REGISTERED COMPANY NUMBER: 02572949 (England and Wales)
REGISTERED CHARITY NUMBER: 1001614

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018 FOR NORTH BEDFORDSHIRE HOSPICE CARE LIMITED

KEENS SHAY KEENS
LIMITED
CHARTERED ACCOUNTANTS
AND BUSINESS ADVISERS

NORTH BEDFORDSHIRE HOSPICE CARE LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2018. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our core business of caring for people with terminal illness and support for their relatives continues unabated. The method of delivery of this care has been fine-tuned over the years in response to patients, relatives and internal feed back, as well as inputs from our associates in the community. Our Cancer Education Programme is an example of this. We believe that we provide an essential part of the package of terminal care for the Bedfordshire community, fully integrated with other providers. We extend a hand to all in the latter stage of life with terminal disease, not only cancer.

We confirm that we have referred to the Charity Commission's general guidance on public benefit and give full regard to the public benefit when reviewing, planning and implementing our objectives and aims.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The charitable company has an agreement with the local Clinical Commissioning Group, (which will cease next Spring along with the funding after 25 years), to deliver a range of palliative care services to patients suffering from a life limiting illness from the point of diagnosis through investigations and treatment to remission or palliative care. These take the form of Patient Education Groups, Outreach Clinics and Complementary Therapies available from 10.00am to 3.30pm from Monday to Friday. Respite care is offered along with support for carers and/or families of the patient. A counselling service is available and there are close links with other healthcare professionals.

Student nurses are able to access day placements as part of their learning opportunities. A large number of volunteers support the service in many ways including transport of patients, providing therapies, 'in-house' befrienders and fundraising. Local schools provide many fund-raising opportunities and three students from a local school attend regularly to provide diversion therapy for patients.

For the year ended 30th June 2018, 2,779 patient days were available of which 2,368 patients attended, a slight decrease on last year.

FINANCIAL REVIEW

Results for the year

The trustees are able to demonstrate a significant improvement in the financial situation, despite severe financial pressures last year, for the following reasons:
(a) The 6 flats are now fully let.
(b) The charity has benefited from significant help from Grant Making Trusts, donations, legacies and project support from other outside donors. The fundraising team is working hard to maintain these sources of income.
(c) Our retail activities include four fully operational shops bringing in a significant income. Another shop will become operational in September 2018.

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charitable company should be sufficient to enable the charitable company to continue its operational activities for a period of 6 months. At the current level of reserves, the trustees are confident that such activities could be maintained.

FUTURE PLANS

Providing funds for running the hospice presents a stern challenge to the trustees. The renovation of the flats and the opening of shops has provided regular income to underpin the financial stability of the charity. We now have a regular income stream from the flat lettings and from the four shops managed by the charity; a fifth shop is to be opened shortly. It is hoped that this income will go a long way to provide financial self-sufficiency.

We have a large Edwardian building with sufficient space at the rear to improve our day patient facilities. Plans are in hand to raise funds and proceed with building this facility. This will enable the charity to care for more patients in better surroundings more comprehensively.

We acknowledge that the coming year will be challenging due to the loss of CCG Grant, being approximately £50,000, but we are confident that we can overcome this loss.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document
The charity is controlled by its governing document, Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

Recruitment and appointment of new trustees
The authority to recruit new trustees rests solely with existing trustees. No external body has any influence in the process. Succession planning is being actively pursued and an increase in the number of directors is being discussed.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02572949 (England and Wales)

Registered Charity number
1001614

Registered office
3 Linden Road
Bedford
MK40 2DD

Trustees
D C S Parsons
C J C Ibbett
Dr T G Inskip
H Black
S Chana
L Quarmby
N Willis - appointed 23.4.18

Company Secretary
I C Codrington

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner
C W Little FCA
ICAEW
Keens Shay Keens Limited
Chartered Accountants
2nd Floor Exchange Building
16 St Cuthberts Street
Bedford
Bedfordshire
MK40 3JG

Bankers
Barclays Bank PLC
111 High Street
Bedford
MK40 1NG

TRIBUTE

Finally we would like to pay tribute to all the staff and volunteers concerned with running the hospice, without their dedication and support we could not exist.

