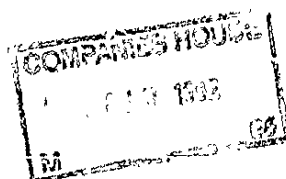


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ST GILES HOSPICE

WHITTINGTON

(LIMITED BY GUARANTEE)

A REGISTERED CHARITY, NO. 509014)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1991

ST GILES HOSPICE

WHITTINGTON

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ST GILES HOSPICE

REPORT OF THE AUDITORS

TO THE COUNCIL, MANAGEMENT

We have audited the financial statements on pages 2 to 12 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 1991 and of the surplus and source and application of funds of the group for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Burman & Co

BURMAN & CO.
CHARTERED ACCOUNTANTS
BIRMINGHAM

24th July 1991

ST GILES HOSPICE

CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 1991

	<u>Notes</u>	<u>1991</u>	<u>1990</u>
		£	£
Legacies	1e	156,770	-
Donations		328,842	355,164
Covenants		24,328	25,460
Hospice Shops Profit on Trading	5 & 7	145,137	143,333
Appeal Sales		30,778	-
Fundraising		45,673	-
Internal Income		16,768	-
Training Unit		14,722	-
Bursaries		2,944	-
Give as you Earn		14,595	-
Contributions and Fees from District Health Authorities:			
South East Staffordshire		187,811	140,854
Mid Staffordshire		106,910	84,000
Walsall		65,853	43,395
North Warwickshire		20,758	15,750
North Birmingham		47,063	31,000
Contributions by National Society for Cancer Relief		44,156	23,013
Interest Receivable		81,954	39,046
		1,335,062	901,015
OPERATING COSTS	2	(1,130,412)	(928,167)
OPERATING SURPLUS / (DEFICIT)		204,650	(27,152)
Transfer to Capital Appeal Fund	11	(150,000)	-
Contributions from District Health Authorities re earlier years:			
North Birmingham - 1988/1989		-	28,000
TRANSFER TO ACCUMULATED FUND	12	£ 54,650	£ 848

ST GILES HOSPICE

CONSOLIDATED BALANCE SHEET

AS AT 31ST MARCH 1991

	Notes	1991		1990	
		GROUP £	COMPANY £	GROUP £	COMPANY £
FIXED ASSETS					
Tangible Assets	6	1,745,162	1,745,162	1,075,415	1,075,415
Investment	!	-	2	-	2
		<u>1,745,162</u>	<u>1,745,164</u>	<u>1,075,415</u>	<u>1,075,417</u>
FUND DEPOSITS					
The Farmers and Butchers Endowment Fund		48,944	48,944	44,056	44,056
1988 Capital Appeal Fund	11	-	-	170,325	170,325
		<u>48,944</u>	<u>48,944</u>	<u>214,381</u>	<u>214,381</u>
CURRENT ASSETS					
Stock for resale		6,691	4,089	2,813	-
Debtors	8	111,647	156,164	100,454	182,091
Building Society Deposit		101,921	101,921	160,432	160,432
Cash at Bank and in Hand		<u>552,330</u>	<u>495,385</u>	<u>199,422</u>	<u>117,594</u>
		772,589	767,559	463,121	460,117
CREDITORS (Amounts falling within one year)	9	<u>(276,529)</u>	<u>(270,512)</u>	<u>(249,647)</u>	<u>(245,656)</u>
NET CURRENT ASSETS		496,060	497,047	213,474	214,461
CREDITORS (Amounts falling due in over one year and less than five years)					
Loans		<u>425,000</u>	<u>425,000</u>	-	-
TOTAL NET ASSETS		<u>£1,865,166</u>	<u>£1,866,155</u>	<u>£1,503,270</u>	<u>£1,504,259</u>
FINANCED BY:-					
The Farmers and Butchers Endowment Fund	10	44,834	44,834	44,056	44,056
1988 Capital Appeal Fund	11	765,479	765,479	442,336	442,336
Accumulated Fund	12	<u>1,054,853</u>	<u>1,055,842</u>	<u>1,016,878</u>	<u>1,017,867</u>
		<u>£1,865,166</u>	<u>£1,866,155</u>	<u>£1,503,270</u>	<u>£1,504,259</u>

Approved by the Council of Management
on 24th July 1991, Signed on its behalf
by:-

