

Company registration number: 04446416

Charity registration number: 1092545

# ZOE'S PLACE TRUST

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 June 2019

# **Zoe's Place Trust**

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# **Zoe's Place Trust**

## **Reference and Administrative Details**

<b>Trustees</b>	J J Scarisbrick Reverend P D McGuire J Stainsby Prof S Sinha C Greenall Prof W Tin (appointed 28 May 2019)
<b>Key Management Personnel</b>	N Borrill (Director of Care) L Retford (Group Finance Manager) F Berquist (Head of Care) L Appleby (Head of Care) G Harris (Head of Care) M Guidery (General Manager) C Ward (Fundraising Manager) C Kirkham (Fundraising Manager) L Thomas (Office Manager)
<b>Principal Office</b>	Upper Ground Floor 15 Dormer Place Leamington Spa Warwickshire CV32 5AA
<b>Company Registration Number</b>	04446416
<b>Charity Registration Number</b>	1092545
<b>Bankers</b>	HSBC Bank plc Middlesbrough Albert Road 60 Albert Road Middlesbrough TS1 1RS  Barclays Bank plc Leamington Spa 150 The Parade Leamington Spa CV32 4AG  NatWest Coventry 1st Floor Rowan House Coventry West Midlands CV4 8LE
<b>Auditor</b>	MHA Tait Walker Chartered Accountants and Statutory Auditor Bulman House Regent Centre Gosforth Newcastle upon Tyne NE3 3LS

# **Zoe's Place Trust**

## **Trustees' Report**

### **Chairman's Report**

At Zoe's Place we believe that 'every bud deserves the chance to bloom'. We believe that human life is precious however fragile or short it may be. That belief sustains all that we do.

We continue to see a high demand for our services. Indeed all three hospices report an increase in the number of families using our facilities - as hitherto, the great majority seeking 'respite' rather than 'end-of-life' care.

This, of course, has put ever greater pressure on our fundraising teams - and fundraising is ever more challenging in today's world, as most charities know only too well. Alas, our income and expenditure accounts for the year record a deficit. We expected it. Like many Children's Hospices we have faced severe funding challenges this year. With a heavy heart and great reluctance we have had to reduce services at our Liverpool and Middlesbrough Hospices. It is hoped that this will only be a temporary measure and will try to reinstate our full service when funding improves. We will make every effort to increase our fundraising activities in the coming year. The fundraising teams at all three Zoe's Places are committed to achieving this.

As ever, we are deeply grateful to our many benefactors, to the growing number of volunteers who give invaluable support in different ways to our hospices, and to the dedicated teams of nurses who staff them.

### **Structure, governance and management**

#### ***Governing Document***

Zoe's Place Trust, which was established in 2002, is a registered charity, number 1092545, and is incorporated as a company limited by guarantee (not having a share capital), company number 4446416. It is governed by its Articles of Association. The aim of the organisation is to open and maintain baby hospices for the public benefit and assistance of children aged from birth to five years, suffering from terminal or life-limiting conditions. The hospices provide palliative, respite and end-of-life care and support to all families who access our service. The hospices are known as Zoe's Places. The Charity is registered with the Care Quality Commission and as such is subject to regular inspections.

#### ***Management***

The Board of Trustees is made up of people who have a particular skill or professional attribute which can benefit the Charity to ensure the good governance of the charity and to enable board meetings to be effective and make informed decisions. The enthusiasm and commitment of these people ensures that sound advice and information is brought to decisions affecting the future of the Charity. The names of the Trustees, who are also directors, are given on page 1.

The Board of Trustees administer the Charity and meet every 3 months. There is a separate trading subsidiary Zoe's Place Trading Limited, which has a separate Board of Directors. The Trustees are responsible for decisions on capital projects, fundraising schemes, investment plans and the level of reserves.

The Trustees set the long term strategy for the organisation and the Senior Management Team (SMT) are responsible for the daily management of the Charity. There are 9 members of the SMT covering clinical services, fundraising and finance. The SMT meet on a quarterly basis with the Executive Trustee regarding clinical services, clinical governance, audit and risk, and fundraising. In addition the Executive Trustee meets each member of the SMT on a monthly basis to provide support and supervision. The SMT provide individual reports to each Trustee meeting.



# **Zoe's Place Trust**

## **Trustees' Report**

### ***Recruitment of Trustees***

As set out in the Articles of Association the Board of Trustees should consist of not less than 3 and no more than 9 members. Trustees will serve a minimum term of 3 years and with the unanimous consent of all the Trustees may put themselves forward for re-appointment. Nominations for the appointment of new Trustees can be made by any current Trustee and such nominations need the unanimous approval of the Trustees. The Nominee, who usually would have some particular attribute which would benefit the Charity, would then be invited to attend one or more meetings as a guest before his acceptance as a new Trustee is confirmed. During this period, the nominee is made aware of the legal obligations under Charity and Company law, the content of the Memorandum and Articles, the decision making process, the business plan and recent financial performance of the Charity.

All Trustees are subject to enhanced Disclosure and Barring Scheme checks and reference checks.

### ***Trustee induction and training***

New Trustees undergo an induction process to ensure they fully understand their legal obligations under charity and company law, the contents of our Articles of Association, decision-making process of the board, the strategic plan and recent performance of the charity. Briefing papers and familiarisation training is effected for all Trustees, as deemed necessary.

### ***Officers***

The Officers are those listed in the Reference and Administration page (Key Management Personnel). The Executive Trustee meets together with the Senior Management Team as needed, to address all relevant operational issues.

### **Objectives and Activities**

The vision of Zoe's Place is to put every child with a life-limiting or life-threatening condition at the heart of all planning, support and care.

Our core values are:

- Put care for the babies first Support their families
- Put child at the centre of any care and support
- Ensure that each visit a child spends at the Hospice is filled with as much fun as possible
- Welcome and encourage direct access by families to the service
- Be generous in welcoming all children with life-threatening/limiting conditions
- Deliver the most effective, specialist palliative care
- Be open, honest and transparent in all that we do
- Respect and value the contribution of all Zoe's Place staff, trustees and volunteers
- Make the best possible use of funds to ensure value for money.

# **Zoe's Place Trust**

## **Trustees' Report**

### ***Beneficiaries***

Zoe's Place is a registered Charity providing palliative, respite and end of life care to babies and infants aged from birth to 5 years, suffering from life-limiting or life threatening conditions. This care will be provided in a caring, safe, home from home environment known as Zoe's Place.

