alternative care setting.

Risk Management

The trustees understand that they have a duty to identify the major risks to which the charity is, or might be, exposed. They also have a duty to establish that systems to ensure that exposure to these risks are minimised. The key operational, reputational and financial risks are included in a risk matrix which is reviewed regularly and action is taken to ensure mitigation measures are in place and acted on by all staff.

The key risks identified are:

- The financial demands for maintaining the current level of hospice services exceed current and expected resources
- An incident at a fundraising event creates unfavourable publicity and impact fundraising ability
- Loss of key fundraising staff

Achievements and Performance

The Trustees measure performance against key objectives.

Fundraising results are measured against the budgets set at the beginning of the financial year. They are determined by the Head of Fundraising and agreed by the Trustees. Fundraising performance is measured by monthly management information and reviewed on a quarterly basis by the Finance and Investment Committee. The Trustees monitor performance of the investment portfolio and obtain advice from Cazenove Capital Management.

Fundraising

The restructure of the team continues to work well and has led to a number of key successes during the year.

The Wessex Country Fair attracted over 3,000 supporters raising £29,000. Our 8th Midnight Walk had 400 participants raised a record £50,000 and we added an auction to our Grand Quiz, increasing the funds raised on the evening to £7,130.

Community involvement has been hugely successful this year with many supporters organising events on behalf of the charity. In addition, our Fundraising Groups continue to raise vital funds with the Hatch House Open Garden raising a tremendous £10,966. The Lyn Fitcher's Fabulous Football Day once again raised £5,375 and the Downton Cuckoo Fair £6,265. New for this year was our Christmas tree recycling scheme. We collected 215 trees raising £2,198 - a wonderful community and corporate initiative, which we plan to expand further in 2017/18.

Our Corporate support has also continued to grow with Vita Skin Spa, Strutt & Parker, TSB Salisbury and James Hay all raising funds on our behalf.

With a specific member of the team responsible for trust applications, this year we have had tremendous success. Garfield Weston Foundation, The Childwick Trust, the de Brye Charitable Trust and the Inman Charity Trustees have all generously funded key areas of work. We are grateful to these organisations for their support.

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Report of the Trustees

For the year ended 31 March 2017

In memory fundraising has once again been particularly strong. Our annual Light Up a Life service attracted 300 attendees, raising £13,829. We also held a special launch event for our Celebration Tree. Positioned at the entrance to the hospice, the tree has been a great success with so far 29 leaves added and £5,200 raised.

The weekly Lottery, now in its fourth year, continues to do well. With almost 7,000 players each week it has raised £82,493 this financial year.

Legacy income again performed above expectations and was a major contributor to the funds raised. This year we partnered with Parker Bullen Solicitors and Majestic Publications to produce a Legacy brochure, which clearly explains the importance of legacy giving. We are planning a specific 'Make your Will' campaign alongside local solicitors for early 2018.

Finally, we are delighted to have new signage displayed on the hospital site. Designed by Total Branding, the signs are a fantastic way to promote key events and increase awareness of the charity.

Volunteers

The charity is fortunate to have a dedicated team of over 100 active volunteers, who support it in all areas of its work. They cover a large range of tasks including support in the hospice, transporting patients, bereavement support, home visiting, fundraising, gardening and helping in our charity shop. This amazing support equates to over 380 hours per week saving the hospice over an estimated £160,000 per year. The Hospice User Group has been hugely successful, giving useful feedback and development ideas.

Financial Review

The detail of the financial result for the year are shown in the Statement of Financial Activities on page 14 and in the notes to the financial statements. Expenditure exceeded income in the year by £369,000 mainly because of the decision to fund the Hospice at Home service from the charity's reserves. The overall deficit was reduced by a significant upward revaluation of the investment portfolio: the investments increased by over £300,000 despite withdrawals of £400,000 during the year.

Overall income remained steady at just under £1.6m. An increase in donations of around £112,000 was helped by an increase in funds received from charitable trusts, particularly for the Hospice at Home service. The increase in expenditure reflects both the additional costs of Hospice at Home and a further investment in fundraising staff during the year.

Legacy income also remained at a high level and accounts for over 30% of total income. Although the trustees are pleased with this they are aware that it is unlikely to remain consistently at this level and other areas of fundraising and trading need to be developed.