..... CHAIRMAN
J E JONES

..... TREASURER
C J WINDSOR

ST GILES HOSPICE

CONSOLIDATED STATEMENT OF SOURCE AND APPLICATION OF FUNDS

FOR THE YEAR ENDED 31ST MARCH 1991

	<u>1991</u> £	<u>1990</u> £
SOURCE OF FUNDS		
Surplus from Income and Expenditure Account	204,650	848
Adjustment for item not involving the movement of Funds:		
Depreciation	33,462	40,493
Prior Year Adjustment	<u>(16,675)</u>	<u>-</u>
	221,437	41,341
OTHER SOURCES		
Loans Received	525,000	-
Legacies Received (now included in Income and Expenditure)	-	17,079
The Farmers and Butchers Endowment Fund	778	5,145
1988 Capital Appeal Fund - Donations Received	<u>173,143</u>	<u>115,692</u>
	920,358	179,257
APPLICATION OF FUNDS		
Purchase of Tangible Assets	(703,210)	(285,335)
Loan Repayments	<u>-</u>	<u>(1,000)</u>
NET SOURCE OF FUNDS/(APPLICATION)	<u>£217,148</u>	<u>£(107,078)</u>
MOVEMENT IN WORKING CAPITAL		
Increase/(Decrease) in Debtors	11,193	(10,317)
Increase in Stocks	3,878	621
Decrease/(Increase) in Creditors (excluding Loan Movements)	<u>73,140</u>	<u>(9,814)</u>
	88,189	(19,510)
MOVEMENT IN BANK, BUILDING SOCIETY AND CASH BALANCES		
General Accounts Increase/(Decrease)	294,396	(490)
The Farmers and Butchers Endowment Accounts Increase	4,888	5,145
1988 Capital Appeal Fund Accounts (Decrease)	<u>(170,325)</u>	<u>(92,223)</u>
	<u>£217,148</u>	<u>£(107,078)</u>

ST GILES HOSPICE

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1991

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
Temporary Buildings	33 1/3% of cost
Short Leasehold Properties	Over life of lease
Fixtures, Fittings and Equipment	20% of cost

No depreciation has been charged in the year the cost of the building extension which was not in use at the end of the year.

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

There has been a change during the year in accounting treatment. Capital grants and legacies received are now credited to the income and expenditure account in the year in which they are received, rather than direct to reserves as they were formerly.

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 1991

1. ACCOUNTING POLICIES (CONTINUED)

h. Layout

Due to computerisation, more detailed analysis is available than in previous years, thus certain figures shown in income and operating costs (especially training unit costs) have no comparatives as the figures were not split last year.

2. OPERATING COSTS

Staffing Costs (Excluding Appeals and Training Unit) %	1991 £	%	1990 £
Wages and Salaries	752,029		650,256
Social Security Costs	48,859		48,835
Other Pension Costs	13,254		11,592
	<u>814,142</u>		<u>710,683</u>
Agency Nurses	2,771		8,463
Recruitment Advertising	2,346		3,170
Uniforms	2,320		3,017
Books and Training	<u>7,000</u>		<u>1,400</u>
	73.30	£828,579	78.30
		<u>£726,733</u>	
Establishment Costs			
Electricity	7,990		6,908
Gas	13,126		11,561
Rates and Water	2,818		2,503
Maintenance of Equipment and Buildings	9,563		8,266
Depreciation of Equipment and Buildings	<u>31,108</u>		<u>38,874</u>
	5.72	£ 44,605	7.34
		<u>£ 68,112</u>	
Domestic Costs			
Provisions	33,104		23,623
Bedding and Linen	2,491		1,777
Laundry	3,803		4,750
Cleaning Materials and Refuse Disposal	2,842		2,420
Hardware and Crockery	<u>1,472</u>		<u>857</u>
	3.87	£ 43,712	3.60
		<u>£ 33,427</u>	
Carried Forward	82.89	936,896	89.24
		<u>828,272</u>	

