

Company Registration 1518364
Charity No: 510643

WIRRAL HOSPICE ST JOHN'S

TRUSTEES ANNUAL REPORT
AND ACCOUNTS

FOR THE YEAR ENDED
31 MARCH 2013

WIRRAL HOSPICE ST JOHN'S

TRUSTEES REPORT

For the year ended 31 March 2013

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WIRRAL HOSPICE ST JOHN'S

TRUSTEE REPORT

For the year ended 31 March 2013

The Trustees present their report together with the consolidated financial statements for the year ended 31 March 2013. The Trustees confirm that the financial statements comply with current statutory requirements, with those of the company's Memorandum and Articles of Association and those of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (2005).

Reference and Administrative Details

Charity Number:	510643
Company Number:	1518364
Registered Office:	Mount Road Higher Bebington Wirral, CH63 6JE
Auditors:	McEwan Wallace 68 Argyle Street Birkenhead, CH41 6AF
Bankers:	HSBC Bank plc 31 The Pyramids, Grange Road Birkenhead, CH41 2ZL
Solicitors:	Brabners Chaffe Street LLP Horton House, Exchange Flags Liverpool, L2 3YL
Investment Manager:	Investec Wealth & Investment Limited 100 Old Hall Street Liverpool L3 9AB

WIRRAL HOSPICE ST JOHN'S

TRUSTEE REPORT

For the year ended 31 March 2013

DIRECTORS AND TRUSTEES

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year, and since the year end, were as follows:-

Dr P J R Cuthbertson	Chairman
Mr A J Denye	Deputy Chairman
Mr G M Ridgway	Treasurer
Mr C M Pope	
Mrs H R Staveley-Taylor	
Mr S Burrows	
Mrs P Hunter	
Dr S M Brennan	
Dr B C Oates	
Mr J Taylor (retired 25.3.13)	
Mr P Shepherd (appointed 25.3.13)	

Company Secretary Mr J R Pentland

Senior Managers	Mrs J Gorry	Chief Executive Officer
	Mr P Rushbrook	Operations Director
	Mr J R Pentland	Finance Manager
	Mrs T Nightingale	Head of Fundraising (appointed 09.07.12)
	Dr C Lewis-Jones	Consultant in Palliative Medicine
	Mrs D Porter	Clinical Services Manager

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Wirral Hospice St John's is a company limited by guarantee governed by its Memorandum and Articles of Association dated 2 September 1980. It is a registered charity engaged in the relief of illness and suffering by providing inpatient, outpatient and day care services.

Appointment of Trustees

One third of the Trustees retire and seek re-appointment each year. New Trustees are appointed by the Board when appropriate, to maintain a balance of skills.

Trustee Induction and Training

Proposal put forward for suitable applicant

The recruitment process for new Trustees includes:-

Completion of an application form and skills audit, supported by two references

Interview with Chairman, a Trustee and Chief Executive

Disclosure and Barring Service (DBS) check

All new Trustees undergo an induction with the Chairman and Chief Executive which outlines their legal obligations under Charity and Company Law. It also ensures their understanding of the content of the Memorandum and Articles of Association, decision-making and function of the Board, which supports its business plan, and ongoing financial performance. New Trustees are introduced to the Board and Senior Managers.

The Trustee Induction Pack covers the main topics that a Trustee needs to be aware of in relation to Wirral Hospice St John's, both at a local and national level. A process which is reviewed annually.

Organisational Structure

The Board of Trustees has a maximum of ten members who administer the Charity.

Board meetings are held ten times annually. Trustees also sit on one of the five governance subcommittees whose Terms of Reference are reviewed annually:-

- Finance
- Investment
- Clinical Services
- Operational Services including Human Resources
- Fundraising and Marketing

The Trustees refer to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. There are no private or incidental benefits to the Trustees.

The Chief Executive is appointed by the Chairman and Board and is responsible for the day to day management of the Charity with the support of the Senior Managers.

To facilitate effective operations, the Chief Executive has delegated authority in accordance with the delegated powers documents.

WIRRAL HOSPICE ST JOHN'S

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For the year ended 31 March 2013

Related Parties

The Company's wholly-owned subsidiary, Wirral Hospice St John's Enterprises Limited, is engaged in the sale of goods for the benefit of the charity.

Risk Management

The Hospice has a Risk Management Policy which is endorsed by the Board of Trustees and ensures that:-

- risk management is integral to daily activity and operation throughout the organisation
- all employees, be they clinical or non-clinical, benefit from regular professional development, in addition to those recommended by their own professional body
- a regular review is carried out, stratifying risk into low, medium and high, across all areas of the organisation.
- the Serious Untoward Incident Policy, regularly updated and reviewed annually and, when appropriate, adopted. Staff awareness is maintained through regular in-house meetings and through the guidance of their own professional bodies
- management accounts are produced monthly, with all variances to budget investigated and appropriate corrective actions taken
- the Reserve Policy - an annual review of both the Reserve and Investment Policy is undertaken by the Investment Group and subsequently endorsed by the Finance Group

These policies and procedures safeguard and ensure propriety. The Board of Trustees have overall responsibility for risk management and receive quarterly reports, known as Key Performance Indicators, which highlight a range of risk indicators on a monthly basis.

Care Quality Commission (CQC)

The Care Quality Commission in England provides the independent regulation of all health and adult social care. It aims to ensure that a high standard of care is provided for everyone, whether that is in hospital, nursing homes, peoples' own home or hospice. In our case, at Wirral Hospice St Johns, we are registered to meet the essential standards of quality and safety and are monitored to ensure we continue to meet these standards. An unannounced visit by the CQC is always possible and is a rigorous procedure.