Compassionate care is at the heart of our philosophy and this will be provided to all who access our facilities irrespective of their colour, race, culture, denomination or condition. Care will be provided free of charge to all families irrespective of the family's social standing.

Every child will be treated as an individual and afforded dignity and respect at all times.

Our care will be provided in a way that ensures the child is at the centre of any planning and we will ensure their physical, emotional, social and spiritual needs are considered.

### ***Facilities***

Each Hospice can accommodate up to six babies at any one time. There is also Parents accommodation at each Hospice, should this be required.

There are soft play areas, sensory rooms, art and music therapy facilities and outdoor play areas available at each Hospice.

We believe in a holistic approach to care and look to support the whole family during their involvement with Zoe's Place. There are sibling groups, play and stay, parents support groups, bereavement support groups and regular family fun days organised at each Hospice.

Our bereavement suites offer a private and comfortable space in which parents can begin to come to terms with the loss of their child. Our fully trained staff are on hand to offer support and counselling to parents and extended family at this very sad time.

Following the death of a child, the child is able to rest in our bereavement suite, which consists of a specially designed bedroom, as well as a lounge and parents bedroom. There are also private gardens for the exclusive use of bereaved families. This facility is available to all children and their families whether known to Zoe's Place or not.

Thanks to the immense generosity of Hannafins, a local building firm at Coventry, who built and donated free of charge a modern/eco-friendly building; at our Coventry Hospice. This is now used for art and music therapy, counselling and coffee mornings by the children and families at our Coventry Hospice.

# **Zoe's Place Trust**

## **Trustees' Report**

### ***Fundraising Activities***

All funds raised by the Charity will be spent for the purpose for which they are raised. All funds raised through sponsorship activities will be banked into the Charity's bank account before deduction of expenses. All literature will properly describe what donations will be used for. All fundraising activities will be conducted in an open honest and transparent manner. During the period under review no complaints have been received. Zoe's Place value the contribution made by all our donors. Zoe's Place will treat all donors with respect and dignity. Zoe's Place do not, and will not make, unsolicited calls to members of the public requesting donations.

Zoe's Place are a member of the IOF and Fundraising Regulator and agree to operate to their guidelines and regulations.

Zoe's Place agree to adhere to the rules set up by the IOF for dealing with vulnerable people.

Zoe's Place does not employ the services of outside Professional Fundraisers.

Zoe's Place do not, and will not, make unsolicited calls to members of the public requesting donations.

Zoe's Place is funded primarily through donations, voluntary fundraising, as well as some public sector commissioning arrangements. Zoe's Place has a team of fundraisers who raise income through campaigns, events, regular giving, physical challenges, major donors, companies, Trusts, legacies and volunteer initiatives. They are supported by a dedicated group of volunteers.

As a result of the new rules applying to GDPR with effect from 25th May 2018 our data storage procedure has been reviewed and enhanced. Our IT software improved to include additional Firewall security devices. Donors were contacted to obtain their permission to continue to contact them. Privacy notices have been issued and posted on our website.

### **Achievements and Performance**

#### ***Hospice Performance***

Over the last 12 months we have provided care and support to 181 children and families in the Coventry, Liverpool and Middlesbrough areas. The average number of families supported each month across all three sites is 119. This equates to 14560 bed/cot days.

Many of our children have very complex needs and require a high level of support often greater than one to one care and require specialist support.

Occupancy rates at all three hospices over the last year have averaged 83%

The age range of children supported during this period can be identified as follows: 0-1 22%, 2-3 37% and 4-5 41%.

We continue to see an increase in the demand for our services indeed over the last six years this demand has increased by over 50% and through the tireless work of our supporters and staff we have been able to meet this demand.

# **Zoe's Place Trust**

## **Trustees' Report**

### ***Other Achievements***

Zoe's Places are regulated by the Care Quality Commission who have rated two of our Hospices as Good and one as Outstanding. We are pleased to receive this positive rating for all three hospices and reflects the hard work, professionalism and caring attitude of all our staff.

Over the last 12 months we have improved and enhanced our marketing/communications facilities to ensure more people understand what Zoe's Place is about. This will help us to reach out to more families and children who need our help and support.

We have enhanced our Social media facilities- setting up a Parents Facebook page. Parents can share experiences, give feedback and ask questions. We also use this site to inform parents of activities taking place at the hospice.

Fundraising remains a challenge in these difficult conditions however our Fundraising team have risen to the challenge.

Zoe's Place are supported by a committed group of volunteers who give many hours of their time free of charge. This is a massive saving to the Trust and enables us to ensure that as much as possible of the hard earned cash is channelled into providing care to our special babies. Over the last 12 months our volunteers have given in excess of 10175 hours of dedicated time and commitment.

During the last 12 months we have continued to develop the Chase Records system to enable us to maintain our clinical records electronically.

The Trustees offer their sincere thanks to the staff, volunteers and all the supporters of all three Hospices for these landmark achievements.

### **Financial Review**

Zoe's Place receives modest funding from Central Government and local CCG's however this represents less than one third of the total income needed to keep our doors open. We therefore rely heavily on the donations from Corporations and members of the public to enable us to continue to provide the support and respite facilities our families so desperately need.

During the last year we have once again received the Grant from NHS England, totalling £534,235

It has been a difficult year, fundraising has certainly been challenging, however our Fundraising teams at all three Hospices have organised a myriad of fundraising events to raise the funds to enable us to keep our doors open.

We are very grateful to those supporters who included Zoe's Place in their wills. As a result we received over £135,000 over the last year.

The Great North Run once again was successful with many participants tackling the gruelling race and raising over £11,000 for our Middlesbrough Hospice.

Supporters at our Liverpool Hospice raised over £23,000 from an international trek in Peru.

Supporters at Coventry Hospice raised over £91,000 by holding a Strictly Come Dancing event.

Black/White Tie Ball raised over £37,000 for our Coventry Hospice.

# **Zoe's Place Trust**

## **Trustees' Report**

These are just a few of the income streams developed over the last 12 months to raise much needed funds.

### ***Overall Summary***

The financial position for the year shows net outgoing resources of £146,593 (2018 - £454,685 outgoing resources). Total funds amount to £2,837,005, and of the total funds as at the year end £249,877 were restricted funds with £2,587,128 being unrestricted reserves of the group.

The Trustees consider the financial position of the group to be satisfactory, when read with the Charity Groups' reserve policy (which is outlined later in this report).

