

Co No 1430 090

ST GILES HOSPICE

WHITTINGTON

(LIMITED BY GUARANTEE)

A REGISTERED CHARITY, NO. 509014

X charity No.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1991



ST GILES HOSPICE

WHITTINGTON

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ST GILES HOSPICE

COUNCIL OF MANAGEMENT REPORT

FOR THE YEAR ENDED 31ST MARCH 1993

The Council of Management present their Report and the Financial Statements for the year ended 31st March 1993.

PRINCIPAL ACTIVITIES AND AIMS

To provide a service of continuing care, primarily to cancer patients, for whom the acute medical services can no longer offer curative treatment. To be a centre of excellence to provide for the physical, spiritual and social needs of patients and their families. To improve the quality of daily life by adequately controlling pain and other symptoms and to offer comfort with dignity. To care for patients in need, of whatever race or creed. To care for the carers. To offer training in continuing care and to initiate and participate in research.

There have been no changes in the activities during the year.

REVIEW OF THE FINANCIAL RESULT

The results for the year and financial position of the Hospice are as shown in the annexed Financial Statements.

The Council considers the surplus of income over expenditure for the year to be extremely good considering the current state of the economy and hence the reduced ability of individuals and businesses to donate to charity.

FIXED ASSETS

Details of changes in fixed assets are set out in note 6 to the Financial Statements.

COUNCIL OF MANAGEMENT

W J Davies - Chairman  
B J F Haller BSC, FI Biol - Deputy Chairman  
C J Windsor FCA - Treasurer  
R A Alderson - Secretary  
P B Brown OLF MA  
Miss C Clamp M Phil, BA, SRN, RSCN, RNT  
Mrs B L Constable RGN, RCNT, DN (London) Cert Ed, RNT, BA  
Col E Copsill DSC, OBE, MC  
Mrs V Kirton SRN, Cert Ed  
Rev J Martin MA  
Dr J W S Sheldon FRCP

MANAGEMENT TEAM

J H Taylor FRCS  
Mrs M P Ballard SRN  
Mrs G Leach BA (Hon) Cert Ed

AUDITORS

The auditors Burman and 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

*R. A. Alderson*

Dated : 19th May 1993

ST GILES HOSFICE

REPORT OF THE AUDITORS

TO THE COUNCIL MANAGEMENT

We have audited the financial statements on pages 2 to 14 in accordance with auditing standards.

In our opinion the financial statements give a true and fair view of the state of affairs of the association and the group at 31st March 1993 and of the surplus and cashflow statement of the group for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Burman - C.*

BURMAN AND CO  
REGISTERED AUDITOR

CHARTERED ACCOUNTANTS  
REDDITCH

16th July 1993

ST GILES HOSPICE

CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 1993

	<u>Notes</u>	<u>1993</u>	<u>1992</u>
		£	£
Legacies		204,849	104,804
Donations		361,209	363,801
Covenants and Gift Aid		13,585	21,655
Hospice Shops Profit on Trading	5 & 7	242,796	188,138
Appeal Sales		25,589	21,106
Fundraising		55,070	44,566
Internal Income		22,410	23,107
Training Unit		11,174	11,845
Bursaries		11,139	7,899
Give as you Earn		14,926	14,387
Contributions and Fees from District Health Authorities:			
South East Staffordshire		294,000	241,000
Mid Staffordshire		148,699	133,100
Walsall		58,235	84,955
North Warwickshire		35,637	26,073
North Birmingham		122,000	-
South Derbyshire		15,000	-
Other		20,632	4,985
Contributions by Other National Society for Cancer Relief		9,494	21,447
Interest Receivable		<u>41,088</u>	<u>60,212</u>
		1,707,532	1,373,080
 OPERATING COSTS	2	 (1,454,440)	 (1,385,733)
OPERATING SURPLUS / (DEFICIT)		253,092	(12,653)
 Transfer to Endowment Fund		 100,000	 -
 TRANSFER TO / (FROM) ACCUMULATED FUND	13	 <u>153,092</u>	 <u>(12,653)</u>

