ST GILES HOSPICE, WHITTINGTON (LIMITED BY GUARANTEE) FINANCIAL STATEMENTS

31ST MARCH 1998

REGISTERED CHARITY NO. 509014



COUNCIL OF MANAGEMENT REPORT FOR THE YEAR ENDED 31ST MARCH 1998

STATEMENT OF COUNCIL OF MANAGEMENT RESPONSIBILITIES

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 company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors Burman & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

Signed on behalf of the Council of Management.

R.A. Alderson - Secretary Dated: 19th August 1998

R A. Alderson

REPORT OF THE AUDITORS TO THE MEMBERS

We have audited the financial statements on pages 3 to 16 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

Respective responsibilities of Council of Management and Auditors

As described on page 1, the company's council of management is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of Opinion

We conducted our audit in accordance with 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 in the preparation of the financial statements, and of whether the accounting policies are appropriate to the 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 misstatements, 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 the company's affairs as at 31st March 1998 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

BURMAN & CO CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS

REDDITCH 19th August 1998

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 1998

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 1998 £	Total 1997 £
Incoming Resources						
Legacies & Donations		625,721	84,919	8,500	719,140	557,336
Covenants & Gift Aid		32,313			32,313	30,396
Collecting Boxes		36,431			36,431	32,930
Appeal Sales		165,330			165,330	111,387
Fundraising		49,303			49,303	41,342
Lotteries		438			438	14,083
Sales of Donated Goods		700,225			700,225	621,706
Give As You Earn		6,158			6,158	6,947
District Health Authorities		895,178			895,178	837,327
Training Unit		4,141			4,141	8,783
Bursaries		4,567			4,567	1,713
Interest and Investment Income		38,404		57,861	96,265	89,394
Internal Income		12,266			12,266	14,249
Other Income						595
Non-Charitable Trading Activities:					400.000	40.045
Net Income	3	128,833		00.004	128,833	16,845
Total Incoming Resources		2,699,308	84,919	66,361	2,850,588	2,385,033
Resources Expended			70 700		4 077 044	4 942 040
Direct Charitable Expenditure	4	1,905,172	72,769		1,977,941	1,842,919
Fundraising and Publicity	5	444,969		E 600	444,969	399,963
Management and Administration	6	233,783	70.760	5,628	239,411 2,662,321	207,870 2,450,752
Total Resources Expended		2,583,924	72,769	5,628	2,002,321	2,430,732
Net Incoming/		445 004	40.450	60,733	188,267	(65,719)
(Outgoing) Resources		115,384	12,150	00,733	100,201	(05,719)
Transfers between Funds		82,362		(82,362)		
Gains/(losses) on investment						
assets:						
Realised				38,075	38,075	67,818
Unrealised				58,342	58,342	(57,336)
Net Movement in Funds		197,746	12,150	74,788	284,684	(55,237)
			•			
Fund balances brought forward						0 W00 00=
at 1st April 1997		2,549,014	25,000	1,099,114	3,673,128	3,728,365
Fund Balances carried forward		0.740.700	07.450	4 470 000	2 057 040	2 672 429
at 31st March 1998		2,746,760	37,150	1,173,902	3,831,012	3,673,128

CONSOLIDATED SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 1998

	Note	1998	1997
Gross Income of continuing operations		£ 2,643,244	£ 2,291,605
Non-charitable trading activities: net income - covenanted - retained	3 .	100,600 28,233	16,845
Total income of continuing operations		2,772,077	2,308,450
Total expenditure of continuing operations		2,656,693	2,448,082
Net income/(expenditure) for the year before transfers and investment			(100.000)
asset disposals		115,384	(139,632)
Transfer of Interest Transfer from endowment fund		6,050 76,312	5,785
Net Income/(Expenditure) for the Year		197,746	(133,847)