The financial statements, which have been prepared in accordance with the Statement of Recommended Practice, conform to current statutory requirements and comply with the charity's governing document.

### **Reserves and Going Concern**

The Trustees have examined the requirements of the charitable company to hold free reserves - those reserves not invested in tangible fixed assets, restricted or designated for particular purposes. This exercise considered both the normal requirements for working capital and the loss of income of a hypothetical but reasonable reduction in the scale of operations. Resulting from this, the Trustees consider it would be appropriate to hold the equivalent of nine months expenditure, which would equate to holding approximately £2,950,000 in free reserves.

The calculation of free reserves is based on the definition included in the charity statement of recommended practice (SORP), which provides recommendations for accounting and reporting for charities; it excludes fixed assets together with long term financing liabilities. At the year end the charity had free reserves amounting to £1,059,921.

The charity is still highly dependent on voluntary donations and fund-raising efforts, meaning that the charity will need to continue to develop its fund - raising efforts. Whilst the charity had an increase in income during the year, it continued to make a deficit, as a result the Trustees felt it necessary to utilise some of the reserves, rather than reduce further the level of care and support to families. This situation is being closely monitored and every effort will be made to rebuild reserves. The need for the charity's services continue to grow and therefore the demand on future reserves will also be greater.

### **Pay policy for Key Management Personnel and other staff**

We have identified Key Management Personnel in the Reference and Administration section.

Zoe's Place Trust is committed to ensuring that we pay our staff fairly and in a way which ensures we attract and retain the right skill mix to have the greatest impact in delivering our charitable objectives.

Zoe's Place Trustees do not receive any pay, though they may be reimbursed reasonable out of pocket expenses incurred in the pursuit of their duties.

No employee will be paid less than the minimum living wage.

Zoe's Place will disclose the basis of all pension contributions and other benefits.

When setting salaries account will be taken of those payable in other third sector Hospices and/or in the care sector as a whole.

# **Zoe's Place Trust**

## **Trustees' Report**

### **Risk Management**

The Trustees have a Risk Management Strategy which includes:

An annual review of the risks the charity may face and the likelihood of these risks occurring. Particular attention is given to major risks that would or prevent the organisation achieving its objectives.

The establishment of systems and procedures to mitigate those risks identified.

Procedures designed to minimise any potential impact on the Charity are implemented should those risks materialise.

### **Financial**

A reduction in income would have implications on the level of care we are able to provide. Zoe's Place will continue to invest in its development of sustainable income streams to ensure that it can continue providing its current level of care at all 3 hospices. The key to successful fundraising is investing in what is working, encouraging a culture of innovation and employing and retaining the best staff. Each Zoe's Place has a fundraising team headed by a fundraising Manager.

The investment plan is reviewed regularly and as a matter of course annually.

### **Operational**

Serious damage to our premises, or the heating system would cause major operational problems. In considering this, the Trustees concluded that our premises are large enough to cope with a disruption that was not total. If the premises became totally unusable, arrangements are in place to evacuate the premises and to take the resident children home or to the local hospital. Insurance is in place to cover any disruption to the on-going business of the charity.

Clinical staffing levels - It has been widely publicised that there is a national shortage of Nursing staff, particularly those qualified in the care of children. This could have an impact on the services Zoe's Place are able to offer. There are several operational measures in place to mitigate this risk, for example ensuring pay and benefits are in line with other employers in this sector and training and development of existing staff.

As medical science progresses so more and more children are surviving it is likely therefore that we will see a significant increase in the demand for our services. It is therefore vital that we continue to develop our communication and fundraising work. This will hopefully ensure that we are able to meet the needs of the children and families in coming years.

### **Legal**

The risks currently envisaged by the Trustees are fire Safety and Public Health. To counter the fire risk, fire risk assessments have been completed. Inspections by the Fire Service have been satisfactorily completed. The fire alarm system and firefighting equipment are professionally checked every six months. Regular Health and Safety Meetings and inspections are held at each Hospice. A firm of HR consultants provide guidance on all employment matters. In addition a Risk Management Consultant provides regular on-going advice and support.



# **Zoe's Place Trust**

## **Trustees' Report**

### **Strategic**

We will continue to develop our facilities to ensure we are able to provide help and support to as many families as possible in the Coventry, Liverpool and Middlesbrough areas.

The long term objective remains to open new Zoe's Place when finance permits, to enable us to reach more families who need our support.

### **Related Parties**

Zoe's Place Trading Limited is a separate limited company. It is a wholly owned subsidiary of Zoe's Place Trust and is consolidated as part of these accounts. Zoe's Place Trading limited sells merchandise, receives licensed royalties and registration fees from challenge events.

### **Plans for Future Periods**

- To develop and maintain as many income streams as possible to ensure minimum reliance is placed on any one source of fundraising activity.
- To continue the development of our new clinical data storage facility. This bespoke IT system will provide a more comprehensive recording system across all 3 hospices. The on-going costs of this system will be funded by the capital gain on the Trust's investment portfolio.
- To continue investment in the staff and business to enable us to provide the highest possible level of care and support to our families and children.
- To return to full capacity at Liverpool and full opening hours at Middlesbrough when finance permits.

### **Public Benefit Statement**

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. The Trustees regard the activities of the charity to fall within the definition of a charitable purpose relating to "the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage."

### **How the activities of Zoe's Place deliver public benefit**

The main activities of the Charity and who it exists to help are described below. All of its charitable activities focus on the relief of illness and suffering and are undertaken to further its charitable purpose for the public benefit.

Zoe's Place provides palliative, respite and end of life care to babies and infants aged from 0-5 suffering from life-limiting and life-threatening conditions. These children will be cared for in a home from home environment known as Zoe's Place.

# **Zoe's Place Trust**

## **Trustees' Report**

### **Feedback on our services**

CQC - Two of our Hospices were rated "good" and one "outstanding" following recent inspections by the Care Quality Commission.

"Thank you doesn't come close to what we want to say. The support we have had from you in what has been a tough few years has been immense. Not only have you been there for J but for us as a family. We will miss you all more than words."

"Excellent the staff feel like extended family. They don't just provide medical care but love and affection for J"

"10/10 – excellent top rate medical knowledge and care but great care and entertainment too. It's a very high standard of care loving and nurturing and personalised."

### **Strategic Report**

The Trustees Report incorporates the Strategic Report in accordance with the Charity Commission guidance. The Trustees when approving the Trustees Report are also signing to approve the Strategic Report.

