

# Annual Report & Accounts

for the year ended 31 March 2015



Salisbury Hospice Charity  
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Salisbury Hospicecare Trust Limited (Salisbury Hospice Charity) is a  
Registered Charity (No. 1123314) and a Company Limited by Guarantee  
registered in England (No. 6525170).



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## LEGAL AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2015

|                            |   |
|----------------------------|---|
| <b>Status</b>              | The organisation is a company limited by guarantee, incorporated on 5 March 2008 and registered as a company on 1 April 2008.   |
| <b>Charity Number</b>      | 1123314   |
| <b>Company number</b>      | 06525170  |
| <b>Registered Office</b>   | Salisbury Hospice<br>Odstock Road<br>Salisbury<br>SP2 8BJ   |
| <b>Operational Office</b>  | Salisbury Hospice<br>Odstock Road<br>Salisbury<br>SP2 8BJ   |
| <b>Directors</b>           | Ceri Hurford - Jones (Chair)<br>Robert Newman (Vice-chair & Treasurer)<br>Colette Martindale (Honorary Secretary)<br>Dr Chris Glaysher<br>Andrew Mercer (Resigned June 2015)<br>Mr Ian Downie<br>David Pardoe<br>Richard Hilliard (Appointed May 2014)<br>Stella Sykes (Appointed May 2014)<br>Dr Andy Hall (Appointed November 2014) |
| <b>Senior Staff Member</b> | John Munro (Resigned February 2015)   |
| <b>Bankers</b>             | National Westminster Bank Plc<br>48 Blue Boar Row<br>Salisbury<br>SP1 1DF   |
| <b>Auditors</b>            | Fawcetts<br>Chartered Accountants and Statutory Auditors<br>Windover House<br>St Ann Street<br>Salisbury<br>SP1 2DR   |

## LETTER FROM THE CHAIR

I am honoured to be able to fulfil the ongoing role of Chairman of the Trustees of Salisbury Hospice Charity and continue to be humbled by the startling commitment and specialist skills of the superb doctors and nurses who run the hospice itself, by the dedication of our amazing army of wonderful volunteers and by the tireless work of our marvellous charity and shop staff. Together they make an outstanding team that continues to ensure the provision of top level hospice care to our local community.

Time is one of the most precious commodities anyone can give and this year we have, again, been bowled over by the vast quantities of time that have so freely and generously been given by our volunteers (too many to name and thank individually here), who work so tirelessly in the hospice itself and in our two charity shops in Salisbury. In our community we must recognise publically the hundreds of people who dedicate huge amounts of their time to organising and running fundraising events for our charity's benefit, who commit to undertaking a sponsored sporting challenge for us or who perhaps throw themselves into other wonderful and sometimes slightly mad fundraising activities! Each and every one of these extraordinary people gives with no expectation of anything in return and we can never thank them enough for their seemingly endless generosity.

I must take this opportunity to thank my fellow Trustees for their continued dedication and wise counsel based on years of commercial and clinical experience; their time is always given with such generosity and good humour. This support is especially appreciated in a financial climate which has meant that difficult decisions on weighty matters have to be made by the Board in order to ensure we are financially fit enough to continue to support our marvellous Hospice long into the future. In the past year we have said farewell to Andrew Mercer whose legal advice, sound guidance and warm humour we have been very fortunate to have benefited from during his 8 years on the Board of Trustees. Also in the past year we have been delighted to welcome Dr Andy Hall to the Board, and already his input is very much appreciated.

There are a number of high-profile fundraising campaigns going on in our area at the current time and we continue to compete for support in an ever more challenging market. We must constantly seek to broaden the horizons of our fundraising efforts. The annual running costs of the Hospice stand at around £2.3 million, with less than 50% of this being provided by the NHS. Raising the balance is a tall order for a small charity team like ours so we need constantly to seek to refresh our fundraising efforts in order to meet the requirement of raising just over £1 million a year without using our own 'income generating' reserves.

I would encourage you to sign up to receive our Hospice Charity newsletters. Call the Charity team on 01722 416353 or visit our website ([www.salisburyhospicecharity.org.uk](http://www.salisburyhospicecharity.org.uk)). Not only will the newsletter keep you up to date with all the charity's news and activities but it will also keep you abreast with the new ways in which you can continue to support us. In particular, may I ask you to consider perhaps joining our Lottery or becoming a Friend of Salisbury Hospice? Or you might set up a dedication page on our Online Memorial Scheme or perhaps support us through our new Adopt a Room opportunity. Support from individuals, groups and companies which make up our community remain the cornerstone of the success of our Charity but if we are to meet the demands for our services at a time of public funding cuts we need to seek even more support.

In conclusion, may I suggest that if you are in any doubt as to the vital importance of supporting and ensuring the future of hospice care in our South Wiltshire community you read the introductory message in our summer

2015 Newsletter written by Jeannie Grant, one of our longest serving members of the nursing team at Salisbury Hospice. Jeannie's words remind us that, whilst this Annual Report and Accounts sets out a public record of the financial side of our work, the real essence of the Hospice is about its people; it's about you and me, our families and friends, it's about compassion, about caring and, above all, about giving people as much support and love as possible as they face the most challenging and difficult time of their lives. Please help us to continue to help them.

On behalf of the staff, volunteers and trustees of Salisbury Hospice Charity please accept my warmest thanks for your continued support.



