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Company Number : 2234222

The Rotherham Hospice Trust

(A Company Limited by Guarantee)

Report of the Trustees and

Financial Statements for the Year Ended 31st March 2018

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Report of the Trustees
For the Year Ended 31st March 2018

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of the charity for the year ended 31 March 2018. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as updated for update Bulletin 1. The Charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Directors Report) Regulations 2013 is not required.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity registration number	700356
Company registration number	2234222 (England and Wales)
Registered office and operational address	Rotherham Hospice Broom Road Rotherham S60 2SW
Patron	The Countess of Scarbrough
Vice President	Alan Hartley
Trustees	John Whaling - Chairman Dr Richard F Daly Prof Robert C Rees Jacqueline Saunders Bronwen J Watson Robert Bloomer (Appointed 27 November 2017) Richard Finney (Appointed 27 November 2017) Ian Norris (Appointed 27 November 2017) James Smith (Appointed 21 May 2018) Lynda W Shelton - Chairman (Resigned 27 November 2017) David W Wheeler (Resigned 27 November 2017) Prof Barry Hancock (Resigned 27 November 2017) Elizabeth Thompson (Resigned 27 November 2017) Prof Anne M Peat (Resigned 29 November 2017) Jeremy P Neal (Resigned 30 November 2017)
Secretary	Catherine Woollen
Executive Team	Sally Napper - Chief Executive John Whaling - Interim Chief Operating Officer Paula Hill - Clinical Services Director Catherine Woollen - Director of Finance
Auditors	BHP LLP 2 Rutland Park Sheffield S10 2PD

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Solicitors	Taylor & Emmet 20 Arundel Gate Sheffield S1 2PP
Bankers	HSBC 35 College Street Rotherham S65 1AF Co-Operative Bank 2 nd Floor 1 Balloon Street Manchester M60 4EP

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The company is registered as a company limited by guarantee, without a share capital. Its governing instrument is its Memorandum and Articles of Association dated 10th June 2013, updated on the 24th August 2015. It is registered as a charity with the Charity Commission. Anyone over the age of 18 can be a member of the Company, there are currently 40 members, each of whom agrees to contribute £1 in the event of the Company winding up.

The arrangements for the recruitment, induction and training of Trustees are set out in the Trustees' Recruitment and Induction Manual. In all cases the Chair and the Chief Executive formally interview prospective Trustees. Trustees confirm their eligibility to act as a Trustee of a charity (under the provisions of the Charities Acts 1992 and 1993) and complete a number of additional checks which satisfy the standards set by the Care Quality Commission. The appointment is confirmed on the completion of a personalised induction programme.

Trustees regularly assess their skills and competencies both individually and collectively as a Board.

During the year, following the departure of the Chief Executive, Mr John Whaling a Trustee of the Charity, was asked by the Chair of The Board to step in and cover the role on an Interim basis. This was approved at a meeting of the Board of Directors. The role was remunerated, which is in line with the Company articles and confirmed by the Charities Commission. Any connection between a Trustee or senior manager of the charity with a third party or other organisation must be disclosed to the full Board of Trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Organisational Structure and Management

The Board Manual sets out the governance structure of the Hospice. The Trustees are, for the purposes of the Companies Act, equivalent to Directors. The Board meets regularly, generally every three months, with the majority of the Trustees attending the meetings. Trustees are responsible for strategic leadership and govern the work of Rotherham Hospice.

The Board operates with four Committees, which are the Finance and Resources Committee, the Clinical Governance Committee, the Income Generation Committee and the Human Resources Committee. Each of the Committees has Trustee and management representation and is chaired by a Trustee.

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The Board operates a scheme of authoritative delegation and the operational management is delegated to the Chief Executive and the Executive Team. As at 31st March 2018 the Chief Executive position was vacant and being covered on an Interim basis by Mr John Whaling, a Hospice Trustee. The role has now been recruited to and Sally Napper joined the Hospice on 11th June 2018. Other Executive Members are Paula Hill, Director of Clinical Services and Catherine Woollen, Director of Finance, IT, Facilities & Retail. They report to the Board of Trustees at each Board meeting and are actively part of all Board Committees.

The Board continues to work closely, through the executive team, with the local NHS commissioners, The Rotherham Clinical Commissioning Group (RCCG). We are commissioned by NHS Rotherham, as an independent charity, to deliver a range of services to people affected by terminal illness. The Board assures that the Hospice fulfils the requirements of the NHS contract. The current contract runs from April 2017 until March 2019.

The Board maintains a robust governance framework to monitor, review and ensure compliance with all regulatory and best practice standards established by national (Care Quality Commission, Law Commission and NHS England) and local (Rotherham Clinical Commissioning Group (RCCG) and Rotherham Health and Wellbeing Board) regulators. The Board approved the 2017/18 Quality Account, presented as a record of the Hospice's annual clinical activity and performance on 22nd May 2018. This was presented to the RCCG and the Health and Well-Being Board for comment and approval on the 24th May 2018 and then submitted to the Secretary of State on 29th June 2018.

In March 2018 the Hospice maintained the Information Governance Statement of Compliance (IGSoC) Level II, which is a requirement to be able to hold an NHS contract and connect to NHS systems.

The Trustees regularly undertake both formal unannounced audits and informal visits to the Hospice.

The Board also monitors national developments in the health and social care environments to ensure that the Hospice is fit to respond to future opportunities and challenges in palliative care.

Pay policy for Senior Staff

The board of directors, who are the Trust's Trustees, the executive directors and the senior management team are the key management personnel of the charity in charge of directing and controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year for their role as Trustee. Details of directors' expenses and related party transactions are disclosed in note 12 to the accounts.

The remuneration of the Executive Team and the senior staff is reviewed against the marketplace for Hospice Executives from time to time. There have been no changes to the pay and remuneration of the Executive team in the year.

The Trustees, through the Human Resources Committee have considered and reviewed the pay and associated benefits for staff. There has not been any general uplift in pay, or any improvement in terms and conditions for staff at the Rotherham Hospice during the year.

OUR PURPOSE AND ACTIVITIES

Purpose

The charity's objects as set out in the revised memorandum and articles which were adopted on 24th August 2015 are to promote the relief of sickness by such charitable means as the Association shall from time to time think fit, and in particular (but without prejudice to the generality of such objects):

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- (A) To establish, maintain and operate hospices, residential nursing homes and clinics in England or Wales for the reception and care of persons of either sex who are suffering from any illness, disability, disease or other infirmity whether physical or mental and by providing medical or other treatment and attention for any such persons as aforesaid either in their own homes, their current place of care or at any institution of the Association.
- (B) To conduct or promote research into the care and treatment of persons suffering from any such illness, disability, disease or infirmity as aforesaid and particularly into the care and treatment of persons suffering from any terminal illness and to disseminate the results thereof to the public.
- (C) To promote or assist in the teaching or training of doctors, nurses, physiotherapists and other persons engaged in any branch of medicine, surgery, nursing or allied services and in the teaching or training of students in any branch of medicine, surgery, nursing or allied services.
- (D) To provide or assist the provision of spiritual support and guidance for any persons resident (either as patients or otherwise) or working in any such home or homes as aforesaid.