### **Investment Powers and Restrictions**

The Charity funds are controlled by the directors, who also act as trustees, who invest with a view to safely optimising annual investment income while maintaining capital growth in line with market trends.

The trustees can invest any sums or investments received by them in investments in which they are by law authorised to invest money (including trading subsidiaries), with power from time to time to change for others of a like nature.



# Zoe's Place Trust

## Trustees' Report

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Zoe's Place Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

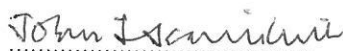
### Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

### Reappointment of auditor

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of MHA Tait Walker as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

The annual report was approved by the trustees of the charity on ..... 22.01.19 and signed on its behalf by:



J J Scarisbrick  
Trustee

# **Zoe's Place Trust**

## **Independent Auditor's Report to the Members of Zoe's Place Trust**

### **Opinion**

We have audited the financial statements of Zoe's Place Trust (the 'charitable parent company') and its subsidiaries (the 'group') for the year ended 30 June 2019, which comprise the Consolidated Statement of Financial Activities, Consolidated Balance Sheet, Balance Sheet, Consolidated Statement of Cash Flows, 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 United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charity's affairs as at 30 June 2019 and of the group's 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 group 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 group'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 annual report, 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.

## **Zoe's Place Trust**

### **Independent Auditor's Report to the Members of Zoe's Place Trust**

We have nothing to report in this regard.

#### **Opinion 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 financial statements and Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the financial statements and Trustees' Report have 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 group and the parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Financial Statements and the Trustees' Report.

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

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 11), the trustees 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.

In preparing the financial statements, the trustees are responsible for assessing the charity'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 charity or to cease operations, or have no realistic alternative but to do so.

## Zoe's Place Trust

### Independent Auditor's Report to the Members of Zoe's Place Trust

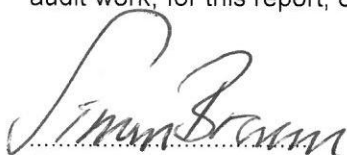
#### **Auditor's responsibilities for the audit of the financial statements**

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charitable parent company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the group's trustees 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 parent company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Simon Brown BA ACA DChA (Senior Statutory Auditor)  
For and on behalf of MHA Tait Walker  
Chartered Accountants  
Statutory Auditor  
Bulman House  
Regent Centre  
Gosforth  
Newcastle upon Tyne  
NE3 3LS

Date: 25.11.19

MHA Tait Walker is a trading name of Tait Walker LLP.

## Zoe's Place Trust

### Consolidated Statement of Financial Activities for the Year Ended 30 June 2019

#### (Including Consolidated Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
<b>Income and Endowments from:</b>					
Donations and legacies	3	2,024,822	924,175	2,948,997	2,544,781
Charitable activities	4	362,158	32,500	394,658	519,026
Other trading activities	5	654,192	-	654,192	554,974
Investment income	6	11,843	-	11,843	10,361
Other income	7	19,770	-	19,770	11,541
Total Income		<u>3,072,785</u>	<u>956,675</u>	<u>4,029,460</u>	<u>3,640,683</u>
<b>Expenditure on:</b>					
Raising funds	8	(1,108,606)	(13,315)	(1,121,921)	(1,005,389)
Charitable activities	9	<u>(2,278,465)</u>	<u>(766,312)</u>	<u>(3,044,777)</u>	<u>(3,115,639)</u>
Total Expenditure		<u>(3,387,071)</u>	<u>(779,627)</u>	<u>(4,166,698)</u>	<u>(4,121,028)</u>
Gains/losses on investment assets		<u>(9,355)</u>	<u>-</u>	<u>(9,355)</u>	<u>25,660</u>
Net (expenditure)/income		<u>(323,641)</u>	<u>177,048</u>	<u>(146,593)</u>	<u>(454,685)</u>
Transfers between funds		<u>32,060</u>	<u>(32,060)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(291,581)</u>	<u>144,988</u>	<u>(146,593)</u>	<u>(454,685)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>2,878,709</u>	<u>104,889</u>	<u>2,983,598</u>	<u>3,438,283</u>
Total funds carried forward	23	<u>2,587,128</u>	<u>249,877</u>	<u>2,837,005</u>	<u>2,983,598</u>

All of the group's activities derive from continuing operations during the above two periods.

The funds breakdown for 2018 is shown in note 23.

## Zoe's Place Trust

### Comparative Consolidated Statement of Financial Activities for the Year Ended 30 June 2018 (Including Consolidated Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	1,889,655	655,126	2,544,781
Charitable activities	4	486,526	32,500	519,026
Other trading activities	5	551,074	3,900	554,974
Investment income	6	10,361	-	10,361
Other income	7	11,541	-	11,541
Total income		<u>2,949,157</u>	<u>691,526</u>	<u>3,640,683</u>
<b>Expenditure on:</b>				
Raising funds	8	(1,004,749)	(640)	(1,005,389)
Charitable activities	9	<u>(2,399,544)</u>	<u>(716,095)</u>	<u>(3,115,639)</u>
Total expenditure		(3,404,293)	(716,735)	(4,121,028)
Gains/losses on investment assets		<u>25,660</u>	-	<u>25,660</u>
Net expenditure		(429,476)	(25,209)	(454,685)
Transfers between funds		<u>28,477</u>	<u>(28,477)</u>	-
Net movement in funds		(400,999)	(53,686)	(454,685)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>3,279,708</u>	<u>158,575</u>	<u>3,438,283</u>
Total funds carried forward	23	<u><u>2,878,709</u></u>	<u><u>104,889</u></u>	<u><u>2,983,598</u></u>


# Zoe's Place Trust

(Registration number: 04446416)

## Consolidated Balance Sheet as at 30 June 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	16	1,296,401	1,306,679
Investments	17	240,450	482,153
		<u>1,536,851</u>	<u>1,788,832</u>
<b>Current assets</b>			
Stocks	18	1,605	2,973
Debtors	19	306,349	341,583
Cash at bank and in hand		<u>1,868,474</u>	<u>1,675,068</u>
		2,176,428	2,019,624
<b>Creditors: Amounts falling due within one year</b>	20	<u>(876,274)</u>	<u>(824,858)</u>
<b>Net current assets</b>		<u>1,300,154</u>	<u>1,194,766</u>
<b>Net assets</b>		<u>2,837,005</u>	<u>2,983,598</u>
<b>Funds of the group:</b>			
<b>Restricted funds</b>		249,877	104,889
<b>Unrestricted income funds</b>			
General funds		<u>2,587,128</u>	<u>2,878,709</u>
<b>Total funds</b>	23	<u>2,837,005</u>	<u>2,983,598</u>