CONSOLIDATED BALANCE SHEET AS AT 31ST MARCH 1998

		1998		1997	
	Note	Group	Company	Group	Company
		£	£	£	£
Fixed Assets	10	1,949,242	1,947,557	1,818,071	1,817,049
Tangible Assets Investments	10 11	1,949,242	1,541,551	1,010,071	4,017,043
investments	1 I	1,949,242	1,947,561	1,818,071	1,817,053
Fund Deposits					
The Farmers and Butchers		121,952	121,952	113,452	113,452
Endowment Fund Endowment fund		1,051,950	1,051,950	985,662	985,662
Endowinem iana		1,173,902	1,173,902	1,099,114	1,099,114
Current Assets					
Stock		34,566	22,106	28,353	21,453
Debtors	15	113,141	251,683	87,444	257,320
Building Society Deposits		468,599	351,056	600,034	477,027
Cash at Bank & in Hand		525,220	383,888	281,428	198,014
	•	1,141,526	1,008,733	997,259	953,814
Creditors (Amounts falling					
due within one year)	16	(306,858)	(177,418)	(241,316)	(173,654)
due Within One year,	10	(000,000)	(,,	(,	(,,
Net Current Assets		834,668	831,315	755,943	780,160
Total Net Assets		3,957,812	3,952,778	3,673,128	3,696,327
Financed By:-					
The Farmers and Butchers					
Endowment Fund	12	121,952	121,952	113,452	113,452
Endowment Fund	12	1,051,950	1,051,950	985,662	985,662
Capital Appeal Fund	13	37,150	37,150	25,000	25,000
Accumulated Fund	17	2,746,760	2,741,726	2,549,014	2,572,213
		3,957,812	3,952,778	3,673,128	3,696,327

Approved by the Council of Management on 19th August 1998. Signed on its behalf by:-

J.S. Dain - Chairman

D .Platt - Treasure

CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 31ST MARCH 1998

	Note	1998		199	7
		£	£	£	£
Net Cash Inflow(Outflow) from Operating Activities Investing Activities:- Payments to acquire	(i)		311,140		8,768
tangible fixed assets less disposals		(210,933)	_	(58,940)	
Net Cash Outflow from Investing Activities:- Net Cash Inflow/(Outflow) before financing Financing:		-	(210,933) 100,207		(58,940) (50,172)
Increase in Farmers and Butchers Endowment Fund Capital Appeal Fund Repayment of Amounts Borrowed Net Cash Inflow/(Outflow)		8,500 12,150		10,000 25,000 (100,000)	
from Financing			20,650		(65,000)
Increase/(Decrease) in Cash & Cash Equivalents	(iii)		120,857		(115,172)

NOTES TO THE CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 31ST MARCH 1998

			1998 £	1997 £
(I) Reconciliation of Operating Surplus to Net				
Cash Inflow/(Outflow) from Operating Activity Operating Surplus/(Deficit)	ies		197,746	(133,847)
Depreciation Charges			79,762	75,808
(Increase) in Stocks			(6,213)	(3,262)
(Increase)/Decrease in Debtors			(25,697)	45,750
Increase in Creditors		_	65,542	24,319
		=	311,140	8,768
(") Australia of Ohanges in Cook and Cook				
(ii) Analysis of Changes in Cash and Cash				
Equivalents During the Year			994 914	1,110,086
Balance as at 1st April 1997			120,857	(115,172)
Net Cash Inflow/(Outflow) Balance as at 31st March 1998		-	1,115,771	994,914
Dalance as at 31st March 1990		=	1,110,711	001,011
(iii) Analysis of the Balances of Cash and Cash				
Equivalents as Shown in the Balance Sheet				
Equivalents as onown in the Balance enect			Change	
	1998	1997	In Year	1997
	£	£	£	£
Cash at Bank and In Hand	525,220	281,428	243,792	(21,611)
Building Society Deposits	468,599	600,034	(131,435)	(103,561)
Farmers and Butchers Account	121,952	113,452	8,500	10,000
	1,115,771	994,914	120,857	(115,172)
	No. 10			
(iv) Analysis of Changes in Financing During th		0.0	199	7
	19:		Farmers &	
	Farmers &			
	Butchers	Fund £	Butchers £	Fund £
Data and the Annil 4007	£			942,052
Balance at 1st April 1997	113,452	985,662	103,452	
Net Cash Inflow	8,500	66,288	10,000	43,610

121,952

1,051,950

985,662

113,452

1. FORMAT OF ACCOUNTS

The accounts have been prepared in accordance with the requirements of the Companies Act 1985 and the recommendations of the Statement of Recommended Practice for Accounting by Charities published in October 1995.

