

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 2011

FRIDAY



A28 04/11/2011 58
COMPANIES HOUSE

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

INFORMATION
FOR THE YEAR ENDED 31 MARCH 2011

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 Malling 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 2011**

The trustees present their report and accounts for the year ended 31 March 2011

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 risk 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 2011

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 Group

Fortnightly at our premises at Brocks Road, Eco Tech Park, Swaffham, from 10.30am to 12 noon. A friendly, informal self-help group, 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 group, 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 2011

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 £90,000 has been provided for and this is reviewed periodically by the trustees.

The charity has unrestricted funds of £220,590 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 2010 are as follows

Home Support Visits	785
Escorted Hospital Trips	498
Hospital Support Visits	162
Day Care	286
Arts & Crafts Attendees	202
Bereavement Visits	571
Volunteer Mileage Travelled	54,391

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

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2011

So you can see we have been quite busy but as I mentioned before there have been some challenges to face - one problem that has been building over the years is availability of volunteers – we have an absolutely great band of volunteers who give their time so freely and willingly and are the life blood of our organisation. As mentioned previously the time commitment is very variable ranging from 2 hours to 516 hours in the last year. However, the work we do is very varied and we endeavour to place volunteers in the right place taking into account, health and safety, their abilities and wishes plus time factors and location. We have also had a large turnover of volunteers due to retiring, moving away, having ill health themselves or in their close families. Sadly also we were sorry to lose Ken who died in July. 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, Alan, Georgie and myself are also very hands on and so cover trips sits and other work where we can't find a volunteer to cover.

Another challenge was caused by the unprecedented demand for help with hospital transport in the previous year so we felt that we had to assess our transport more carefully. Some of the extra demand arose from support to the ever expanding bereavement service so we have encouraged members of the bereavement group to organise their own transport for the group meetings and for their own hospital appointments. However we do still help if this proves difficult for anyone.

Another change this year was the retirement of our secretary Jackie in October. She had been a stalwart of the office for 6 years and we were sorry to lose her but we have been pleased to welcome Jayne to the post. She got thrown in at the deep end at our busiest time of year but she has coped well and is still smiling.

Fundraising Report

During the financial year ended 31 March 2011, the sum of £13,750 was transferred to the main account.

Sources of Income 2010 to 2011

▶ 29 May 2010 – Street Collection	£625
▶ 10 June - Golf Competition	£4592
▶ 19 June – Litcham Fete	£95
▶ 21 August - Narborough Family Fun Day	£240
▶ 06 October – Illustrated Talk, Chris Knights	£1900*
▶ 23 October – Celidh, Narborough	£580
▶ November/December – Prize Draw	£1827
▶ 27 November – Swaffham Rotary Christmas Fair	£150
▶ 06 December – Tree of Lights	£3330
▶ 16 March – Waitrose Community Matters Scheme	£520

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2011

Additional sums were received from the sale of Christmas Cards (£330), the Loose Change boxes (£250) and a generous donation of £157 from 2unique. The Vindis Consortium sponsored some of our events and Barclays Bank* gave £750 as matched funding in the Chris Knights talk. The Prize Draw was less successful than usual due no doubt to the economic downturn but also to the reluctance of Waitrose to allow us access to the store in the four days prior to the draw. In December 2009 we made almost £1500 from our in-store sales. The deficit was only partially compensated by our inclusion in the Community Matters 'Green Token' scheme (£520). The Tree of Lights event continues to attract very significant numbers and the total raised was the highest since its inception.

We have contacted all of our local schools and asked for their support for our work. To date we have received donations from the Sacred Heart Convent of £250 and from Swaffham CE VC Junior School of £90. We have visited both schools to thank the pupils and say a little about our work.

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. We also set out to enjoy ourselves and I hope that we have been equally successful.

Financial Review

You will see from the profit and loss account that we have achieved a £20,019 surplus this year. The main points to note are as follows,

You will see from the income and expenditure account that income exceeded expenditure. Donations at £53,000.00 were considerably greater than anticipated. The Regular Giving scheme brought in nearly £4,000.00 and the Fund Raising team worked extremely hard and a considerable sum was raised of which £13,750.00 was paid over to the main fund.

Some services provided by the Hospice cost more than anticipated and others less as a result of which our overall expenditure was kept within the original budget forecast.

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 £90,000 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.

