

REGISTERED IN ENGLAND
COMPANY NO 04181121
CHARITY NO 1104166

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012



**SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)**

**INFORMATION
FOR THE YEAR ENDED 31 MARCH 2012**

Trustees	S C T Fowler Mrs M White A Collett P Wrighton
Company Secretary	S C T Fowler
Registered charity	1104166
Company number	04181121
Principal address	17/19 Brocks Road Ecotech Business & Innovation Park Swaffham Norfolk PE37 7XG
Registered office	11 London Street Swaffham Norfolk PE37 7BW
Accountants	Clenshaw Minns Chartered Accountants 30 Market Place Swaffham PE37 7QH
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Mallong Kent ME19 4JQ
Solicitors	Ward Gethin 11 London Street Swaffham PE37 7BW

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 6
Statement of Trustees' responsibilities	7
Independent Examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 14

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2012

The trustees present their report and accounts for the year ended 31 March 2012

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 16 March 2001 and registered as a charity on 7 June 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

A Management Committee carries out financial and administrative strategy.

Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed.

Objectives

The company is a registered charity and its object is the relief of persons living in Swaffham and its surrounding areas who are suffering from chronic or terminal illness by providing for, assisting, promoting and encouraging the treatment, nursing and care of such persons in their own homes.

Activities

Home Visits

Our volunteers can offer care and support in the home by visiting, providing a listening ear, someone to chat to, maybe help with shopping, outings, G P visits. This can give the family carer the chance to have some time off.

Day Care

We run a Day Care Service at Swaffham Community Hospital every Friday from 10am to 3pm. Patients can have a relaxing day, chatting to others, trying crafts, games and activities, a delicious lunch, a relaxing reflexology session, or have a manicure. Once again, the family carers get the chance of a break from caring, but know their loved ones are being well looked after.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2012

Art & Craft Group

Held every Wednesday at our premises at Brocks Road, EcoTech Park, Swaffham, from 10am to 12 noon. It is open to anyone affected by cancer and other serious illness – this includes patients and their carers. Members can take some time out to focus on arts and crafts, something new, a chance to create something, or just come along for a chat and a cup of coffee. Reflexology is also on offer.

Bereavement Groups

We have 2 groups – held fortnightly at our premises at Brocks Road, Eco Tech Park, Swaffham, from 10.30am to 12 noon and from 2pm to 4pm. Friendly, informal self-help groups, which gives bereaved people a chance to meet with others who are also trying to come to terms with a major loss. We occasionally arrange outings for the groups, as we know it is sometimes difficult for bereaved people to get out and about again. We also offer individual bereavement support where appropriate.

Tree of Lights

We hold an annual event at Christmas where lights are sponsored on a Christmas Tree in memory of lost loved ones. This takes place at the Eco Tech Centre in early December.

Cars with Care

For patients needing support for hospital appointments and treatments, we are able to offer driver/carers who drive and escort the patients to their appointments. We call this service 'Cars with Care' as the driver will look after the patient for the duration of the trip and then return them safely home. Whilst a patient is in hospital – where there is a need – our drivers can take family members to visit.

Head Start

A service offering help and advice to ladies suffering from hair loss due to cancer treatments. We are able to demonstrate a variety of scarves and headwear that is practical, comfortable and attractive.

Loan Equipment

We have a stock of equipment that is available for loan to make patients more comfortable in their homes.

Family Carers' Support Group

Takes place on the second Wednesday of each month – 2 to 3.30pm at our premises in Brocks Road, Eco Tech Park, Swaffham. This is a drop-in facility which gives carers a chance to get together to discuss worries and concerns. They can also obtain advice and support plus have some fun and relaxation.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2012

Trustees

The trustees, who are also the directors for the purpose of company law, who served during the year are

S C T Fowler
Mrs M White
A Collett
P Wrighton

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Reserves policy

The Trustees have reviewed the reserves of the charity. This review encompassed the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. The Trustees concluded that the charity has sufficient resources and future income streams to cover its ongoing commitment for the foreseeable future. A reserve fund of £100,000 has been provided for and this is reviewed periodically by the trustees.

