

# **St Giles Hospice**

## **Reports & Accounts for the year ended 31 March 2005**

To be presented at the Annual General Meeting of  
St Giles Hospice Ltd at the Education Department,  
Main Street, Whittington, Lichfield, Staffordshire  
on Thursday 29 September 2005 at 7.30pm

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Registered Charity No: 509014      Company No: 1430090

St Giles Hospice is a Company Limited by Guarantee,  
registered at the above address

St Giles is both a charity and a limited company, serving the local community from Cannock and Walsall in the west to Ashby de la Zouch and Atherstone in the east, and from Uttoxeter and Burton upon Trent in the north to Sutton Coldfield and Coleshill in the south.

Every charity is accountable to the community it serves because by its nature it belongs to that community. We at St Giles take our accountability to those we serve very seriously, and these reports aim to help readers understand what has been happening at the hospice during this last year. These reports are also required to fulfil our responsibilities under both charity and company law.

# **St Giles People**

## **Patron**

The Countess of Lichfield

## **Patron of the Capital Development Appeal**

The Earl of Shrewsbury and Waterford

## **President**

The Reverend Canon Paul D Brothwell

## **Directors and Trustees**

David W Platt (Chairman)

Dr Robert Horton MB BS DA MSc (Deputy Chairman)

Mary Adams RGN Rm DMS

Peter Brown OBE MA

John S Dain FCA FIMgt

Peter Durrant BA MA

P Bob K Glover CEng FIEE FinstD

Simon James LLB (Secretary)

Bernard Kumeta ACA

Tony Lindop FCA

Charles Theaker BA

Adrian Thompson FRCS (ORL)

Lilieth L Williams RGN RMN RSCN RNT RCNT CertEd BEd(Hons) MEd

## **Group Chief Executive**

Peter Holliday BCom MA FCA

## **Medical Director**

Dr Diana Webb MB BS MRCP

## **Nursing Director**

Sarah Riches BSc (Hons) Dip. Palliative Nursing RN (appointed after year end)

## **Support Services Director**

Catherine Baker IPD

## **Banker**

Lloyds TSB Bank Plc, 22 Conduit Street, Lichfield, Staffs. WS13 6JS

## **Solicitors**

Ansons LLP, St Mary's Chambers, Breadmarket Street, Lichfield, Staffs.

## **Chartered Accountants & Registered Auditors**

Burman & Co, Brunswick House, 1 Birmingham Road, Redditch, B97 6DY

**Investment Advisors**

Coutts & Co, 440 Strand, London, WC12 0QS

Gerrard Ltd, 1 Colmore Square, Birmingham, B4 6ES.

**Fundraising Committee**

Peter Holliday BCom MA FCA (Chairman)

Peter Brown OBE MA (Chairman, Capital Appeal Committee)

John SS Brown BSc

Lady Hilda Clarke

John S Dain FCA FIMgt

John Davies

Bob Foster

Mrs Lu Foster

P Bob K Glover CEng FIEE FinstD

Richard Hughes

Tony Lindop FCA

Tony Nicholls

Laura AM Pennycuik

David W Platt

**Board of St Giles Hospice (Promotions) Ltd**

Peter Holliday BCom MA FCA (Chairman)

Bob K Glover CEng FIEE FinstD (Deputy Chairman)

Mark Adcock TEP

John S Dain FCA FIMgt

Dr Robert Horton MB BS DA MSc

David W Platt

Gavin Young

**Board of St Giles Hospice Shops Ltd**

Peter Holliday BCom MA FCA (Chairman)

Tony Lindop FCA (Deputy Chairman)

Simon Carr

John S Dain FCA FIMgt

John Davies

Dr Robert Horton MB BS DA MSc

David W Platt

Sarah Popp LLB

## **Heads of Departments**

### **Clinical Manager of the In-Patient Unit**

Kay Greene

### **Day Hospice**

Jayne Tooth

### **Lymphoedema Clinic**

Helen Young

### **Community Team of St Giles Clinical Nurse Specialists - Team Leaders**

Jane Allen

Jayne Parker

Graye Wilde

### **Bereavement Department**

Nikki Archer

### **Education Department**

Theresa Barker

### **Physiotherapy Department**

Alison Allsopp

### **Chaplaincy**

The Reverend Deborah Sheridan

### **Volunteers**

Lesley Stinton

### **Information Technology**

Breda Moloney

### **Catering**

Cathie Sansom

### **Housekeeping**

Sharon Milligan

### **Stewards**

Brian Tallis

### **Fundraising**

Laura Pennycuik

**St Giles Hospice Shops Ltd Manager**  
Lynwen Truesdale

**St Giles Hospice (Promotions) Ltd Manager**  
Richard Simmonite

## **From the Chairman & Group Chief Executive**

With the continued growth in the demand for and provision of our caring services, the successful progression of a new satellite hospice facility, the planning of a major extension to the main hospice site, and the receiving of a royal award for our dedicated volunteers, this has been another tremendously busy year in the life of St Giles Hospice.

The reporting year has seen the hospice working actively on a whole range of projects for the benefit of the local community we serve.

Our joint initiative with Sutton Coldfield Municipal Charities to develop a hospice facility in Sutton (see page 15), received huge public support which eventually helped to overcome the challenges of the planning process.

Birmingham City Council gave approval for the scheme right at the end of the reporting year, and subsequently we have learned that the Office of the Deputy Prime Minister is not calling in the plans for further consideration.

We also appointed architects to draw up plans for the next phase of the development of the main hospice site in Whittington, incorporating a new, increased capacity In-Patient Unit and converting the existing unit to bring our Education Department on-site.

A successful Hospice at Home staff recruitment campaign was completed, and since the end of the reporting year the decision has been taken to roll out the service to the whole of our patient catchment area.

The Hospice at Home extension is in direct response to an increasing awareness of the number of patients choosing to be cared for at home at the end of their life.

This is just one facet of the changing face of palliative care. As a forward-looking organisation we endeavour to remain abreast of, and respond to, these changes and keep a close eye on developments within the hospice movement and the NHS, such as end of life issues and funding streams for care.

The demand for palliative care is also growing through a recognition that the expertise specialist centres like St Giles have developed can also assist a much wider group of seriously ill people. In particular, people with advanced heart, lung, kidney and neurological diseases are more and more seeking access to palliative care services and we are considering how best to adapt to these changing demands.

In terms of service provision, our Community Team saw a large increase in the number of visits to patients in their own homes – 7,186 compared to 5,836 in the previous year – and the number of in-patient bed days also rose significantly, from 4,949 to 5,328, reflecting the decision to increase the number of in-patient beds.