The aim of the charity is to provide a range of palliative care services within Rotherham Borough and we are the only Hospice for adults serving all people in Rotherham with a terminal illness.

The Board updated the vision and mission statements in January 2018, which are:

Vision:

Compassion, choice and dignity for all.

Mission:

We will:

- Enhance our patients quality of life, delivering high quality care in the right place at the right time.
- Provide appropriately trained and motivated staff, dedicated to patients wellbeing and dignity.
- Be active in the community, engaging with partners and championing end of life care.
- Be proudly independent, financially strong and remain innovative in our thinking.

Significant Activities and How our Activities Provide Public Benefit

Rotherham Hospice provides physical, psychological, social and spiritual support for patients with a terminal illness and requiring palliative care during the changing phases of their illness. There is no charge for our services.

Rotherham Hospice ensures that the patient is at the centre of everything we do. We support family, carers and friends through a person's illness, their death and during bereavement.

Our breadth of service enables people to be cared for in their place of choice, which may be at the Hospice or to remain in their place of residence in the community. We co-ordinate our work with the wider healthcare teams in the Borough of Rotherham to promote maximum continuity of support for our patients and their families.

The multidisciplinary Hospice team provide a package of clinical care, including symptom management, addressing the physical, psychological, emotional and spiritual needs of patients. The Hospice services also include the provision of complex symptom management, end of life care and specialist assessment.

Services available to patients and families are; Palliative Medicine, Inpatient Unit, Hospice @ Home, Clinical Nurse Specialists, Domiciliary services, Traditional Day Hospice, Day Therapies, Carer Support Services, Health and Wellbeing Services, Counselling and Psychology Services, Bereavement Support Services, Sunbeams Children's Bereavement Support and Chaplaincy Service.

Rotherham Hospice Consultants and Speciality Doctors can see patients in the Out Patient Clinic at Rotherham Hospice (if well enough), or in their own home. This assessment can be performed within 24 hours if urgent. Doctors are available for advice 24 hours a day, every day.

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Trustees acknowledge the importance of the whole Hospice team to the successful delivery of patient care which includes staff and volunteers from every department in the organisation.

ACHIEVEMENTS AND PERFORMANCE

Rotherham Hospice is an independent charity that last year provided Palliative Care Support and End of Life Care to 2,148 people across the borough. This is the highest figure we have achieved and clearly shows a continued growth year on year. We are particularly proud of our growth, both in numbers and in reach. Across our Community Services more than 1,072 patients and families were supported in both our Planned and Responsive services. The consolidation of our 24/7 Community Services allows an increased level of co-ordinated support to be provided ensuring that care is provided by the right people in the right place at the right time. This allows appropriate use of our Hospice beds and prevents unnecessary hospital admissions. Our wider services have also seen growth in referrals and provision, with 304 patients being seen in Day Unit or Day Therapy Services, and more than 220 patients being supported by Occupational and Physiotherapy. 1,462 hours of care have been provided by our Counselling and Psychology services, whilst the Inpatient Unit provided care to 345 patients with overall average bed occupancy at 82%. This is one of the highest nationally.

We are very pleased to report that whilst seeing such a significant increase in the growth and breadth of services provided, the satisfaction level of patients and families who have experienced our services remains high, with an overall annual rating of 98%. This combined with improved national quality markers saw Rotherham Hospice reporting the lowest numbers of clinical incidents against hospices of its size.

The Hospice has actively engaged with our patients, their families and carers for their feedback. We have listened to their views, comments and suggestions and used these to aid our continuous reflection on how our services could be improved. These suggestions have helped to formulate the priorities for our improvement in 2018/19.

Throughout 2017/18 Rotherham Hospice has continued to be highly respected with an excellent reputation in the wider community. It has applied an engaging outlook, building strong relationships with public and business partners as well as those from the Health and Social Care Communities, working to provide an increased strength and independence to support our sustainable growth and independence in the future.

Rotherham Hospice has not received an inspection by the Care Quality Commission in 2017/18 but has carried out many pieces of work including self-assessment of our current compliance and audits relating to previous areas which were identified as requiring improvement, aiming to improve its rating to one of Good or Outstanding overall.

In the absence of a CQC formal review or re-inspection, the Board and Executive Team have driven forward a program of internal self-assessments to demonstrate our compliance across all 11 fundamental standards and 5 Key Lines of enquiry. This is in addition to the proactive management of quality services including a robust program of audits and clinical risk management.

In conjunction with our internal audit program, these self-assessments have enabled us to evidence the quality of compliance that we achieve whilst also identifying any areas of learning that can be applied. In line with a culture of continuous learning and improvement, these findings have been built into priorities and wider work streams for 2018/19.

Increased staff engagement has allowed us to build the staff voice into our planned improvements moving to increasing staff confidence and understanding in relation to "Quality and Best Practice" in order to achieve compliance.

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ACHIEVEMENTS AND PERFORMANCE

During 2017/18 The Board has conducted 4 unannounced visits to clinical areas including, Inpatient Unit, Day Unit, Hospice Community Services and Patient and Family Support Services. In addition a visit was also conducted to consider Medicines Management. Each of these visits explored both staff, volunteer and service user experience alongside service, activity, risk management processes and learning that could be applied. All visits were extremely positive and well received by staff.

Rotherham Clinical Commissioning Group conducted a Quality Visit early in 2017/18 which explored the quality of services provided with a specific focus on the findings of the previous CQC inspection. This inspection was very positive overall with many areas of Best Practice identified. It also assisted in informing our self-assessment process and audit program throughout the year, particularly in relation to the management of medicines.

The Board of Trustees has also commissioned an external peer review for 2018/19 to consider compliance against the 11 Fundamental standards of the Health and Social Care Act (2014) and the evidence of Best Practice against the CQC 5 Key Lines of Enquiry.

Inpatient Unit

The inpatient unit consists of 14 single bedrooms all with en-suite facilities including capacity for bariatric care. We actively encourage our families and visitors to be involved in their loved ones care. We promote open visiting and are able to offer overnight accommodation in our adjoining rooms or families are welcome to stay in patients bedrooms to be close to them.