The financial statements on pages 15 to 40 were approved by the trustees, and authorised for issue on 22.10.19 and signed on their behalf by:




J J Scarisbrick  
Trustee

# Zoe's Place Trust

(Registration number: 04446416)  
Balance Sheet as at 30 June 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	16	1,296,401	1,306,679
Investments	17	<u>241,450</u>	<u>483,153</u>
		<u>1,537,851</u>	<u>1,789,832</u>
<b>Current assets</b>			
Debtors	19	301,954	340,782
Cash at bank and in hand		<u>1,821,328</u>	<u>1,622,812</u>
		2,123,282	1,963,594
<b>Creditors: Amounts falling due within one year</b>	20	<u>(873,724)</u>	<u>(820,568)</u>
<b>Net current assets</b>		<u>1,249,558</u>	<u>1,143,026</u>
<b>Net assets</b>		<u>2,787,409</u>	<u>2,932,858</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		249,877	104,889
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>2,537,532</u>	<u>2,827,969</u>
<b>Total funds</b>	23	<u>2,787,409</u>	<u>2,932,858</u>

The financial statements on pages 15 to 40 were approved by the trustees, and authorised for issue on 22.11.19 and signed on their behalf by:

  
J J Scarisbrick  
Trustee



## Zoe's Place Trust

### Consolidated Statement of Cash Flows for the Year Ended 30 June 2019

	Note	2019 £	2018 £
<b>Cash flows from operating activities</b>			
Net cash expenditure		(146,593)	(454,685)
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation	8	155,235	193,730
Investment income	6	(11,843)	(10,361)
Loss on disposal of tangible fixed assets		3,925	2,023
Revaluation of investments		9,355	(25,660)
		<u>10,079</u>	<u>(294,953)</u>
<b>Working capital adjustments</b>			
Decrease in stocks	18	1,368	2,439
Decrease/(increase) in debtors	19	35,234	(162,433)
Increase in creditors	20	<u>51,416</u>	<u>579,302</u>
Net cash flows from operating activities		<u>98,097</u>	<u>124,355</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	6	11,843	10,361
Purchase of tangible fixed assets	16	(148,882)	(54,679)
Sale of investments		<u>232,348</u>	<u>-</u>
Net cash flows from investing activities		<u>95,309</u>	<u>(44,318)</u>
Net increase in cash and cash equivalents		193,406	80,037
Cash and cash equivalents at 1 July		<u>1,675,068</u>	<u>1,595,031</u>
Cash and cash equivalents at 30 June		<u><u>1,868,474</u></u>	<u><u>1,675,068</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

# **Zoe's Place Trust**

## **Notes to the Financial Statements for the Year Ended 30 June 2019**

### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is: Upper Ground Floor, 15 Dormer Place, Leamington Spa, Warwickshire, CV32 5AA

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

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)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

Zoe's Place 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 notes.

The financial statements are prepared in sterling which is the functional currency of the entity.

#### **Basis of consolidation**

The consolidated financial statements consolidate the financial statements of the charity and its subsidiary undertakings drawn up to 30 June 2019.

No statement of financial activities is presented for the charity as permitted by section 408 of the Companies Act 2006. The charity made a deficit after tax for the financial year of £145,449 (2018 - deficit of £434,507).

#### **Going concern**

The trustees consider that there are no material uncertainties about the group's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the group.

# **Zoe's Place Trust**

## **Notes to the Financial Statements for the Year Ended 30 June 2019**

### **2 Accounting policies (continued)**

#### **Estimation uncertainty and judgements**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

There are considered to be no significant judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies which effect the amounts recognised in the financial statements.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

#### **Grants receivable**

Grants are recognised when the group has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

In accordance with the SORP FRS102 (para 5.10) income from government grants cannot be accounted for under the 'accruals method.' Therefore government grants are recognised as income when then are received, subject to performance conditions being met. The charity receives income from NHS England for each financial year. On this basis the charity recognises the income received in line with its own financial year, deferring the grant into its next financial year if the monies are received from NHS England early and immediately prior to the year end.

# **Zoe's Place Trust**

## **Notes to the Financial Statements for the Year Ended 30 June 2019**

### **2 Accounting policies (continued)**

#### ***Gifts in kind***

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

- (i) Those donated for resale produce income when they are sold. They are valued at the amount actually realised.
- (ii) Those donated for onward transmission to beneficiaries are included in the Statement of Financial Activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.
- (iii) Those donated for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them. In respect of those which are fixed assets, a fixed asset addition and income are recognised, otherwise income and expenditure is recognised.

#### ***Other trading activities***

Income from commercial trading activities is recognised as earned (as the related goods and services are provided) and as rental and service charges fall due.

#### ***Investment income***

Interest income is recognised on a receivable basis, when the amount can be measured reliably - this is normally upon notification of the interest paid or payable by the bank.

#### ***Charitable activities***

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support client service activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when related grants are received and the performance conditions relating to its entitlement are not met.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

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.

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 2 Accounting policies (continued)

#### *Other expenditure*

Other expenditure represents those items not falling into any other heading.

#### **Support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's (and the group's) activities. These costs, which have not been directly apportioned, have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in the support costs note.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Freehold Property	Straight line over 50 years on buildings
Leasehold Property	Straight line over 8 years
Motor Vehicles	25% reducing balance
Equipment, Fixtures and Fittings	20% straight line

#### **Impairment of fixed assets**

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

# **Zoe's Place Trust**

## **Notes to the Financial Statements for the Year Ended 30 June 2019**

### **2 Accounting policies (continued)**

#### **Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### **Stock**

Stock is valued at the lower of cost or net realisable value, after making allowance for any obsolete or slow moving items. Donated items of stock are recognised at fair value which is the amount the charitable company would have been willing to pay for the items on the open market.

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the group.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

## **Zoe's Place Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2019**

#### **2 Accounting policies (continued)**

##### **Pensions and other post retirement obligations**

The group supports personal pension plans taken out by employees. Contributions are charged to the income and expenditure account as they become payable.

##### **Financial instruments**

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.