2. ACCOUNTING POLICIES

(a)Basis of Accounting

The Financial Statements have been prepared on the historical cost basis of accounting. The group accounts consolidate the accounts of St. Giles Hospice and its subsidiaries, St. Giles Hospice Shops Limited and St. Giles Hospice Promotions limited, whose accounts are also made up to 31st March.

(b)Depreciation

Depreciation is calculated to write-off the tangible assets by equal 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 and Equipment 20% of cost
Computer Equipment 20% of cost
Motor Vehicles 20% of cost

(c)Donations

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

(d)Covenants

Income receivable under Covenant, together with the associated income tax recovery, is credited to income and expenditure over the term of the Covenant in equal annual instalments.

(e)Capital Grants and Legacies

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

(f)Contributions and Fees from District Health Authorities

Contributions and Fees from District Health Authorities are credited to income and expenditure, to the extent that the amount payable has been confirmed, in the period in which they relate.

(g)Stock

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

3. NET INCOME FROM TRADING ACTIVITIES OF SUBSIDIARIES

The charity has two wholly owned trading subsidiaries which are incorporated in the UK. St. Giles Hospice Shops Limited acts as and agent for St. Giles Hospice for the sale or other disposal of donated goods and also sells other goods which form its trading activities. St. Giles Hospice Promotions Limited has been formed to run a lottery. 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 FOR THE YEAR ENDED 31ST MARCH 1998

Turnover	Hospice	St. Giles Hospice romotions Limited £ 348,141	Total £ 454,038 53,211 400,827
Cost of Sales	52,000		
Gross Profit Employee Expenses	5,882	37,711 155,995	43,593 155,995
	1,702	78,603	80,305
Prizes	1,104	1,494	1,49 <u>4</u>
Other Expenses	7.504	273,803	281,387
Depreciation	7,584	270,000	
Operating Profit	45,102 6,140	74,338 3,253	119,440 9,393
Interest Received	51,242	77,591	128,833
Profit for the Year	49,947	50,653	100,600
Amount Covenanted to St Giles Hospice		26,938	28,233
	1,295	20,930	
Retained in Subsidiary			E 039
	5,405	(367)	5,038
Net Assets/(Liabilities)			

4. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £	Total 1997 £
In-Patient Unit Day Care Home Care Lymphoedema Bereavement	1,182,117 188,128 305,965 110,823 56,891	9,078 3,273 46,406		1,194,867 197,206 309,238 157,229 58,124	1,137,513 181,995 280,309 129,849 44,817
Support Costs: Education and Training Chapel	61,125 123			61,125 152	68,284 152
	1,905,172	72,769		1,977,941	1,842,919

5. FUNDRAISING AND PUBLICITY

	Unrestricted F Funds £	Restricted Funds £	Endowment Funds £	Total £	Total 1997 £
Appeals St. Giles Hospice Shops	94,969 350,000			94,969 350,000	85,263 314,700
	444,969			444,969	399,963

6. MANAGEMENT AND ADMINISTRATION	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total 1997
Staff Costs Office Expenses Depreciation Audit Fees	£ 169,609 54,445 5,029 4,700	£	£ 5,628	£ 169,609 60,073 5,029 4,700	£ 161,459 37,794 4,857 3,760
	233,783		5,628	239,411	207,870