The Inpatient Unit provides care 24 hours a day seven days a week, supporting admission and discharge as required. Patients can be referred for admission to have their pain and symptoms controlled, for rehabilitation or to receive end of life care.

On average the inpatient unit admits 30 new patients a month for symptom management or end of life care. During the year we provided care to 345 patients (some of whom were admitted more than once) and families. This figure is comparable to last year's number of 339. The average bed occupancy during the year has been 82% (last year 89.1%) which reflects the continued high demand for inpatient hospice care in Rotherham.

Many patients admitted to the Inpatient Unit require our specialist care for a short period of time and approximately 31% of all patients are treated and discharged with appropriate ongoing care and support. 49% of all stays were for one week or less and 29% of all stays were for 2 weeks or longer.

Traditional Day Hospice and Day Therapies

The purpose of the Day Hospice is to welcome patients into the Hospice environment and offer support and receive ongoing monitoring from both our nursing and medical staff as required. The support improves confidence and enables someone to continue to make the most of their life, remaining as independent as possible for as long as possible.

The Day Hospice environment incorporates traditional therapies such as physiotherapy and occupational therapy alongside complementary therapies and emotional support. Traditional Day Hospice is available 3 days per week, providing up to 20 places per day.

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Over the year 178 patients attended at least 1 day-care session, compared to 180 in the previous year. The occupancy is variable dependant on patient's ability to attend, due to appointments they may have or being too unwell. Over the year 61.8% attendance has been achieved.

Day Therapy services provide relaxation classes and exercise classes for day patients. Patients access complementary therapy and Lymphedema clinics. Patients can now attend the Day Therapy Unit for blood transfusions and medical outpatient appointments. Massage therapy has been undertaken on 101 occasions; Blood transfusion on 21 cases; and Complementary therapy, on 162 occasions. There have been 424 patient attendances at Relaxation/Physiotherapy classes.

Patient and Family Support Services

All patients, families and carers receive the support and advice they require to maintain family and carer responsibilities and to understand and access available services and support networks.

Our Counselling and Clinical Psychology Service is available to patients and their families. Our Bereavement Counselling Service supports bereaved family members or significant others with complex bereavement issues and is based at the Hospice. The counsellor can also provide pre-bereavement counselling if needed. The palliative psychology service has received 454 referrals in 2017/18, and has achieved 1,195 face to face contacts in this time.

There have been 309 referrals to the Counselling service, compared to 352 last year and a current caseload breakdown of 40 patients receiving bereavement counselling, 13 patients for bereavement support, and 14 patients attending the bereavement support group. Our 26 volunteer bereavement support workers offer up to eight one hour sessions per service user at the Hospice. The total number of people who accessed this service during the year was 277 (compared to 180 last year).

Our Sunbeams service provides practical and emotional support for children age 5 and upwards. Sunbeams offers a safe environment for the children to share experiences and address their needs around someone who is seriously ill or following the death of a loved one. Since April 2017, the numbers of referrals to the service have totalled 128. There are now 4 groups of up to 8 children per month.

Hospice Clinical Nurse Specialists

The Hospice Community Team includes our Clinical Nurse Specialists (CNS) who support patients and their families in their home or care home seven days a week. They provide complex symptom management and give emotional support and practical advice to patients and their families. This is provided through clinics, home visits and the provision of a telephone advice line. This advice line is available to patients, family members and professionals 24 hours a day, seven days a week.

The Clinical Nurse Specialist is often the patient's main point of contact and acts as a link between other professionals. The CNS team received 733 new referrals in 2017/18 and made 3,231 face to face visits. A further 8,431 telephone contacts were made to these patients (compared to 6,004 telephone contacts last year).

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Hospice at Home Team

The Hospice @ Home Team is also part of Rotherham Hospice Community Team. It supports patients and their families in their home or care home seven days a week. Night sitting in patients homes is available and there is an Out of Hours Rapid Response Nursing Service to provide 24 hour care, seven days a week. The full Out of Hours Service was started in November 2015 and is provided in partnership with Marie Curie.

The service provides practical and emotional support to ensure that patient's needs are met by agreeing joint care arrangements with family members and other professionals or agencies that provide end of life care within Rotherham.

Community Volunteers also support this service and can provide additional support. This would be agreed as part of joint care planning. The team also includes occupational and physiotherapy expertise.

The Hospice at Home team received 798 referrals last year, making 4,029 home visits. A further 4,213 telephone contacts were made to these patients (compared to 3,802 telephone contacts last year).

Our 24/7 Advice Line for the community handled 11,409 calls from patients, families, carers and professionals. This compared with 10,477 in 2016/17.

Our Domiciliary Care team are now an integral part of the Hospice Community team. With the complete offer we are able to respond quickly with the type of care our patient requires. The domiciliary service is funded by the NHS Continuing Healthcare.

VOLUNTEERS

Trustees would like to thank the wonderful team of volunteers who have given so much of their time, support, enthusiasm, compassion and care throughout this last year. There are now 355 volunteers with Rotherham Hospice who have donated over 31,150 hours during the year.

73 new volunteers attended the induction sessions confirming why hospices are vital to local communities as well as having a tour of the Hospice and meeting other new volunteers.

Over the past year 88 volunteers have left the Hospice, this figure has been inflated due to an update of the volunteer database. 14 volunteers received long service awards of 5, 10, 15 or 20 years.

INCOME GENERATION

We are extremely appreciative of all of the support we receive from our donors who give generously, support our events, Lottery and Charity shops. We are also particularly thankful to those who remember us in their will. 2017/18 was strong year for Legacy Income, we received the highest ever revenue at £630k.

Income received from voluntary and in memory donations declined in the year. Focus will be placed on how we communicate our message and a greater emphasis will be placed on marketing, public relations and social media activity.

The series of Corporate Partners events to engage the corporate sector and other key individuals in the Borough has continued successfully. Hospice events have been successful and we re-packaged two of the events to provide more appeal. The Midnight Memory Walk became Glow with the Flow and the Summer Gala became the Summer Baa-La. Both were very well attended.

The Lottery did not perform in line with expectations and this year has again seen a reduction in overall membership. There is a strong potential to grow this income in the future and we will be taking on external lottery canvassers to try and increase participation.

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Retail income has remained broadly flat. We have reviewed our retail estate and as leases are coming to an end we have made the difficult decision to close shops which are underperforming. Both Wath Furniture and Tickhill were closed during the year. There has been excellent progress in other shops and we have commenced a programme to upgrade our shop facilities to improve the customer experience.