## Zoe's Place Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Donations	1,477,182	45,566	1,522,748	1,396,655
Legacies	145,801	-	145,801	322,426
Payroll giving	9,370	-	9,370	4,773
Gift aid reclaimed	78,478	-	78,478	75,758
Gifts in kind	107,000	-	107,000	-
Department of Health grants	-	534,235	534,235	534,235
Grants and Trust income	206,991	344,374	551,365	210,934
	<u>2,024,822</u>	<u>924,175</u>	<u>2,948,997</u>	<u>2,544,781</u>

Gift in Kind represents the value of the fixed assets donated during the year.

#### 4 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Respite care	362,158	-	362,158	486,526
GP Cover	-	32,500	32,500	32,500
	<u>362,158</u>	<u>32,500</u>	<u>394,658</u>	<u>519,026</u>



# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 5 Income from other trading activities

	Unrestricted funds		
	General	Total	Total
	£	2019	2018
		£	£
Fundraising	566,906	566,906	456,754
Lottery	24,417	24,417	29,563
Clothes Aid	42,259	42,259	37,342
SNAK appeal	3,992	3,992	5,896
Clothes Recycling	11,041	11,041	9,667
Merchandise	5,577	5,577	6,731
Challenge income	-	-	9,021
	<u>654,192</u>	<u>654,192</u>	<u>554,974</u>

### 6 Investment income

	Unrestricted funds		
	General	Total	Total
	£	2019	2018
		£	£
Other income from fixed asset investments	<u>11,843</u>	<u>11,843</u>	<u>10,361</u>

### 7 Other income

	Unrestricted funds		
	General	Total	Total
	£	2019	2018
		£	£
Work Placements	14,424	14,424	6,364
Provision of Services	<u>5,346</u>	<u>5,346</u>	<u>5,177</u>
	<u>19,770</u>	<u>19,770</u>	<u>11,541</u>

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 8 Expenditure on raising funds

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Employment costs	610,317	-	610,317	583,562
Merchandise	4,165	-	4,165	7,421
Fundraising cost of sales	321,453	787	322,240	209,795
Advertising and PR	6,898	-	6,898	6,962
Lease of equipment	12,732	-	12,732	13,567
Premises costs	15,065	-	15,065	15,763
Repairs and maintenance	45,209	11,853	57,062	58,914
Travel and subsistence	37,095	468	37,563	34,993
Office costs	19,336	207	19,543	31,744
Telephone	10,530	-	10,530	9,990
Professional fees	3,523	-	3,523	7,291
Irrecoverable VAT	7,144	-	7,144	8,348
Depreciation	15,139	-	15,139	17,039
	<u>1,108,606</u>	<u>13,315</u>	<u>1,121,921</u>	<u>1,005,389</u>

### 9 Expenditure on charitable activities

		Unrestricted funds	Restricted funds	Total 2019	Total 2018
	Note	General £	£	£	£
Hospice Care		1,975,832	766,312	2,742,144	2,790,284
Allocated support costs	10	249,741	-	249,741	271,979
Governance costs	10	52,892	-	52,892	53,376
		<u>2,278,465</u>	<u>766,312</u>	<u>3,044,777</u>	<u>3,115,639</u>

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 9 Expenditure on charitable activities (continued)

	Activity undertaken directly £	Activity support costs £	Total 2019 £	Total 2018 £
Hospice Care	2,742,144	249,741	2,991,885	3,062,263
Governance costs	-	52,892	52,892	53,376
	<u>2,742,144</u>	<u>302,633</u>	<u>3,044,777</u>	<u>3,115,639</u>

### 10 Analysis of governance and support costs

	Support costs £	Governance costs £	Total 2019 £	Total 2018 £
Employment Costs	143,730	13,608	157,338	162,542
HR	-	3,840	3,840	3,680
Legal fees	-	6,279	6,279	6,785
Audit fees	-	9,700	9,700	13,000
Care Quality	-	3,861	3,861	3,788
Professional fees	4,748	11,040	15,788	14,615
Subscriptions	-	4,414	4,414	4,093
Depreciation	14,009	-	14,009	17,669
Premises	13,557	-	13,557	14,186
Repairs and maintenance	63,055	-	63,055	75,771
Other office costs	1,534	150	1,684	2,275
Staff training	9,108	-	9,108	6,951
	<u>249,741</u>	<u>52,892</u>	<u>302,633</u>	<u>325,355</u>

### 11 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2019 £	2018 £
Operating leases - other assets	15,915	16,959
Audit fees	9,700	12,850
Other non-audit services	3,050	400
Loss on disposal of tangible fixed assets	3,925	2,023
Depreciation of fixed assets	<u>155,235</u>	<u>193,730</u>

## Zoe's Place Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 12 Trustees remuneration and expenses

During the year the group made the following transactions with trustees:

No trustees, nor any persons connected with them, have received any remuneration from the group during the year.

No trustees have received any other benefits from the charity during the year.

#### 13 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
<b>Staff costs during the year were:</b>		
Wages and salaries	2,703,693	2,746,960
Social security costs	226,901	229,693
Pension costs	65,652	32,177
	<u>2,996,246</u>	<u>3,008,830</u>

The monthly average number of persons (including senior management team) employed by the group during the year was as follows:

	2019 No	2018 No
Trustees	6	5
Management	12	12
Administration	26	23
Nurses	76	69
Domestic	5	2
	<u>125</u>	<u>111</u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the group were £373,354 (2018 - £369,434).

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 14 Auditors' remuneration

	2019 £	2018 £
Audit of the financial statements	9,700	12,850
<b>Other fees to auditors</b>		
All other non-audit services	3,050	450

### 15 Taxation

The group is a registered charity and is therefore exempt from taxation.