ST GILES HOSPICENOTES TO THE FINANCIAL STATEMENTS (CONTINUED)FOR THE YEAR ENDED 31ST MARCH 1991

2. OPERATING COSTS (Continued)

	%	<u>1991</u> £	%	<u>1990</u> £
Brought Forward	82.89	936,896	89.24	828,272
Medical and Surgical Requisites				
Drugs and Dressings		7,947		6,783
Medical and Surgical Equipment		14,568		7,244
Patient Clothing and Requisites		4,507		2,103
Occupational Therapy Materials		669		787
Bereavement Care and Chapel		8,405		-
Patients Transport		19,432		-
	4.91	£ 55,528	1.82	£ 16,917
Administration Costs				
Payroll Administration Charge		1,300		1,266
Telephone		8,364		8,517
Printing, Stationery, Postages and Photocopying		7,892		7,885
Travelling Expenses		14,808		28,721
Insurance		3,580		2,802
Auditors Remuneration		2,203		1,417
Miscellaneous		3,486		4,762
Shop Purchases		5,055		-
	4.04	£ 45,688	5.97	£ 55,370
Appeal Costs				
Salaries and Professional Fund Raiser		33,052		18,243
Equipment		2,887		-
Printing and Stationery		3,490		2,012
Promotion Costs		9,894		7,353
Travelling Expenses		2,047		-
Telephones		598		-
	4.60	£ 51,968	2.97	£ 27,608
Carried Forward	96.44	1,090,080	100.00	928,167

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1991

2. OPERATING COSTS (Continued)

	%	<u>1991</u> £	%	<u>1990</u> £
Brought Forward	96	1,090,080	100.00	928,167
Training Unit Costs (No split available for Comparatives)				
Salaries		23,102		-
Accommodation		17,531		-
Gas and Electricity		1,403		-
Cleaning Materials		120		-
Insurance		100		-
Maintenance		136		-
Printing and Stationery		582		-
Telephone		120		-
Travelling Expenses		218		-
Course Fees		<u>1,320</u>		-
	3.56	£ 40,332	.00	-
TOTAL OPERATING COSTS	100.00	<u>£1,130,412</u>	100.00	<u>£928,167</u>

3. EMPLOYEES AND VOLUNTEERS

	<u>1991</u>		<u>1990</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	51.3	70	46.6	62
Administrative	7.4	11	7.9	11
Appeal	<u>2.8</u>	<u>3</u>	<u>1.8</u>	<u>2</u>
	61.5	84	56.3	75
Hospice Shops	6.25	11		10

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1991

3. EMPLOYEES AND VOLUNTEERS (Continued)

2) Volunteers

During the year the Hospice has benefited substantially from the regular services of over 350 (1990 - 285) volunteers. Additionally, volunteers working in the Hospice Shops and its associated warehouse number approximately 165 (1990 - 140).

3) No member of the Council of Management, or Director of St Giles Hospice Shops Limited, received any emoluments during the year (1990 - nil).

4. STAFF COSTS IN TOTAL

	<u>1991</u>	<u>1990</u>
	£	£
Salaries	797,010	667,560
Social Security Costs	51,373	49,774
Pension Contributions	<u>14,638</u>	<u>11,592</u>
	<u>£863,021</u>	<u>£728,926</u>

5. HOSPICE SHOPS

	<u>1991</u>	<u>1990</u>
	£	£
Profit on Trading is stated after charging:		
Salaries	33,126	24,821
Social Security Costs	8,682	2,555
Depreciation and Amortisation	2,355	1,619
Auditors' Remuneration	<u>625</u>	<u>250</u>

6. TANGIBLE ASSETS

	<u>Freehold Land & Building</u>	<u>Freehold Temporary Building</u>	<u>Short Leasehold Property</u>	<u>Fixtures, Fittings & Equipment</u>	<u>Total</u>
	£	£	£	£	£
Cost at 1st April 1990	1,142,025	33,142	15,250	187,539	1,377,956
Additions	<u>668,765</u>	<u>-</u>	<u>5,000</u>	<u>26,445</u>	<u>703,210</u>
	<u>1,810,790</u>	<u>33,142</u>	<u>23,250</u>	<u>213,984</u>	<u>2,081,166</u>
Depreciation Accumulated at 1st April 1990	103,280	33,142	3,122	162,998	302,542
Charge for the Year	<u>16,963</u>	<u>-</u>	<u>1,896</u>	<u>14,603</u>	<u>33,462</u>
	<u>120,243</u>	<u>33,142</u>	<u>5,018</u>	<u>177,601</u>	<u>336,004</u>
NET BOOK VALUE					
At 31st March 1991	<u>£1,690,547</u>	<u>£ 0</u>	<u>£18,232</u>	<u>£ 36,383</u>	<u>£1,745,162</u>
At 31st March 1990	<u>£1,038,745</u>	<u>£ 1</u>	<u>£12,128</u>	<u>£ 24,541</u>	<u>£1,075,415</u>