All fundraising activities are directly managed by the Hospice. We are committed to the highest standards of fundraising practice, and all of our activities are carried out in an ethical manner. Rotherham Hospice is registered with the fundraising regulator and adheres to the standards set out in the Code of Fundraising practice. Our policies, procedures, systems and processes have been reviewed and updated in line with General Data Protection Legislation (GDPR). The Hospice has never, and will never share or sell details of our donors.

PLANS FOR FUTURE PERIODS

The Board has developed a strategy which will take forward the development of the Hospice services through to 2020/21. The strategy is underpinned by the four strategic objectives adopted by the Board in January 2018.

- 1 Better patient care through early intervention and education/integration of the network across the Borough.
- 2 Continuous Improvement of HR processes and staff capabilities, including leadership skills, volunteer engagement and internal communication.
- 3 Enhance the Hospice's influence and profile in the Borough, with the community, local businesses and healthcare partners.
- 4 Increase turnover and contribution from every revenue area and continuously seek new sources of income.

There are a number of priorities that will be developed and pursued next year and in forthcoming years. We will be actively working with RCCG and our network of healthcare partners to continue to improve the co-ordination and effective deployment of resources for the benefit of patients and their families.

The pilot to support the care homes in Rotherham will continue. The aims of which are to provide concentrated education and supervision to care home staff to increase confidence and competence to support patients who require End of Life Care, therefore enabling them to remain in their surroundings and die in their preferred place. Together with the provision of a rapid response service to provide support in an emergency, this service will also work to reduce avoidable hospital admissions. We envisage a continuing increase in demand for specialist therapies and for counselling, in particular, in relation to bereavement support, both for Children and Adults.

Fundraising is an important priority. The Hospice needs to generate the required level of income to support future growth in services to meet the demand. There is increasing pressure on the cost base with the increase in the National Living Wage and the potential further pressure on salaries due to increases announced in the NHS. We will continue to drive efficiencies wherever possible, an investment made in our IT software will support this and enhance reporting. The systems will be fully rolled out in the current financial year.

Our priorities for staff engagement are to continue to improve the leadership skills of the senior team in the Hospice, to act on the results of our staff and volunteer surveys, to improve the integration of our staff and volunteers. There will also be a focus on improving supervision and appraisal for our staff, and the continuation of "Schwartz Rounds" as a model to help staff resilience.

We intend to continue to grow and extend the range of skills and experience of our Board of Trustees and will be inviting, through an open process, suitable people to express an interest and apply for the post of Trustee at the Hospice.

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FINANCIAL REVIEW

Details of the accounts are given on the page headed "Statement of Financial Activities". In the year ended 31st March 2018, overall income exceeded expenditure by £328k, £144k being on unrestricted funds and £184k on restricted funds. Total income for the year amounted to £6,172k compared to £5,873k the previous year, an overall growth of 5%. Voluntary Income grew by 58% as a result of the growth in Legacy Income which increased from £260k to £630k.

Income from our retail operations remained flat, the contribution fell as a result of the closure of 2 shops and an investment in upgrading some of the other estate. The retail chain is now in a much stronger position for future growth and contribution.

Core Contract Income from the Rotherham Clinical Commissioning Group (RCCG) remained flat and amounts to 50% of our total income. Additional income was received from the RCCG in the year to support increased dependency, renew some of our IT hardware and support additional smaller projects.

Fixed Assets were reviewed in the year resulting in a reclassification of some assets and an overall reduction in the value of those assets by £47k. In total fixed assets reduced by £129k. The cash position has remained strong at £1,867k.

Reserves Policy

The Trustees continue to give careful consideration to the future required levels of reserves. In line with the policy outlined in 2014 the aim of the Trust continues to be to build an available reserve equivalent to 15 weeks of our total income, excluding income from the NHS. This amount fluctuates slightly from year to year and would amount to approximately £779k at 31st March 2018. The actual level of available reserves at 31st March 2018 exceeds this figure at £1,469k or 28 weeks total income equivalent. The trustees consider this level of reserves are required to ensure the Charity could continue to operate should there be reduction in funding from the NHS.

The continuing commitment to Rotherham Hospice from its supporters has enabled the Trust to carry out the excellent work that it does and ensure it begins to build sufficient reserves for the future.

Risk Management

The Trustees have reviewed the major risks to which the charity is exposed and policies, systems and procedures have been established to mitigate those risks, which are set out in the Board's Risk Register, and the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise. The Risk Register is updated quarterly and reviewed by the Finance and Resources Committee and monitored at the meetings of the Board of Trustees.

As part of its contractual requirements the Hospice completes the NHS Counter Fraud Authority self review tool annually. The Information Governance toolkit assessment is also completed on an annual basis and the Hospice achieved The Information Governance Statement of Compliance (IGSoC) Level 2.

The essential priority for the Hospice is maintaining reputational integrity. For the Hospice, that requires us to be able to deliver the high standards expected of us and to demonstrate that to the public bodies that regulate and fund the Hospice. Patient safety is our utmost priority.

Financial sustainability is a risk which the Hospice continually monitors with a monthly review of its income, expenditure and future forecasts. The principal risks and uncertainties that could seriously affect the performance, future prospects or reputation of Rotherham Hospice include:

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- Failure to maintain the highest standards of quality and patient experience;
- Harm to patients from poor quality care, environment, accident/incident or equipment failure;
- Harm to staff, volunteers or visitors caused by accident or injury;
- Financial sustainability due to an increasing demand for services, increasing costs and challenging income targets;
- Delivery of regulatory requirements;
- Buildings and infrastructure failing to meet service needs;
- Maintaining a highly skilled and motivated workforce.

ACKNOWLEDGEMENTS

Trustees thank Lady Scarbrough for her continued support and commitment as our Patron.

Trustees are, once again, most grateful to all who support the work of the Hospice, whether by giving so generously through donations and legacies or supporting our lottery, other fundraising events and our charity shops.

Trustees also appreciate the work of everybody connected with the Hospice and its palliative care services and who help to enhance the standing of the Hospice in the community, whether staff or volunteers.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of The Rotherham Hospice Trust for the purposes of company law) are responsible for preparing the Report of the Trustees' and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP (FRS102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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Statement of Disclosure to our Auditor

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board of Trustees on 12th November 2018 and has been signed on their behalf by John Whaling.

John Whaling
Chairman



Date: 12TH NOVEMBER 2018

Opinion

We have audited the financial statements of The Rotherham Hospice Trust (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The trustees are responsible for the other information. The other information comprises the information included in the report of the trustees', other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Independant Auditor's Report to the Members of
The Rotherham Hospice Trust

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In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

BHP LLP .