Reserves Policy

The trustees have a policy of holding an income reserve to protect the charity against future and unforeseen fluctuations in its income and expenditure. The Trustees regularly review the position and have agreed that it should maintain a reserve equivalent to between six and nine months' budgeted running costs of the charity and an amount equivalent to the sum it plans to donate to Salisbury NHS Foundation Trust for the provision of hospice services over twelve months of the year following the latest balance sheet date. The available general reserve at the moment stands at £2,516,528 which amounts to the amount of the planned donation plus around 30 months budgeted running costs.

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Report of the Trustees

For the year ended 31 March 2017

The trustees are aware that the investment being made in fundraising will need time and the use of these reserves to come to fruition. They expect the level of reserves to reduce to the policy level over the next few years.

Investment Policy and Performance

The trustees aim to invest funds not required for immediate use in order to maintain the real value of the charity's assets and the purchasing power of its income for both current and future beneficiaries of its services. The Trustees also wish to minimise the risk of capital and income losses. This is done by employing a professional fund manager, by restricting the range of investment instruments and by requiring its investment portfolio to be diversified. The trustees agreed during the year that its position would be better protected by moving its investments into a common investment fund specifically designed for charities and this is taking place during the summer of 2017. The trustees have agreed benchmark returns and the means of monitoring performance against these with the investment manager.

Remuneration

The trustees receive no remuneration or other benefit from their work with the charity. The pay of our staff is reviewed on an annual basis by the trustees. Pay levels are benchmarked against pay levels of other similar charities. Details of staff costs and numbers are disclosed in note 3 to the financial statements.

How our Activities Deliver Public Benefit

The trustees regularly review the ways in which the activities of the charity enable the charity to achieve its aims and deliver public benefit. All of the available financial and volunteer resources of the charity are used to provide support to those suffering from terminal or life limiting illnesses and their families and carers. This support is provided either directly by the charity or through the palliative care services of Salisbury NHS Foundation Trust which are part funded by the charity.

Plans for the Future

The budget agreed for 2017/18 entails the charity providing funds to meet 47% of the costs of Salisbury Hospice and its integrated services. This will involve drawing on the charity's reserves. In addition the charity has agreed to commit up to £300,000 to fund 100% of the costs of Hospice at Home. It is hoped that external fundraising will allow the commitment to Hospice at Home to extend beyond the current commitment of March 2019.

The range of fundraising activities will continue in 2017/18. A major venture for summer 2017 will be Bubble Rush, a family event which is intended to raise funds and diversify the supporter base and raise awareness of the charity's work.

The charity will also run a new legacy campaign – Make your Will Fortnight – to promote the importance of legacy gifts.

The trustees are also working with fundraising staff to develop and launch a major donor strategy which will include events aimed at engaging both long term financial support and high profile advocates for Salisbury Hospice Charity.

The charity will also continue to develop approaches to trusts and foundations to fund Hospice and Home and other relevant projects.

A decision was made during 2016/17 to close the charity shop and to end the joint venture arrangement with another charity retailer. The shop will finally close in August 2017 once all the appropriate notices have been served. Some of the costs involved in maintaining a charity retail presence will be invested during 2017/18 in other fundraising activities which are expected to provide a better return.

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)
Report of the Trustees

For the year ended 31 March 2017

Trustee Responsibilities

The trustees (who are also the Directors of Salisbury Hospicecare Trust Limited for the purposes of company law) are responsible for preparing the Trustees Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation;

The trustees are responsible for keeping adequate accounting records which 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 and the Charity (Accounts and Reports) regulations 2008. The trustees 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the Company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

This report has been prepared taking advantage of the exemptions available to small companies under the Companies Act 2006.

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)
Report of the Trustees

For the year ended 31 March 2017

AUDITORS

Fawcetts were reappointed as the Charity's auditors during the year and have expressed their willingness to continue in that capacity.

Approved and authorised for issue by the Trustees on 7th September 2017.



Ceri Hurford-Jones
Chairman of Trustees

**Report of the Independent Auditors
To the Members of**

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

We have audited the financial statements of Salisbury Hospicecare Trust Limited for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the statement of Cash Flows and the related notes. The reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 'the Financial Reporting Standards' applicable in the UK and Republic of Ireland.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

As explained more fully in the Trustee's Responsibility Statement on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards as 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 trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 charitable company's affairs at 31 March 2017, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors
To the Members of**

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees 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 and take advantage of the small companies exemption from the requirement to prepare a strategic report.