At the year end we were in the midst of a consultation period with staff regarding job evaluations to enable us to respond to the NHS' Agenda for Change, the most major change in terms and conditions since the founding of the NHS. The outcome will simplify our rewards strategy and also, for the first time, enable us to be more flexible and innovative in the retention and recruitment of staff.

Among the year's many highlights, we are delighted to report that our dedicated team of volunteers won royal recognition for their unstinting efforts in the form of The Queen's Golden Jubilee Award for voluntary service by groups in the community. The award acknowledges the volunteers' outstanding service and their help in improving the quality of patients' lives.

### **Fundraising Support**

St Giles continues to rely heavily on the financial support of the local community through the generosity of individuals, organisations, businesses and trusts.

This year, while our Fundraising Office bettered last year's total by generating £1.63m, our promotions company and charity shops did not manage to continue their run of record-breaking results.

St Giles Hospice Promotions – the subsidiary company behind our highly successful lottery - matched last year's fundraising figure of £1.035m, while the network of shops saw profits fall for the first time, to £543k compared to £607k in the previous year.

Legacies are becoming an increasingly important element in our finances and amounted to £1.3m in the reporting year – almost doubling year on year. This most generous contribution from our supporters has financed a significant part of the hospice's annual running costs, and some legacy income has been earmarked for the next phase of our Capital Development Appeal.

### **St Giles People**

St Giles is fortunate to have such a dedicated team of staff and volunteers.

The year saw several new appointments, and the departure of some familiar faces.

Nursing Director Marie Ballard left St Giles to take a career break in February, having been with the hospice since it was founded. There is no doubt that Marie played a large part in helping St Giles gain the excellent reputation for which it is now renowned. Following Marie's departure, we have reviewed our management structure, implemented several beneficial changes, and appointed a new Nursing Director, Sarah Riches, who commences in September.

More recently, we have also said a fond farewell to Glenda Leach, who retired as Volunteers Manager, having served St Giles since its opening.



Catherine Baker joined St Giles during the year in the newly-created role of Support Services Director (see page 19).

Since the year end, Peter has been appointed Chairman of Promark, the national fundraising arm of umbrella organisation Help the Hospices. With St Giles' Fundraising Co-ordinator Laura Pennycuik currently holding the chairmanship of the National Association of Hospice Fundraisers, it is clear that St Giles' expertise in this field is being recognised throughout the hospice movement.

### **Healthcare Commission Inspection**

We were delighted that the annual Healthcare Commission inspection undertaken in September resulted in yet another glowing report.

The quality of clinical care and treatment were deemed to be delivered to 'a very good standard', and patients interviewed were 'very satisfied' with the services they had received.

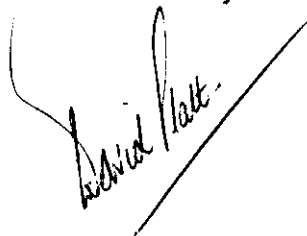
Inspectors commended the 'sensitive and informed manner' in which the emotional, psychological, spiritual and cultural needs of patients and their families were handled, and the way that death was managed with 'dignity and propriety'.

The hospice was described as 'clean, well maintained, comfortable and adequately staffed', with equipment and facilities of a 'good' standard and staff who are 'helpful, professional and courteous'.

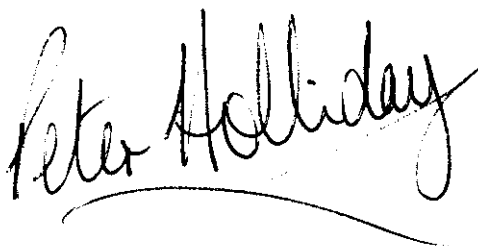
The managerial commitment to the development of professional, educational and training opportunities for staff and planning for continuous improvement of standards was also highlighted. The full report can be found on-line at [www.healthcarecommission.org.uk](http://www.healthcarecommission.org.uk).

As ever, praise received for St Giles Hospice reflects the unstinting efforts of everyone involved in our organisation.

We are certain that this year of so many significant achievements will be followed by an even more eventful one, as we continue to strive to meet the demands of our mission, "to enable the best possible quality of living and dying for those who are terminally ill."



**David W Platt, Chairman**



**Peter Holliday, Group Chief Executive**

## **Report of the Trustees & Directors: Working in the Community**

St Giles Hospice's stature as a centre of expertise and excellence continues to grow, both within the local community and further afield.

This outstanding reputation for providing high-quality specialist medical and nursing care means St Giles' services remain in ever-increasing demand.

The hospice continues to work in close collaboration with the NHS both at local and national level. The charity strives to complement and supplement treatment and care available to NHS patients, to contribute to the strategic planning of palliative care both nationally and locally, and to share its expertise with other health care professionals.

### **Community Team of St Giles Clinical Nurse Specialists**

St Giles' Community Team recorded its busiest ever year, with the hospice's fourteen Clinical Nurse Specialists and three Staff Nurses carrying out 7,186 visits to patients in their own homes across the region.

The weekend telephone support service, set up in September 2003, continues to experience high demand from patients, their relatives and health care professionals, with staff receiving some 1,300 calls during the reporting year.

Referrals also continue to increase – averaging 73 per month - and the team handles a caseload of approximately 400 patients a month.

### **Hospice at Home**

Hospice at Home was expanded to cover the Tamworth area during the year, following a successful fundraising campaign spearheaded by Tamworth and District Friends.

The service complements the care offered by the Community Team and offers patients nearing the end of life the choice to remain in the familiar surroundings of their own home.

Since the end of the reporting year the decision has been taken to make the programme available throughout the patient catchment area.

### **Palliative Medicine Specialists**

The consultants and other doctors based at St Giles care for patients in the hospice, train nurses and doctors in palliative medicine, and work alongside NHS colleagues at each of the hospice's catchment area's major hospitals.

The team continues to experience high demand for its expertise and plans were laid during the year to recruit a fourth consultant, who has joined the team since the end of the reporting year.

#### **Pan Birmingham Palliative Care Network**

As part of its work within the wider healthcare community, senior staff from St Giles Hospice continue to fulfil key roles within the Pan Birmingham Palliative Care Network - part of the Pan Birmingham Cancer network.

St Giles' Medical Director Diana Webb returned to the hospice in April 2005, after a 15-month secondment with the network where she played a pivotal role in the design and implementation of a consultant recruitment strategy.

St Giles' Bereavement Services Manager, Nikki Archer, is currently on secondment with the network for one day each week, assessing bereavement provision across the Birmingham area.