Jane Marshall (Senior Statutory Auditor)
for and on behalf of
BHP LLP
Statutory Auditors
2 Rutland Park
Sheffield
S10 2PD

Date: *21 November 2018*

The Rotherham Hospice Trust
Statement of Financial Activities
(Incorporating an income and expenditure account)
For the Year Ended 31st March 2018

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	Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
INCOME FROM:					
Donations and legacies	2	972,429	171,198	1,143,627	721,803
Charitable activities	3	3,338,082	225,544	3,563,626	3,574,896
Other trading activities	4	1,463,966	-	1,463,966	1,575,980
Investments	5	610	-	610	399
TOTAL		5,775,087	396,742	6,171,829	5,873,078
EXPENDITURE ON:					
Raising funds	6	1,070,210	10,160	1,080,370	1,131,723
Charitable activities	7	4,611,984	151,814	4,763,798	4,784,889
TOTAL		5,682,194	161,974	5,844,168	5,916,612
NET INCOME/(EXPENDITURE) FOR THE YEAR	10	92,893	234,768	327,661	(43,534)
Transfers between funds	19	50,914	(50,914)	-	-
NET MOVEMENT IN FUNDS		143,807	183,854	327,661	(43,534)
RECONCILIATION OF FUNDS					
Total funds brought forward		5,112,702	53,216	5,165,918	5,209,452
Net movement in funds		143,807	183,854	327,661	(43,534)
Total funds carried forward	18	5,256,509	237,070	5,493,579	5,165,918

CONTINUING OPERATIONS

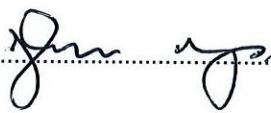
None of the company's activities were acquired or discontinued during the above two financial periods.

The notes attached form part of these financial statements.

Balance Sheet
As at 31st March 2018

	NOTES	2018 £	2017 £
FIXED ASSETS			
Tangible assets	14	3,786,906	3,915,889
CURRENT ASSETS			
Stocks		4,543	2,245
Debtors	15	387,219	412,489
Cash at bank and in hand		<u>1,867,488</u>	<u>1,330,317</u>
		2,259,250	1,745,051
CREDITORS:			
Amounts falling due within one year	16	<u>552,577</u>	<u>495,022</u>
NET CURRENT ASSETS		1,706,673	1,250,029
NET ASSETS	20	<u>5,493,579</u>	<u>5,165,918</u>
THE FUNDS OF THE CHARITY			
Unrestricted funds:			
Revaluation reserve	18	27,125	27,125
Designated funds	18	148,065	237,000
General funds	18	<u>5,081,319</u>	<u>4,848,577</u>
		5,256,509	5,112,702
Restricted funds	18	<u>237,070</u>	<u>53,216</u>
TOTAL FUNDS	20	<u>5,493,579</u>	<u>5,165,918</u>

The financial statements were approved by the trustees on 12th November 2018 and are signed on its behalf by:

Mr J Whaling.....
Chairman

The notes attached form part of these financial statements.

Cash Flow Statement
For the Year Ended 31st March 2018

	NOTES	2018 £	2017 £
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash provided by/(used in) operating activities	1	<u>625,657</u>	<u>98,405</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest received		610	399
Purchase of tangible fixed assets		(97,446)	(23,560)
Proceeds from the sale of tangible fixed assets		8,350	4,649
Net cash provided by/(used in) investing activities		<u>(88,486)</u>	<u>(18,512)</u>
 Increase/(decrease) in cash and cash equivalents in the year		 537,171	 79,893
 Cash and cash equivalents at the beginning of the year		 1,330,317	 1,250,424
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	2	<u><u>1,867,488</u></u>	<u><u>1,330,317</u></u>

Notes to the Cash Flow Statement
For the Year Ended 31st March 2018

1. CASH USED IN OPERATING ACTIVITIES

	2018 £	2017 £
Net income/(expenditure) for the year	327,661	(43,534)
Loss/(profit) on the sale of fixed assets	7,892	350
Depreciation charges	210,187	186,140
Interest received	(610)	(399)
Decrease/(increase) in stock	(2,298)	3,457
(Increase)/decrease in debtors	25,270	(83,087)
Increase/(decrease) in creditors	57,555	35,478
Net cash provided by/(used in) operating activities	<u>625,657</u>	<u>98,405</u>

2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2018 £	2017 £
Cash at bank and in hand	<u>1,867,488</u>	<u>1,330,319</u>

Notes to the Accounts
For the Year Ended 31st March 2018

1. ACCOUNTING POLICIES**a) Accounting Convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102) as updated by Update Bulletin 1), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Rotherham Hospice Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are presented in £ sterling which is the functional currency of the charity.

b) Depreciation

Depreciation is provided on all tangible assets at the following annual rates calculated to write off the cost less estimated residual value, over their useful economic lives:

Equipment & computers	5%, 15%, 20%, & 33% straight line
Freehold property	2% straight line
Leasehold property	straight line over shorter of lease period and 50 years
Motor vehicles	25% reducing balance

During the period, there was a change in the depreciation rates used, to more accurately reflect the useful life.

c) Stocks

Stocks of bought in goods for re-sale are valued at the lower of cost and net realisable value.

d) Income

Income is accounted for when the charity is entitled to the income, the income is probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied:

Income by way of grants and donations are accounted for when receivable.

Donated assets and services are recognised as income when receivable and are valued at the directors' estimate of market value.

Sales of donated goods are accounted for when sold as it is not practical to place a valuation on the stock at this time.

Events under the control of the charity are accounted for when the event takes place.

Lottery income is recognised when the draw takes place and advance payments are held in creditors.

Investment income is accounted for when receivable.

Income from charitable activities are accounted for when earned for service contracts and when receivable for grants.