WIRRAL HOSPICE ST JOHN'S

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For the year ended 31 March 2013

OBJECTIVES AND ACTIVITIES

The Aims and Objectives of the Charity

As a provider of Specialist Palliative Care, our responsibility is to patients, families and carers, who are supported by our multi-professional team working in close liaison with all healthcare professionals including Primary, Secondary and Community Care. Patient care is tailored to the individual.

How Our Activities Deliver Public Benefit

Our sole aim is the provision of Specialist Palliative Care, free of charge to all our patients.

Our Strategic Objectives for 2012/13:

- Financial Governance
- Investment Governance
- Clinical Governance
- Operational Governance and Human Resources
- Fundraising and Marketing Governance

Subgroups were attended and supported by the members of the Administration team and the Human Resources Department. This ensured continuing standards of excellence in audit, training and development, including premises.

A regular review was shared with Trustees and Senior Managers who cascaded it to their departments, ensuring changes in practice when appropriate.

The Management Group met every two months to identify best practice in the above areas.

A copy of the 2012/13 Operating Plan is available via the Wirral Hospice St John's website. www.wirralhospice.org

Strategies Employed to Achieve the Charity's Objectives

The Trustees visit the Hospice to meet and seek the views of patients, carers, staff and volunteers, on a six-monthly rotation. Two Trustees visit together and a written report is submitted. This information is reviewed by the Senior Managers and any actions required effected.

Key Performance Indicators (KPIs) are compiled monthly in the areas of:-

- Finance
- Fundraising
- Clinical Services
- Quality and Safety
- Operations/Human Resources

WIRRAL HOSPICE ST JOHN'S

TRUSTEE REPORT

For the year ended 31 March 2013

- **Gambling Commission Inspection** - The Gambling Commission regulates gambling in the public interest. Following an inspection, we were deemed compliant. We continue to ensure that the lottery is operated in a secure, fair and socially responsible way and endorse responsible gambling.
- **Charity Commission Guidelines** – Every quarter, Governance Groups, and subsequently The Board, review compliance against regulations and guidelines.

Recruitment and Retention of Staff

We ensure the employment of people with appropriate skills, knowledge and experience.

Our quality service is maintained by appropriate induction, training and responsive management.

All staff and volunteers benefit from the regular review of policies and procedures and the adherence to them.

A monthly team briefing, compiled by the Senior Management Team, is circulated and informs all Trustees, staff and volunteers on key issues which might impact upon the organisation.

An annual employment and charity law update is held for Trustees and Senior Managers, to provide legislative/policy changes to practices required.

Performance

The Trustees are pleased to note that the high quality of service provision has been maintained, enabled by strong financial management and working with appropriate agencies. This is only possible due to the continuing and ongoing dedication of our staff, volunteers, the Wirral community and our business supporters.

Care Quality Commission (CQC)

Wirral Hospice St John's is registered with the Care Quality Commission to provide Diagnostic and Screening procedures and Treatment of disease, disorder or injury.

The Clinical Services Manager is the Registered Manager responsible for provision of the service. The Chief Executive is the Registered Person.

WIRRAL HOSPICE ST JOHN'S

TRUSTEE REPORT

For the year ended 31 March 2013

ACHIEVEMENTS AND ACTIVITIES

Key Performance Indicators

The Key Performance Indicators, that were a measure of performance in a variety of service areas, were recorded,

Annual Reports

- Controlled Drug Governance and Compliance Annual Report confirmed compliance with relevant legislation and regulatory requirements, an update on the monitoring and auditing of the management and use of Management of Medicines policies and controlled drugs. There were no controlled drugs-related serious untoward incidents or statutory notifications in 2012/13.
- Infection Prevention and Control Annual Report outlines the activities that have been undertaken throughout the year to ensure that the management of infection prevention and control is constantly reviewed. This is essential to ensure a safe environment for patients, visitors, staff and volunteers. During 2012/13 there were no known cases of Hospice Associated Infections and 5 non-Hospice Associated Infections recorded.
- Patient, Carer and Visitor Annual report was compiled for 2012/13. The hospice provides an opportunity for all service users to comment on the service they receive. Approaches used to elicit patient, carer and visitor views continue to be reviewed/updated. Please see Appendix 1 detailing some of those comments received.
- Concerns and Complaints Annual Report has been completed during 2012/13. Three complaints were received, all of which have been resolved satisfactorily.
- Bereavement Audit was undertaken for 2012/13, using the THAG (Trent Audit Groups System), to assess the pre and post bereavement care in the hospice.

Patient Activity

	2011/12	2012/13
Inpatients		
- Admissions	301	316
- Occupancy	84%	84%
- Mean length of stay (days)	15.92	15.54
- % of urgent referrals within standard (admission within 2 days)	96%	100%
- % of routine referrals within standard (admission within 5 days)	98%	99%
Day Therapy		
- Available places	2448	2388
- Allocated places	2034	2068
- % occupancy of allocated places	85%	86%
- Mean length of stay (days)	50.15	48.10
Outpatients		
- Referrals	494	483
- New appointments	369	378
- Follow-up appointments	709	763
	based on standard ratio of 1 new patient to 2 follow-ups	

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Trustees

A review of the Board of Trustees in post was conducted by the Chairman in 2012, to ensure that their tenure in office remains appropriate, and that we fully satisfy the skills and infrastructure required within the Governance Framework.