In addition, St Giles' Group Chief Executive Peter Holliday has been appointed vice-chairman of the network. Peter's specialist insights - derived from St Giles' innovative, flexible, caring and cost-efficient culture - will be brought to bear in decisions about palliative care and the allocation of resources for cancer care within the NHS.

#### **Education Department**

Demand for the dedicated Education Department's extensive programme, which ranges from single study days through to year-long courses, increased during the year.

In addition to providing continuing education for hospice staff, the department also passes on the hospice's expertise to other health care professions.

A prime example of this was a fact-finding visit by a Japanese consultant in palliative care, followed by a visit from ten nurses in September 2004. The success of the visit prompted another group of Japanese nurses to visit during August 2005.

Viv Forrester, Lecturer/Practitioner, has undertaken a number of high-profile projects during the year, including a poster presentation on discharge care pathways to the Royal College of Nursing Education Conference.

The department continues to work in close partnership with Staffordshire University on two extremely popular validated diploma courses. The year has also seen the development of a degree course in lymphoedema - making St

Giles one of only three centres providing lymphoedema management training at this level in the UK.

Theresa Barker, Head of Education, was also acting Nursing Director for the final months of the year.

The department remains grateful to its team of hard-working volunteers who undertake a wide variety of helpful administrative tasks.

## **Caring at St Giles Hospice**

St Giles Hospice's work in the community is complemented by the extensive services offered at the main hospice in Whittington, near Lichfield.

### **Day Hospice**

The Day Hospice saw a number of staff changes during the year.

Sister Lou Hunwick, who shared responsibility for running the department with Sister Jayne Tooth, left in August. Jayne is now fully in charge of the Day Hospice, and the team has been joined by Staff Nurses Nicky Holmes and Sue Stevens.

Jayne and Nicky attended a palliative day care study day at London's St Christopher's Hospice in January, which prompted both discussions with patients to plan for future provision and also a team away day in early February to develop departmental strategy.

The department hosted practical placements for nursing students from Wolverhampton University, and visits by staff from other hospices.

As part of their care, Day Hospice patients take part in a variety of creative therapies during their weekly visit, and increasing demand resulted in additional activities assistants joining the team. Complementary therapy provision also grew during the year, with a group of volunteers providing the service four days a week.

### **In-Patient Unit**

Many patients stay in the 18-bed In-Patient Unit for a short time to have their symptoms controlled and their condition stabilised before returning home, while others come when they are nearing the end of their lives for the specialist care for which St Giles is renowned.

The department continues to be proactive in the professional and personal development of staff for the benefit of patients, and to this end, the skill mix and staff structure was reviewed during the year to improve night shift leadership, with senior nurses on duty.

### **Out-Patient Clinic**

The Out-Patient Clinic saw many patients receive specialist medical care from St Giles' palliative medicine consultants during the reporting year.

The service was established in February 2004 to reduce the need for time-consuming home visits by consultants and so increase the number of patients seen.

### **Caring for the Whole Person**

St Giles prides itself on caring not just for patients' physical well-being, but also ensuring their emotional, psychological and spiritual welfare.

The Chaplaincy team continues to be an integral part of this provision and is on call continually, responding to the needs of patients, their families and carers, of all faiths and none.

The year saw the refurbishment of the hospice chapel and a service of rededication was led by the Bishop of Lichfield, the Right Reverend Jonathan Gledhill, in March. The project was entirely funded by donations.

In addition, the Chaplaincy's involvement in education continues to grow.

### **Bereavement Service**

The Bereavement Service continues to experience growing demand for its specialist expertise, with the number of new people (clients) introduced to the service totalling 218, compared to 161 in the previous year.

This additional workload is being supported by the department's fourteen specially-trained volunteer Bereavement Visitors, who provided more than 400 hours of client contact during the reporting year. The team has grown further since the end of the reporting year, with seven new volunteers completing their training.

The service's reputation for excellence continues to be recognised in the wider community too, with the number of referrals from other health care providers increasing significantly, meaning a significant part of the work load is from clients other than those whose bereavement involved a St Giles patient. A significant proportion of the department's clients are children, benefiting from specialist bereavement counselling.

The department played a key role in a one-day regional conference for bereavement volunteers at Drayton Manor in February. The event was organised by the West Midlands Area Network of Bereavement Services, chaired by St Giles' Bereavement Services Manager, Nikki Archer.

### **Lymphoedema Clinic**

The Lymphoedema Clinic continues to provide essential assessment and treatment to those suffering from chronic oedema, a painful swelling that usually develops in the limbs.

During the year the dedicated team undertook a total of 3,700 patient appointments, with 446 new referrals. With an expanded team of five nurses, the clinic further reduced waiting-list times for patient assessment, and is keeping waiting times for initial intensive treatment to a minimum.

Two six-month Clinical Support Groups, for patients struggling to come to terms with the physical and psychological issues associated with the condition, were completed successfully during the year.

Education remains an important element of the clinic's work, with all qualified staff involved in teaching programmes both at St Giles for the Staffordshire University Lymphoedema Module, and also on degree programmes for nurses at local universities.

The lymphoedema team also shares its knowledge and expertise, and the year saw 153 health care professionals on practical placements at the clinic.

Staff continue to update their skills by attending university-accredited courses to ensure that all practice is evidence-based and that the clinic remains at the forefront of lymphoedema management, for both cancer and primary lymphoedema patients. Sister in Charge Helen Young is currently studying for the first ever Masters level degree course in Lymphology, run by Bradford University.

### **Sutton Day Hospice Facility**

The long-awaited decision on the scheme to build a brand new hospice facility in Sutton Coldfield came right at the end of the reporting year.

Birmingham City Council's Development Control Committee approved the joint application by Sutton Coldfield Municipal Charities (SCMC) and St Giles to redevelop a derelict SCMC-owned farm site on Lindridge Road.

Because the development is on the edge of Green Belt land, there was a chance the planning decision could be called in by the Office of the Deputy Prime Minister - potentially delaying or even halting the plan.

To the relief of both charities the scheme will not be called in and the transformation of the site can now forge ahead. The huge amount of detailed planning work is now in full swing and it is hoped to start work early in 2006.

The project will see the redevelopment of the existing dilapidated buildings, outhouses and yards into the specialist care centre.

While St Giles maintains a strong local presence in Sutton Coldfield through specialist clinicians, volunteers and fundraisers, there is currently no hospice facility in the town.

The new satellite hospice will serve a three-fold purpose - as a day hospice for outpatient consultation and treatment; as a base for St Giles staff to visit patients at home; and as a meeting and education centre, including use by other organisations and voluntary cancer support groups.