Simon Ellingham BA FCA DChA (Senior Statutory Auditor)
for and on behalf of Fawcetts
Chartered Accountants & Statutory Auditors
Windover House
St Ann Street
Salisbury
SP1 2DR

Date: September 2017

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)
Statement of Financial Activities

For the year ended 31 March 2017

| | Note | Unrestricted £ | Designated £ | Restricted £ | 2017 Total £ | 2016 Total £ |
|---|------|-------------------|------------------|-----------------|--------------------|--------------------|
| Income and Endowments from: | | | | | | |
| Donations and legacies | | | | | | |
| Donations | 5 | 422,605 | - | 80,454 | 503,059 | 390,634 |
| Legacies | | 521,050 | - | - | 521,050 | 674,041 |
| Other trading activities | | | | | | |
| Fundraising | 6 | 325,841 | - | - | 325,841 | 310,724 |
| Shop trading activities | | 125,681 | - | - | 125,681 | 115,584 |
| Investment | | | | | | |
| | 7 | 85,879 | - | - | 85,879 | 95,916 |
| Other | | | | | | |
| | | 3,444 | - | - | 3,444 | 5,209 |
| TOTAL INCOME AND ENDOWMENTS | | <u>1,484,500</u> | <u>-</u> | <u>80,454</u> | <u>1,564,954</u> | <u>1,592,108</u> |
| Expenditure on: | | | | | | |
| Raising funds | | | | | | |
| Fundraising | 8 | 270,021 | - | - | 270,021 | 190,180 |
| Trading expenses | | 96,878 | - | - | 96,878 | 94,601 |
| Shop closure costs | | 58,557 | - | - | 58,557 | - |
| Investment Management costs | | 11,418 | - | - | 11,418 | 9,132 |
| Charitable activities | | | | | | |
| Hospice costs | 9 | 1,102,432 | 170,774 | 138,472 | 1,411,678 | 1,215,722 |
| Support costs | | 85,403 | - | - | 85,403 | 81,739 |
| TOTAL EXPENDITURE | | <u>1,624,709</u> | <u>170,774</u> | <u>138,472</u> | <u>1,933,955</u> | <u>1,591,374</u> |
| NET INCOME/(EXPENDITURE) FOR THE YEAR BEFORE GAINS AND LOSSES ON INVESTMENTS | | <u>(140,209)</u> | <u>(170,774)</u> | <u>(58,018)</u> | <u>(369,001)</u> | <u>734</u> |
| Net gain/(losses) on investments | | | | | | |
| Realised | | (6,194) | - | - | (6,194) | (74,282) |
| Unrealised | 12 | 315,320 | - | - | 315,320 | (59,043) |
| NET INCOME/(EXPENDITURE) | | <u>168,917</u> | <u>(170,774)</u> | <u>(58,018)</u> | <u>(59,875)</u> | <u>(132,591)</u> |
| TRANSFER BETWEEN FUNDS | | <u>(5,000)</u> | | <u>5,000</u> | <u>-</u> | <u>-</u> |
| NET MOVEMENT IN FUNDS | | <u>163,917</u> | <u>(170,774)</u> | <u>(53,018)</u> | <u>(59,875)</u> | <u>(132,591)</u> |
| RECONCILIATION OF FUNDS | | | | | | |
| Total funds brought forward at 1 April 2016 | | 2,360,669 | 1,000,000 | 174,756 | 3,535,425 | 3,668,016 |
| Total funds carried forward as at 31 March 2017 | | <u>2,524,586</u> | <u>829,226</u> | <u>121,738</u> | <u>3,475,550</u> | <u>3,535,425</u> |

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above.