Specialist Palliative Care Peer Review Process

A formal Internal Validation Panel for Specialist Palliative Care was conducted on 9 November 2012 which was attended by core members of Wirral Community Trust, Wirral Hospice and Wirral University Teaching Hospital.

The multi-disciplinary team standards were reviewed along with an evidence file and patient notes. The process provided the Hospice and colleagues assurance that Specialist Palliative Care services across Wirral are complying with stringent quality measures. Areas of good practice were identified and no immediate risks were recorded. A 96% compliance rate against 25 measures was received.

NHS Quality Handover

NHS Cheshire Warrington and Wirral were required to produce a quality handover document as part of its legacy for the new organisations in the new NHS system, including Clinical Commissioning Groups and the National Commissioning Board.

This document comprises areas of quality and risk, and was completed and submitted by Wirral Hospice St John's during 2012.

.Clinical Events

A number of healthcare professional events took place to update colleagues on services provided by Wirral Hospice St John's.

Medical/Specialty Training

The following medical/specialty training took place during 2012/13:

- Care of the Dying Pathway
- End of Life Care Tools
- End of Life Care Scenarios
- The Final 12 Months of Life

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SERVICE DEVELOPMENTS

Care Quality Commission

An unannounced inspection by the Care Quality Commission Inspecting Officers was undertaken in January 2013.

Five of the Essential Standards for Quality and Safety were inspected with no actions required. The Standards were met as follows:

- Standard No 2 - Consent to care and treatment standard met
- Standard No 4 - Care and welfare of people who use services standard met
- Standard No 7 - Safeguarding people who use services from abuse standard met
- Standard No 12 - Requirements relating to workers standard met
- Standard No 17 - Complaints standard met

Hospice at Home

NHS Wirral commissioned a pilot Hospice at Home service, which commenced in April 2012 (the pilot having a duration of 1½ years) to enable patients with advanced illnesses to be cared for at home, and to die at home if that is their preference. Achievement of the key service outcomes to date include a reduction in inappropriate hospital admissions, and timely hospital or hospice discharges for people on or nearing the end of life.

Day Therapy

An in-depth review and re-design of the Day Therapy service has been undertaken, with focus days on breathlessness/anxiety management for patients and their carers, now incorporated into the Day Therapy service.

Advice and Information Line

Following a successful application, monies received from the Rank Foundation Trust allowed Wirral Hospice to implement a telephone helpline service for patients and carers – this being the Advice and Information Line. This service (which commenced in May 2012, with 61 calls received up to the end of March 2013) provides help, support and guidance 24/7 365 days per year, as well as signposting to other services and professionals, thus aiding patients to achieve their preferences and wishes with respect to end of life care. The service also offers physical, psychological, social and spiritual advice and information.

Ambulatory Syringe Drivers

In September 2012, a Wirral-wide programme for implementation of ambulatory syringe drivers took place at the hospice in response to a Rapid Response Report regarding safety.

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Human Resources

During 2012/13 appointments of key personnel included the following:

- | | |
|---|--------------------------|
| - Outpatient Services Manager | appointed June 2012 |
| - Inpatient Ward Manager | appointed July 2012 |
| - Head of Fundraising | appointed July 2012 |
| - Day Therapy Activities Co-Coordinator | appointed September 2012 |
| - Retail Development Manager | appointed January 2013 |

Consultant in Palliative Medicine

During 2012/13, funding was secured via NHS Wirral for the appointment of a third Consultant in Palliative Medicine based on 10 sessions per week. We were delighted when this appointment became a substantive post during the year.

Hospice Security

A new photographic ID/entry system was installed at the hospice in 2012.

Kitchen Refurbishment

The main kitchen underwent major refurbishment in 2012, providing an extra room, storage and catering equipment. This enhanced the catering service considerably, without compromising the service.

Hospice Ambassadors

A further Hospice Ambassador was appointed in 2012; His Honour John Roberts. This appointment complements our existing Ambassadors who are Professor Jim Keaton MBE, Hugh Frost and Peter Johnson.

Volunteers and Supporters

Our volunteers undertake a wide variety of roles throughout all our activities. We greatly appreciate the support of the 490 volunteers who provide more than 51,756 hours of help each year, using their range of skills and interests.

National Events and Campaigns

A number of national events and campaigns were recognised within Wirral Hospice St John's during 2012/13. These included:

- **Make a Will Month** – May 2012
Five local Solicitors took part in the Make a Will Month for 2012.
- **Dying Matters Awareness Week** – 14-20 May 2013
The theme for 2012 Dying Matters Awareness Week was 'Small Actions, Big Difference'.

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For the year ended 31 March 2013

- **Volunteers Week** – 1-7 June 2012
To mark National Volunteer Week, Wirral Hospice St John's held a drop-in recruitment session for volunteers, which resulted in the securing of a number of new volunteer recruits. We also took the opportunity to thank our current volunteers with email messages and posters around the Hospice and in the shops, in appreciation of their support
- **Hospice Care Week** – 8-14 October 2012
The theme for the 2012 campaign was 'Be Surprised, Hospice Care is for Everyone'.

Training and Development

An application made by the Merseyside & Cheshire Cancer Network in 2012 resulted in a successful funding award for Multi Professional Education and Training (MPET) monies. Based on MPET priorities identified for the region, a Wirral Specialist Palliative Care Training and Development Prospectus was devised/implemented, facilitated by a Wirral SPC T&D Facilitator (this post being on an annual fixed term basis, with the postholder reporting to the Chief Executive of Wirral Hospice St John's).