Under the project, SCMC is providing the land and finance for the building while St Giles will manage the build operation, equip the centre, and then take charge of its day to day operation, providing clinical expertise and managerial skills.



## **Supporting the Care**

As the demands placed on the caring services of St Giles Hospice continue to grow, so too does its dependency on the generosity of the local community.

While St Giles receives some funding from government through local NHS trusts, the charity could not deliver the high level of service currently provided without the support of charitable trusts, companies, organisations and individuals.

Thanks to their outstanding contributions St Giles' income for the year was £5.47m, an increase from £4.9m in the year to March 2004.

### **St Giles Hospice Shops**

St Giles Hospice's charity shops are an important source of fundraising and are dependent entirely on the generosity of the public - as both suppliers and customers.

Despite the public's continued support and the efforts of hardworking staff and volunteers, the reporting year saw the shops' profits fall to £543k compared to £607k in the previous year.

The dip can be attributed to a number of factors including the general downturn in retail, the increasing popularity of internet trading sites and imported cheap clothing.

In response, management are striving to reverse the downturn including shifting the emphasis from clothing to bric-a-brac and furniture, and seeking additional shop sites.

On a positive note, a dedicated bookshop was opened in Mere Green in July and reports excellent trading results, and a refit of the Wylde Green shop was completed in January, the first of a rolling programme of refurbishments.

### **St Giles Hospice Promotions**

St Giles Hospice Promotions, the wholly-owned subsidiary company managing the St Giles Hospice Lottery, enjoyed another successful year.

Thanks to the support of players, the lottery matched last year's record-breaking profits total of £1.035m – and means that the draw remains the most successful of its kind in the UK.

While St Giles Hospice Lottery membership growth is slow, retention remains high with over 32,000 loyal players. Thanks to the economies of scale from such a large membership, almost 60 pence out of every pound stake goes to support St Giles' work.

The promotions company is constantly seeking new ways to maximise income. During the year these included recruiting students during the summer to canvass new players, investigating new projects, and forging stronger links with local businesses. Long-term cost-saving opportunities have also been identified.

### **Volunteers**

The tremendous contribution made by St Giles Hospice's dedicated volunteers was recognised during the year when the team received The Queen's Award for Voluntary Service.

The prestigious award recognises the vital role played by volunteers who regularly devote their time to helping others in the community, improving the quality of life and opportunity for others and providing an outstanding service.

It is estimated that some 900 helpers provided over 180,000 volunteer hours during the year – undertaking 35 different roles within the hospice's service provision, in addition to staffing charity shops and helping with fundraising. Conservatively valued at £6 an hour, these efforts amount to over £1m.

Since the year end Glenda Leach has retired as Volunteers Manager after 23 years at St Giles. Glenda recruited, trained and nurtured thousands of volunteers and was a familiar face both within the organisation and the local community. Her excellent work is now being continued by Lesley Stinton.

### **Fundraising Office**

A huge variety of initiatives helped the Fundraising Office generate a contribution of £1.91m, a highly significant increase on last year's £1.47m.

*Legacies, an important part of St Giles' income, contributed over £1m to the total, up from £687k last year.*

Hospice collecting boxes in shops, businesses and homes raised £73k, while the many Groups of Friends generated almost £42k. In addition, Tamworth and District Friends raised over £70k to launch a Hospice at Home service in the town.

The popular Light up a Life events staged in partnership with St Giles Hospice Promotions at Lichfield Cathedral, Cannock town centre and, for the first time, in Burton upon Trent, raised over £20k.

Continued support was also received from many local councils, the Freemasons through the individual lodges and Grand Charity, golf clubs, businesses and one-off events.

**Charitable Trusts**

The hospice is indebted to the following trusts, all of whom have made substantial grants during 2004/2005:

Burton Nursing Endowment Fund

The Cadman Charitable Trust

Criffel Charitable Trust

Baron Davenport's Charity

Delves Charitable Trust

Col G G Hodges Settlement & Memorial Trust

Lord Austin Trust

Patients Aid Association

R M Douglas Charitable Trust

Connie & Albert Taylor Charitable Trust

Uttoxeter Aid in Sickness Fund

The Workman Trust

**Support Services**

A new Support Services department was created during the year to oversee the non-clinical aspects of the hospice.

Catherine Baker joined in July 2004 as Support Services Director to manage personnel and volunteers in a combined Human Resources department, plus finance, IT and facilities.

Catherine is leading a comprehensive review of people policies and procedures – in line with the hospice philosophy “to care for all volunteers and staff throughout the St Giles group.”

All personnel issues are being centralised and new software, to further increase the efficiency of the department, is being installed.

Catherine has also set up a monthly Health and Safety Committee which is breathing new life into this statutory obligation and being enthusiastically embraced by staff and trustees.

Financial policies and controls have been reviewed which has aided preparation for the hospice's response to the NHS' Agenda for Change.

## **Financial Results for the Year & Statutory Requirements**

In complying with charity and company law, we are obliged to submit our accounts in a specific format. This document aims to meet those legal requirements and, at the same time, make for interesting reading. We therefore now include some statements which indicate how we are complying with charity and company law.

The trustees of the charity St Giles Hospice are also directors of the company St Giles Hospice Ltd (a company limited by guarantee) for the purposes of the Companies Act 1985. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in October 2000 in preparing this annual report and financial statements.

St Giles Hospice was incorporated on 15 June 1979. It is governed by a Memorandum and Articles of Association.

The charity's objective, as defined in the Memorandum, continues to be the care of people suffering from chronic or terminal illness.

### **Accounts**

The Statement of Financial Activities for the year is set out on page 27 of these reports, and the format reflects current accounting requirements. A summary outline of the income and expenditure for the year is shown in the table overleaf.

**Income and Expenditure for the year ended 31 March 2005**

	2005 £	2004 £
<b>Where our income came from</b>		
NHS grants and payments for consultants	1,740,686	1,618,047
Legacies	1,042,766	687,221
Friends Groups	41,945	38,834
Net contribution from Fundraising Department	825,380	744,666
Net contribution from St Giles Hospice Shops	542,946	607,127
Net contribution from St Giles Lottery	1,035,092	1,035,316
Investment Income	216,116	133,189
Sundries	24,151	32,085
<b>Total</b>	<u>5,469,082</u>	<u>4,896,485</u>
<b>How our income was spent</b>		
Hospice services	4,365,411	3,794,951
Education and training	135,883	119,830
Investment management fees	12,492	8,896
Management and administration of the charity	30,359	27,672
<b>Total</b>	<u>4,544,145</u>	<u>3,951,349</u>
<b>Surplus of running costs income</b>	924,937	945,136
<b>Reconciliation to the Statement of Financial Activities on page 27</b>		
Gains (losses) on investments	231,962	112,239
Income in period for future projects	256,454	55,972
<b>Net movement in funds (page 27)</b>	<u>1,413,353</u>	<u>1,113,347</u>

**Reserves**

The trustees have reviewed the reserves of the charity, including the nature of the income and expenditure streams, the need to match variable income with fixed commitments, and the nature of the reserves.