The notes form part of these financial statements

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)
Balance Sheet

As at 31 March 2017

| | Note | 2017 £ | 2016 £ |
|---|------|------------------|------------------|
| Fixed assets | | | |
| Tangible fixed | 11 | 8,058 | 26,488 |
| Investments | 12 | <u>2,922,111</u> | <u>2,954,867</u> |
| | | <u>2,930,169</u> | <u>2,981,355</u> |
| Current assets | | | |
| Stock | 13 | 707 | 1,900 |
| Debtors | 14 | 281,150 | 333,394 |
| Cash at bank and in hand | | <u>486,895</u> | <u>391,361</u> |
| | | <u>768,752</u> | <u>726,655</u> |
| Creditors: amounts due within one year | 15 | <u>(223,371)</u> | <u>(172,585)</u> |
| NET CURRENT ASSETS | | <u>545,381</u> | <u>554,070</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>3,475,550</u> | <u>3,535,425</u> |
| Funds | | | |
| Unrestricted funds | 17 | 2,524,586 | 2,360,669 |
| Designated funds | 18 | 829,226 | 1,000,000 |
| Restricted funds | 19 | 121,738 | 174,756 |
| | | <u>3,475,550</u> | <u>3,535,425</u> |

The financial statements were approved and authorised for issue by the Trustees on 7th September 2017 and signed on its behalf by:



Ceri Hurford-Jones
Chair



Mark Merrill
Treasurer

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

Statement of Cash Flows

As at 31 March 2017

| | 2017 £ | 2016 £ |
|---|-----------------------|-----------------------|
| Cash flows from operating activities: | | |
| Net cash provided by (used in) operating activities | <u>(327,139)</u> | <u>(210,002)</u> |
| Cash flows from investing activities: | | |
| Investment and Interest income received | 85,879 | 95,916 |
| Proceeds from the sale of property, plant and equipment | - | - |
| Purchase of property, plant and equipment | (5,088) | (7,615) |
| Proceeds from sale of investments | 653,847 | 910,649 |
| Purchase of investments | (311,965) | (606,751) |
| Net cash provided by investing activities | <u>422,673</u> | <u>392,199</u> |
| Increase/(decrease) in cash and cash equivalents in the year | 95,534 | 182,197 |
| Cash and cash equivalents at the beginning of the year | 391,361 | 209,164 |
| Cash at bank and in hand | <u><u>486,895</u></u> | <u><u>391,361</u></u> |
| | 2017 £ | 2016 £ |
| a) Reconciliation of net income/(expenditure) to net cash flow from operating activities | | |
| Net income/(expenditure) for the year (as per the statement of financial activities) | (59,875) | (132,591) |
| Adjustments for: | | |
| Depreciation | 13,316 | 16,907 |
| (Gains)/losses on investments | (309,126) | 133,325 |
| Investments and Interest income | (85,879) | (95,916) |
| Loss/(Profit) on the sale of fixed assets | 10,202 | - |
| (Increase)/decrease in stocks | 1,193 | 637 |
| (Increase)/decrease in debtors | 52,244 | (72,246) |
| Increase/(decrease) in creditors | 50,786 | (60,118) |
| | <u>(327,139)</u> | <u>(210,002)</u> |
| b) Analysis of cash and cash equivalents | | |
| | 2017 £ | 2016 £ |
| Cash at bank and in hand | <u><u>486,895</u></u> | <u><u>391,361</u></u> |

BASIS OF PREPARATION AND ACCOUNTING

1. Accounting Policies

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of fixed assets, and in accordance with the Financial Reporting Standard in the United Kingdom, (FRS102) the accounting regulations issued under the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities.

Income Recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Voluntary income is accounted for on a receipts basis.

Income received for specific purposes is treated as restricted.

Investment income is accounted for when received.

Legacies are included when the charity is advised by the personal representative of an estate that payment will be made or property transferred, the amount involved can be quantified and probate has been granted.

Income tax recoverable in relation to investment income is recognised at the time the investment income is received.

Resources Expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources classified in the SOFA.

Fundraising costs are those cost directly incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of charitable activities.

The allocation of expenditure between the activities described on the SOFA as charitable and other expenditure is split based upon the trustees' best estimate of the resources input to those different parts of the charity's operations.

Tangible Fixed Assets Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation.

Depreciation is provided at rates calculated to write down the cost or valuation of each asset to its estimated residual value over its expected useful life. This applies to assets with a value of £250 or more. The depreciation rates in use are as follows:

| | |
|---------------------------|---|
| Computer equipment | Straight line over three years |
| Office equipment | Straight line over two and five years |
| Shop Fixture and Fittings | Straight line over three and five years |

Funds Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of an appeal. Such donations and grants are treated as income in the year of receipt. The aim and use of each restricted fund is set out in the notes to the financial statements.