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

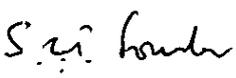
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2011

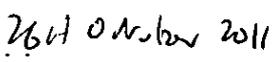
Summary:

We are in a healthy position provided we continue to receive a grant from NHS Norfolk and working capital carried forward is £130,726

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

On behalf of the Board


S C T Fowler - Secretary


Date

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2011

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 2011, 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

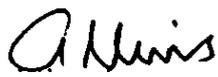
Basis of independent examiners' report

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

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

Date 3rd NOVEMBER 2011

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

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted Funds £	Restricted funds £	Total funds 2011 £	Total funds 2010 £
Incoming resources from generated funds					
<u>Voluntary Income</u>					
Donations and bereavements		56,017	2,846	58,863	45,908
Grants receivable	4	54,817	-	54,817	54,817
<u>Activities for Generating Funds</u>					
Investment income		1,572	-	1,572	6,213
Other income		3,738	-	3,738	2,653
Fundraising		18,405	-	18,405	11,252
Restricted funds		-	-	-	-
		-----	-----	-----	-----
Total incoming resources		134,549	2,846	137,395	120,843
		-----	-----	-----	-----
Costs of generating funds					
Charitable Activities		83,541	2,710	86,251	81,879
Governance Costs		30,989	-	30,989	28,112
		-----	-----	-----	-----
Total resources expended	2	114,530	2,710	117,240	109,991
		-----	-----	-----	-----
Net movement in funds	10	20,019	136	20,155	10,852
Funds brought forward 1 April 2010		200,571	-	200,571	189,719
		-----	-----	-----	-----
Fund balances at 31 March 2011		220,590	136	220,726	200,571
		=====	=====	=====	=====

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

BALANCE SHEET AS AT 31 MARCH 2011

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	6		8,599		14,583
Intangible assets	6a		<u>847</u>		<u>-</u>
			9,446		14,583
Current assets					
Debtors	7	7,452		6,206	
Cash at bank and in hand		<u>205,686</u>		<u>182,783</u>	
		213,138		188,989	
Creditors: amounts falling due within one year	8	<u>1,858</u>		<u>3,001</u>	
Net current assets			<u>211,280</u>		<u>185,988</u>
Total assets less current liabilities			<u>220,726</u>		<u>200,571</u>
Income funds					
Unrestricted funds					
Other charitable funds	10 & 11		130,726		115,571
Reserve fund			90,000		85,000
Restricted funds	11		<u>-</u>		<u>-</u>
			<u>220,726</u>		<u>200,571</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 2011, 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 10th May 2011 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 2011 £	Total 2010 £
Direct charitable expenditure					
Salaries, travel and patient welfare	83,541	-	-	83,541	81,879
Other expenditure					
Management and administration	-	6,521	24,468	30,989	27,959
Restricted funds - donations	-	-	2,710	2,710	153
	<u>83,541</u>	<u>6,521</u>	<u>27,178</u>	<u>117,240</u>	<u>109,991</u>

3. Trustees

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

4. Grants receivable

	2011 £	2010 £
NHS Norfolk	<u>54,817</u>	<u>54,817</u>

5. Net incoming resources

	2011 £	2010 £
Net incoming resources are stated after charging:		
Depreciation of tangible owned assets	<u>6,521</u>	<u>6,911</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 2010	30,794	17,055	47,849
Additions	—	<u>537</u>	<u>537</u>
At 31 March 2011	<u>30,794</u>	<u>17,592</u>	<u>48,386</u>
<u>Depreciation</u>			
As at 1 April 2010	24,842	8,424	33,266
Charge for the period	<u>4,306</u>	<u>2,215</u>	<u>6,521</u>
At 31 March 2011	<u>29,148</u>	<u>10,639</u>	<u>39,787</u>
<u>Net Book Value</u>			
At 31 March 2011	<u>1,646</u>	<u>6,953</u>	<u>8,599</u>
At 31 March 2010	<u>5,952</u>	<u>8,631</u>	<u>14,583</u>

6a. Intangible Assets

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

7. Debtors

	2011 £	2010 £
Prepayments	3,357	3,224
Other debtors	<u>4,095</u>	<u>2,982</u>
	<u>7,452</u>	<u>6,206</u>

8. Creditors: amounts falling due within one year

	2011 £	2010 £
Accruals and deferred income	<u>1,858</u>	<u>3,001</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	-	9,446	9,446
Current Assets	136	213,002	213,138
Current Liabilities	<u>-</u>	<u>(1,858)</u>	<u>(1,858)</u>
	<u>136</u>	<u>220,590</u>	<u>220,726</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 2010	85,000	115,571
Surplus for the year	-	20,019
Transfer	<u>5,000</u>	<u>(5,000)</u>
At 31 March 2011	<u>90,000</u>	<u>130,590</u>

11 Restricted funds

	£
At 1 April 2010	-
Surplus for the year	<u>136</u>
At 31 March 2011	<u>136</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