7. TOTAL RESOURCES EXPENDED

	1,917,709	226,488	51,980	202,633	78,269	185,242	2,662,321
Management & Administration	169,609	4,137	3,638	•	5,029	56,998	239,411
St. Giles Hospice Shops	152,118	149,833			914	47,135	350,000
Fundraising and Publicity Appeals	60,613	-			2,707	25,791	94,969
Support Costs: Education and Training Chapel	52,137	7,737				1,251 152	61,125 152
Lymphoedema Bereavement	57,584 49,263	2,757		67,722 8,861	-	20,000	58,124
Home Care	275,277	4,479	521	3,878		19,668 25,685	309,238 157,229
In-Patient Unit Day Care	977,233 123,875	41,350 10,337	38,985 8,836	38,785	12,376	2,997	197,206
Direct Charitable Expenditure				99 997	40 247	5,565	1,194,867
	£	£	£	Requisites £	£	£	£
	Staff Costs	Premises Costs	Domestic Costs	Medical & Surgical	Depreciation	Other Costs	Total
••							

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 1998

8. EMPLOYEES AND VOLUNTEERS

(a) Employees- The average number of persons employed during the year (including part-time but excluding volunteers)

	1998		1997	
	Wholetime Average		Wholetime	Average
	Equivalent	Number	Equivalent	Number
Hospice				
Hospice Services	73.32	99	69.35	94
Fundraising and Publicity	3.37	4	3.37	4
Management and Administration	13.83	19	10.75	17
	90.52	122	83.47	115
Hospice Shops	15.6	23	13	21
Hospice Promotions	3	3	2.08	3

(b) Volunteers

During the year the hospice has benefited substantially from the regular services of over 450 (1997 - 440) volunteers.

Additionally, volunteers working in the Hospice Shops and its associated warehouse number approximately 310 (1997 - 338).

Hospice Promotions have also received the assistance of 5 (1997 - 5)volunteers during the year.

- (c) One employee earned between £70,000-£75,000 (1997 : £65,000-£70,000)
- (d) No member of the Council of Management or Director of St Giles Hospice Shops Limited or St Giles Promotions Limited, received any emoluments during the year (1997: £NIL).

9. CHANGES IN RESOURCES AVAILABLE FOR CHARITY USE

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £	Total 1997 £
Net movement in retained funds for the year Net increase in tangible fixed assets:	66,575	12,150	74,788	153,513	(72,105)
for direct charitable purposes	130,508			130,508	17,890
for other purposes	663			663	(1,022)
Net Movement in Funds available for					
Future Activities	197,746	12,150	74,788	284,684	(55,237)

10. TANGIBLE FIXED ASSETS					
10. 17.110.122.1.11.11.11.11.11.11.11.11.11.11.11.	Freehold		Short	Fixtures,	
	Land &	Motor	Leasehold	Fittings,	
	Buildings	Vehicles	Property	Equipment	Total
	£	£	£	£	£
Cost at 1st April 1997	2,138,871	24,374	15,250	437,088	2,615,583
Additions	160,936			49,997	210,933
Disposals	2,299,807	24,374	15,250	487,085	2,826,516
				·	
Depreciation Accumulated	372,687	24,374	15,250	385,201	797,512
at 1st April 1997 Charge for the Year	45,995	24,574	10,200	33,767	79,762
Adjustment on Disposal	40,000			00,701	75,152
Adjustment on Disposal	418,682	24,374	15,250	418,968	877,274
Net Book Value					
At 31st March 1998	1,881,125			68,117	1,949,242
At 31st March 1997	1,766,184			51,887	1,818,071
Direct Charitable Purposes		-			_
In-Patient Unit	1,077,130			41,158	1,118,288
Day Care	275,745			10,536	286,281
Home Care	120,639			4,609	125,248
Lymphoedema	235,270			2,963	238,233
Bereavement					
	1,708,784			59,266	1,768,050
Other Purposes					
Appeals	60,319			2,305	62,624
St.Giles Hospice Shops				577	577
St.Giles Hospice Promotions				1,686	1,686
Management and Administration	112,022	·		4,283 68,117	116,305 1,949,242
•	1,881,125			00,117	1,343,242
•					
Capital Commitments		Group and		Group and	
		Company		Company	
		1998		1997	
Contracted not provided		500,000	= :	NIL	

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 1998

11. INVESTMENT

Shares in Group Companies at Cost

1998 £4____ 1997 £4

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.