Stock

Stock is valued at the lower of cost and net realisable value.

Operating Leases

Rentals applicable to operating leases, where substantially all of the benefits and risk of ownership remain with the lessor, are charged to the income and expenditure accounts as incurred.

Pensions

The former NHS staff transferred to the charity under the Transfer of Undertakings (Protection of Employment) Regulations retain membership of the NHS Pensions Scheme under an agreement made at the time of the transfer.

A defined contribution scheme is provided for all other staff. Pension contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the schemes. Differences (if any) between amounts charged to the Statement of Financial Activities and contributions paid are shown as a separately identified liability or asset in the notes to the balance sheet.

Investments

Investment income is accounted for when received, with gains and losses allocated to the appropriate fund. Investments are included on the balance sheet at their market value at the end of the financial year, with the exception of unlisted investments and investments in subsidiaries which are included at cost. Realised and unrealised gains and losses are credited, or debited, to the Statement of Financial Activities in the year in which they arise.

Irrecoverable VAT

Irrecoverable VAT has been charged to the Statement of Financial Activities and is identified separately in note 9.

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements. The bases on which support and governance costs have been allocated are set out in note 10.

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

Notes to the Financial Statements

For the year ended 31 March 2017

Donated services

Goods which are donated for sale through the retail operation are not included in the accounts until they are sold as they have no cost attached.

The value of services provided by volunteers is not incorporated into these financial statements.

The estimated value of any significant donated services is recognised within incoming resources as a donation, and an equivalent charge included within fundraising costs.

Consolidated Accounts

The charity has a dormant subsidiary company, Salisbury Hospice Trading Limited, which has never traded and which has no assets or liabilities. Consolidated accounts have not been prepared as the Trustees are of the opinion that they would be of no real value to the members in view of the insignificant amounts involved.

2. Net Incoming Resources for the Year

This is stated after charging:

| | 2017 | 2016 |
|--------------------------|---------------|---------------|
| | £ | £ |
| Depreciation | 13,316 | 16,907 |
| Auditors' remuneration: | | |
| - audit | 4,700 | 5,220 |
| Operating lease rentals: | | |
| - land and buildings | <u>22,500</u> | <u>22,500</u> |

3. Staff Costs and Numbers

Staff costs were as follows:

| | 2017 | 2016 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Salaries and wages | 240,716 | 184,443 |
| Social security costs | 17,286 | 12,443 |
| Pension costs | 11,560 | 9,815 |
| | <u>269,562</u> | <u>206,701</u> |

None of the trustees received any remuneration or reimbursement of expenses during the financial year.

The cost of directors' indemnity insurance was £1,150 (2016 - £1,113).

No employee earned more than £60,000 during the year (2016 - None).

It is the policy of the Charity to reimburse in full all expenses properly incurred by its volunteers in connection with its charitable activities.

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

Notes to the Financial Statements

For the year ended 31 March 2017

As stated in note 1, the charity operates two pension schemes. The NHS Pension Scheme is a defined benefit scheme, however the employer is unable to identify its share of the underlying assets and liabilities and as such the conditions in FRS 17 paragraph 9 are met and accordingly the scheme is treated as a defined contribution pension scheme.

Pension contributions to this scheme are charged to the SOFA as they fall due and amounted to £9,734 in the year (2015/16: £9,371). At the balance sheet date there were outstanding contributions of £868 (2015/16: £781).

The charity also operates a defined contribution pension scheme for all other staff and the contributions charged to the SOFA for this scheme for the year totalled £2,454 (2015/16: £444). At the balance sheet date there were outstanding contributions of £645 (2015/16: £43).