The charity has unrestricted funds of £234,311 to carry forward for general use at the year end.

Achievements and Performance

We continue to liaise with GPs, district nurses, the Macmillan team, local hospitals and organisations and most of our referrals come from these along with referrals from patients themselves. Our area of referral has also gradually extended to include the Boughton and Feltwell surgeries and we consider any requests for support and help wherever we can.

However, from the start our motto has always been that 'small is beautiful' and however much the organisation grows we endeavour to keep that personal touch where we respond to people's needs and give them the service that they want.

Our figures for patient care for 2011 are as follows

Home Support Visits	1120
Escorted Hospital Trips	618
Hospital Support Visits	163
Day Care	216
Arts & Crafts Attendees	205
Bereavement Visits & Groups Attendees	758
Volunteer Mileage Travelled	77,957

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2012

Another busy year again with challenges that come with an increasing workload. We have a great band of volunteers who give their time freely and willingly and are the life blood of our organisation. Time commitment is very variable ranging from 3 hours to 591 hours in the past year. The work we do is very varied and our staff endeavours to place volunteers in the right place taking into account, health and safety, their abilities and wishes plus time factors and location.

We have been fortunate to attract new volunteers but it takes time to complete the induction and initial training process. Also, today's volunteers tend to be extremely busy people – not just helping the Home Hospice but being actively involved with other organisations/families/leisure/ work. Therefore we do sometimes experience difficulties providing the care requested by our patients. However, we endeavour not to let anyone down, our staff is also very hands on and so cover trips sits and other work where they can't find a volunteer to cover.

Fundraising Report

During the financial year ended 31 March 2012, the sum of £25025 was transferred to the main account.

Main Sources of Income 2011 to 2012

▶ 28 May 2011 – Street Collection	£790
▶ 4 June 2011 – Hunstanton Concert Band	£645
▶ 18 June 2011 – Girls Night Out	£13,055
▶ 29 August 2011 – Music on a Summers Afternoon	£550
▶ November/December – Prize Draw	£2,670*
▶ 30 November 2011 – Natwest Coffee Morning	£315
▶ 5 December 2011 – Tree of Lights	£2,900
▶ 20 December 2011 – Close Harmony Concert	£1,140

Additional sums were received from the sale of Christmas Cards (£250), the Loose Change boxes (£620) and generous donations of £355. The Vindis Consortium sponsored some of our events and Barclays Bank* gave £750 as matched funding in the Christmas Draw. The Tree of Lights event continues to attract very significant numbers.

Last year we produced an Annual Plan of Fundraising events and our fundraising committee received training on effective fund raising strategies. This helped them to maintain a balanced programme and to increase their effectiveness as a group. They also benefitted greatly from the appointment of a Project Manager, Leigh Taylor who inspired, encouraged and supported them.

All of our events have two functions to raise funds and an awareness of what we do as a Home Hospice. As such all of the events have been successful and I am very grateful to the team of volunteers who give up their time so readily.

**SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2012**

Financial Review

Our Balance sheet shows that our total assets had increased by £13585 at the end of the last financial year

Donations at £65,452 were considerably greater than anticipated, increasing by almost £7k when compared with those received in the year ended 31/03/2011. As mentioned above, our Fundraising team had a very successful year raising £31731 gross prior to deduction of fundraising costs

We monitor investment income trying to obtain the best interest rates available at any given time and we remain in a very healthy position. This overall investment policy and other financial monitoring should enable the Charity to continue to provide the services required by the local community

Reserve:

The reserve was increased to £100,000 and will be reviewed annually

Public Benefit Statement

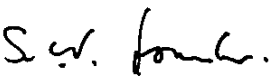
In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings

Summary:

We are in a healthy position provided we continue to receive a grant from NHS Norfolk and working capital carried forward is £134,311

The company's financial statements are set out on pages 9 - 14

On behalf of the Board


S C T Fowler - Secretary

16/11/2012
Date

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2012

Law applicable to charitable companies requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and

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

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF SWAFFHAM
& LITCHAM HOME HOSPICE LIMITED CHARITABLE COMPANY

I report on the accounts of the charitable company for the year ended 31 March 2012, which are set out on pages 9 to 14

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43(3)(a) of the Charities Act 1993),
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with s386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the statement of Recommended Practice Accounting and Reporting by Charities have not been met,or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached


Gavin Minns FCA

Date 17th OCTOBER 2012

Clenshaw Minns
Chartered Accountants
30 Market Place
Swaffham
Norfolk
PE37 7QH

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2012

	Notes	Unrestricted Funds £	Restricted funds £	Total funds 2012 £	Total funds 2011 £
Incoming resources from generated funds					
<u>Voluntary Income</u>					
Donations and bereavements		65,452	-	65,452	58,863
Grants receivable	4	54,817	-	54,817	54,817
<u>Activities for Generating Funds</u>					
Investment income		1,579	-	1,579	1,572
Other income		4,062	-	4,062	3,738
Fundraising		31,731	-	31,731	18,405
Restricted funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		157,641	-	157,641	137,395
		<hr/>	<hr/>	<hr/>	<hr/>
Costs of generating funds					
Charitable Activities		109,661	-	109,661	86,251
Governance Costs		34,395	-	34,395	30,989
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	2	144,056	-	144,056	117,240
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds	10	13,585	-	13,585	20,155
Funds brought forward 1 April 2011		220,726	-	220,726	200,571
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at 31 March 2012		234,311	-	234,311	220,726
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

BALANCE SHEET AS AT 31 MARCH 2012

		2012		2011	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		10,001		8,599
Intangible assets	6a		<u>847</u>		<u>847</u>
			10,848		9,446
Current assets					
Debtors	7	3,649		7,452	
Cash at bank and in hand		<u>223,401</u>		<u>205,686</u>	
		227,050		213,138	
Creditors: amounts falling due within one year	8	<u>3,587</u>		<u>1,858</u>	
Net current assets			<u>223,463</u>		<u>211,280</u>
Total assets less current liabilities			<u>234,311</u>		<u>220,726</u>
Income funds					
Unrestricted funds					
Other charitable funds	10 & 11		134,311		130,590
Reserve fund			100,000		90,000
Restricted funds	11		<u>-</u>		<u>136</u>
			<u>234,311</u>		<u>220,726</u>

In approving these financial statements as trustees of the company we hereby confirm

- That for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006
- That no notice has been deposited at registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31st March 2012, and
- That we acknowledge our responsibility for
 - Ensuring that the company keeps accounting records which comply with section 386, and
 - Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company

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

The accounts were approved by the Board of Trustees on 16th October 2012 and signed on its behalf below

Trustee
P Wrighton

Trustee
S.C.T Fowler

**SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are

1.1 Basis of preparation

The financial statements have been prepared under the historic cost convention, as modified by the revaluation of investments at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005) applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2 Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.3 Grants

Grants and any associated repayments of income tax are normally only accounted for when received, no account being taken of promised or covenanted donations not yet received.

1.4 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.5 Resources expended

Management and administration expenses reflect central establishment costs and do not include the costs of managing charitable projects.