Training and Development undertaken, as per the Wirral T&D Prospectus for 2012/13, consisted of the following:

- Opening the Spiritual Gate
- Management of breathlessness at the End of Life
- Use of relaxation and aromatherapy in the reduction of anxiety and improvement of general wellbeing
- End of Life Care education for Social Workers
- Basic communication skills for non clinical staff
- Interventional Pain Service – an introduction
- Masterclass in the challenges of finding the 1%
- Masterclass in Advanced Care Planning
- Masterclass in obstacles and challenges relating to Do Not Attempt Cardio Pulmonary Resuscitation Orders
- LCP: Ethical Dilemmas
- Intermediate Communication Skills
- Symptom Control (for 6 Steps Nursing Homes)
- Syringe Driver Training
- Lets talk about learning and working together
- Palliative Care emergencies
- Communication Skills training
- Dying Matters talk

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FUTURE DEVELOPMENTS IN 2013/14

Wirral Hospice St John's Strategic Plan 2013-16

The Strategic Plan for 2013-16 takes into account objectives and achievements from the previous Strategic Plan (2004-09), as well as current internal and external influencing drivers. The findings from a public survey conducted in 2012 via 'Survey Monkey' on Wirral Hospice/Hospice Care and staff/volunteer views will inform the Strategic Plan.

Wirral Hospice St John's - Staff Survey 2013

A staff questionnaire is currently being devised and will be rolled out during 2013.

The aim of the questionnaire is to address four key areas, which are communication, training and development, working arrangements and involvement. It is based on the questionnaire carried out in 2007 and will include questions about candour, openness and raising concerns. It will also encompass some of the recommendations relevant to the Hospice that stemmed from the Mid Staffs Public Enquiry/ Francis Report.

In due course, The Board and Senior Managers will consider and evaluate the findings.

Department of Health £60 million Capital Grant Programme

Wirral Hospice St John's submitted an application to the Department of Health (via Help the Hospices) entitled 'Enhancing Privacy, Dignity and Independence through Wirral-wide Integrated Shared Care'.

The application was successful and the Hospice, in Spring 2013, was awarded £553,274. These monies will be used to undertake premises development work to support a newly-devised Integrated Shared Care Model.

Patient Demographic Software

The hospice has a need for clinical management software which will interface with patient records held at Wirral University Teaching Hospital. Work is now underway to determine which system/software best suits this purpose.

Palliative Care Funding Review

By 2015, the Government will have introduced a challenging funding arrangement which aims to provide stability and security. It will actively encourage community-based Palliative Care patient choice.

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For the year ended 31 March 2013

Quality Governance

The Francis Report highlighted the failings of Mid Staffordshire NHS Foundation Trust and strongly reinforces that quality should be at the heart of patient care.

Quality of Care is a key responsibility of the Board of Trustees. It considers that maintaining and improving quality is an important indicator of the effectiveness of governance.

Lord Darzi identified three key indicators of quality:-

- 1 Clinical Effectiveness
- 2 Patient Safety
- 3 Patient Experience

There is an intention to review the Wirral Hospice 'Health & Safety and Quality Assurance Framework' this will establish and ensure we meet a number of obligations concerning the governance of the quality of care that we provide.

The Board of Trustees have the responsibility to review data and ensure it is meaningful, accurate and trustworthy. This supports the governance of quality embedded throughout the organisation by staff and trustees.

A Quality Governance Framework will be introduced to provide assurance that essential standards of quality and safety are being delivered by Wirral Hospice.

The framework will raise the profile of quality as it is a combination of structures and processes to deliver hospice quality services.

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FINANCIAL REVIEW

Income

Total income has increased by approximately £175,000 this year. Grant funding has significantly increased (by £370,000), Hospice at Home generated £160,000, and Fundraising income grew by a very impressive £220,000. However, legacies fell in the year by £625,000. Revenue grants covered 51% (2012: 45%) of our expenditure (excluding fundraising costs).

The turnover of the trading subsidiary this year was just under £90,000. Details of the subsidiary's performance, which we consider to be satisfactory, are set out in note 7 of the financial statements.

Expenditure

69% (2012: 67%) of costs relate to salaries, the total salary bill for the year being approximately £2,950,000. Of these costs, approximately 72% relate to employees who are directly involved in clinical care.

Fund-raising and publicity costs include the costs of running our lottery (£315,000) and the charity shops (£183,000), which generated income of £639,000 and £324,000 respectively.

In summary, an operating surplus of £301,000 was generated in 2012/2013, before gains on investments of £527,000. The Hospice's reliance on voluntary income, and particularly legacies, continues.

Balance sheet

Our principal assets are our tangible fixed assets, our investment portfolios of quoted investments and our bank balances. The bulk of our fixed assets consist of the Hospice premises.

There was a large increase in the valuation of our quoted investments during the year, due to the further investment of £500,000 and improvements in the stock market.

Liquid reserves fell by £270,000 during the year, as a result of the net surplus generated, offset by the investments mentioned above.

The Trustees continue to monitor future activities and costs with caution.

Reserves policy

Reserves are required because the on-going revenue expenditure of the Hospice exceeds the minimum anticipated income on an annual basis.

Due to the fundamental uncertainties surrounding the Hospice's income and the ever-increasing cost of its service commitment, the Trustees believe that the reserves should be equivalent to between 12 and 36 months of anticipated net expenditure. Currently reserves

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For the year ended 31 March 2013

amount to 34.0 (2012: 35.2) months of anticipated expenditure. This increase is as a result of budgeting constraints on expenditure imposed by the Trustees.

The Trustees will monitor and review the Reserves Policy, and the Hospice's adherence to it, on an annual basis.