The review concluded that to allow the charity to be managed efficiently and to provide a buffer for uninterrupted service, the charity should have between four months' and two years' expenditure available in free reserves to cover periods of insufficient public support.

During the year the charity's free reserves increased from £5.64m to £6.91m, representing approximately 17 months of current annual expenditure, based on the budget for the year to 31 March 2006. A substantial proportion of these reserves will be employed in the construction of the proposed new in-patient unit.

### **Changes in Fixed Assets**

The movements in fixed assets during the year are set out in note 6 to the financial statements.

### **Investment Policy and Returns**

The hospice's investments are managed by Gerrard Ltd and Coutts & Co who were appointed investment managers in 2004.

The investment managers provide six-monthly reports which are reviewed by both the Finance Governance Committee and the trustees.

The investment objectives are to achieve long term capital and income growth in a moderately conservative manner, following guidelines agreed by the trustees. The investment managers have discretion in the management of the portfolio within given criteria.

The investments are represented by the Capital Reserve Fund, funds put aside from revenue surpluses to safeguard the funding of the hospice through periods of insufficient public support.

The Memorandum and Articles of Association permit funds to be invested as the trustees see fit, providing these powers of investment are only exercised for the purpose of attaining the objectives and in a manner that is legally charitable.

### **Employee Involvement and Employment of the Disabled**

The trustees are deeply appreciative of the work carried out by the dedicated and committed team of employees at St Giles, in maintaining the excellence in the provision of specialist care for which the hospice is renowned.

As a people-focused organisation, employees are regularly consulted on issues of concern to them, and management continue to develop collaborative working practices at all levels. During the year there was a consultation on restructuring the management of the charity. This restructuring has been implemented since the year end. There was also consultation on job evaluations and the results of this are being implemented during 2005/06.

The charity has a number of detailed personnel policies including those in relation to grievances for both staff and volunteers, sickness, maternity leave and volunteers.

In accordance with the charity's commitment to equal opportunities, St Giles has established fair employment practices in the recruitment, selection, retention and training of disabled staff. Full details of all the policies are available from the charity's offices.

### **Governance and Internal Control**

Trustees serve for a five-year period, after which they may seek re-election. Whilst there is no upper age limit to ensure we do not lose valuable expertise, when a trustee reaches the age of 75, the trustees seek to appoint an additional member under 70. The full board of trustees met five times during the year.

Four governance committees – clinical, human resources, estates & facilities, and finance – report directly to the board of trustees. Each committee, chaired by a trustee, comprises trustees and the senior management team.

The trustees regularly review the skills required for the governance of the charity, and vacancies for trustees are publicised, indicating skills required, to encourage individuals from all walks of life to apply.

Company and charity law 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 charity, and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that are reasonable and prudent
- stated that applicable accounting standards have been followed
- prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial status of the charity, and enable them to ensure that the financial statements comply with the Companies Act 1985.

They are also liable for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities. In addition they are charged with providing reasonable assurance that:

- the charity is operating efficiently and effectively
- its assets are safeguarded against unauthorised use or disposition
- proper records are maintained and financial information used within the charity or for publication is reliable
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- an annual budget approved by the trustees
- regular consideration by the trustees of financial results, variance from budgets, non-financial performance indicators and benchmarking reviews
- delegation of authority and segregation of duties
- risk assessment and management.

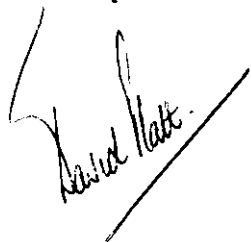
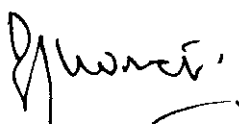
The trustees, through the governance committees, have formal processes in place to assess clinical and business risks and to implement risk management strategies. This on-going process involves identifying the types of risks the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying means of reducing them.

Management are responsible for implementing the trustees' policies, and identifying and evaluating risks for their consideration. Procedures are also in place for reporting failings immediately to appropriate levels of management and the trustees, together with details of corrective action being undertaken.

#### **Auditors**

A resolution proposing that Burman & Co be re-appointed as auditors of the charity will be put to the Annual General Meeting.

**This report was approved by the Board on 13 July 2005.**

A handwritten signature in black ink, appearing to read 'David W Platt', written over a horizontal line.A handwritten signature in black ink, appearing to read 'G. W. Jones', written over a horizontal line.

**David W Platt (Chairman)**



# **Report of the Independent Auditors to the Members of St Giles Hospice Limited**

We have audited the financial statements of St Giles Hospice Limited for the year ended 31 March 2005 which comprise the statement of financial activities, balance sheet, cash flow statement and related notes. These financial statements have been prepared under the historical cost convention and on the basis of the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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 the opinions we have formed.

## **Respective responsibilities of trustees and auditors**

The trustees (who are also the directors of St Giles Hospice Limited for the purposes of company law) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the report of the trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the trustees' annual report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

## **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and

disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

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

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of affairs of the charitable company and group as at 31 March 2005 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in black ink, appearing to be 'B. C.', written over a horizontal line.

**Burman & Co**

**Chartered Accountants and Registered Auditors, Redditch.**

**15 July 2005**

# Consolidated Statement of Financial Activities (incorporating an income and expenditure account) for the year ended 31 March 2005