**CERI HURFORD-JONES**  
**CHAIRMAN OF TRUSTEES**

## **REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2015**

The directors (who are also trustees of Salisbury Hospicecare Trust Limited for the purpose of charity law) are responsible for preparing the Directors' Annual Report and the Financial Statements for the year ended 31 March 2015 in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The legal and administrative information set out on page 1 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 - Accounting and Reporting by Charities (SORP 2005).

### **1. STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **1.1. Governing Document**

Salisbury Hospicecare Trust, registered charity number 282484, was established by a Deed of Trust dated 1st April 1981. On 1st April 2008 the charity was incorporated as a limited company, Salisbury Hospicecare Trust Limited (registered charity number 1123314). A scheme to transfer the assets of the charity to the limited company was approved by the Charity Commission on 15th January 2009.

#### **1.2. The Directors**

The Directors, who are also Trustees under charity law, who served during the year and up to the date of this report were as follows:

Ceri Hurford - Jones (Chair)  
Robert Newman (Vice-Chair & Treasurer)  
Colette Martindale (Honorary Secretary)  
Dr Chris Glaysher  
Andrew Mercer  
Mr Ian Downie  
David Pardoe  
Richard Hilliard  
Stella Sykes  
Dr Andy Hall

#### **1.3. Recruitment, Appointment and Training of New Directors**

The Trustees conduct a regular skills audit of the Trustees and are selected, as required, to fill particular skill requirements of the Board of Trustees. Prospective Trustees are invited to an introductory meeting with the Trustees.

New Trustees attend an induction day to brief them both on their legal obligations under charity and company law, and on the Charity Commission guidance on trustees and governance, including public benefit in order to inform them of the committee and decision-making processes, the business plan and recent financial performance of the charity.

During the induction they meet the clinical team based at Salisbury Hospice, charity employees and volunteers. Trustees are encouraged to attend trustee training days and any other appropriate external training events, where these will facilitate the undertaking of their role.

#### **1.4. Risk Assessment**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that the policy of maintaining the reserves at the levels stated in 6.3 combined with the annual review of the controls over key financial systems carried out through an internal review programme, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which the charity faces and confirm that they have established systems to mitigate any significant risks. Attention has also been focussed on non-financial risks arising from fire and health and safety. These risks are managed by having policies and procedures in place, and regular staff training.

## **2. OBJECTIVES AND ACTIVITIES**

### **2.1. What we do**

By fundraising and careful management of the charity's net assets - which at March 2015 totalled £3,668,016 the charity is a grant maker to Salisbury NHS Foundation Trust for the provision of specialist palliative care services.

The charity provides financial support for the palliative care service based at Salisbury Hospice, and for the relief of suffering in cancer and other life limiting illnesses and the promotion of related research.

The aim of the charity is to contribute to the funding of a full range of palliative care services from Salisbury NHS Foundation Trust.

The charity aims to provide funding for additional facilities and services for patients, over and above our normal grant, as requested by clinical advisors.

To charity works to promote the advancement of palliative care through the provision of funds for educational facilities and training.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and in planning future activities and in setting any grant making policy for the year. The charity carries out these objectives through the financial support of the palliative care services based in Salisbury Hospice run by Salisbury NHS Foundation Trust.

If the charity is to sustain the current level of funding to Salisbury Hospice, the Trustees recognise the need to substantially increase income, through a variety of fundraising activities, over the course of the coming years.

The charity's fundraising efforts concentrate of the following areas:

Donations, in-memoriam gifts and regular giving  
 Community fundraising  
 Legacies  
 Investments  
 Trust and income from granting-making organisations  
 Trading - charity shop, goods for resale

## **2.2. The specialist palliative care services we support**

Salisbury Hospice provides an integrated and comprehensive service for patients with advanced, progressive, life-limiting illnesses, and also for their families and carers. In 2014/15 over 1,100 people were supported by the clinical team based at Salisbury Hospice.

### **2.2.1. Inpatients**

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 2014/15 there were a total of 224 admissions to the inpatient unit.

### **2.2.2. Community (incorporating outpatients)**

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 2014/15 582 patients were supported by the hospice team in the community.

### **2.2.3. 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 2014/15 485 patients were seen by the hospice team in the hospital setting.

### **2.2.4. 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 2014/15 74 patients attended day care.

### **2.2.5. Therapy Team**

The occupational therapists and physiotherapist work predominantly on the inpatient unit but also in the other branches of the service. In 2014/15 172 patients were supported by the therapy team.

### **2.2.6. 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 2014/15 791 clients received bereavement support services and 186 patients received family support services.



### **2.2.7. Education**

The education service offers a range of learning opportunities for both health professionals and informal carers, including GP study days, 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.

## **3. ACHIEVEMENTS AND PERFORMANCE**

The Trustees measure performance against the key objectives.

The fundraising results are measured against the previous year. The charity establishes a budget each year which is determined by charity budget holders and which is agreed with Trustees. The performance is monitored 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.

The charity continues to develop income generation activities, with a range of fundraising activities held in partnership with local people, such as organising community events, supporting our fundraising events, charity shop and lottery.

The charity is incredibly fortunate to have received so much support from the community. We continue to develop contacts with individuals and grow our local network, with two local community groups at Tisbury and Wilton. Partnerships with local businesses have grown, with local businesses donating time and sponsorship to the charity.