Investment Policy

The overall investment policy is for a balanced return with orientation towards capital growth, taking a long-term view.

Investment can be made in UK Government stocks (no restrictions), loan stocks of UK blue chip equities, and in UK unit trusts investing in gilts, corporate bond funds rated BBB or higher and cash. If the outlook for fixed interest investments at any time appears unfavourable, this allocation can be held in cash.

Individual equity purchases are restricted to shares that, at the time of purchase, are constituent elements of the FTSE 100 and FTSE 250 Indices. Shares held in a company that is subsequently relegated from these indices need not automatically result in a disposal of that holding.

Smaller company shares are to be acquired via unit trusts and/or investment trusts to a maximum of 10% of the total equity portfolio.

No more than 25% of the total equity allocation is to be invested in non-UK stocks and only through investment trusts and unit trusts, any exposure to emerging markets to be restricted to a maximum of 10% of the total equity portfolio.

There is a prohibition on the purchase of tobacco shares and investment in hedge funds, together with a general policy not to hold more than 5% of the equity allocation in any one holding at the time of purchase.

The Board has given authority for the investments to be managed by the brokers on a discretionary basis.

Investment Performance 2012/13

Fixed Interest Investments

During the year to 31 March 2013, the fixed interest stock returned 9.3% compared to a return of 5.3% for the FTA UK Government All Stocks Index.

Equity Investments

During the year to 31 March 2013, the equity fund returned 24.6% compared to a return of 16.8% for the All Share Index.

These are total return performance figures on a time weighted basis.
(Source: Investec Wealth & Investment)

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Trustees' responsibilities for the financial statements

Company law requires the Trustees, who are also directors of the company, to prepare financial statements for each financial period, which give a true and fair view of the group's financial activities during the period and of the financial position of the group and the charity at the end of the period. In preparing those financial statements, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business

In so far as the Trustees are aware:

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

The Trustees are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the group and charitable company and which enable them to ascertain its financial position and to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the group and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. There are no private or incidental benefits to the trustees

Auditors

McEwan Wallace offer themselves for reappointment as auditors of the company in accordance with Section 485 of the Companies Act 2006.

BY ORDER OF THE TRUSTEES
.....

J R Pentland
Company Secretary
30th September 2013

RESPECTING AND INVOLVING PEOPLE WHO USE SERVICES

"Words are not adequate to describe the competence, care and consideration kindness with good humour, they all want to help"

"Every question was answered in a way I could understand – most caring, helpful, cheerful and reassuring"

"They assessed me at the hospital and at home, they asked me lots of questions to make sure they knew what I needed and I was able to discuss what I wanted. They have been so good since I was admitted, I feel so much better now I'm here"

"Nothing was ever too much trouble"

"This is a small thing but has meant so much to me and my family – when the volunteers and staff come into my room to offer me a drink they always ask my relative. They see them and show that they understand we are in this together."

"As my husband was approaching the end of life I was finding it difficult to cope with the constant worrying and lack of sleep. The Hospice at Home Team came into my home as friends not strangers and I was immediately at ease. I could rest. I would not have managed without them."

"I cannot think of anything more to improve the Hospice at Home service. In helping me personally it was perfect, and long may it continue."

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
WIRRAL HOSPICE, ST JOHN'S

We have audited the financial statements of Wirral Hospice St John's for the year ended 31 March 2013 which comprise the Consolidated Statement of Financial Activities, the Balance Sheets, the Consolidated Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 16, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's [(APB's)] Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
WIRRAL HOSPICE, ST JOHN'S

Matters on which we are required to report by exception

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

Thomas Paul Cochrane BA FCA DChA (Senior Statutory Auditor)

For and on behalf of
McEwan Wallace
Statutory Auditors
68 Argyle Street
Birkenhead
Wirral
CH41 6AF

30th September 2013

PRINCIPAL ACCOUNTING POLICIES

WIRRAL HOSPICE, ST JOHN'S

BASIS OF PREPARATION

The financial statements have been prepared in accordance with applicable Accounting Standards under the historical cost convention, except that investments are included at valuation, and have been prepared in accordance with the Statement of Recommended Practice: "Accounting and Reporting by Charities" (2005) and the Companies Act 2006.

The principal accounting policies of the group are set out below.

BASIS OF CONSOLIDATION

The group financial statements consolidate those of the company and of its subsidiary undertaking (see note 9), drawn up to 31 March 2013. Profits or losses on intra group transactions are eliminated in full.

FUND ACCOUNTING

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds set aside by the trustees out of unrestricted general funds. The Development fund is a designated fund and represents a provision for future capital expenditure. Where the directors consider it appropriate, having regard to the intended use of the money, funds are transferred to the Development fund from the General fund.

A new designated fund was set up during the year representing amounts expended from general funds to date in respect of tangible fixed assets.

Restricted funds – these are funds which can only be used for particular restricted purposes within the objects of the charity. The balance in the Restricted fund includes donations received specifically for the development of the new Hospice, less revenue costs and depreciation to date, and is represented on the balance sheet as a proportion of the net book amount of the new Hospice, and other restricted capital and income funds.

INCOME

Income from donations and grants are accounted for in the accounting year in which they are receivable, except as follows:

- When donors specify that donations and grants given must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions, which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

Legacies are included in the Statement of Financial Activities when the Hospice becomes entitled to them and all pre-conditions have been met.

PRINCIPAL ACCOUNTING POLICIES

WIRRAL HOSPICE, ST JOHN'S

Investment income comprises dividends declared during the accounting year and interest receivable on listed and unlisted investments and bank deposits.

Income derived from trading activities is accounted for in the accounting year in which it is received.