ST GILES HOSPICE

CONSOLIDATED BALANCE SHEET

AS AT 31ST MARCH 1993

	Notes	1993		1992	
		GROUP £	COMPANY £	GROUP £	COMPANY £
FIXED ASSETS					
Tangible Assets	6	2,000,402	2,000,402	2,031,415	2,031,415
Investment	7	-	2	-	2
		<u>2,000,402</u>	<u>2,000,404</u>	<u>2,031,415</u>	<u>2,031,417</u>
FUND DEPOSITS					
The Farmers and Butchers Endowment Fund		70,952	70,952	64,725	64,725
Endowment Fund		<u>487,479</u>	<u>487,479</u>	-	-
		<u>558,431</u>	<u>558,431</u>	<u>64,725</u>	<u>64,725</u>
CURRENT ASSETS					
Stock for resale		14,355	10,883	7,864	6,420
Debtors	8	64,359	116,416	103,867	178,514
Building Society Deposit		123,397	123,397	117,992	117,992
Cash at Bank and in Hand		<u>806,234</u>	<u>751,737</u>	<u>387,829</u>	<u>308,891</u>
		<u>1,008,345</u>	<u>1,002,433</u>	<u>617,552</u>	<u>611,817</u>
CREDITORS (Amounts falling within one year)	9	<u>(361,265)</u>	<u>(375,355)</u>	<u>(410,014)</u>	<u>(404,311)</u>
NET CURRENT ASSETS		627,080	627,078	207,508	207,506
CREDITORS (Amounts falling due in over one year)					
Loans		<u>(325,000)</u>	<u>(325,000)</u>	<u>(300,000)</u>	<u>(300,000)</u>
TOTAL NET ASSETS		<u>£2,860,913</u>	<u>£2,860,213</u>	<u>£2,003,648</u>	<u>£2,003,648</u>
FINANCED BY:-					
The Farmers and Butchers Endowment Fund	10	70,952	70,952	59,952	59,952
1988 Capital Appeal Fund	11	-	-	901,496	901,496
Endowment Fund	12	587,479	587,479	-	-
Accumulated Fund	13	<u>2,202,482</u>	<u>2,202,482</u>	<u>1,042,200</u>	<u>1,042,200</u>
		<u>£2,860,913</u>	<u>£2,860,913</u>	<u>£2,003,648</u>	<u>£2,003,648</u>

Approved by the Council of Management  
on 19th May 1993 Signed on its behalf

by:-

W J DAVIES

CHAIRMAN

G J WINDEOR

TREASURER

ST GILES HOSPICE

CONSOLIDATED CASHFLOW STATEMENT

FOR THE YEAR ENDED 31ST MARCH 1993

	<u>Note</u>	<u>1993</u>	<u>1992</u>
		£	£
NET CASH INFLOW FROM OPERATING ACTIVITIES	(1)	365,322	77,963
INVESTING ACTIVITIES:-			
Payments to Acquire Tangible Fixed Assets		(52,104)	(363,787)
Investments in Endowment Fund		(487,479)	-
Receipts from Sales of Tangible Fixed Assets		125	2,040
Net Cash Outflow from Investing Activities		(539,458)	(361,747)
Net Cash Outflow before Financing		(174,136)	(283,784)
FINANCING:			
Increase in Farmers and Butchers Endowment Fund		11,000	15,118
Increase in Capital Appeal Fund (Closed in 1992)		105,694	136,017
Increase in Endowment Fund		487,479	-
Net Cash Inflow from Financing		604,173	151,135
Increase/(Decrease) in Cash and Cash Equivalents	(111)	430,037	(132,649)

ST GILES HOSPICE

NOTES TO THE CONSOLIDATED CASHFLOW STATEMENT

FOR THE YEAR ENDED 31ST MARCH 1993

	<u>1993</u> £	<u>1992</u> £
(i). RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING ACTIVITIES		
Operating Surplus/(Deficit)	253,092	(12,653)
Depreciation Charges	83,117	77,534
Profit on Sale of Tangible Fixed Assets	(125)	(2,040)
Decrease/(Increase) in Stocks	(6,491)	(1,173)
Decrease/(Increase) in Debtors	39,508	7,780
(Decrease)/Increase in Creditors	(3,779)	8,515
	<u>365,322</u>	<u>71,963</u>