The average weekly number of employees (full-time equivalent) during the year was as follows:

| | 2017 | 2016 |
|----------------------------|------|------|
| | No. | No. |
| Fundraising/Administration | 8 | 7 |
| Shop | 2 | 2 |

4. Taxation

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

Notes to the Financial Statements

For the year ended 31 March 2017

5. Income from donations

| | Unrestricted | Designated | Restricted | Total 2017 | Total 2016 |
|--------------------------|----------------|------------|---------------|----------------|----------------|
| | £ | £ | £ | £ | £ |
| Individuals | 123,218 | - | 2,266 | 125,484 | 117,887 |
| In Memoriam | 133,219 | - | 8,656 | 141,875 | 136,381 |
| Organisations and Trusts | 160,465 | - | 69,532 | 229,997 | 135,866 |
| Donated services | 5,703 | - | - | 5,703 | 500 |
| | <u>422,605</u> | <u>-</u> | <u>80,454</u> | <u>503,059</u> | <u>390,634</u> |

The income received from organisation and trusts over £5,000 included donations from Garfield Weston Foundation, The Childwick Trust, The Hodson Charity, The Albert Hunt Trust, de Bryne Charitable Trust and £3,000 received from the Inman Charity Trustees.

6. Income from other trading activities

| | Unrestricted | Designated | Restricted | Total 2017 | Total 2016 |
|-------------------------------|----------------|------------|------------|----------------|----------------|
| | £ | £ | £ | £ | £ |
| Fundraising | 325,841 | - | - | 325,841 | 310,724 |
| Shop Income Dorothy House/SHC | 1,913 | - | - | 1,913 | 846 |
| Shop Income SHC | 90,557 | - | - | 90,557 | 85,660 |
| Shop Gift Aid | 14,561 | - | - | 14,561 | 12,050 |
| Sales of purchased goods | 18,650 | - | - | 18,650 | 17,028 |
| | <u>451,522</u> | <u>-</u> | <u>-</u> | <u>451,522</u> | <u>426,308</u> |

Since 2008, the charity has run The Hospice Shop in partnership with Dorothy House Hospice. Income and expenditure is shared equally.

Since 1 April 2010, Dorothy House Hospice had given the charity 50% of the net income after deduction of operating expenditure.

In August 2013, the charity opened its own independent shop in Salisbury. The decision was made during the year to withdraw from both these activities.

7. Investment Income

| | Unrestricted | Designated | Restricted | Total 2017 | Total 2016 |
|-------------------|---------------|------------|------------|---------------|---------------|
| | £ | £ | £ | £ | £ |
| Investment Income | 85,338 | - | - | 85,338 | 95,300 |
| Bank Interest | 541 | - | - | 541 | 616 |
| | <u>85,879</u> | <u>-</u> | <u>-</u> | <u>85,879</u> | <u>95,916</u> |

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

Notes to the Financial Statements

For the year ended 31 March 2017

8. Analysis of expenditure on raising funds

| | Staff Costs | Costs | Depreciation | Total 2017 | Total 2016 |
|---|----------------|----------------|---------------|----------------|----------------|
| | £ | £ | £ | £ | £ |
| Fundraising | 187,815 | 82,206 | - | 270,021 | 190,180 |
| Trading expenses - shop costs - SHC | 40,286 | 35,703 | 10,202 | 86,191 | 85,954 |
| Cost of goods for resale | | 7,154 | | 7,154 | 8,647 |
| Trading expenses - shop closing costs - SHC | 10,839 | 47,718 | - | 58,557 | - |
| Trading expenses - shop costs - Dorothy House/SHC | - | 3,533 | - | 3,533 | - |
| Investment Management costs | - | 11,418 | - | 11,418 | 9,132 |
| | <u>238,940</u> | <u>187,732</u> | <u>10,202</u> | <u>436,874</u> | <u>293,913</u> |

9. Analysis of expenditure on charitable activities

| Note | Staff Costs | Costs | Depreciation | Total 2017 | Total 2016 |
|--|---------------|------------------|--------------|------------------|------------------|
| | £ | £ | £ | £ | £ |
| Hospice clinical expenses | - | 1,138,000 | - | 1,138,000 | 1,138,000 |
| Hospice at Home clinical expenses | - | 200,474 | - | 200,474 | - |
| Hospice non-clinical expenses (training etc) | - | 73,204 | - | 73,204 | 77,722 |
| Depreciation | - | - | 3,114 | 3,114 | 4,655 |
| Irrecoverable input VAT | - | 8,015 | - | 8,015 | 1,628 |
| Support costs | 10 38,992 | 24,027 | - | 63,019 | 56,853 |
| Governance costs | 10 2,469 | 8,786 | - | 11,255 | 18,603 |
| | <u>41,461</u> | <u>1,452,506</u> | <u>3,114</u> | <u>1,497,081</u> | <u>1,297,461</u> |
| Total expenditure (notes 8 and 9) | | | | <u>1,933,955</u> | <u>1,591,374</u> |