Lottery income is accounted for in respect of those weekly draws which have taken place during the year

INVESTMENTS

Investments are included at market value.

Unrealised gains and losses are transferred to the General fund.

OPERATING LEASES

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

TANGIBLE FIXED ASSETS AND DEPRECIATION

Individual fixed assets are capitalised at cost where they are identified as being for continuing use in the charity's activities.

Depreciation is calculated to write down the cost of all tangible fixed assets by equal annual instalments on a straight-line basis, as follows:

Hospice premises	50 years
Charity shops	50 years
Fund-raising office/education centre	
- Equipment, fixtures and fittings	7 years
- Building	50 years
Medical and office equipment	7 years
Computer equipment	4 years
Motor vehicles	4 years

Impairment reviews are carried out on any assets where an indication is given that the recoverable amount is below the net book value. No assets have been subject to an impairment review.

STOCK

Stock is stated at the lower of cost and net realisable value.

PRINCIPAL ACCOUNTING POLICIES

WIRRAL HOSPICE, ST JOHN'S

CONTRIBUTIONS TO PENSION SCHEMES

Defined Contribution Schemes

The group operates a number of defined contribution pension schemes for the benefit of the employees. The assets of the schemes are administered by trustees in funds independent from those of the group.

The pension costs charged against profits, all of which relate to defined contribution schemes, represent the amount of contributions payable to the schemes in respect of the accounting period.

RESOURCES EXPENDED

Expenditure, which is charged on an accruals basis, is allocated between:

- expenditure incurred directly to the fulfilment of the charity's objectives (charitable activities);
- expenditure incurred directly in the effort to raise voluntary contributions (cost of generating funds);
- and
- expenditure incurred on governance costs.

Items of expenditure involving more than one cost category are apportioned on the basis of staff time incurred in respect of each category.

Governance Costs

Governance costs include expenditure on administration of the charity and compliance with constitutional and statutory requirements.

VAT

Hospice Income and Expenditure is recorded gross, with the net recoverable VAT element included within income.

Enterprise Income and Expenditure is recorded net of VAT.

WIRRAL HOSPICE, ST JOHN'S

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

For the year ended 31 March 2013

				Year ended 31.03.2013	Year ended 31.03.2012
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	7	769,794	117,539	887,333	1,527,752
Activities for generating funds	7	1,530,890	-	1,530,890	1,313,213
Investment income	7	138,799	-	138,799	100,179
		<u>2,439,483</u>	<u>117,539</u>	<u>2,557,022</u>	<u>2,941,144</u>
Incoming resources from charitable activities	7	2,000,913	40,118	2,041,031	1,480,169
Total incoming resources		<u>4,440,396</u>	<u>157,657</u>	<u>4,598,053</u>	<u>4,421,313</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	2(a)	31,932	-	31,932	30,498
Fundraising costs	2(b)	839,105	-	839,105	759,510
Investment management costs		29,299	-	29,299	21,590
Charitable activities	1	3,281,395	82,800	3,364,195	3,037,029
Governance costs	4	32,884	-	32,884	41,666
		<u>4,214,615</u>	<u>82,800</u>	<u>4,297,415</u>	<u>3,890,293</u>
Total resources expended		<u>4,214,615</u>	<u>82,800</u>	<u>4,297,415</u>	<u>3,890,293</u>
Net incoming resources before other recognised gains		225,781	74,857	300,638	531,020
Gains on investments	9	527,332	-	527,332	63,776
Net movement in funds	14	753,113	74,857	827,970	594,796
Reconciliation of Funds					
Total funds brought forward		<u>6,765,858</u>	<u>1,894,378</u>	<u>8,660,236</u>	<u>8,065,440</u>
Total funds carried forward		<u>7,518,971</u>	<u>1,969,235</u>	<u>9,488,206</u>	<u>8,660,236</u>

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes at pages 27 to 37 form part of these accounts.

WIRRAL HOSPICE, ST JOHN'S

CONSOLIDATED BALANCE SHEET

As at 31 March 2013

	Note	2013 £	2013 £	2012 £	2012 £
Fixed assets					
Tangible assets	8		4,408,742		4,338,544
Investments	9		<u>3,657,569</u>		<u>2,630,239</u>
			8,066,311		6,968,783
Current assets					
Stocks	10	7,065		9,558	
Debtors	11	265,550		172,435	
Cash at bank and in hand	12	<u>1,513,896</u>		<u>2,599,897</u>	
		1,786,511		2,781,890	
Liabilities					
Creditors: amounts falling due within one year	13	<u>(364,616)</u>		<u>(1,090,437)</u>	
Net current assets			<u>1,421,895</u>		<u>1,691,453</u>
Net assets			<u>9,488,206</u>		<u>8,660,236</u>
The funds of the charity					
Restricted income funds	14		1,969,235		1,894,378
Unrestricted income funds	14				
General		4,205,906		6,515,858	
Fixed Assets		2,563,065		-	
Development		<u>750,000</u>		<u>250,000</u>	
Total unrestricted funds			<u>7,518,971</u>		<u>6,765,858</u>
Total charity funds			<u>9,488,206</u>		<u>8,660,236</u>

The notes at pages 27 to 37 form part of these accounts.