(ii). ANALYSIS OF CHANGES IN CASH AND CASH EQUIVALENTS  
DURING THE YEAR

	<u>1993</u> £	<u>1992</u> £
Balance as at 1st April 1992	570,546	703,195
Net Cash Inflow/(Outflow)	430,037	(132,649)
Balance as at 31st March 1993	<u>1,000,583</u>	<u>570,546</u>

(iii). ANALYSIS OF THE BALANCES OF CASH AND CASH  
EQUIVALENTS AS SHOWN IN THE BALANCE SHEET

	<u>1993</u> £	<u>1992</u> £	<u>Change</u> <u>In Year</u> £	<u>1992</u> £
Cash at Bank and in Hand	806,234	387,829	418,405	(164,501)
Building Society Deposits	123,397	117,992	5,405	16,071
Farmers and Butchers Account	70,952	64,725	6,227	15,781
	<u>1,000,583</u>	<u>570,546</u>	<u>430,037</u>	<u>(132,649)</u>

(iv). ANALYSIS OF CHANGES IN FINANCING DURING THE YEAR

	<u>Farmers &amp; Butchers</u> £	<u>1993</u> <u>Capital Appeal</u> £	<u>Endowment Fund</u> £	<u>Farmers &amp; Butchers</u> £	<u>1992</u> <u>Capital Appeal</u> £
Balance at 1st April 1992	59,952	901,496	-	44,834	765,479
Net Cash Inflow	11,000	105,694	487,479	15,118	136,017
Transfer (to)/from Accumulated Fund	-	(1,007,190)	100,000	-	-
	<u>70,952</u>	<u>-</u>	<u>587,479</u>	<u>59,952</u>	<u>901,496</u>



ST GILES HOSPICE

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1993

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1. 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 subsidiary, St Giles Hospice Shops Limited, whose accounts are also made up to 31st March.

b. Depreciation

Depreciation is calculated to write-off the tangible fixed 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 and 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 account 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 account, to the extent that the amount payable has been confirmed, in the period to which they relate.

g. Stock

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

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1993

2. OPERATING COSTS

Staffing Costs (Excluding Appeals and Training Unit) %	<u>1993</u> £	%	<u>1992</u> £
Wages and Salaries	944,711		892,554
Social Security Costs	64,588		66,227
Other Pension Costs	16,082		15,111
	<u>1,025,381</u>		<u>973,927</u>
Agency Nurses	4,916		4,418
Recruitment Advertising	2,946		1,328
Uniforms	1,046		3,925
Books and Training	<u>16,254</u>		<u>15,216</u>
72.23	<u>1,050,543</u>	12.08	<u>998,814</u>
Establishment Costs			
Electricity	9,860		9,508
Gas	17,730		16,464
Rates and Water	2,570		2,190
Maintenance of Equipment and Buildings	19,083		17,569
Depreciation of Equipment and Buildings	78,378		71,800
Profit on Sale of Assets	<u>(125)</u>		<u>(2,040)</u>
8.77	<u>127,496</u>	8.33	<u>115,491</u>
Domestic Costs			
Provisions	32,392		32,443
Bedding and Linen	3,838		1,418
Laundry	4,532		3,673
Cleaning Materials and Refuse Disposal	5,723		3,423
Hardware and Crockery	<u>1,585</u>		<u>1,331</u>
3.31	<u>48,070</u>	3.05	<u>42,288</u>
Carried Forward	<u>1,226,109</u>	83.46	<u>1,156,593</u>

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1993

2. OPERATING COSTS (Continued)

	%	<u>1993</u> £	%	<u>1992</u> £
Brought Forward	84.31	1,226,109	83.46	1,156,593
Medical and Surgical Requisites				
Drugs and Dressings		24,647		9,953
Medical and Surgical Equipment		6,640		15,887
Patient Clothing and Requisites		7,980		4,083
Occupational Therapy Materials		283		924
Bereavement Care and Chapel		7,606		13,391
Patients Transport		<u>23,832</u>		<u>23,496</u>
	4.88	70,988	4.89	67,734
Admin'stration Costs				
Payroll Administration Charge		3,396		417
Telephone		12,079		12,835
Printing, Stationery, Postages and Photocopying		11,521		9,866
Travelling Expenses		14,521		16,859
Insurance		4,982		5,815
Auditors Remuneration		4,050		4,175
Miscellaneous		2,208		3,789
Shop Purchases		<u>8,398</u>		<u>9,660</u>
	4.20	61,155	4.58	63,416
Appeal Costs				
Salaries and Professional Fund Raiser		39,855		40,668
Equipment		3,334		910
Printing and Stationery		4,413		6,284
Promotion Costs		8,623		8,137
Travelling Expenses		2,512		2,658
Telephones		<u>698</u>		<u>828</u>
	4.09	59,435	4.29	59,485
Carried Forward	97.48	1,417,687	97.22	1,347,228