	Note	Unrestricted Funds £	Restricted Funds Development Appeal £	Other £	Endowment Fund £	Total 2005 £	Total 2004 £
<b>Incoming resources</b>							
Donations		393,907	6,000	145,518		545,425	546,306
Legacies		1,042,766	250,454			1,293,220	687,221
Fundraising		506,351				506,351	455,413
<i>Activities in furtherance of the charity's objects:</i>							
Grants (district health authorities including supply of consultants' sessions)		1,740,688				1,740,688	1,618,047
Training and bursaries		8,165				8,165	19,321
<i>Activities for generating funds:</i>							
Merchandising gross income	2	3,088,062				3,088,062	3,080,239
Investment income		214,445			1,671	216,116	133,189
Sundry income		15,986				15,986	12,764
<b>Total incoming resources</b>		<b>7,010,370</b>	<b>256,454</b>	<b>145,518</b>	<b>1,671</b>	<b>7,414,013</b>	<b>6,552,500</b>
<b>Resources expended</b>							
<i>Cost of generating funds:</i>							
Fundraising costs		178,453				178,453	162,247
Merchandising costs	2	1,510,024				1,510,024	1,437,796
Investment management fees		12,492				12,492	8,896
<i>Charitable expenditure:</i>							
<i>Cost of activities in furtherance of the charity's objects:</i>							
Hospice services		4,129,874		235,537		4,365,411	3,794,951
Education & training		135,883				135,883	119,830
Management & administration		30,359				30,359	27,672
<b>Total resources expended</b>	3	<b>5,997,085</b>		<b>235,537</b>		<b>6,232,622</b>	<b>5,551,392</b>
<b>Net income before transfers</b>		<b>1,013,285</b>	<b>256,454</b>	<b>(90,019)</b>	<b>1,671</b>	<b>1,181,391</b>	<b>1,001,108</b>
Transfers between funds		1,671			(1,671)		
<b>Net incoming resources</b>		<b>1,014,956</b>	<b>256,454</b>	<b>(90,019)</b>		<b>1,181,391</b>	<b>1,001,108</b>
<b>Gains/(Losses) on investment assets</b>							
Realised		25,003				25,003	7,408
Unrealised		206,959				206,959	104,831
<b>Net movement in funds</b>		<b>1,246,918</b>	<b>256,454</b>	<b>(90,019)</b>		<b>1,413,353</b>	<b>1,113,347</b>
Fund balances brought forward at 1 April 2004		5,814,091	21,608	3,023,288	43,724	8,902,711	7,789,364
<b>Fund balances carried forward at 31 March 2005</b>		<b>7,061,009</b>	<b>278,062</b>	<b>2,933,269</b>	<b>43,724</b>	<b>10,316,064</b>	<b>8,902,711</b>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. In accordance with the exemption allowed under Section 230 of the Companies Act 1985, as amended, the company's profit and loss account is not separately presented.

## Consolidated Balance Sheet as at 31 March 2005

	Note	2005		2004	
		Group £	Company £	Group £	Company £
<b>Fixed assets</b>					
Tangible assets	6	3,357,760	3,349,867	3,215,840	3,206,739
Investments	7	2,964,141	2,964,145	2,297,499	2,297,503
		<u>6,321,901</u>	<u>6,314,012</u>	<u>5,513,339</u>	<u>5,504,242</u>
<b>Current assets</b>					
Stock		53,694	23,441	57,365	30,353
Debtors	8	287,324	672,840	149,452	615,534
Building society deposits		80,877	80,877	1,185,437	1,185,437
Cash at bank and in hand		4,540,893	3,808,241	3,030,763	2,223,464
		<u>4,962,788</u>	<u>4,585,399</u>	<u>4,423,017</u>	<u>4,054,788</u>
<b>Creditors (amounts falling due within one year)</b>	9	(968,625)	(583,347)	(1,033,645)	(656,319)
<b>Net current assets</b>		<u>3,994,163</u>	<u>4,002,052</u>	<u>3,389,372</u>	<u>3,398,469</u>
<b>Total net assets</b>		<u>10,316,064</u>	<u>10,316,064</u>	<u>8,902,711</u>	<u>8,902,711</u>
<b>Funds</b>					
Unrestricted funds	10	4,140,592	4,140,592	5,814,091	5,814,091
Unrestricted capital reserve fund	10	2,920,417	2,920,417		
Restricted funds	11	3,211,331	3,211,331	3,044,896	3,044,896
Endowment fund	11	43,724	43,724	43,724	43,724
<b>Total funds</b>		<u>10,316,064</u>	<u>10,316,064</u>	<u>8,902,711</u>	<u>8,902,711</u>

*David Platt*

*B Kumeta*

Approved by the trustees on 14 July 2005 and signed on their behalf by D Platt (Chairman) and B Kumeta.

## Consolidated Cash Flow Statement for the Year Ended 31 March 2005

	Note	2005		2004	
		£	£	£	£
<b>Net cash inflow from activities</b>	(i)		901,005		1,264,829
<b>Returns on investments and servicing of finance</b>					
Interest received		138,342		91,935	
Dividend income		<u>76,103</u>		<u>40,010</u>	
			214,445		131,945
<b>Capital expenditure and financial investment</b>					
Payments to acquire tangible fixed assets		(275,200)		(104,786)	
Purchase of investments		<u>(2,178,475)</u>		<u>(547,285)</u>	
Proceeds from sales of investments		<u>1,056,849</u>		<u>128,978</u>	
			(1,396,826)		(523,093)
<b>(Decrease)/Increase in cash in the year</b>	(ii)		<u>(281,376)</u>		<u>873,681</u>

## Notes to the Consolidated Cash Flow Statement for the Year Ended 31 March 2005

	2005 £	2004 £
<b>(i) Reconciliation of changes in resources to net inflow from operating activities</b>		
Net incoming resources	1,181,391	1,001,108
Investment income	(214,445)	(131,945)
Depreciation charge	133,280	142,194
Decrease in stocks	3,671	11,006
(Increase)/Decrease in debtors	(137,872)	4,786
(Decrease)/Increase in creditors	<u>(65,020)</u>	<u>237,680</u>
	<u>901,005</u>	<u>1,264,829</u>

### (ii) Analysis of net cash resources

	1 April 2004 £	Cashflow £	31 March 2005 £
Cash at bank & in hand	3,030,763	1,510,130	4,540,893
Building society deposits	1,185,437	(1,104,560)	80,877
Farmers & Butchers account	43,724		43,724
Capital reserve fund cash	<u>850,078</u>	<u>(688,946)</u>	<u>163,132</u>
	<u>5,110,002</u>	<u>(281,376)</u>	<u>4,828,626</u>

# Notes to the Financial Statements for the Year Ended 31 March 2005

## 1. ACCOUNTING POLICIES

### (a) Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

The financial statements consolidate the accounts of the charity and its subsidiary undertakings. The results of the subsidiaries are consolidated on a line by line basis.

The charity has availed itself under paragraph (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

### (b) Company status

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The guarantee remains in force for one year after cessation of membership of the company.

### (c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

The capital reserve fund comprises unrestricted funds that have been set aside by the trustees to contribute towards the running costs of the hospice in the event of insufficient public support.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The endowment fund represents those assets which must be held permanently by the charity. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income.

### (d) Depreciation

Depreciation is calculated to write-off the tangible assets by equal annual instalments over their estimated useful lives.