Grants in respect of capital expenditure are included in full in the statement of financial activities when receivable and not treated as deferred credits.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

e) Expenditure

Expenditure has been charged to the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

The costs of raising funds relate to purchase of promotional goods, cost of running the retail outlets, cost of events, publicity and lottery prizes and running costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Notes to the Accounts
For the Year Ended 31st March 2018

1. ACCOUNTING POLICIES

- f) **Fund accounting**
Restricted funds are funds received from donors which are subject to restrictions on the purposes for which they are to be used. Unrestricted funds are those where there are no externally imposed restrictions. These include funds freely available to the charity for expenditure on its charitable objectives or appropriation to reserves for internally designated purposes. Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated and restricted fund is set out in the notes to the financial statements.
- g) **Operating leases**
Rentals paid under operating leases are charged to the Statement of Financial Activities when incurred.
- h) **Pension scheme**
As disclosed in note 11, the company contributes to three pension schemes. Contributions to all schemes are recognised as they fall due.
- i) **Debtors**
Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are
- j) **Cash at bank and in hand**
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- k) **Creditors and provisions**
Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.
- l) **Employee benefits**
When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.
- m) **Financial instruments**
The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.
- n) **Fixed assets**
During the period, there has been a transfer of fixed assets from leasehold property to equipment & computers. This is to better reflect the underlying nature of the assets, and to depreciate them accordingly.
- o) **Critical accounting estimates and areas of judgement**
Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Notes to the Accounts
For the Year Ended 31st March 2018

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total 2018 £	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £
2 Donations and Legacies						
General donations	138,895	18,938	157,833	172,088	26,587	198,675
In memoriam	173,437	-	173,437	216,398	-	216,398
Charitable trusts	-	2,260	2,260	-	3,004	3,004
Collection boxes	11,405	-	11,405	10,931	-	10,931
Give as you earn	1,240	-	1,240	1,317	-	1,317
Gift aid tax	17,290	-	17,290	31,608	-	31,608
Subscriptions	280	-	280	320	-	320
Total Donations	342,547	21,198	363,745	432,662	29,591	462,253
Legacies	629,882	-	629,882	259,550	-	259,550
Grants received						
Rotherham Clinical Commissioning Group	-	150,000	150,000	-	-	-
Total Donations and legacies	972,429	171,198	1,143,627	692,212	29,591	721,803
3 Income from Charitable Activities						
RCCG standard contract	3,095,295	-	3,095,295	3,100,464	-	3,100,464
RCCG contract variation for specific activities	-	225,544	225,544	197,000	-	197,000
Other direct delivery funding	242,787	-	242,787	277,432	-	277,432
	3,338,082	225,544	3,563,626	3,574,896	-	3,574,896
4 Income from Other Trading Activities						
Lottery income - gross of prizes & commissions	513,252	-	513,252	537,742	-	537,742
Events	270,988	-	270,988	296,713	-	296,713
Corporate fundraising	90,278	-	90,278	144,491	-	144,491
Catering income	19,883	-	19,883	14,905	-	14,905
Sale of promotional goods	39,742	-	39,742	36,571	-	36,571
Sales of donated goods - shops	529,823	-	529,823	537,108	-	537,108
Other income	-	-	-	8,450	-	8,450
	1,463,966	-	1,463,966	1,575,980	-	1,575,980
5 Investments						
Bank and building society interest receivable	610	-	610	399	-	399
	610	-	610	399	-	399
6 Expenditure on Raising funds						
Lottery prizes & commissions	112,317	-	112,317	168,466	-	168,466
Lottery running costs including salaries	122,635	-	122,635	150,048	-	150,048
Direct cost of events including salaries	97,265	-	97,265	128,785	-	128,785
Shop running costs including salaries	455,909	10,160	466,069	430,394	9,843	440,237
Shop depreciation	24,747	-	24,747	12,440	-	12,440
Employers' pension - Lottery and Retail	6,206	-	6,206	5,228	-	5,228
Purchase of promotional goods	20,468	-	20,468	19,542	1,560	21,102
Corporate fundraising costs including salaries	32,027	-	32,027	29,685	-	29,685
Fundraising indirect costs	99,525	-	99,525	73,349	757	74,106
Allocation of support costs (note 8)	99,111	-	99,111	100,348	1,278	101,626
	1,070,210	10,160	1,080,370	1,118,285	13,438	1,131,723

Notes to the Accounts
For the Year Ended 31st March 2018

7 Expenditure on Charitable Activities

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total 2018 £	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £
Contracted medical services provided by NHS	493,262	-	493,262	488,854	-	488,854
Salaries and NI	2,749,356	108,372	2,857,728	2,899,659	-	2,899,659
Pension contributions	168,013	-	168,013	196,814	-	196,814
Staff costs including travel	62,671	-	62,671	34,781	-	34,781
Marie Curie staffing cost	158,377	-	158,377	154,757	-	154,757
Volunteer expenses	13,123	-	13,123	15,788	-	15,788
Estates costs (general repairs, maintenance & security)	44,519	32,029	76,548	61,389	12,284	73,673
Utilities and insurance	57,437	-	57,437	54,939	-	54,939
Direct consumables and delivery incidentals	151,556	4,577	156,133	150,768	5,409	156,177
Depreciation	185,440	-	185,440	173,700	-	173,700
Sundries	-	6,836	6,836	1,861	-	1,861
Loss on disposal of fixed asset	7,892	-	7,892	350	-	350
Allocation of support costs (note 8)	520,338	-	520,338	526,828	6,709	533,537
	4,611,984	151,814	4,763,798	4,760,487	24,402	4,784,889

8 ALLOCATION OF SUPPORT COSTS

	Costs of Generating Funds 2018 £	Charitable Expenditure 2018 £	Total 2018 £	Costs of Generating Funds 2017 £	Charitable Expenditure 2017 £	Total 2017 £
Contracted telephone and IT	7,375	38,719	46,094	8,433	44,272	52,705
Salaries and NI	65,843	345,676	411,519	56,186	294,974	351,160
Pension contributions	2,339	12,281	14,620	2,541	13,343	15,884
Staff costs including travel	4,898	25,712	30,610	3,922	20,588	24,510
Office consumables	8,328	43,725	52,053	8,196	43,032	51,228
Legal and professional fees	4,854	25,485	30,339	8,429	44,252	52,681
Bank charges	460	2,413	2,873	548	2,880	3,428
Sundries	2	13	15	7,254	38,083	45,337
Governance costs (note 9)	5,012	26,314	31,326	6,117	32,113	38,230
	99,111	520,338	619,449	101,626	533,537	635,163

9 GOVERNANCE COSTS

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total 2018 £	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £
Audit and accountancy	7,422	-	7,422	8,482	-	8,482
Trustees' & Officers' insurance	1,950	-	1,950	1,933	-	1,933
Employee costs and administrative support	21,954	-	21,954	27,815	-	27,815
	31,326	-	31,326	38,230	-	38,230

Notes to the Accounts
For the Year Ended 31st March 2018

10 NET INCOME / (EXPENDITURE) FOR THE YEAR

	2018	2017
	£	£
This is stated after charging:-		
Auditors' remuneration	7,422	8,482
Depreciation	<u>210,187</u>	<u>186,140</u>

11 STAFF COSTS AND NUMBERS

	2018	2017
	£	£
Staff costs during the year were:-		
Salaries	3,476,942	3,479,093
Employers' social security costs	265,117	281,258
Employers' pension contributions	<u>209,433</u>	<u>219,439</u>
	<u>3,951,492</u>	<u>3,979,790</u>

The average number of employees were:

	2018	2017
Hospice excluding 'bank staff'	111	111
Administration, Fundraising & Finance	18	21
Retail	14	20
Lottery	<u>5</u>	<u>6</u>
	<u>148</u>	<u>158</u>

Employees earning £60,000 - £70,000 pa

2	2
---	---

One of the above staff members are in the NHS Pension scheme. Employer contributions to this scheme amounted to £8,190 (2017 £8,160). The other member participates in the defined contribution pension scheme. Employer contributions for the period amounted to £3,300 (2017 - £1,207).