Approved by order of the board of trustees on 29th October 2018 and signed on its behalf by:

Donald C.S. Parsons

D C S Parsons - Trustee

Independent examiner's report to the trustees of North Bedfordshire Hospice Care Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2018.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

C W Little FCA
ICAEW
Keens Shay Keens Limited
Chartered Accountants
2nd Floor Exchange Building
16 St Cuthberts Street
Bedfordshire
MK40 3JG

Date: 29th Oct 2018

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2018

	Note	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		161,723	4,330	166,053	268,467
Other trading activities	2	276,490	-	276,490	115,346
Investment income	3	3,467	-	3,467	36,211
Other income		-	-	-	150
Total		441,680	4,330	446,010	420,174
EXPENDITURE ON					
Charitable activities					
Support costs		125,594	3,500	129,094	(4,549)
Cost of generating voluntary income		354,887	-	354,887	351,836
Total		480,481	3,500	483,981	347,287
NET INCOME/(EXPENDITURE)		(38,801)	830	(37,971)	72,887
Transfers between funds	12	830	(830)	-	-
Net movement in funds		(37,971)	-	(37,971)	72,887
RECONCILIATION OF FUNDS					
Total funds brought forward		949,022	-	949,022	876,135
TOTAL FUNDS CARRIED FORWARD		911,051	-	911,051	949,022

The notes form part of these financial statements

BALANCE SHEET
AT 30 JUNE 2018

	Note	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
FIXED ASSETS					
Tangible assets	8	787,218	-	787,218	761,115
Investments	9	40,751	-	40,751	38,672
		827,969	-	827,969	799,787
CURRENT ASSETS					
Debtors	10	44,592	-	44,592	18,016
Cash at bank and in hand		52,224	-	52,224	148,304
		96,816	-	96,816	166,320
CREDITORS					
Amounts falling due within one year	11	(13,734)	-	(13,734)	(17,085)
NET CURRENT ASSETS		83,082	-	83,082	149,235
TOTAL ASSETS LESS CURRENT LIABILITIES		911,051	-	911,051	949,022
NET ASSETS		911,051	-	911,051	949,022
FUNDS	12				
Unrestricted funds				911,051	949,022
Restricted funds				-	-
TOTAL FUNDS				911,051	949,022

The notes form part of these financial statements

continued...

BALANCE SHEET - CONTINUED
AT 30 JUNE 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 29th October 2018 and were signed on its behalf by:

Donald C. S. Parsons

....
D C S Parsons -Trustee

....
Dr T G Inskip -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life.

Freehold property	- 2% on valuation
Fixtures and fittings	- 20% on cost
Motor vehicle	- 25% reducing balance

Freehold property includes freehold land of £150,000 which is not depreciated (2017:£Nil).

Fixed assets are stated at cost less accumulated depreciation. Minor additions of less than £150 are not capitalised.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Fixed asset investments
Fixed asset investments are shown at the year end valuation. Unrealised gains and losses are calculated as the difference between the historic cost and the opening market value at the balance sheet date. All unrealised gains and losses are taken to the Statement of Financial Activities as they arise.

2. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Fundraising events	34,673	32,261
Shop income	198,168	79,943
Rents received	43,649	3,142
	276,490	115,346

3. INVESTMENT INCOME

	2018	2017
	£	£
Investment income	3,451	36,094
Interest receivable	16	117
	3,467	36,211

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation - owned assets	15,112	11,333

5. TRUSTEES' REMUNERATION AND BENEFITS

Trustees' remuneration or other benefits for the year ended 30 June 2018 amounted to £Nil (2017: £1,328).

6. STAFF COSTS

No employees received emoluments in excess of £60,000 during the year (2017: None).

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	242,467	26,000	268,467
Other trading activities	115,346	-	115,346
Investment income	36,211	-	36,211
Other income	150	-	150
Total	394,174	26,000	420,174
EXPENDITURE ON			
Charitable activities			
Support costs	(30,549)	26,000	(4,549)
Cost of generating voluntary income	351,836	-	351,836
Total	321,287	26,000	347,287
NET INCOME/(EXPENDITURE)	72,887	-	72,887
RECONCILIATION OF FUNDS			
Total funds brought forward	876,135	-	876,135
TOTAL FUNDS CARRIED FORWARD	949,022	-	949,022