12. ENDOWMENT FUNDS

The Farmers and Butchers Endowment Fund

1998		1997	
Group Company		Group	Company
£	£	£	£
113,452	113,452	103,452	103,452
14,550	14,550	15,785	15,785
(6,050)	(6,050)	(5,785)	(5,785)
121,952	121,952	113,452	113,452
	Group £ 113,452 14,550 (6,050)	Group Company £ £ 113,452 113,452 14,550 14,550 (6,050) (6,050)	Group Company Group £ £ £ 113,452 113,452 103,452 14,550 14,550 15,785 (6,050) (6,050) (5,785)

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.

Endowment Fund

	1998		1997	
•	Group	Company	Group	Company
	£	£	£	£
Balance at 1st April 1997	985,662	985,662	942,052	942,052
Income and Profits on Sale				
of Shares	84,258	84,258	100,946	100,946
Increase/(Decrease) in Market				
Value of Investments	58,342	58,342	(57,336)	(57,336)
Transfer to accumulated fund	(76,312)	(76,312)		
Balance at 31st March 1998	1,051,950	1,051,950	985,662	985,662

During 1993 the Council of Management decided to create an endowment fund, the principal to be invested the interest to be used to contribute to meeting and running costs of the Hospice if required.

13. RESTRICTED FUNDS

Capital Appeal Fund	1998			
- All Comments of the comments	Group Company			
	£	£		
Balance at 1st April 1997	25,000	25,000		
Incoming Resources	12,150	12,150		
Balance at 31st March 1998	37,150	37,150		

14. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £
Fund Balances at 31st March 1998 are represented by:				
Tangible fixed assets	1,912,092	37,150		1,949,242
Investments			848,944	848,944
Current assets	1,141,526		324,958	1,466,484
Current Liabilities	(306,858)			(306,858)
Total Net Assets	2,746,760	37,150	1,173,902	3,957,812

15. DEBTORS

10. 2	1998		1997	
	Group	Company	Group	Company
•	£	£	£	£
Amounts owed by St.Giles Hospice Shops Limited Amount owed by St. Giles		149,965		155,120
Hospice Promotions Limited				20,933
Other Debtors	33,596	31,072	21,634	19,565
Prepayments and Accrued Income	79,545	70,646	65,810	
:	113,141	251,683	87,444	257,320

16. CREDITORS (AMOUNTS FALLING DUE WITHIN ONE YEAR)

	1998		19	997
	Group	Company	Group	Company
	£	£	£	£
Trade Creditors Taxation and Social Security	38,766	28,718	30,921	30,555
	52,084	39,678	55,967	45,294
Superannuation Contributions	15,837	15,837	10,154	10,154
Accruals and Deferred Income	200,171	93,185	119,274	62,651
Loans	•		25,000	25,000
Eddilo	306,858	177,418	241,316	173,654

17. ACCUMULATED FUND

	1998		1997	
	Group £	Company £	Group £	Company £
Balance at 1st April 1997 Income and Expenditure Transfer from Endowment Fund	2,549,014 115,384 82,362	87,151	2,682,861 (133,847)	2,678,591 (106,378)
Transfer from Endownsens and	2,746,760	2,741,726	2,549,014	2,572,213

18. PENSIONS

Staff previously employed by the National Health Service were, by concession and subject to certain conditions, eligible for membership of the National Health Service Superannuation Scheme. This concession has now been withdrawn for anyone who is not already a member, but as from January 1995 St. Giles Hospice introduced its own superannuation scheme.

19. STATUS

The company is limited by guarantee and has no share capital. The liability of each member under his or her guarantee does not exceed £1. The guarantee remains in force for one year after cessation of his or her membership of the company.