The principal rates in use are:

Freehold buildings	2% of cost
Short leasehold properties	Over life of lease
Fixtures, fittings & equipment	20% of cost
Computer equipment	33.3% of cost
Motor vehicles	20% of cost

The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £2,500 or less.

### (e) Donations

Donations are credited to income and expenditure accounts in the year in which they are receivable.

### (f) Capital grants and legacies

Capital grants and legacies received are credited to the income and expenditure account in the year in which they are receivable.

### (g) Contributions and fees from national health service trusts

Contributions and fees from national health service trusts are credited to income and expenditure in the period to which they relate.

### (h) Stock

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

### (i) Pension contributions

Pension contributions for the group personal pension plan are charged against income when payable.

### (j) Investments

Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

### (k) Reserves

The trustees consider that to enable the charity to be managed efficiently, and provide a financial buffer for uninterrupted services, the charity should have between four months and two years' expenditure available in free reserves to cover periods of insufficient public support.

## 2. MERCHANDISING INCOME AND COSTS

The charity has two wholly owned trading subsidiaries which are incorporated in the UK. St Giles Hospice Shops Limited acts as an agent for St Giles Hospice for the sale or other disposal of donated goods and also sells bought in goods which form its trading activities. The principal activity of St Giles Hospice (Promotions) Limited is to run a lottery but it also undertakes other promotional activities. Both companies covenant their taxable profits to St Giles Hospice. A summary of their trading results is shown in the profit and loss account, set out below.

### PROFIT AND LOSS ACCOUNT

	Donated Goods £	St Giles Hospice Shops Limited £	Total Shops Activities £	St Giles Hospice (Promotions) Limited £	Total 2005 £	Total 2004 £
Merchandising income	1,166,904	197,606	1,364,510	1,695,425	3,059,935	3,061,241
Interest Receivable		4,695	4,695	23,432	28,127	18,998
	<u>1,166,904</u>	<u>202,301</u>	<u>1,369,205</u>	<u>1,718,857</u>	<u>3,088,062</u>	<u>3,080,239</u>
Cost of sales	296	71,472	71,768	373,335	445,103	472,754
Other operating costs	<u>732,321</u>	<u>22,170</u>	<u>754,491</u>	<u>310,430</u>	<u>1,064,921</u>	<u>965,042</u>
	<u>732,617</u>	<u>93,642</u>	<u>826,259</u>	<u>683,765</u>	<u>1,510,024</u>	<u>1,437,796</u>
Operating profit	<u>434,287</u>	<u>108,659</u>	<u>542,946</u>	<u>1,035,092</u>	<u>1,578,038</u>	<u>1,642,443</u>
Gift aided to St Giles Hospice		<u>108,659</u>	<u>108,659</u>	<u>1,035,092</u>	<u>1,143,751</u>	<u>1,142,388</u>
Net assets/ (liabilities)		<u>2</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>4</u>

## 3. TOTAL RESOURCES EXPENDED

	Staff Costs £	Depreciation £	Other Costs £	Total £
Charitable expenditure				
Hospice services	3,390,580	123,599	851,232	4,365,411
Education & training	106,267		29,616	135,883
Management & administration	22,303		8,056	30,359
Cost of generating funds				
Fundraising costs	112,275		66,178	178,453
Merchandising costs	525,303	9,681	975,040	1,510,024
Investment management fees	<u>4,156,728</u>	<u>133,280</u>	<u>1,942,614</u>	<u>6,232,622</u>
Other costs include:			2005 £	2004 £
Auditors' remuneration:				
Hospice:				
Audit fee			6,000	5,500
Accountancy, taxation & other services			<u>2,300</u>	<u>2,300</u>
Subsidiaries:				
Audit fee			2,950	2,700
Accountancy, taxation & other services			<u>3,750</u>	<u>4,500</u>

#### 4. STAFF COSTS

	2005	2004
	£	£
Salaries & Wages	3,664,567	3,181,394
Social Security costs	266,786	239,714
Pension costs	225,375	122,210
	<u>4,156,728</u>	<u>3,543,318</u>

##### (a) Employees

The average number of persons employed during the year (including part-time but excluding volunteers), calculated on a full time equivalent basis, analysed by function was:-

	2005	2004
	No.	No.
Hospice services	106	98
Fundraising	6	5
Education & training	3	3
Merchandising	34	34

##### (b) Volunteers

During the year the hospice has benefited substantially from the regular services of 471 (2004:506) volunteers. Additionally, volunteers working in the Hospice Shops and its associated warehouse number approximately 388 (2004: 349). Hospice Promotions have also received the assistance of 6 (2004:6) volunteers during the year.

##### (c) Emoluments

The number of employees whose emoluments amounted to over £50,000 in the year was as follows:

	2005	2004
	No.	No.
£50,000 - £60,000	-	1
£60,001 - £70,000	2	2
£70,001 - £80,000	<u>1</u>	<u>-</u>

No trustee of St Giles Hospice Limited or director of St Giles Hospice Shops Limited or St Giles Hospice (Promotions) Limited, received any emoluments during the year (2004:£NIL). The trustees neither received nor waived any emoluments during the year (2004:£NIL) and no out-of-pocket expenses were reimbursed.

#### 5. CHANGES IN RESOURCES AVAILABLE FOR CHARITY USE

	Unrestricted Funds	Restricted Funds	Total 2005	Total 2004
	£	£	£	£
Net movement in funds for the year	1,246,918	166,435	1,413,353	1,113,347
Net increase/(decrease) in tangible fixed assets for direct charitable purposes	220,767	(78,847)	141,920	(37,409)
Net movement in funds available for future activities	<u>1,467,685</u>	<u>87,588</u>	<u>1,555,273</u>	<u>1,075,938</u>

#### 6. TANGIBLE FIXED ASSETS GROUP

	Freehold Land & Building	Fixtures Fittings & Equipment	Short Leasehold Properties	Motor Vehicles	Total
	£	£	£	£	£
Cost at 1 April 2004	3,737,565	833,273	15,250	79,456	4,665,544
Additions	232,209	42,991	-	-	275,200
Disposals	<u>3,969,774</u>	<u>876,264</u>	<u>15,250</u>	<u>79,456</u>	<u>4,940,744</u>
Accumulated Depreciation at 1 April 2004	637,310	761,169	15,250	35,975	1,449,704
Charge for the year	74,199	45,942	-	13,139	133,280
Depreciation on Disposals	<u>711,509</u>	<u>807,111</u>	<u>15,250</u>	<u>49,114</u>	<u>1,582,984</u>
Net Book Value At 31 March 2005	<u>3,258,265</u>	<u>69,153</u>	<u>30,342</u>	<u>3,357,760</u>	
At 31 March 2004	<u>3,100,255</u>	<u>72,104</u>	<u>43,481</u>	<u>3,215,840</u>	

Included in the group assets above are fixed assets of the subsidiary undertakings amounting to £7,893 (2004: £9,101) at net book value

#### Capital Commitments

	Group and Company 2005	Group and Company 2004
	£	£
Contracted not provided	<u>Nil</u>	<u>Nil</u>

#### 7. INVESTMENTS

##### (i) Investment in subsidiary companies

The company owns the whole of the issued share capital, in the form of ordinary shares, in St Giles Hospice Shops Limited and St Giles Hospice (Promotions) Limited.