Participation at fundraising events this year was encouraging; a record 500 walkers enjoyed our 6th Midnight Walk in May 2014. This annual event remains very popular with our supporters and has raised over £250,000 to date.

Following the successful launch in 2013 of the Wessex Country Fair held at Wilton House Estate, attendance at this year's event exceeded 2,000. With over 100 stalls and a full day of arena events and music, there was even more to see and do this year, with the event raising over £18,000.

This has been a successful year for our Salisbury Hospice Charity shop as income continues to grow, and through Gift Aid claims on donated goods sales, the charity has further increased our retail income.

During 2014, the charity launched its own lottery. The charity teamed up with 'Your Hospice Lottery' to offer supporters a weekly lottery draw, to raise funds to support the work of Salisbury Hospice Charity. The charity now has over 4,300 players from the Salisbury area. It is hoped the lottery will raise in excess of £500,000 over the next five years.

In 2013/14 the charity was awarded a NHS England Grant of £528,752 to improve the environment of the hospice and, following extensive planning, the hospice has been redesigned to offer a new light, modern environment, designed to meet the needs of patients and families. The Salisbury Hospice refurbishment was completed in June 2014.

## 4. TRUSTEES

### 4.1. Trustees

The charity is administered by a board of up to nine unpaid trustees. They come from a variety of relevant backgrounds including medical, nursing, accounting, law, property management, public relations and community representatives. The trustees meet quarterly and in addition oversee finance and investments, recruitment and pay.

### 4.2. Profiles of the Trustees

#### **Ceri Hurford-Jones (chair of board and member of F & I Committee)**

Ceri is the Managing Director of Spire FM and has been a trustee of the charity since 2006. As the Managing Director of the independent local radio station in Salisbury he has led the continued challenge to develop the station's products and services in line with the needs faced by the South Wiltshire business community. Other posts held by Ceri include: director of Salisbury and District Chamber of Commerce, a member of the Salisbury Diocese Communication Group and board member of Salisbury Cathedral Enterprises Ltd.

#### **Robert Newman (vice chair and chair of F & I Committee)**

Robert has been a trustee of the charity since 2009. He was born and educated in Salisbury and qualified as a chartered accountant with a local firm before joining one of the "top" firms in Southampton. He joined Moore Stephens as a partner in 1985 and is now chairman of Moore Stephens (South) LLP. Robert is also treasurer of VisitWiltshire Ltd.

#### **Colette Martindale (trustee)**

Colette has been a trustee of the charity since 2004. She started her nursing career as a student nurse in 1973 at St Thomas' Hospital, London. She moved to Salisbury in 1989 and has worked in various senior nurse roles at the hospital. She gained her Masters in Inter-professional Health and Social Care in 2005 and has trained and qualified as an Executive Coach. Colette is currently the Directorate Senior Nurse for Clinical Support and Family Services and she is Lead Governor of the Foundation Trust.

#### **Dr Chris Glaysher (trustee and member of F & I Committee)**

Chris has been a trustee of the charity since 2001. He has worked as a general practitioner in Salisbury for 32 years, and up to retirement from medical practice in September 2010 he also worked as a specialist doctor in palliative medicine for 8 years.

#### **Andrew Mercer (trustee and chair of Shop Committee)**

Qualifying as a solicitor in 1989, Andrew has been a partner with Trethowans LLP since 1995, joining its management board in 2003 and becoming chair in 2009. A collaboratively trained family lawyer and accredited specialist with Resolution he is recognised in both Chambers and the Legal 500.

#### **Mr Ian Downie (trustee)**

Ian has been a trustee of the charity since 2010. After studying Dentistry in Liverpool, Ian later studied medicine in Southampton and trained in general surgery before completing specialist training in Maxillofacial surgery. He was appointed consultant Oral and Maxillofacial Surgeon at Salisbury NHS Foundation Trust where he is currently the Clinical Director of the Musculoskeletal Directorate. As well as being on the faculty for head and neck anatomy at the Royal College of Surgeons, he has also held the

post of Salisbury Post Graduate Dental Tutor for a number of years and has run the South Coast Head and Neck Anatomy course for over 14 years.

**David Pardoe (trustee and member of Shop Committee)**

David has been a Chartered Surveyor for over 15 years, specialising in rural properties and businesses. He is actively involved in professional training, being an external Examiner for the Royal Agricultural University and an assessor for the Assessment of Professional Competence for entry to the Royal Institution of Chartered Surveyors.

**Richard Hilliard (trustee)**

Richard held senior management positions in the City of London and the USA for many years. Now he works as an Executive Coach in London, focussing particularly on the impact that work-related anxiety can have on promising careers.

**Stella Sykes (trustee)**

Stella has lived in Fordingbridge for over 25 years and has worked for Salisbury Hospice as a volunteer and 'bank' administrator for nearly 20 years. She has also been involved with many fundraising events. She was Governor representing the Volunteers for Salisbury NHS Foundation Trust from 2006 to 2009. Her background has been in copy-writing, writing press releases and editing a trade magazine for the fashion industry, as well as organising a major trade show twice a year. Stella has written two novels, several short stories and articles.

**Dr Andy Hall (trustee)**

Andy has worked as a GP in South Wiltshire since 1983 and is now the Senior Partner in the recently formed Orchard Valley Partnership. He sits on the Executive Board of Wiltshire CCG and for many years has been heavily involved in GP education both locally and nationally. He is a passionate supporter of the England cricket team and loves listening to live music.