10. Analysis of governance and support costs

| | General support | Governance function | Total 2017 | Basis of apportionment |
|-----------------------------------|--------------------|------------------------|---------------|------------------------|
| | £ | £ | £ | |
| General office | 22,811 | - | 22,811 | Invoice |
| Trustee meeting expenses | - | 1,898 | 1,898 | Invoice |
| Salaries, wages and related costs | 38,992 | 2,469 | 41,461 | Allocated on time |
| Auditors' remuneration | - | 4,700 | 4,700 | Governance |
| Consultancy fees | - | 1,142 | 1,142 | Governance |
| Professional development | 1,216 | - | 1,216 | Invoice |
| Legal fees | - | 1,046 | 1,046 | Governance |
| Depreciation | 3,114 | | 3,114 | |
| Irrecoverable input VAT | 8,015 | | 8,015 | |
| | <u>74,148</u> | <u>11,255</u> | <u>85,403</u> | |

SALISBURY HOSPIECECARE TRUST LIMITED (Company number 06525170)

Notes to the Financial Statements

For the year ended 31 March 2017

11. Tangible Fixed Assets

| | Office equipment | Computers equipment | Shop fixtures & fittings | Total |
|-------------------------|---------------------|------------------------|-----------------------------|---------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 1 April 2016 | 27,621 | 17,357 | 52,084 | 97,062 |
| Additions | 5,088 | - | - | 5,088 |
| Disposals | - | - | (52,084) | (52,084) |
| At 31 March 2017 | <u>32,709</u> | <u>17,357</u> | <u>-</u> | <u>50,066</u> |
| Depreciation | | | | |
| At 1 April 2016 | 21,537 | 17,357 | 31,680 | 70,574 |
| Charge for the year | 3,114 | - | 10,202 | 13,316 |
| Eliminated on disposals | - | - | (41,882) | (41,882) |
| At 31 March 2017 | <u>24,651</u> | <u>17,357</u> | <u>-</u> | <u>42,008</u> |
| Net book value | | | | |
| At 31 March 2017 | <u>8,058</u> | <u>-</u> | <u>-</u> | <u>8,058</u> |
| At 31 March 2016 | <u>6,084</u> | <u>-</u> | <u>20,404</u> | <u>26,488</u> |

12. Fixed Asset Investments

| | Total |
|-------------------------------|------------------|
| | £ |
| Valuation at 1 April 2016 | 2,954,867 |
| Additions | 311,965 |
| Disposals | (660,041) |
| Revaluations | 315,320 |
| Valuation as at 31 March 2017 | <u>2,922,111</u> |

13. Stock

| | 2017 | 2016 |
|------------------|------------|--------------|
| | £ | £ |
| Stock for resale | <u>707</u> | <u>1,900</u> |

14. Debtors

| | 2017 | 2016 |
|--------------------------------|----------------|----------------|
| | £ | £ |
| Trade debtors | 34,415 | 17,233 |
| Prepayments and accrued income | 119,977 | 132,802 |
| Other debtors | - | 5,625 |
| Gift Aid | 20,359 | 6,788 |
| Legacies | 106,399 | 170,946 |
| | <u>281,150</u> | <u>333,394</u> |

15. Creditors: amounts due within one year

| | 2017 | 2016 |
|--|----------------|----------------|
| | £ | £ |
| Trade creditors | 103,380 | 117,906 |
| PAYE and National Insurance | 5,500 | 4,541 |
| Other creditors | 9,695 | 13,347 |
| Pension contributions paid over after 31 March | 1,513 | 824 |
| Accruals and deferred income | 103,283 | 35,967 |
| | <u>223,371</u> | <u>172,585</u> |

SALISBURY HOSPICECARE TRUST LIMITED (Company number 06525170)

Notes to the Financial Statements

For the year ended 31 March 2017

16. Operating Lease Commitments

As at 31 March the charity had total future minimum lease payments under non-cancellable operating leases as follows:

| | Land and buildings | |
|-----------------------|--------------------|---------|
| | 2017 | 2016 |
| | £ | £ |
| Less than 1 year | 22,500 | 22,500 |
| Between 2 and 5 years | 90,000 | 90,000 |
| Over 5 years | 22,500 | 45,000 |
| | 135,000 | 157,500 |

17. Unrestricted Funds

This represents funds which have been given for the general purposes of the Hospice.