The directors approved the financial statements on 30th September 2013

Dr P J R Cuthbertson

Director

G M Ridgway

Director

Company Registration Number: 1518364

WIRRAL HOSPICE, ST JOHN'S

BALANCE SHEET

As at 31 March 2013

	Note	2013 £	2013 £	2012 £	2012 £
Fixed assets					
Tangible assets	8		4,408,742		4,338,544
Investments	9		<u>3,657,571</u>		<u>2,630,241</u>
			8,066,313		6,968,785
Current assets					
Debtors	11	438,992		306,135	
Cash at bank and in hand	12	<u>1,347,519</u>		<u>2,475,755</u>	
		1,786,511		2,781,890	
Liabilities					
Creditors: amounts falling due within one year	13	<u>(364,618)</u>		<u>(1,090,439)</u>	
Net current assets			<u>1,421,893</u>		<u>1,691,451</u>
Net assets			<u>9,488,206</u>		<u>8,660,236</u>
The funds of the charity					
Restricted income funds	14		1,969,235		1,894,378
Unrestricted income funds	14				
General		4,205,906		6,515,858	
Fixed Assets		2,563,065		-	
Development		<u>750,000</u>		<u>250,000</u>	
Total unrestricted funds			<u>7,518,971</u>		6,765,858
Total charity funds			<u>9,488,206</u>		<u>8,660,236</u>

The notes at pages 27 to 37 form part of these accounts.

The directors approved the financial statements on 30th September 2013

Dr P J R Cuthbertson

Director

G M Ridgway

Director

Company Registration Number: 1518364

WIRRAL HOSPICE, ST JOHN'S

CONSOLIDATED CASH FLOW STATEMENT

As at 31 March 2013

	2013 £	2013 £	2012 £
Net cash inflow / (outflow) from operating activities (see below)		(371,467)	1,210,066
Capital expenditure and financial investment			
Purchase of tangible fixed assets	214,536		145,625
Proceeds from sale of fixed assets	-		-
Purchase of investments	692,798		446,959
(Decrease) / Increase in cash held by stockbrokers	109,154		(175,455)
Proceeds from sale of investments	<u>(301,954)</u>		<u>(262,362)</u>
Net cash outflow from capital expenditure and financial investment		(714,534)	(154,767)
Increase/(Decrease) in cash in the year (see below)		<u>(1,086,001)</u>	<u>1,055,299</u>
Reconciliation of changes in resources to net cash inflow from operating activities			
		2013 £	2012 £
Changes in resources before revaluations		326,300	558,180
Depreciation		144,338	149,745
Profit on disposal of Investments		(25,662)	(27,160)
Increase/(decrease) in creditors		(725,821)	602,636
(Increase)/decrease in debtors		(93,115)	(73,375)
Decrease in stocks		2,493	40
		<u>(371,467)</u>	<u>1,210,066</u>
Reconciliation of net cash flow			
	At 1.4.2012 £	Cash flow £	At 31.3.2013 £
Bank balances	<u>2,599,897</u>	<u>(1,086,001)</u>	<u>1,513,896</u>

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

1. CHARITABLE ACTIVITIES

	2013	2012
	£	£
Salaries	2,129,923	1,853,099
Depreciation	132,960	137,925
Medical supplies	260,767	251,780
Food	69,000	58,854
Heat and lighting	79,370	51,398
Repairs and renewals	99,828	123,626
Cleaning	27,206	28,572
Other	42,430	35,492
Support costs (note 3)	522,711	496,283
	<u>3,364,195</u>	<u>3,037,029</u>

2. COST OF GENERATING FUNDS

	2013	2012
	£	£
(a) Costs of generating voluntary income – salaries	<u>31,932</u>	30,498
(b) Fundraising costs :		
Salaries	143,515	144,213
Depreciation	11,377	11,820
Charity shop costs (including salaries £73,368)	183,067	127,133
Purchase of promotional goods	38,570	46,491
Lottery costs (including salaries £115,154)	315,267	283,530
Printing, stationery and advertising	14,293	13,355
Postage and telephone	10,185	5,292
Fundraising expenditure	98,683	102,880
Other	24,148	24,796
	<u>839,105</u>	<u>759,510</u>

3. SUPPORT COSTS

	2013	2012
	£	£
Salaries	450,518	421,884
Printing, stationery and advertising	26,339	34,983
Postage and telephone	11,605	8,241
Accountancy and payroll charges	6,945	6,018
Insurance	27,304	25,157
	<u>522,711</u>	<u>496,283</u>

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

4. GOVERNANCE COSTS

	2013	2012
	£	£
Audit fees	9,667	9,216
Legal and professional costs	15,164	24,787
Salaries	8,053	7,663
	<u>32,884</u>	<u>41,666</u>

5. DIRECTORS AND EMPLOYEES

Staff costs during the year were as follows

	2013	2012
	£	£
Wages and salaries	2,630,358	2,313,504
Social security costs	185,084	170,894
Other pension costs	137,021	126,644
	<u>2,952,463</u>	<u>2,611,042</u>

Average number of employees	<u>140</u>	<u>121</u>
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The analysis of employees by category is as follows:

	2013	2012
	Number	Number
Direct charitable	91	77
Fund-raising and publicity	26	20
Management and administration	13	14
Directors	<u>10</u>	<u>10</u>

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year was as follows:

	2013	2012
	Number	Number
£60,000 - £70,000	1	1
£70,000 - £80,000	<u>1</u>	<u>1</u>

The employee earning over £70,000 participated in the NHS defined benefit pension scheme.
 No employee earned more than £80,000 in the year.
 No directors' fees were paid during the year and no expenses were reimbursed to trustees.

The group operates a number of defined contribution pension schemes for the benefit of the employees. The assets of the schemes are administered by trustees in funds independent from those of the group.