**4.3. Finance and Investment Committee**

The Finance and Investment Committee meets quarterly before the meeting of the main trustee board. The Committee oversees all financial matters of the charity and receives regular reports from both the charity's investment managers and auditors.

**4.4. Shop Committee**

Set up to oversee the running of the Salisbury Hospice Charity shop.

**5. PLANS FOR THE FUTURE**

We continue to lay firm plans for the provision of a 'Hospice at Home' service; discussions and financial planning for this remain a priority. We are committed to making carefully considered expansions in our retail operation; we are one of the few Hospice charities in the region with fewer than 5 retail outlets so whilst we have our charity shops in Salisbury we are determined to respond appropriately to the major growth in the charity retail sector. Any expenditure is always very carefully examined by the Trustees

and by the Charity's own dedicated finance team in order that we continue to ensure that the funds so very generously donated by our many wonderful supporters continue to be wisely spent. As part of this examination the board are currently in the process of a detailed fund raising review (using external professionals) which will help inform and develop our strategy for the next five years and beyond.

## 6. FINANCIAL REVIEW

### 6.1. Money received - money spent

Income from fundraising, investments and other activities amounted to £1,089,931 (2013/14: £1,571,941). Expenditure amounted to £2,071,327 (2013/14: £1,745,583) The charity ended the year with a net deficit of £981,396 (2013/14: deficit of £173,642).

Realised and unrealised gains and losses on investments meant there was a net surplus of £200,897 in 2014/15 (2013/14: surplus of £123,729). This meant that there was an overall net deficit for the year of £780,499 (2013/14: deficit of £49,913).

### 6.2. Investments and Management of Funds

The quoted investments are managed by investment manager Schroder & Co Limited trading as Cazenove Capital Management, who are authorised to make transactions on a discretionary basis. The attitude of the Trustees to risk is medium/low and the total return to the charity is to be maximised by both capital appreciation and income growth. The investment manager reports to the Trustees on a regular basis.

Like many voluntary sector organisations the charity has benefited from substantial income from legacies, which by their very nature are unpredictable. Conversely the charity's expenditure, which is mainly composed of salaries and payments to Salisbury NHS Foundation Trust, is largely predictable and requires payment to be made on a regular basis. The charity therefore holds adequate liquid funds in short term deposits to ensure that monies are available when needed and are not subject to short term stock market fluctuations.

### 6.3. Reserves Policy

| <b>Designated Funds</b>     | <b>2014/15</b> | <b>2013/14</b> |
|-----------------------------|----------------|----------------|
| Protection of Services Fund | £564,000       | £957,000       |
| <b>Unrestricted Funds</b>   | <b>2014/15</b> | <b>2013/14</b> |
| General Fund                | £2,850,027     | £2,710,373     |

The Protection of Services Fund was established to enable the current level of activities to be maintained if the funding were to be significantly reduced.

The General Fund includes funds both unrestricted and undesignated and is used to smooth out fluctuations in voluntary and investment income.

At the end of the year under review there were free reserves of £240,146.

**PUBLIC BENEFIT**

The Trustees of Salisbury Hospice Charity have taken note of the Charity Commission guidance on Public Benefit.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

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

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 directors are required to:

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

The directors 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. 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 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.

**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 Board of Directors on 10th September 2015.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SALISBURY HOSPICECARE TRUST LIMITED**

We have audited the financial statements of Salisbury Hospicecare Trust Limited for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet, 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).

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

### **Respective responsibilities of the directors and auditors**

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 directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Directors 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:

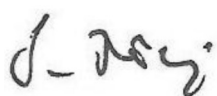
- give a true and fair view of the state of the charitable company's affairs at 31 March 2015, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted 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 the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

- 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
- if the small companies regime has been used when the directors were not entitled to prepare the financial statements in accordance with the small companies regime and to 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 and Statutory Auditors