### 16 Tangible fixed assets

#### Group and Charity

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Leasehold property improvements £	Total £
<b>Cost</b>					
At 1 July 2018	1,111,933	747,361	131,943	861,517	2,852,754
Additions	-	108,882	40,000	-	148,882
Disposals	-	(22,154)	-	-	(22,154)
At 30 June 2019	1,111,933	834,089	171,943	861,517	2,979,482
<b>Depreciation</b>					
At 1 July 2018	144,256	484,649	87,798	829,372	1,546,075
Charge for the year	20,609	86,086	16,395	32,145	155,235
Eliminated on disposals	-	(18,229)	-	-	(18,229)
At 30 June 2019	164,865	552,506	104,193	861,517	1,683,081
<b>Net book value</b>					
At 30 June 2019	947,068	281,583	67,750	-	1,296,401
At 30 June 2018	967,677	262,712	44,145	32,145	1,306,679

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 17 Fixed asset investments

#### Group

	2019 £	2018 £
Other investments	<u>240,450</u>	<u>482,153</u>

#### Other investments

	Listed investments £	Total £
<b>Cost or Valuation</b>		
At 1 July 2018	482,153	482,153
Revaluation	(9,355)	(9,355)
Disposals	<u>(232,348)</u>	<u>(232,348)</u>
At 30 June 2019	<u>240,450</u>	<u>240,450</u>
<b>Net book value</b>		
At 30 June 2019	<u>240,450</u>	<u>240,450</u>
At 30 June 2018	<u>482,153</u>	<u>482,153</u>

#### Charity

	2019 £	2018 £
Shares in group undertakings and participating interests	1,000	1,000
Other investments	<u>240,450</u>	<u>482,153</u>
	<u>241,450</u>	<u>483,153</u>

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 17 Fixed asset investments (continued)

#### Shares in group undertakings and participating interests

	Subsidiary undertakings £	Total £
<b>Cost</b>		
At 1 July 2018	1,000	1,000
At 30 June 2019	1,000	1,000
<b>Net book value</b>		
At 30 June 2019	1,000	1,000
At 30 June 2018	1,000	1,000

#### Other investments

	Listed investments £	Total £
<b>Cost or Valuation</b>		
At 1 July 2018	482,153	482,153
Revaluation	(9,355)	(9,355)
Disposals	(232,348)	(232,348)
At 30 June 2019	240,450	240,450
<b>Net book value</b>		
At 30 June 2019	240,450	240,450
At 30 June 2018	482,153	482,153

#### Details of undertakings

Details of the investments in which the charity holds 20% or more of the nominal value of any class of share capital are as follows:

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 17 Fixed asset investments (continued)

Undertaking	Country of incorporation	Holding	Proportion of voting rights and shares held		Principal activity
			2019	2018	
Subsidiary undertakings					
Zoe's Place Trading Limited	England and Wales	Ordinary	100%	100%	The operation of business support activities

The profit for the financial period of Zoe's Place Trading Limited was £50,045 (2018 - £51,190) and the aggregate amount of capital and reserves at the end of the period was £50,596 (2018 - £51,741).

### 18 Stock

	Group		Charity	
	2019 £	2018 £	2019 £	2018 £
Finished goods	<u>1,605</u>	<u>2,973</u>	<u>-</u>	<u>-</u>

### 19 Debtors

	Group		Charity	
	2019 £	2018 £	2019 £	2018 £
Trade debtors	137,752	156,909	125,468	152,674
Due from group undertakings	-	-	5,672	5,753
Prepayments and accrued income	150,249	173,486	149,639	167,526
VAT recoverable	<u>18,348</u>	<u>11,188</u>	<u>21,175</u>	<u>14,829</u>
	<u>306,349</u>	<u>341,583</u>	<u>301,954</u>	<u>340,782</u>

### 20 Creditors: amounts falling due within one year

	Group		Charity	
	2019 £	2018 £	2019 £	2018 £
Trade creditors	97,516	76,658	97,516	75,818
Other taxation and social security	49,866	55,554	49,866	55,554
Other creditors	53,852	50,199	53,852	50,199
Accruals	<u>675,040</u>	<u>642,447</u>	<u>672,490</u>	<u>638,997</u>
	<u>876,274</u>	<u>824,858</u>	<u>873,724</u>	<u>820,568</u>



# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 20 Creditors: amounts falling due within one year (continued)

#### Deferred income

#### Group and Charity

	2019 £	2018 £
Deferred income at 1 July 2018	586,646	34,657
Resources deferred in the period	615,188	586,646
Amounts released from previous periods	<u>(586,646)</u>	<u>(34,657)</u>
Deferred income at year end	<u>615,188</u>	<u>586,646</u>

### 21 Obligations under leases and hire purchase contracts

#### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	Group		Charity	
	2019 £	2018 £	2019 £	2018 £
<b>Land and buildings</b>				
Within one year	63,500	63,500	63,500	63,500
Between one and five years	<u>46,088</u>	<u>102,088</u>	<u>46,088</u>	<u>102,088</u>
	<u>109,588</u>	<u>165,588</u>	<u>109,588</u>	<u>165,588</u>
<b>Other</b>				
Within one year	21,406	15,204	21,406	15,204
Between one and five years	<u>63,305</u>	<u>18,598</u>	<u>63,305</u>	<u>18,598</u>
	<u>84,711</u>	<u>33,802</u>	<u>84,711</u>	<u>33,802</u>

### 22 Pension and other schemes

#### Defined contribution pension scheme

The group operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the group to the scheme and amounted to £65,652 (2018 - £32,177).

Contributions totalling £15,028 (2018 - £9,671) were payable to the scheme at the end of the year and are included in creditors.

# Zoe's Place Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 23 Funds

#### Group

	Balance at 1 July 2018 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 30 June 2019 £
<b>Unrestricted funds</b>						
<b>General</b>						
General fund	2,878,709	3,072,785	(3,387,071)	32,060	(9,355)	2,587,128
<b>Restricted funds</b>						
Hospice Nurses - Coventry	-	124,335	(124,335)	-	-	-
Minibus - Coventry	12,859	-	(3,215)	-	-	9,644
GP Services - Coventry	500	30,000	(5,375)	-	-	25,125
The Hives - Coventry	2,662	12,469	(4,991)	(6,604)	-	3,536
Therapy Fund - Coventry	3,848	5,861	(2,220)	-	-	7,489
Hospice Equipment - Coventry	16,116	4,180	(1,923)	(1,040)	-	17,333
Ancillary Funds - Coventry	3,949	1,000	(1,474)	-	-	3,475
GP Cover - Liverpool	8,125	32,500	(32,500)	-	-	8,125
Hospice Nurses - Liverpool	-	204,950	(204,950)	-	-	-
End of Life Room - Liverpool	19,413	66	(865)	-	-	18,614
Therapy Fund - Liverpool	715	10,000	(3,241)	-	-	7,474
Hospice Equipment - Liverpool	13,491	5,455	(2,867)	(1,094)	-	14,985
Salaries - Liverpool	6,909	167,393	(149,847)	(990)	-	23,465
Ancillary Funds - Liverpool	165	1,565	(634)	-	-	1,096
People Carrier - Middlesbrough	744	-	(327)	-	-	417
Hospice Nurses - Middlesbrough	-	204,950	(204,950)	-	-	-
Refurb Appeal - Middlesbrough	1,330	1,000	-	-	-	2,330