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1991

6. TANGIBLE ASSETS (Continued)

Capital Commitments	Group and Company <u>1991</u> £	Group and Company <u>1990</u> £
Contracted not provided	276,156	1,005,575

7. INVESTMEN.

	<u>1991</u>	<u>1990</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 £123,569 (1990 - £128,367). The remaining profit on other activities of £21,567 (1990 - £14,966) is payable under Deed of Covenant to St Giles Hospice.

8. DEBTORS

	<u>GROUP</u> £	<u>1991</u> <u>COMPANY</u> £	<u>GROUP</u> £	<u>1990</u> <u>COMPANY</u> £
Amount owed by St Giles Hospice Shops Limited	-	55,186	-	81,637
Other Debtors	24,405	23,736	40,265	40,265
Prepayments and Accrued Income	87,242	87,242	60,189	60,189
	<u>£111,647</u>	<u>£166,164</u>	<u>£100,454</u>	<u>£182,091</u>

9. CREDITORS (Amounts falling due within one year)

	<u>GROUP</u> £	<u>1991</u> <u>COMPANY</u> £	<u>GROUP</u> £	<u>1990</u> <u>COMPANY</u> £
Mid Staffs Health Authority	-	-	50,000	50,000
Trade Creditors	50,390	50,390	32,459	32,459
Taxation and Social Security	24,561	19,169	20,367	16,626
Superannuation Contributions	69,463	69,463	70,156	70,156
Accruals and Deferred Income	32,115	31,490	15,709	15,459
Loan WMRIA	100,000	100,000	-	-
Expenditure on Extension	-	-	60,956	60,956
	<u>£276,529</u>	<u>£270,512</u>	<u>£249,647</u>	<u>£245,656</u>

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 1991

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

11. 1988 CAPITAL APPEAL FUND
(NEW WING FOR HOSPICE)

	<u>1991</u> £	<u>1990</u> £
Balance at 1st April 1990	442,336	326,644
Donations Received	173,143	115,692
Transfer from Income and Expenditure Account	<u>150,000</u>	<u>-</u>
Balance at 31st March 1991	<u>£765,479</u>	<u>£442,336</u>

At 31st March 1991 the total of the funds raised had been spent.

12. ACCUMULATED FUND

	<u>1991</u>		<u>1990</u>	
	<u>GROUP</u> £	<u>COMPANY</u> £	<u>GROUP</u> £	<u>COMPANY</u> £
Balance at 1st April 1990	1,016,878	1,017,867	998,951	999,940
Prior Year Adjustment	(16,675)	(16,675)	-	-
Legacies Received (now credited in Income and Expenditure Account)	-	-	17,079	17,079
Income and Expenditure	<u>54,650</u>	<u>54,650</u>	<u>848</u>	<u>848</u>
Balance at 31st March 1991	<u>£1,054,853</u>	<u>£1,055,842</u>	<u>£1,016,878</u>	<u>£1,017,867</u>

The prior year adjustment was in respect of loan covenants which had been incorrectly credited in prior years.

St Giles Hospice has not presented its own income and expenditure account as permitted by Section 228 of the Companies Act 1985.

ST GILES HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

13. 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.

14. 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.

DIRECTOR'S REPORT 1991



Chairman's Comment

As I write we have high hopes of the completion of the capital development by the end of July. We seem to have been working with builders, bulldozers and the inevitable noise for several years. The staff have coped remarkably well but I know there will be a great sense of relief when the work is finished. Every effort has been made to keep the Hospice operating and to cause minimum disturbance to patients. This has not been easy, especially during the alteration work in the old building. However, the end is in sight and I congratulate all the staff on the way they have managed.

I feel sure that all those involved with St. Giles will find the new extensions to be a great success. Operating conditions have improved enormously to the benefit of patients, staff and visitors.