Windover House

St Ann Street

Salisbury

SP1 2DR

Dated: 30th September 2015

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2015

|   | Note | Unrestricted<br>£ | Designated<br>£  | Restricted<br>£  | 2015<br>Total<br>£ | 2014<br>Total<br>£ |
|---|------|-------------------|------------------|------------------|--------------------|--------------------|
| <b>Incoming resources from generated funds:</b>               |      |                   |                  |                  |                    |                    |
| Grants receivable   |      | -                 | -                | -                | -                  | 528,752            |
| Donations and gifts   | 5    | 302,135           | -                | 1,793            | 303,928            | 236,617            |
| Legacies  |      | 335,799           | -                | 2,000            | 337,799            | 418,678            |
| <b>Activities for generating funds</b>                        |      |                   |                  |                  |                    |                    |
| Other trading activities                                      | 5    | 106,875           | -                | -                | 106,875            | 86,972             |
| <b>Investment Income</b>                                      | 6    | 97,472            | -                | -                | 97,472             | 110,825            |
| <b>Incoming resources from charitable activities:</b>         |      |                   |                  |                  |                    |                    |
| Fundraising   |      | 242,314           | -                | -                | 242,314            | 188,156            |
| Other income  |      | 1,543             | -                | -                | 1,543              | 1,941              |
| <b>TOTAL INCOMING RESOURCES</b>                               |      | <u>1,086,138</u>  | <u>-</u>         | <u>3,793</u>     | <u>1,089,931</u>   | <u>1,571,941</u>   |
| <b>RESOURCES EXPENDED</b>                                     |      |                   |                  |                  |                    |                    |
| <b>Costs of generating funds:</b>                             |      |                   |                  |                  |                    |                    |
| Generating voluntary income                                   |      | 39,023            | -                | -                | 39,023             | 35,871             |
| Trading expenses  | 8    | 87,559            | -                | -                | 87,559             | 65,546             |
| Investment Management costs                                   |      | 9,824             | -                | -                | 9,824              | -                  |
| <b>Charitable activities:</b>                                 |      |                   |                  |                  |                    |                    |
| Hospice costs   | 9    | 751,698           | 393,000          | 530,946          | 1,675,644          | 1,276,659          |
| Fundraising and publicity                                     | 10   | 156,761           | -                | -                | 156,761            | 101,969            |
| Administration  | 11   | 91,816            | -                | -                | 91,816             | 250,898            |
| <b>Governance costs</b>                                       | 12   | <u>10,700</u>     | <u>-</u>         | <u>-</u>         | <u>10,700</u>      | <u>14,640</u>      |
| <b>TOTAL RESOURCES EXPENDED</b>                               | 7    | <u>1,147,381</u>  | <u>393,000</u>   | <u>530,946</u>   | <u>2,071,327</u>   | <u>1,745,583</u>   |
| <b>NET OUTGOING RESOURCES</b>                                 |      | <u>(61,243)</u>   | <u>(393,000)</u> | <u>(527,153)</u> | <u>(981,396)</u>   | <u>(173,642)</u>   |
| <b>OTHER RECOGNISED GAINS AND LOSSES</b>                      |      |                   |                  |                  |                    |                    |
| Gains/(losses) on investment assets                           |      |                   |                  |                  |                    |                    |
| Realised  |      | (672)             | -                | -                | (672)              | (1,849)            |
| Unrealised  |      | 201,569           | -                | -                | 201,569            | 125,578            |
| <b>NET INCOMING/(OUTGOING)<br/>RESOURCES BEFORE TRANSFERS</b> |      | <u>139,654</u>    | <u>(393,000)</u> | <u>(527,153)</u> | <u>(780,499)</u>   | <u>(49,913)</u>    |
| <b>TRANSFER BETWEEN FUNDS</b>                                 |      | <u>-</u>          | <u>-</u>         | <u>-</u>         | <u>-</u>           | <u>-</u>           |
| <b>NET MOVEMENT IN FUNDS</b>                                  |      | <u>139,654</u>    | <u>(393,000)</u> | <u>(527,153)</u> | <u>(780,499)</u>   | <u>(49,913)</u>    |
| Funds balances brought forward<br>at 1 April 2014             |      | 2,710,373         | 957,000          | 781,142          | 4,448,515          | 4,498,428          |
| <b>Fund balances as at 31 March 2015</b>                      |      | <u>2,850,027</u>  | <u>564,000</u>   | <u>253,989</u>   | <u>3,668,016</u>   | <u>4,448,515</u>   |


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



**BALANCE SHEET  
AS AT 31 MARCH 2015**

|   | Note | 2015<br>£               | 2014<br>£               |
|---|------|-------------------------|-------------------------|
| <b>Fixed assets</b>                           |      |                         |                         |
| Tangible fixed                                | 13   | 35,780                  | 42,599                  |
| Investments                                   | 14   | <u>3,392,090</u>        | <u>3,924,404</u>        |
|   |      | <u>3,427,870</u>        | <u>3,967,003</u>        |
| <b>Current assets</b>                         |      |                         |                         |
| Stock   | 15   | 2,537                   | 3,031                   |
| Debtors                                       | 16   | 261,148                 | 611,139                 |
| Cash at bank and in hand                      |      | <u>209,164</u>          | <u>383,367</u>          |
|   |      | <u>472,849</u>          | <u>997,537</u>          |
| <b>Creditors: amounts due within one year</b> | 17   | <u>(232,703)</u>        | <u>(516,025)</u>        |
| <b>NET CURRENT ASSETS</b>                     |      | <u>240,146</u>          | <u>481,512</u>          |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>  |      | <u><u>3,668,016</u></u> | <u><u>4,448,515</u></u> |
| <b>Funds</b>                                  |      |                         |                         |
| Unrestricted funds                            | 19   | 2,850,027               | 2,710,373               |
| Designated funds                              | 20   | 564,000                 | 957,000                 |
| Restricted funds                              | 21   | 253,989                 | 781,142                 |
|   |      | <u><u>3,668,016</u></u> | <u><u>4,448,515</u></u> |

The financial statements were approved and authorised for issue by the Board of Trustees on 10th September 2015 and signed on its behalf by:



Mr Ceri Hurford-Jones  
Chair



Mr Robert Newman  
Treasurer

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015**

### **BASIS OF PREPARATION AND ACCOUNTING**

#### **1. Accounting Policies**

The financial statements have been prepared under the historical cost convention, as modified by there valuation of fixed assets, and in accordance with applicable Accounting Standards in the United Kingdom, the accounting regulations issued under the Charities Act 2011 and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime with part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The charity has taken advantage of the exemptions in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement.

#### **Income Recognition**

Income received for specific purposes is treated as restricted. 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.

Investment income is accounted for in the period in which the charity is entitled to the receipt.

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

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 expended in the SOFA.

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

The allocation of expenditure between charitable and other expenditure is split based upon the Directors' best estimate of the resources input to those different parts of the charity's operations.

Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

### 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:

|                                  |   |
|----------------------------------|---|
| <b>Computer Equipment</b>        | Straight line over three years          |
| <b>Office Equipment</b>          | Straight line over two and five years   |
| <b>Shop Fixture and Fittings</b> | 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 over to the charity under the Transfer of Undertakings (Protection of Employment) Regulations (TUPEd) retain membership of the NHS Pensions Scheme under a directive.

Pension contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme. Any differences between amounts charged to the Statement of Financial Activities and contributions paid are shown as a separately identified liability or asset in 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

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

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.

### 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

|                          | 2015          | 2014          |
|--------------------------|---------------|---------------|
|                          | £             | £             |
| Depreciation             | 17,718        | 15,105        |
| Auditors' remuneration:  |               |               |
| - audit                  | 4,740         | 4,260         |
| Operating lease rentals: |               |               |
| - land and buildings     | 22,500        | 15,199        |
|                          | <u>22,500</u> | <u>15,199</u> |

### 3. Staff Costs and Numbers

Staff costs were as follows:

|                       | 2015           | 2014           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Salaries and wages    | 204,484        | 249,602        |
| Social security costs | 15,442         | 22,452         |
| Pension costs         | 10,934         | 15,679         |
|                       | <u>230,860</u> | <u>287,733</u> |

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

The cost of directors' indemnity insurance was £1,113 (2014 - £1,050).

No employee earned more than £60,000 during the year (2014 - one).

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

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.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

Pension contributions to this scheme are charged to the SOFA as they fall due and amounted to £8,960 in the year (2013/14: £8,288). At the balance sheet date there were outstanding contributions of £1,125 (2013/14: £1,026).

The charity also operates a defined contribution pension scheme and the contributions charged to the SOFA for this scheme for the year totalled £1,973 (2013/14: £7,391). At the balance sheet date there were outstanding contributions of £86 (2013/14: £897).

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

|                            | 2015<br>No. | 2014<br>No. |
|----------------------------|-------------|-------------|
| Fundraising/Administration | 8           | 8           |
| Shop                       | <u>2</u>    | <u>2</u>    |

#### 4. Taxation

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

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

### 5. Incoming Resources from Generated

|  | Unrestricted<br>£ | Designated<br>£ | Restricted<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|--|-------------------|-----------------|-----------------|--------------------|--------------------|
| <b>Donations and Gifts</b>             |                   |                 |                 |                    |                    |
| Individuals                            | 126,680           | -               | 1,793           | 128,473            | 71,512             |
| In Memoriam                            | 109,800           | -               | -               | 109,800            | 105,991            |
| Organisations and Trusts               | 65,655            | -               | -               | 65,655             | 59,114             |
|  | <u>302,135</u>    | <u>-</u>        | <u>1,793</u>    | <u>303,928</u>     | <u>236,617</u>     |
| <b>Activities for generating funds</b> |                   |                 |                 |                    |                    |
|  | £                 | £               | £               | Total<br>£         | Total<br>£         |
| <b>Other trading activities</b>        |                   |                 |                 |                    |                    |
| Shop Income Dorothy House/SHC          | 3,577             | -               | -               | 3,577              | 10,327             |
| Shop Income SHC                        | 89,602            | -               | -               | 89,602             | 61,484             |
| Sales of purchased goods               | 13,696            | -               | -               | 13,696             | 15,161             |
|  | <u>106,875</u>    | <u>-</u>        | <u>-</u>        | <u>106,875</u>     | <u>86,972</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.

### 6. Investment Income

|                   | Unrestricted<br>£ | Designated<br>£ | Restricted<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|-------------------|-------------------|-----------------|-----------------|--------------------|--------------------|
| Investment Income | 96,805            | -               | -               | 96,805             | 109,630            |
| Bank Interest     | 667               | -               | -               | 667                | 1,195              |
|                   | <u>97,472</u>     | <u>-</u>        | <u>-</u>        | <u>97,472</u>      | <u>110,825</u>     |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

### 7. Analysis of Total Resources Expended

|  | Note | Staff Costs<br>£ | Costs<br>£       | Depreciation<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|--|------|------------------|------------------|-------------------|--------------------|--------------------|
| <b>Charitable activities</b>             |      |                  |                  |                   |                    |                    |
| Hospice costs                            | 9    | -                | 1,675,644        | -                 | 1,675,644          | 1,276,659          |
| Fundraising and publicity of the Hospice | 10   | 138,232          | 18,529           | -                 | 156,761            | 101,969            |
| Administration                           | 11   | 54,178           | 29,634           | 8,004             | 91,816             | 250,898            |
| <b>Costs of generating funds</b>         |      |                  |                  |                   |                    |                    |
| Generating voluntary income              |      | -                | 39,023           | -                 | 39,023             | 35,871             |
| Trading expenses                         | 8    | 38,450           | 39,395           | 9,714             | 87,559             | 65,546             |
| Investment Management costs              |      | -                | 9,824            | -                 | 9,824              | -                  |
| <b>Governance costs</b>                  | 12   | -                | 10,700           | -                 | 10,700             | 14,640             |
|  |      | <u>230,860</u>   | <u>1,822,749</u> | <u>17,718</u>     | <u>2,071,327</u>   | <u>1,745,583</u>   |