ST GILES HOSPICENOTES TO THE FINANCIAL STATEMENTS (CONTINUED)FOR THE YEAR ENDED 31ST MARCH 1993

## 2. OPERATING COSTS (Continued)

	%	<u>1993</u> £	%	<u>1992</u> £
Brought Forward	97.48	1,417,687	97.22	1,347,228
Training Unit Costs				
Salaries		30,814		23,525
Accommodation		-		7,370
Gas and Electricity		2,648		2,499
Cleaning Materials		-		64
Rates		329		316
Maintenance		8		278
Printing and Stationery		1,881		2,379
Telephone		150		200
Travelling Expenses		563		1,128
Course Fees		360		746
	2.52	36,753	2.78	38,505
TOTAL OPERATING COSTS	100.00	1,454,440	100.00	1,385,733

## 3. EMPLOYEES AND VOLUNTEERS

	<u>1993</u>		<u>1992</u>	
	<u>Wholetime</u>	<u>Average</u>	<u>Wholetime</u>	<u>Average</u>
	<u>Equivalent</u>	<u>Number</u>	<u>Equivalent</u>	<u>Number</u>
1) Employees				
The average number of persons employed during the year (including part-time but excluding volunteers)				
Hospice				
Medical, Nursing and Ancillary	61.0	83	56.8	75
Administrative	9.1	12	7.8	11
Support	2.8	3	2.8	3
	72.9	98	67.4	89
Respite Shops	8.5	15	6.90	13

# ST GILES HOSPICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1993

### 3. EMPLOYEES AND VOLUNTEERS (Continued)

#### 2) Volunteers

During the year the Hospice has benefited substantially from the regular services of over 400 (1992 - 375) volunteers. Additionally, volunteers working in the Hospice Shops and its associated warehouse number approximately 200 (1992 - 150).

3) No member of the Council of Management, or Director of St Giles Hospice Shops Limited, received any emoluments during the year (1992 - £NIL).

### 4) STAFF COSTS IN TOTAL

	<u>1993</u>	<u>1992</u>
	£	£
Salaries	1,006,689	945,413
Social Security Costs	68,562	69,491
Pension Contributions	17,575	16,766
	<u>1,092,826</u>	<u>1,031,670</u>

### 5) HOSPICE SHOPS

	<u>1993</u>	<u>1992</u>
	£	£
Profit on Trading is stated after charging:		
Salaries	73,350	64,517
Social Security Costs	6,476	4,260
Depreciation and Amortisation	4,739	5,735
Auditors' Remuneration	650	650
	<u>85,215</u>	<u>75,162</u>

### 6. TANGIBLE ASSETS

	<u>Freehold Land &amp; Building</u>	<u>Motor Vehicles</u>	<u>Short Leasehold Property</u>	<u>Fixtures, Fittings &amp; Equipment</u>	<u>Total</u>
	£	£	£	£	£
Cost at 1st April					
1992	2,090,912	-	23,250	297,649	2,411,811
Additions	2,405	24,374	-	25,325	52,104
Disposals	-	-	-	(125)	(125)
	<u>2,093,317</u>	<u>24,374</u>	<u>23,250</u>	<u>322,849</u>	<u>2,463,790</u>
Depreciation					
Accumulated at 1st					
April 1992	162,153	-	10,229	208,014	380,396
Charge for the Year	41,366	4,875	4,182	32,194	83,117
Adjustment on Disposal	-	-	-	(125)	(125)
	<u>204,019</u>	<u>4,875</u>	<u>14,411</u>	<u>241,083</u>	<u>414,388</u>
NET BOOK VALUE					
At 31st March 1993	1,889,298	19,499	8,839	82,766	2,000,402
At 31st March 1992	1,928,759	-	13,021	89,635	2,031,415