During the year Ted Monypenny retired and there was a splendid evening to recognise his unique contribution to St. Giles. Our patron, the Countess of Lichfield, unveiled a plaque naming the Day Centre and presentations were made to Ted and his wife, Isabel. We wish them both well.

I am fortunate in having a very active Council of Management and many members have taken on projects. Their involvement is much appreciated.

The finances of the Hospice are in very good hands and much has needed to be done with introducing computerised systems. I am grateful to Dain & Co. for their staff time which has been considerable. I am delighted that John Dain has agreed to become Vice Chairman. In conclusion I am pleased to report that our financial situation has improved thanks to the excellent work of the Appeal Committee, all our Volunteers, the Hospice Shops, and so many willing fund raisers. It is also very heartening to have further support from the Government through the Region and District Health Authorities. There will always be a need to keep up our level of fund raising so that we can build a secure financial base for the long term future. I am confident that we will.

Council of Management's Report

This, the twelfth Annual Report covers the year end 31st March, 1991 - a year which has seen major developments and continued growth in demand for the services provided by the Hospice.

As, with last year, senior members of the Hospice have each contributed a brief resume in the Annual Report on the work for which they are responsible.

The Council is grateful for the continued support and selfless work of the many volunteers who are so essential to the functioning of St. Giles. We are very fortunate in having a

professional, dedicated and caring staff who maintain the highest standards in all areas of work.

Council of Management

The names of the Council of Management are set out on page 2 of this report.

We are pleased to report that Mr. John Dain has been appointed Vice-Chairman and his post as Treasurer has been taken over by Mr. Chris Windsor. We also welcome Dr. Jonathan Sheldon and Keith Smith as new members.

Mr. Brian Johnson retired from Council having completed his term of service in September 1990. We are extremely grateful to him for his valuable contribution over the years.

At regular meetings of the Council all aspects of the Hospice were considered, in particular, the stewardship of the use of funds available. The financial situation is closely monitored to ensure that administrative costs and overheads are kept to a minimum.

We are grateful to the Staffordshire County Council for the servicing of meetings of the Council through Mr. Don McBain. Mr. McBain's valuable work is much appreciated.

Capital Extensions

The Appeal is covered later in this report. The original completion date of June 1991 has of necessity, been extended and the new date is end July 1991. It is planned that a special event to open the new facilities will be staged in the Spring of 1992.

The Staff

It is always most encouraging to hear praise and appreciation of our staff from all quarters. All are totally committed to St. Giles and they maintain the highest standards of care for both patients and relatives. Nurses, ancillary staff, office staff, stewards, volunteers and all involved are dedicated in their work.

The Volunteers

The increasingly important role of volunteers has been recognised by our Volunteer Organiser, Mrs. Glenda Leach, becoming a member of the Management Team (May 1991). We now have over 300 volunteers who are vital to St. Giles. Their loyalty, commitment and cheerful readiness to undertake such a variety of tasks are invaluable and we are truly grateful to them.

The Hospice Shops

Whilst there is a separate report on the Hospice shops, the Council of Management wish to record their special thanks to the Directors, General Manager, Manageress and volunteers for their invaluable work. The income from the shops is considerable and vital to the future of St. Giles.

Education and Training

Under the able management of our Nurse Tutor, Rebecca Bridgens, the Education and Training function has developed over the past year. Apart from the English National Board Courses 931 which nurses from all over the country attend, there is a range of specialised courses related to aspects of Hospice care.

Education and training of our own staff and the ability to promote St. Giles by running courses for other hospices and other interested bodies are considered most important in our development.

Financial Review

A review of the financial position is given in the Treasurer's Report. Full copies of the audited accounts are included in this report.

Conclusion

The Council of Management are confident that the future of St. Giles Hospice is secure and that we have the ability and management skills to satisfy the changing needs of the Regional and District Health Authorities.

We will continue to preserve our independence and provide the highest standards of care and treatment for all our patients and relatives. We will endeavour to respond to the continuing and growing needs in the community which we serve.

We pay tribute to all of the hundreds of staff, volunteers, friends and those who support us in so many ways which makes St. Giles the success that it is.

Auditors

Burman and Co. have indicated their willingness to be auditors in accordance with Section 384(1) Companies Act 1985.

BY ORDER OF THE COUNCIL OF MANAGEMENT


John Jones
Chairman
Council of Management

July 1991