## Zoe's Place Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 23 Funds (continued)

	Balance at 1 July 2018 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 30 June 2019 £
Heritage Grant - Crossbeck Hse Coservation - Middlesbrough	-	9,800	(2,750)	-	-	7,050
Therapy Fund - Middlesbrough	-	15,822	(2,589)	-	-	13,233
Technology Fund - Middlesbrough	-	12,142	(88)	(1,094)	-	10,960
Hospice Equipment - Middlesbrough	4,933	35,190	(1,043)	(21,238)	-	17,842
Salaries - Middlesbrough	-	47,496	(25,394)	-	-	22,102
Ancillary Funds - Middlesbrough	9,130	5,501	(4,049)	-	-	10,582
IT Upgrade - Garfield Western Foundation	-	25,000	-	-	-	25,000
<b>Total restricted funds</b>	<u>104,889</u>	<u>956,675</u>	<u>(779,627)</u>	<u>(32,060)</u>	<u>-</u>	<u>249,877</u>
<b>Total funds</b>	<u>2,983,598</u>	<u>4,029,460</u>	<u>(4,166,698)</u>	<u>-</u>	<u>(9,355)</u>	<u>2,837,005</u>

The specific purposes for which the funds are to be applied are as follows:

Hospice Nurses - NHS Grant to pay the nurses salaries.

Minibus Coventry - This fund was established following the donations received from the Lord Taverners towards a Mini Bus. As in accordance with offer the vehicle is a restricted asset from 2014 for 5 years, so the annual depreciation will be off set against this fund.

GP Services - Coventry - Charitable Trust grant to cover provision of GP services for children at the hospice.

The Hives- Coventry - Fund set up for donations/grants for new garden building in hospice grounds.

Therapy Fund - Coventry - Grants received for the provision of Hydrotherapy, Music Therapy, Animal Therapy, Rebound Therapy and swimming for the children.

Hospice Equipment - Coventry - This fund was established from donations and grants given for the specific purpose of providing hospice equipment for the Coventry hospice. For capital items purchased the fund is released to unrestricted funds as the restrictions have then been met, other expenditure is released director to the SOFA.

Ancillary Funds - Coventry - Donations and grants received for children and their siblings for outings, events and special occasions.

## **Zoe's Place Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2019**

#### **23 Funds (continued)**

GP Cover- Liverpool - Clinical Commissioning Group funding to provide GP services for children at the hospice.

End of Life Room - Liverpool - Donations received to fund a new room for children's' care at the end of their life.

Therapy Fund - Liverpool - Grants received for the provision of Art Therapy and Hydrotherapy for the children.

Hospice Equipment - Liverpool - This fund is for donations and grants which have been received for the purpose of providing equipment for use in the hospice. For capital items purchased the fund is released to unrestricted funds as the restrictions have then been met, other expenditure is released direct to the SOFA.

Salaries - Liverpool - Grants received to fund clinical staff salaries.

Ancillary Funds - Liverpool - Donations and grants received for Children's outings, special occasions and events.

People Carrier - Middlesbrough - This fund was established following donations received following the loss of the previous people carrier. This can be released once a new people carrier is purchased.

Refurb Appeal - Middlesbrough - Fund set up for donations for future refurbishment and project works in hospice.

Heritage Grant - Crossbeck Hse Conservation - Middlesbrough - Grant to facilitate building repairs to Hospice.

Therapy Fund - Middlesbrough - Grants received for the provision of physiotherapy, hydrotherapy and Bereavement services.

Technology Fund - Middlesbrough - Funds received to upgrade and maintain information technology.

Hospice Equipment - Middlesbrough - Grants and donations received specifically to purchase hospice equipment.

Salaries - Middlesbrough - Grants received to fund clinical staff salaries.

Ancillary Funds - Middlesbrough - Donations and grants received to fund Children and their siblings for outings, events and special occasions.

IT Upgrade - Garfield Western Foundation - Grant received for whole Trust for IT infrastructure upgrade.

A sum of £32,060 (2018 - £28,477) has been transferred from Restricted Funds to Unrestricted Funds following the conditions of the restriction being met.

## Zoe's Place Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 24 Analysis of net assets between funds

##### Group

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	1,286,757	9,644	1,296,401
Fixed asset investments	240,450	-	240,450
Net current assets/(liabilities)	1,059,921	240,233	1,300,154
Total net assets	<u>2,587,128</u>	<u>249,877</u>	<u>2,837,005</u>

	Unrestricted funds	Restricted funds	Total funds at 30 June 2018
	General £	£	£
Tangible fixed assets	1,293,820	12,859	1,306,679
Fixed asset investments	482,153	-	482,153
Net current assets/(liabilities)	1,102,736	92,030	1,194,766
Total net assets	<u>2,878,709</u>	<u>104,889</u>	<u>2,983,598</u>

#### 25 Analysis of net funds

##### Group

	At 1 July 2018 £	Cash flow £	At 30 June 2019 £
Cash at bank and in hand	1,675,068	193,406	1,868,474
Net funds	<u>1,675,068</u>	<u>193,406</u>	<u>1,868,474</u>

##### Group

	At 1 July 2017 £	Cash flow £	At 30 June 2018 £
Cash at bank and in hand	1,595,031	80,037	1,675,068
Net funds	<u>1,595,031</u>	<u>80,037</u>	<u>1,675,068</u>

## **Zoe's Place Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2019**

#### **26 Related party transactions**

##### **Group**

During the year the group made the following related party transactions:

##### **Life Hospital Trust**

(Directors in common)

Rental of premises £25,000 (2018 - £25,000).

Subcontract of domestic salaries £5,196 (2018 - £5,177).

Received reimbursed expense at cost of £21,750 (2018 - £23,658).

At the balance sheet date the amount due from Life Hospital Trust was £Nil (2018 - £7,526).

##### **J Stainsby**

(Trustee)

The Trust reimbursed J Stainsby for travel expenses in the year of £2,830 (2018 - £3,143).

At the balance sheet date the amount due to J Stainsby was £2,830 (2018 - £3,143).

##### **D E Ford Insurance Brokers) Limited**

(Directors in common)

During the year the Trust made purchases of £21,257 (2018 - £39,906) for insurance.

At the balance sheet date the amount due to D E Ford Insurance Brokers) Limited was £21,257 (2018 - £39,906).