The Hospice considers that the key management personnel comprise the Trustees and the Executive team - which is currently the Chief Executive and 2 other Directors. The total employee benefits of the key management personnel employed during the year were £266,793. This figure included an additional Director for part of the year. (2017: £229,064)

An accrual for holiday pay earned but not yet taken has been included in the salary figure for 2018 and 2017.

The Hospice is an approved provider of the NHS defined benefits pension scheme and makes a 14.38% employers contribution for all staff who are members of the scheme. There is no liability on the Hospice for any short-fall of assets in the scheme either in the short or long term, our only commitment is to the monthly contribution of 14.38% of pensionable salaries. At 31st March 2018, outstanding contributions payable within this scheme were £24,511 (2017 : £14,771).

In February 2012 a defined contributions pension scheme was made available to staff on a Hospice contract of employment. The maximum contribution payable by the Hospice is 6%. At 31st March 2018, outstanding contributions payable within this scheme were £1,975 (2017: £2,846). The Hospice also runs an auto enrolment scheme.

Included in the above are termination payments of £26,250. (2017: £0)

12 TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

No remuneration or expenses were paid to the Directors of the company for their role as Trustee.

During the year Mr John Whaling, a Trustee of the Charity, took the role of Interim Chief Operating Officer until the appointment of a New Chief Executive was made. The role was remunerated which is in line with the Articles of Association and confirmed by The Charity Commission. Payment for this role was made to the Company JJ Management Consultants Limited of which Mr Whaling is a 50% shareholder. The total amount of payments made during the financial year was £35,340.

During the year 3 Trustees made donations of £440 to the charity (2017: 5 Trustees, £550).

There were no other related party transactions with the Trustees or other persons related to the charity.

13 TAXATION

As a charity, The Rotherham Hospice Trust is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Notes to the Accounts
For the Year Ended 31st March 2018

14 TANGIBLE ASSETS

	Freehold Property	Leasehold Property	Equipment & Computers	Motor Vehicles	Total
	£	£	£	£	£
Cost / Valuation					
At 1st April 2017	248,513	4,303,414	845,460	54,383	5,451,770
Additions	-	1,808	95,638	-	97,446
Transfer (see below)	-	(21,095)	21,095	-	-
Disposals	(1,335)	(7,188)	(3,622)	(23,392)	(35,537)
At 31st March 2018	<u>247,178</u>	<u>4,276,939</u>	<u>958,571</u>	<u>30,991</u>	<u>5,513,679</u>
Depreciation					
At 1st April 2017	36,604	789,538	675,869	33,870	1,535,881
Transfer (see below)	-	(3,645)	3,645	-	-
Charge for the year	4,964	85,650	113,099	6,474	210,187
Eliminated and disposals	(361)	(2,087)	(2,585)	(14,262)	(19,295)
At 31st March 2018	<u>41,207</u>	<u>869,456</u>	<u>790,028</u>	<u>26,082</u>	<u>1,726,773</u>
Net Book Values					
At 31st March 2018	<u>205,971</u>	<u>3,407,483</u>	<u>168,543</u>	<u>4,909</u>	<u>3,786,906</u>
Net Book Values					
At 31st March 2017	<u>211,909</u>	<u>3,513,876</u>	<u>169,591</u>	<u>20,513</u>	<u>3,915,889</u>

Included in freehold property is Fox House which was donated to the charity several years ago. It was transferred from investment property on 31 March 2012 at the directors' valuation of £175,000. The original cost value of the property was £146,144. The net book value of the property at 31 March 2018 was £154,002. If it had not been revalued, its net book value at 31 March 2018 would have been £128,607. The directors have not adopted a policy of revaluing the fixed asset.

During the year a full review of fixed assets took place in relation to fixed asset categories and depreciation rates of items previously capitalised. Transfers of assets between categories have been made to better reflect the nature of the assets.

15 DEBTORS (all due within one year)

	2018 £	2017 £
Trade debtors	64,559	76,230
Other debtors	35,623	19,469
Prepayments and accrued income	287,037	316,790
	<u>387,219</u>	<u>412,489</u>

Notes to the Accounts
For the Year Ended 31st March 2018

16 CREDITORS: Amounts falling due within one year	2018	2017
	£	£
Trade creditors	124,784	124,823
Accruals	185,659	123,974
Deferred income	137,565	144,852
Other creditors	104,569	101,373
	<u>552,577</u>	<u>495,022</u>
Deferred income:		
Balance brought forward	144,852	147,807
Income received	137,565	144,852
Income released to SOFA	(144,852)	(147,807)
Balance carried forward	<u>137,565</u>	<u>144,852</u>

Income has been deferred because it relates to future accounting periods as stipulated by the funders or where the conditions for recognition have not yet been met.

17 MEMBERS

The company is registered as a company limited by guarantee and has no share capital. The current members are guarantors to the sum of £1 each. At 31st March 2018 there were 40 members (2017: 38).