# ST GILES HOSPICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1993

### 6. TANGIBLE ASSETS (Continued)

Capital Commitments	Group and Company <u>1993</u> £	Group and Company <u>1992</u> £
Contracted not provided	NIL	NIL

### 7. INVESTMENT

	<u>1993</u>	<u>1992</u>
Shares in Group Company at Cost	£2	£2
	-	-

The Company owns the whole of the issued share capital, in the form of ordinary shares, in St Giles Hospice Shops Limited, a company incorporated in England which acts as an agent for St Giles Hospice for the sale or other disposal of donated goods. The profit on this trade amounted to £221,755 (1992 - £168,291). The remaining profit on other activities of £21,041 (1992 - £19,847) is payable under Deed of Covenant to St Giles Hospice.

### 8. DEBTORS

	<u>GROUP</u> £	<u>1993</u> <u>COMPANY</u> £	<u>GROUP</u> £	<u>1992</u> <u>COMPANY</u> £
Amount owed by St Giles Hospice Shops Limited	-	53,051	-	74,907
Other Debtors	15,516	14,522	32,155	31,895
Prepayments and Accrued Income	<u>48,843</u>	<u>48,843</u>	<u>71,712</u>	<u>71,712</u>
	64,359	116,416	103,867	178,514

### 9. CREDITORS (Amounts falling due within one year)

	<u>GROUP</u> £	<u>1993</u> <u>COMPANY</u> £	<u>GROUP</u> £	<u>1992</u> <u>COMPANY</u> £
Trade Creditors	19,474	19,474	37,377	37,256
Taxation and Social Security	30,913	25,653	29,391	24,429
Superannuation Contributions	14,061	14,061	15,250	15,250
Accruals and Deferred Income	166,817	166,167	103,026	102,376
Loans	<u>150,000</u>	<u>150,000</u>	<u>225,000</u>	<u>225,000</u>
	381,265	375,355	410,044	404,311

# ST GILES HOSPICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1993

### 10. 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 is included in interest receivable.

### 11. 1988 CAPITAL APPEAL FUND

	<u>1993</u> £	<u>1992</u> £
Balance at 1st April 1992		
Donations Received	901,496	765,479
Transfer to Accumulated Fund	105,694 (1,007,190)	136,017
		-
Balance at 31st March 1993	-	901,496

The capital appeal was closed during the year and thus the accumulated balance was transferred to the accumulated fund.

### 12. ENDOWMENT FUND

	<u>GROUP</u> £	<u>1993</u> <u>COMPANY</u> £	<u>GROUP</u> £	<u>1992</u> <u>COMPANY</u> £
Balance at 1st April 1992	-	-	-	-
Donation from Hornton Trust	405,921	405,921	-	-
Income & Profits on Sale of Shares	46,834	46,834	-	-
Increase in Market Value of Investments	34,724	34,724	-	-
Transfer from Accumulated Fund	100,000	100,000	-	-
	587,479	587,479	-	-

During the year the Council of Management decided to create an endowment fund, the principal purpose of which is to be invested, to accumulate, to provide income towards the running costs of the Hospice.

Amounts on deposit in the fund name at the end of the year differed from the fund balance as transfers had not been done out of general bank accounts at that time.

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1993

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13. ACCUMULATED FUND

	<u>1993</u>		<u>1992</u>	
	<u>GROUP</u>	<u>COMPANY</u>	<u>GROUP</u>	<u>COMPANY</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Balance at 1st April 1992	1,042,200	1,042,200	1,054,853	,055,842
Transfer from Capital Appeal Fund	1,007,190	1,007,190	-	-
Income and Expenditure	<u>153,092</u>	<u>153,092</u>	<u>(12,653)</u>	<u>(13,642)</u>
Balance at 31st March 1993	<u>2,202,482</u>	<u>2,202,482</u>	<u>1,042,200</u>	<u>1,042,200</u>

14. PENSIONS

Staff previously employed by the National Health Service are, by concession and subject to certain conditions, eligible for membership of the National Health Service Superannuation Scheme.

15. 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.