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Totals £
COST				
At 1 July 2017	815,117	82,629	4,400	902,146
Additions	29,109	12,106	-	41,215
At 30 June 2018	844,226	94,735	4,400	943,361
DEPRECIATION				
At 1 July 2017	93,874	46,790	367	141,031
Charge for year	1,836	12,268	1,008	15,112
At 30 June 2018	95,710	59,058	1,375	156,143
NET BOOK VALUE				
At 30 June 2018	748,516	35,677	3,025	787,218
At 30 June 2017	721,243	35,839	4,033	761,115

9. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 July 2017	38,672
Additions	2,079
At 30 June 2018	40,751
NET BOOK VALUE	
At 30 June 2018	40,751
At 30 June 2017	38,672

As at 30 June 2018 £Nil was invested outside the UK (2017 - £Nil).

The historical cost of investments held at 30th June 2018 was £40,751 (2017 - £38,672).

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade debtors	25,479	10,385
Other debtors	2,500	-
Prepayments	16,613	7,631
	44,592	18,016

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade creditors	908	14,661
Accruals and deferred income	12,826	2,424
	13,734	17,085

12. MOVEMENT IN FUNDS

	At 1.7.17	Net movement in funds	Transfers between funds	At 30.6.18
	£	£	£	£
Unrestricted funds				
General fund	949,022	(38,801)	830	911,051
Restricted funds				
Lounge project	-	830	(830)	-
TOTAL FUNDS	949,022	(37,971)	-	911,051

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	441,680	(480,481)	(38,801)
Restricted funds			
Lounge project	830	-	830
Garden works	3,500	(3,500)	-
	4,330	(3,500)	830
TOTAL FUNDS	446,010	(483,981)	(37,971)

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.7.16	Net movement in funds	At 30.6.17
	£	£	£
Unrestricted Funds			
General fund	876,135	72,887	949,022
TOTAL FUNDS	876,135	72,887	949,022

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	394,174	(321,287)	72,887
Restricted funds			
George Bailey Home	26,000	(26,000)	-
TOTAL FUNDS	420.174	(347,287)	72,887

13. RELATED PARTY DISCLOSURES

During the year ended 30th June 2018 £12,915 (2017: £45,086) was paid to H Black and £3,113 (2017: £12,729) was paid to S Chana, for materials and maintenance work carried out at the hospice. Each individual stated here was a director of the company during the year.

14. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee, as a consequence each member's liability is limited to £1. There were 7 members as at 30th June 2018 (2017: 7).

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2018

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and gifts	65,396	149,868
Grants	100,657	118,599
	166,053	268,467
Other trading activities		
Fundraising events	34,673	32,261
Shop income	198,168	79,943
Rents received	43,649	3,142
	276,490	115,346
Investment income		
Investment income	3,451	36,094
Interest receivable	16	117
	3,467	36,211
Other income		
Other income	-	150
Total incoming resources	446,010	420,174
EXPENDITURE		
Charitable activities		
Care staff wages	118,747	130,698
Social security	5,777	6,186
Pensions	7,493	4,717
Staff training	792	722
Food and patient transport costs	6,932	58
Fundraising and publicity costs	58,350	51,329
Biggleswade shop costs	68,518	10,477
Kempston shop costs	65,232	50,125
Flat management costs	4,052	424
Kempston furniture shop	8,618	-
	344,511	254,736

This page does not form part of the statutory financial statements

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	£	£
Management		
Administration and maintenance wages	32,543	14,288
Pensions	2,247	355
Rent	(1)	(1)
	34,789	14,642
Finance		
Bank charges	2,984	2,604
Bookkeeping	27,840	17,336
	30,824	19,940
Other		
Rates and water	817	1,449
Insurance	5,958	4,850
Light and heat	3,991	8,694
Telephone	986	2,791
Postage and stationery	3,620	5,119
Sundries	1,429	1,520
Repairs and maintenance	19,717	12,885
Subscriptions	849	441
Rent	1	1
Legal fees	2,759	1,682
Computer expenses	10,291	5,108
Motor expenses	3,867	-
Freehold property	1,836	1,836
Fixtures and fittings	12,268	9,130
Motor vehicles	1,008	367
Late payment fine	-	400
	69,397	56,273
Governance costs		
Accountancy and legal fees	4,460	1,696
Total resources expended	483,981	347,287
Net (expenditure)/income	(37,971)	72,887