18 MOVEMENT ON FUNDS

Current year	Brought forward	Income	Expenditure	Transfers	Carried forward
	£	£	£	£	£
Unrestricted funds:					
Collaboration working designated fund	197,000	-	(48,935)	-	148,065
IT systems upgrade designated fund	40,000	-	(40,000)	-	-
Revaluation reserve	27,125	-	-	-	27,125
General funds	4,848,577	5,775,087	(5,593,259)	50,914	5,081,319
	<u>5,112,702</u>	<u>5,775,087</u>	<u>(5,682,194)</u>	<u>50,914</u>	<u>5,256,509</u>
Restricted funds:					
Non-recurrent funding RCCG	19,580	-	(19,580)	-	-
Masonic Charitable Foundation	6,054	2,260	(559)	-	7,755
Community Nursing / Hospice at Home	5,451	5,242	(1,353)	-	9,340
Health Education England	2,000	-	-	-	2,000
Rotherham Rotary Ladies	200	-	-	-	200
Oldfield family	400	-	(400)	-	-
General donations to specifically support the IPU	-	1,455	(389)	-	1,066
General Garden donations	-	832	(354)	-	478
General donations to support the Day Unit	-	374	-	-	374
Virtual Reality Project	-	616	-	-	616
RMBC Community Leadership Fund	-	300	-	-	300
Donations for Specific Equipment	-	3,923	(3,859)	-	64
Van Appeal	-	918	-	-	918
RCCG Contract Variation 1719-001	-	102,500	-	(50,914)	51,586
RCCG Contract Variation 1719-002	-	273,044	(126,372)	-	146,672
Sunbeams - Childrens bereavement support service					
Rotherham Insurance Brokers	2,000	-	-	-	2,000
Eurovia	7,500	-	(7,500)	-	-
Persimmon Homes	1,000	-	-	-	1,000
Loadhog Ltd	1,200	-	-	-	1,200
RU3A Choir	1,100	-	-	-	1,100
West Riding Masonic PGM Fund	500	-	-	-	500
Wickersley Methodist Church Wives	500	200	-	-	700
Rotherham Lions Club	8	800	(438)	-	370
St Albans C of E Primary School	675	-	-	-	675
Rotherham Rotary	-	500	(419)	-	81
General donations to support Sunbeams	5,048	3,778	(751)	-	8,075
	<u>53,216</u>	<u>396,742</u>	<u>(161,974)</u>	<u>(50,914)</u>	<u>237,070</u>
Total funds	<u>5,165,918</u>	<u>6,171,829</u>	<u>(5,844,168)</u>	<u>-</u>	<u>5,493,579</u>

Notes to the Accounts
For the Year Ended 31st March 2018

18 MOVEMENT ON FUNDS - CONTINUED

Prior year	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Unrestricted funds:					
Collaboration working designated fund	-	-	-	197,000	197,000
IT systems upgrade designated fund	-	-	-	40,000	40,000
Revaluation reserve	27,125	-	-	-	27,125
General funds	5,120,863	5,843,487	(5,878,773)	(237,000)	4,848,577
	<u>5,147,988</u>	<u>5,843,487</u>	<u>(5,878,773)</u>	<u>-</u>	<u>5,112,702</u>
Restricted funds:					
Non-recurrent Funding RCCG	54,227	-	(34,647)	-	19,580
Masonic Charitable Foundation	3,050	3,004	-	-	6,054
Community Nursing / Hospice at Home	1,077	4,374	-	-	5,451
Health Education England	-	2,000	-	-	2,000
Rotherham Rotary Ladies	-	200	-	-	200
Oldfield family	-	400	-	-	400
Sunbeams - Childrens bereavement support service	-	-	-	-	-
Rotherham Insurance Brokers	2,000	-	-	-	2,000
Eurovia	-	10,000	(2,500)	-	7,500
Persimmon Homes	-	1,000	-	-	1,000
Loadhog Ltd	-	1,200	-	-	1,200
RU3A Choir	-	1,100	-	-	1,100
West Riding Masonic PGM Fund	-	500	-	-	500
Wickersley Methodist Church wives	-	500	-	-	500
Rotherham Lions Club	-	700	(692)	-	8
St Albans C of E Primary School	-	675	-	-	675
General donations to support Sunbeams	1,110	3,938	-	-	5,048
	<u>61,464</u>	<u>29,591</u>	<u>(37,839)</u>	<u>-</u>	<u>53,216</u>
Total funds	<u>5,209,452</u>	<u>5,873,078</u>	<u>(5,916,612)</u>	<u>-</u>	<u>5,165,918</u>

Purposes of current year restricted and designated funds are as follows:-

- **Collaboration working designated fund** - Work in collaboration with the RCCG to support the staff in care homes deliver excellence in end of life care through nursing response, education and training.
- **IT systems upgrade designated fund** - Investment to upgrade our IT systems and implement an ERM system
- **Non-recurrent Funding RCCG** - For various capital refurbishments and to support some revenue expenditure
- **Masonic Charitable Foundation** - Held for re-furbishment of patient areas
- **Community Nursing / Hospice at Home** - Various donations given specifically to support the work of the Community Tear
- **Health Education England** - To support a learning and development contract for a Junior Doctor
- **Rotherham Rotary Ladies** - For the purchase of a garden bench
- **Oldfield Family** - For the purchase of new towels
- **IPU** - Donations given specifically to support the In patient unit
- **Garden donations** - Donations given to improve the gardens
- **Day Unit** - Donations given specifically to support the day unit
- **Virtual Reality Project** - Donations towards the development of a virtual reality headset for patients
- **RMBC Community Leadership fund** - Funding towards a smoking shelter
- **Specific equipment** - a number of donations for specific equipment
- **Van Appeal** - Donations given following the theft of the vehicle
- **RCCG Contract variation 1719-001** - IT upgrade program and to support additional blood transfusions
- **RCCG Contract variation 1719-002** - To support additional clinical pressures and some capital spend
- **Sunbeams** - Donations in support of the childrens bereavement service

Notes to the Accounts
For the Year Ended 31st March 2018

19 TRANSFERS BETWEEN FUNDS

A transfer has been made from restricted funds to unrestricted funds for the book value of fixed assets where conditions of the funding have been fulfilled.

20 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Revaluation Reserve 2018 £	Unrestricted General Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £
Current year				
Tangible fixed assets	27,125	3,759,781	-	3,786,906
Current assets	-	2,022,180	237,070	2,259,250
Current liabilities	-	(552,577)	-	(552,577)
	<u>27,125</u>	<u>5,229,384</u>	<u>237,070</u>	<u>5,493,579</u>
	Unrestricted Revaluation Reserve 2017 £	Unrestricted General Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £
Prior year				
Tangible fixed assets	27,125	3,888,764	-	3,915,889
Current assets	-	1,691,835	53,216	1,745,051
Current liabilities	-	(495,022)	-	(495,022)
	<u>27,125</u>	<u>5,085,577</u>	<u>53,216</u>	<u>5,165,918</u>

21 CONTINGENT LIABILITIES

As far as the directors are aware, there were no contingent liabilities (2017: NIL).

22 OPERATING LEASE COMMITMENTS

The following payments are committed to the end of the lease:

	Equipment 2018 £	Buildings 2018 £	Total 2018 £	Equipment 2017 £	Buildings 2017 £	Total 2017 £
Expiring in less than one year	3,424	84,688	88,112	5,702	80,071	85,773
Expiring in the second to fifth years	2,965	174,167	177,132	6,389	99,688	106,077
Expiring over 5 years	-	69,750	69,750	-	-	-
	<u>6,389</u>	<u>328,605</u>	<u>334,994</u>	<u>12,091</u>	<u>179,759</u>	<u>191,850</u>

23 CONTROL RELATIONSHIP

The company is controlled by its members. No individual member has overall control.