### 8. Trading Expenses

#### Trading Expenses

|                          | Staff Costs<br>£ | Costs<br>£    | Depreciation<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|--------------------------|------------------|---------------|-------------------|--------------------|--------------------|
| Shop costs - SHC         | 38,450           | 32,995        | 9,714             | 81,159             | 57,444             |
| Cost of goods for resale | -                | 6,400         | -                 | 6,400              | 8,102              |
|                          | <u>38,450</u>    | <u>39,395</u> | <u>9,714</u>      | <u>87,559</u>      | <u>65,546</u>      |

### 9. Hospice Costs

|                               | Unrestricted   | Designated     | Restricted     | 2015             | 2014             |
|-------------------------------|----------------|----------------|----------------|------------------|------------------|
|                               |                | £              | £              | £                | £                |
| Hospice clinical expenses     | 670,000        | 393,000        | 75,000         | 1,138,000        | 1,104,000        |
| Hospice non-clinical expenses | 81,698         | -              | 14,536         | 96,234           | 85,317           |
| NHS England Hospice Grant     | -              | -              | 441,410        | 441,410          | 87,342           |
|                               | <u>751,698</u> | <u>393,000</u> | <u>530,946</u> | <u>1,675,644</u> | <u>1,276,659</u> |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

### 10. Fundraising and Publicity of the Charity

|                                | Unrestricted   | Designated | Restricted | Total<br>2015  | Total<br>2014  |
|--------------------------------|----------------|------------|------------|----------------|----------------|
| Staff costs                    | 138,232        | -          | -          | 138,232        | 89,132         |
| Publicity and Public Relations | 18,529         | -          | -          | 18,529         | 12,837         |
|                                | <u>156,761</u> | <u>-</u>   | <u>-</u>   | <u>156,761</u> | <u>101,969</u> |

### 11. Administration

|                            | £             | £        | £        | Total<br>£    | Total<br>£     |
|----------------------------|---------------|----------|----------|---------------|----------------|
| Administration Staff costs | 54,178        | -        | -        | 54,178        | 174,809        |
| Office Costs               | 20,866        | -        | -        | 20,866        | 60,984         |
| Depreciation               | 8,004         | -        | -        | 8,004         | 15,105         |
| <b>Other Costs</b>         |               |          |          |               |                |
| Irrecoverable input VAT    | 8,768         | -        | -        | 8,768         | -              |
|                            | <u>91,816</u> | <u>-</u> | <u>-</u> | <u>91,816</u> | <u>250,898</u> |

### 12. Governance Costs

|                        | Unrestricted<br>£ | Designated<br>£ | Restricted<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|------------------------|-------------------|-----------------|-----------------|--------------------|--------------------|
| Auditors' remuneration | 4,740             | -               | -               | 4,740              | 4,260              |
| Consultancy fees       | 3,132             | -               | -               | 3,132              | 2,430              |
| Legal fees             | 2,828             | -               | -               | 2,828              | 7,950              |
| Trustee expenses       | -                 | -               | -               | -                  | -                  |
|                        | <u>10,700</u>     | <u>-</u>        | <u>-</u>        | <u>10,700</u>      | <u>14,640</u>      |

### 13. Tangible Fixed Assets

|                         | Office<br>equipment<br>£ | Computers<br>equipment<br>£ | Shop<br>fixtures &<br>fittings<br>£ | Total<br>£    |
|-------------------------|--------------------------|-----------------------------|-------------------------------------|---------------|
| <b>Cost</b>             |                          |                             |                                     |               |
| At 1 April 2014         | 16,722                   | 17,357                      | 44,469                              | 78,548        |
| Additions               | 10,899                   | -                           | -                                   | 10,899        |
| Disposals               | -                        | -                           | -                                   | -             |
| At 31 March 2015        | <u>27,621</u>            | <u>17,357</u>               | <u>44,469</u>                       | <u>89,447</u> |
| <b>Depreciation</b>     |                          |                             |                                     |               |
| At 1 April 2014         | 12,762                   | 13,473                      | 9,714                               | 35,949        |
| Charge for the year     | 5,957                    | 2,047                       | 9,714                               | 17,718        |
| Eliminated on disposals | -                        | -                           | -                                   | -             |
| At 31 March 2015        | <u>18,719</u>            | <u>15,520</u>               | <u>19,428</u>                       | <u>53,667</u> |
| <b>Net book value</b>   |                          |                             |                                     |               |
| At 31 March 2015        | <u>8,902</u>             | <u>1,837</u>                | <u>25,041</u>                       | <u>35,780</u> |
| At 31 March 2014        | <u>3,960</u>             | <u>3,884</u>                | <u>34,755</u>                       | <u>42,599</u> |



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

### 14. Fixed Asset Investments

|                               | Total<br>£              |
|-------------------------------|-------------------------|
| Valuation at 1 April 2014     | 3,924,404               |
| Additions                     | 190,943                 |
| Disposals                     | (924,154)               |
| Revaluations                  | 200,897                 |
| Valuation as at 31 March 2015 | <u><u>3,392,090</u></u> |

### 15. Stock

|                  | 2015<br>£           | 2014<br>£           |
|------------------|---------------------|---------------------|
| Stock for resale | <u><u>2,537</u></u> | <u><u>3,031</u></u> |