18. Designated Funds

| | Balance at 1.4.16 | Incoming resources | Outgoing resources | Transfers in/(out) | Balance at 31.3.17 |
|----------------------|----------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Hospice at Home Fund | 1,000,000 | - | (170,774) | - | 829,226 |
| | 1,000,000 | - | (170,774) | - | 829,226 |

Purposes of designated funds

Commencing 1 April 2016 the Trustees decided to designate £1,000,000 over a three year period to support Hospice at Home.

19. Restricted Funds

| | Balance at 1.4.16 | Incoming resources | Outgoing resources | Transfers in/(out) | Balance at 31.3.17 |
|---|----------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Children's Bereavement Fund | 13,648 | 4,000 | - | - | 17,648 |
| Staff Fund | 3,378 | 320 | (266) | - | 3,432 |
| PGSC Fund | 4,450 | 3,010 | (7,460) | - | - |
| Equipment Fund | 1,645 | 3,654 | (732) | - | 4,567 |
| Training and Development of nursing staff at the hospice | 151,635 | 500 | (90,121) | - | 62,014 |
| Hospice at Home Fund | - | 61,034 | (29,700) | - | 31,334 |
| Hospice Garden Fund | - | 3,136 | (5,833) | 5,000 | 2,303 |
| Bereavement Support Volunteers | - | 4,800 | (4,360) | - | 440 |
| | 174,756 | 80,454 | (138,472) | 5,000 | 121,738 |

Purposes of restricted funds

Children's Bereavement Fund

The charity receives funds for the purpose of treating child bereavement issues.

Staff Fund

The charity holds a small amount of funds provided as gifts to the Hospice for staff on their behalf until the funds are required.

PGSC Fund

The charity receives funds for the benefit of the Peter Gillam Support Centre.

Equipment Fund (Formally Tisbury Lodge Fund)

The charity receives funds to purchase specific equipment.

Training and Development for Nursing Staff Fund

This represents a restricted legacy left for the education, training and development of nursing staff.

Hospice Garden Fund

The charity receives funds for the maintenance of the Hospice garden.

Bereavement Support Volunteers Fund

The charity received funds to cover the costs of our Bereavement Support Volunteers.

SALISBURY HOSPIECARE TRUST LIMITED (Company number 06525170)

Notes to the Financial Statements

For the year ended 31 March 2017

20. Analysis of Net Assets between Funds

| | Unrestricted | Designated | Restricted | Total |
|--|------------------|----------------|----------------|------------------|
| | £ | £ | £ | £ |
| Fixed assets | 1,979,205 | 829,226 | 121,738 | 2,930,169 |
| Net current assets | 545,381 | - | - | 545,381 |
| Net assets at the end of the year | 2,524,586 | 829,226 | 121,738 | 3,475,550 |

21. Related Party Transactions

At the balance sheet date Salisbury Hospicecare Trust Limited owed Salisbury NHS Foundation Trust £109,300 (2015/16: £110,459).

During the year there were transactions with Spire FM, where Ceri Hurford-Jones is Managing Director. The total amount invoiced in the year was £1,038 (2015/16: £1,320). At the balance sheet date Salisbury Hospicecare Trust Limited owed Spire FM £Nil (2015/16: £663).

There were transactions with Moore Stephens (South) LLP, where former trustee Robert Newman is a Partner. The total amount invoiced during this year was £242 (2015/16 £Nil). At the balance sheet date Salisbury Hospicecare Trust Limited owed Moore Stephens (South) LLP £Nil (2015/16 £Nil).

In the financial year 2016/17 there were no transactions (2015/16: £2,400) with Strutt & Parker LLP, where David Pardoe is a Partner. At the balance sheet date Salisbury Hospicecare Trust Limited owed Strutt & Parker LLP £Nil (2015/16 £Nil).

Stella Sykes was paid by Salisbury NHS Foundation Trust for administration work undertaken at Salisbury Hospice to a value of £Nil (2015/16: £1,281).

During the year related party donations and gifts in kind totalled £3,599 (2015/16 £2,520).