	2005	2004
	£	£
Shares in group companies at cost	<u>4</u>	<u>4</u>

##### (ii) The Farmers and Butchers Endowment Fund

In accordance with the wishes of the Farmers and Butchers, monies donated by them have been credited to an endowment fund. Income from the fund forms part of the unrestricted income of the charity.

	2005	2004
	£	£
Fund deposits	<u>43,724</u>	<u>43,724</u>

##### (iii) Capital reserve fund

	2005	2004
	£	£
Capital reserve fund investments		
Market value at 1 April 2004	1,403,697	873,151
Add: additions at cost	2,178,475	547,285
Less: disposals at opening value	(1,031,846)	(121,570)
Net gains/(losses) on revaluation	206,959	104,831
Market value at 31 March 2005	<u>2,757,285</u>	<u>1,403,697</u>
Cost at 31 March 2005	<u>2,350,576</u>	<u>1,414,313</u>

All investments are listed UK securities.

Investments held at 31 March which represent over 5% of the portfolio value are:

	2005	2004
	Market Value	Market Value
	£	£
Treasury 5% stock 07/06/04	-	72,137
Old Mutual corporate bond	-	76,215
Standard Life investment fund	-	82,200
Tinney collective UK fixed interest	-	230,652
Other UK listed securities	<u>2,290,428</u>	<u>966,766</u>
	2,290,428	1,197,318
Holdings in non UK listed securities	466,857	206,379
Investments held at 31 March	<u>2,757,285</u>	<u>1,403,697</u>
Cash on deposit awaiting investment at 31 March	163,132	74,512
Money market investment at 31 March	-	775,566
Balance at 31 March	<u>2,920,417</u>	<u>2,253,775</u>

##### Summary of investments

	Group 2005	Company 2005	Group 2004	Company 2004
	£	£	£	£
Investment in subsidiary companies		4		4
The Farmers and Butchers Endowment Fund deposits	43,724	43,724	43,724	43,724
Capital reserve fund investments	<u>2,920,417</u>	<u>2,920,417</u>	<u>2,253,775</u>	<u>2,253,775</u>
	<u>2,964,141</u>	<u>2,964,145</u>	<u>2,297,499</u>	<u>2,297,503</u>

#### 8. DEBTORS

	Group 2005	Company 2005	Group 2004	Company 2004
	£	£	£	£
Trade debtors	106,693	106,162	12,448	6,856
Amount due from subsidiary companies	-	393,180	-	477,709
Other debtors	9,601	9,601	4,299	4,299
Prepayments & accrued income	<u>171,030</u>	<u>163,897</u>	<u>132,705</u>	<u>126,670</u>
	<u>287,324</u>	<u>672,840</u>	<u>149,452</u>	<u>615,534</u>

## 9. CREDITORS (AMOUNTS FALLING DUE WITHIN ONE YEAR)

	2005 Group	2005 Company	2004 Group	2004 Company
	£	£	£	£
Trade Creditors	263,578	223,743	126,516	98,939
Taxation & social security	70,618	70,618	62,802	62,802
Superannuation	28,155	28,155	26,804	26,804
Accruals	248,758	220,478	189,286	154,818
Deferred income	357,516	40,353	628,237	312,956
	<u>968,625</u>	<u>583,347</u>	<u>1,033,645</u>	<u>656,319</u>

Deferred income is represented by grants received in advance and advance lottery ticket payments

## 10. UNRESTRICTED FUNDS

Group and Company  
Analysis of Funds

	2005 Accumulated Fund	2005 Capital reserve Fund	2005 Total	2004 Total
	£	£	£	£
Balance at 1 April	3,560,316	2,253,775	5,814,091	4,567,331
Net incoming resources	1,003,153	11,803	1,014,956	1,134,521
Transfer to capital reserve fund	(422,877)	422,877		
Increase/(decrease) in market value of investments		206,959	206,959	104,831
Realised gains/(losses)		25,003	25,003	7,408
Balance at 31 March 2004	<u>4,140,592</u>	<u>2,920,417</u>	<u>7,061,009</u>	<u>5,814,091</u>

## 11(i) RESTRICTED FUNDS

Group and Company	Balance at 1 April 2004	Net incoming resources	Balance at 31 March 2005
	£	£	£
Capital appeal funds	2,974,097	(74,199)	2,899,898
Phase 3 development appeal	21,608	256,454	278,062
John Haller memorial	10,000		10,000
Other restricted funds	39,191	(15,820)	23,371
	<u>3,044,896</u>	<u>166,435</u>	<u>3,211,331</u>

Capital appeal funds represent monies raised in the past to fund the construction of the hospice, including later additions. Depreciation on freehold property is charged against this fund.

The Phase 3 development appeal represents funds already received towards the extension of the In-Patient Unit.

The John Haller memorial represents funds being used for the promotion of educational projects amongst staff.

## (ii) ENDOWMENT FUND

Group and Company	Balance at 1 April 2004	Net incoming resources	Transfer to unrestricted funds	Balance at 31 March 2005
	£	£	£	£
Farmers and Butchers Endowment Fund	<u>43,724</u>	<u>1,671</u>	<u>(1,671)</u>	<u>43,724</u>

## 12. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2005
	£	£	£	£
Fund balances at 31 March 2005 are represented by:				
Tangible fixed assets	457,862	2,899,898		3,357,760
Fixed asset investments	2,920,417		43,724	2,964,141
Current assets	4,651,355	311,433		4,962,788
Current liabilities	(968,625)			(968,625)
Total net assets	<u>7,061,009</u>	<u>3,211,331</u>	<u>43,724</u>	<u>10,316,064</u>

## 13. PENSIONS

Staff joining St Giles directly from the National Health Service who were members of the National Health Service Superannuation Scheme can choose to continue to be members of that scheme. All other staff may become members of the St Giles Hospice group personal pension plan.

## 14. RELATED PARTY TRANSACTIONS

During the year St Giles Hospice (Promotions) Limited purchased services from two of its directors, totalling £12,113.