### 16. Debtors

|                                | 2015<br>£             | 2014<br>£             |
|--------------------------------|-----------------------|-----------------------|
| Trade debtors                  | 11,097                | 538,212               |
| Prepayments and accrued income | 112,096               | 7,470                 |
| Other debtors                  | 5,625                 | 5,625                 |
| Gift Aid                       | 18,838                | 18,832                |
| Legacies                       | <u><u>113,492</u></u> | <u><u>41,000</u></u>  |
|                                | <u><u>261,148</u></u> | <u><u>611,139</u></u> |

### 17. Creditors: amounts due within one year

|                              | 2015<br>£             | 2014<br>£             |
|------------------------------|-----------------------|-----------------------|
| Trade creditors              | 209,588               | 455,861               |
| PAYE and National Insurance  | 3,321                 | 6,970                 |
| Other creditors              | 863                   | 4,214                 |
| Accruals and deferred income | <u><u>18,931</u></u>  | <u><u>48,980</u></u>  |
|                              | <u><u>232,703</u></u> | <u><u>516,025</u></u> |

### 18. Operating Lease Commitments

The Charity had annual commitments at the year end under operating leases expiring as follows:

|                         | Land and buildings<br>2015<br>£ | 2014<br>£            |
|-------------------------|---------------------------------|----------------------|
| Within two - five years | <u><u>22,500</u></u>            | <u><u>22,500</u></u> |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

### 19. Unrestricted Funds

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

### 20. Designated Funds

#### Designated Funds

|                             | Balance at<br>1.4.14 | Incoming<br>resources | Outgoing<br>resources | Transfers<br>in/(out) | Balance at<br>31.3.15 |
|-----------------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Protection of Services Fund | 957,000              | -                     | (393,000)             | -                     | 564,000               |
|                             | <u>957,000</u>       | <u>-</u>              | <u>(393,000)</u>      | <u>-</u>              | <u>564,000</u>        |

#### Purposes of designated funds

The funds of the charity include the designated funds which have been set aside by the trustees out of unrestricted funds for specific purposes.

The Protection of Services Fund was established to enable the current level of activities to be maintained if the funding arrangements were to be significantly reduced.

### 21. Restricted Funds

|   | Balance at<br>1.4.14 | Incoming<br>resources | Outgoing<br>resources | Transfers<br>in/(out) | Balance at<br>31.3.15 |
|---|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Children's Bereavement Fund                                 | 14,104               | -                     | (173)                 | -                     | 13,931                |
| Staff Fund  | 911                  | 2,437                 | -                     | -                     | 3,348                 |
| PGSC Fund   | -                    | 1,356                 | (1,356)               | -                     | -                     |
| Tisbury Lodge Fund  | 1,645                | -                     | -                     | -                     | 1,645                 |
| Training and Development of<br>nursing staff at the hospice | 323,072              | -                     | (88,007)              | -                     | 235,065               |
| NHS England Grant   | <u>441,410</u>       | <u>-</u>              | <u>(441,410)</u>      | <u>-</u>              | <u>-</u>              |
|   | <u>781,142</u>       | <u>3,793</u>          | <u>(530,946)</u>      | <u>-</u>              | <u>253,989</u>        |

#### 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 by gifts to the Hospice for staff on their behalf until the funds are required.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

### PGSC Fund

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

### Training and Development for Nursing Staff Fund

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

### NHS England Grant

Following a successful bid to NHS England to contribute to the capital cost of a project, 'Building on the service – improvements to the inpatient unit at Salisbury Hospice' a grant of £528,752 was provided in the 2013/2014 financial year. The improvement works at Salisbury Hospice were undertaken between February 2014 and June 2014. The total expenditure during 2014/15 financial year was £441,410.

## 22. Analysis of Net Assets between Funds

|  | Unrestricted<br>£       | Designated<br>£       | Restricted<br>£       | Total<br>£              |
|--|-------------------------|-----------------------|-----------------------|-------------------------|
| Fixed assets                             | 2,609,881               | 564,000               | 253,989               | 3,427,870               |
| Net current assets                       | <u>240,146</u>          | <u>-</u>              | <u>-</u>              | <u>240,146</u>          |
| <b>Net assets at the end of the year</b> | <b><u>2,850,027</u></b> | <b><u>564,000</u></b> | <b><u>253,989</u></b> | <b><u>3,668,016</u></b> |

## 23. Related Party Transactions

At the balance sheet date Salisbury Hospicecare Trust Limited owed Salisbury NHS Foundation Trust £204,666 (2013/14: £356,331).

During the year there were transactions with Spire FM, where Ceri Hurford-Jones is Managing Director. The total amount invoiced in the year was £1,470 (2013/14: £Nil). At the balance sheet date Salisbury Hospicecare Trust Limited owed Spire FM £Nil (2013/14: £Nil).

In addition, there were transactions with Moore Stephens (South) LLP, where Robert Newman is a Partner. The total amount invoiced in the year was £2,232 (2013/14 £Nil). At the balance sheet date Salisbury Hospicecare Trust Limited owed Moore Stephens (South) LLP £Nil (2013/14 £Nil).

There were also transactions with Trethowans Solicitors, where Andrew Mercer is a Partner. The total amount invoiced in the year was £2,520 (2013/14: £10,287). At the balance sheet date Salisbury Hospicecare Trust Limited owed Trethowans Solicitors £708 (2013/14: £Nil).

During the year Stella Sykes was paid by Salisbury NHS Foundation Trust for administration work undertaken at Salisbury Hospice to a value of £3,300.