1.6 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1.7 Tangible Fixed Assets and Depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows,

Fixtures, fittings and equipment	33% straight line
Plant and Equipment	25% reducing balance

2. Total resources expended

	Staff Costs £	Depreciation £	Other costs £	Total 2012 £	Total 2011 £
Direct charitable expenditure					
Salaries, travel and patient welfare	109,661	-	-	109,661	83,541
Other expenditure					
Management and administration	-	5,082	29,313	34,395	30,989
Restricted funds - donations	-	-	-	-	2,710
	<u>109,661</u>	<u>5,082</u>	<u>29,313</u>	<u>144,056</u>	<u>117,240</u>

3. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period

4. Grants receivable

	2012 £	2011 £
NHS Norfolk	<u>54,817</u>	<u>54,817</u>

5. Net incoming resources

	2012 £	2011 £
Net incoming resources are stated after charging		
Depreciation of tangible owned assets	<u>5,082</u>	<u>6,521</u>

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

6. Tangible Fixed Assets

	Fixtures, Fittings and equipment £	Plant and equipment £	TOTAL £
<u>Cost</u>			
At 1 April 2011	30,794	17,592	48,386
Additions	924	5,560	6,484
Disposals	<u>(30,794)</u>	<u>-</u>	<u>(30,794)</u>
At 31 March 2012	<u>924</u>	<u>23,152</u>	<u>24,076</u>
<u>Depreciation</u>			
As at 1 April 2011	29,148	10,639	39,787
Charge for the period	1,954	3,128	5,082
Dep'n on Disposals	<u>(30,794)</u>	<u>-</u>	<u>(30,794)</u>
At 31 March 2012	<u>308</u>	<u>13,767</u>	<u>14,075</u>
<u>Net Book Value</u>			
At 31 March 2012	<u>616</u>	<u>9,385</u>	<u>10,001</u>
At 31 March 2011	<u>1,646</u>	<u>6,953</u>	<u>8,599</u>

6a. Intangible Assets

These comprise 83 Banco Santander shares donated to Swaffham & Litcham Home Hospice

7. Debtors	2012 £	2011 £
Prepayments	480	3,357
Other debtors	<u>3,169</u>	<u>4,095</u>
	<u>3,649</u>	<u>7,452</u>
8. Creditors: amounts falling due within one year	2012 £	2011 £
Accruals and deferred income	<u>3,587</u>	<u>1,858</u>

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

9. Analysis of Net Assets Between Funds

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Tangible & Intangible Fixed Assets	-	10,848	10,848
Current Assets	-	227,050	227,050
Current Liabilities	<u>-</u>	<u>(3,587)</u>	<u>(3,587)</u>
	<u>-</u>	<u>233,433</u>	<u>234,311</u>

Closing members' funds shown above are held on charitable trust and in accordance with the restrictions contained in the company's Memorandum of Association

10 Unrestricted funds	Reserve Fund £	Other Charitable Fund £
At 1 April 2011	90,000	130,726
Surplus for the year	-	13,406
Transfer	<u>10,000</u>	<u>(10,000)</u>
At 31 March 2012	<u>100,000</u>	<u>134,311</u>
11 Restricted funds		£
At 1 April 2011		-
Surplus for the year		-
At 31 March 2012		<u>-</u>

12. Transactions with directors and connected persons

None of the directors (all of whom also act as trustees for the charitable activities of the company) entered into any material transactions, contract or other arrangement with the company

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	Unrestricted Funds £	Total funds 2012 £
Incoming resources from generated funds		
<u>Voluntary Income</u>		
Donations and bereavements	65,452	65,452
Grants receivable	54,817	54,817
<u>Activities for Generating Fund</u>		
Investment income	1,579	1,579
Other income	4,062	4,062
Fundraising	31,731	31,731
Total incoming resources	157,641	157,641
Costs of generating funds		
Charitable Activities		
Salaries	66,601	66,601
Travel	33,343	33,343
Training	2,251	2,251
Community support	2,274	2,274
Reflexology	3,625	3,625
Headstart	320	320
Repairs & renewals of patients equip	187	187
Capital expenditure	426	426
Sundry	634	634
	109,661	109,661
Governance Costs		
	34,395	34,395
Total resources expended	144,056	144,056
Net movement in funds	13,585	13,585
Funds brought forward 1 April 2011	220,726	220,726
Fund balances at 31 March 2012	234,311	234,311