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

The Charity has arrangements with a number of staff who are not paid through the company payroll, but through a recharging agreement with third parties. The arrangements are in place to ensure continuity of service and protection of benefits for those staff whose careers are within the Health Service and the Church. The total amount paid under such agreements in 2013 was £136,086. The posts and third parties involved are as follows:

Consultant, Medical Officers & Chaplain - Wirral University Teaching Hospital NHS Foundation Trust

Psychologist – Southport & Ormskirk NHS Trust

6. TAXATION

The company has been granted charitable status and is thus generally exempt from Corporation Tax. All taxable trading income is received by the company's subsidiary undertaking, which transfers its net income to the company by means of a gift-aid payment.

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

7. NET INCOME FOR THE YEAR

The net income for the year is stated after charging:

	2013	2012
	£	£
Depreciation	144,338	149,745
Auditors remuneration	9,677	9,216

and after crediting:

Voluntary income:		
Legacies	588,213	1,213,032
In memoriam	165,720	137,686
General donations	52,254	114,551
Gift Aid	81,146	62,483
	887,333	1,527,752

Investment income from:

Listed investments	111,379	79,641
Bank deposits	27,420	20,538
	138,799	100,179

Income from charitable activities:

Grants from Wirral Primary Care Trusts	1,753,778	1,385,906
Hospice at Home Income	163,893	-
Sundry Income	123,360	94,263
	2,041,031	1,480,169

Activities for generating funds:

Fund-raising events	479,018	360,451
Charity shop sales	323,802	229,551
Subsidiary's turnover	88,961	98,755
Lottery income	639,109	624,456
	1,530,890	1,313,213

The Charity has one wholly owned trading subsidiary, which is incorporated in England and Wales.

Wirral Hospice St John's Enterprises Limited is engaged in the sale of goods for the benefit of Wirral Hospice, St John's.

Wirral Hospice St John's Enterprises Limited has transferred its profits to the Charity.

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

THE SUBSIDIARY'S PROFIT AND LOSS ACCOUNT CAN BE SUMMARISED AS FOLLOWS:

	2013	2012
	£	£
Turnover	88,961	98,755
Cost of sales	(38,570)	(46,491)
Gross profit	50,391	52,564
Administrative expenses	(29,333)	(32,698)
Transfer to Hospice	(21,058)	(19,566)
Profit retained	-	-

The subsidiary's balance sheet can be summarised as follows:

	2013	2012
Current assets	173,441	133,699
Current liabilities	173,439	133,697
	2	2
Share capital	2	2
Profit and loss account	-	-
	2	2

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

8. TANGIBLE FIXED ASSETS

The Group and the Company

	Hospice premises £	Computer, medical & office equipment £	Charity shops £	Motor vehicles £	Total £
Cost					
At 1 April 2012	5,073,866	1,049,655	81,982	84,742	6,290,245
Additions	161,333	53,203	-	-	214,536
At 31 March 2013	5,235,199	1,102,858	81,982	84,742	6,504,781
Depreciation					
At 1 April 2012	878,313	955,210	45,401	72,777	1,951,701
Charge for the year	105,393	21,920	5,060	11,965	144,338
At 31 March 2013	983,706	977,130	50,461	84,742	2,096,039
Net book amount at 31 March 2013	4,251,493	125,728	31,521	-	4,408,742
Net book amount at 31 March 2012	4,195,553	94,445	36,581	11,965	4,338,544

The net book amount at 31 March 2013 in respect of land and buildings comprises freehold property of £4,251,493

The net book amount at 31 March 2013 represents fixed assets used for:

	Hospices premises £	Computer, medical & office equipment £	Charity shops £	Motor vehicles £	Total £
Charitable activities	4,058,187	95,415	-	-	4,153,602
Fund-raising	193,306	30,313	-	-	223,619
Charity shops	-	-	31,521	-	31,521
	4,251,493	125,728	31,521	-	4,408,742

The net amount at 31 March 2013 in respect of Charity shops comprises freehold property £28,482 and fixtures and fittings £ 3,039

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

9. INVESTMENTS

	The Group		The Company	
	2013	2012	2013	2012
	£	£	£	£
Quoted investments at market value	3,473,620	2,555,444	3,473,620	2,555,444
Cash held by stockbrokers	183,949	74,795	183,949	74,795
Investment in subsidiary undertaking at cost	-	-	2	2
	<u>3,657,569</u>	<u>2,630,239</u>	<u>3,657,571</u>	<u>2,630,241</u>
Quoted investments			£	£
Market value				
At 1 April 2012			2,555,444	2,307,071
Additions at cost			692,798	446,959
Disposal proceeds			(301,954)	(262,362)
Profit on disposals			25,662	27,160
Increase in unrealised gain			501,670	36,616
At 31 March 2013			<u>3,473,620</u>	<u>2,555,444</u>
Cost			<u>2,713,631</u>	<u>2,297,123</u>

All investments held represent investments listed on the UK stock exchange and have been acquired in accordance with the powers available to the trustees. The portfolio comprises equities £2,772,394 and gilts £701,226

The historical cost amount of quoted investments is £2,713,631 (2012: £2,297,123). The total unrealised gain to date amounts to £759,989 (2012: £258,319). This amount is included within the Hospice's general fund.

Investment in subsidiary undertaking

The investment in subsidiary undertaking represents a 100% holding in the Ordinary share capital of Wirral Hospice St John's Enterprises Limited. The company holds 2 Ordinary shares, being 100% of the subsidiary's issued share capital. The purpose of the company, which is incorporated in England and Wales, is to undertake the trading activities of the Hospice (buying and selling Christmas cards and other goods).

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

10. STOCKS

	The Group		The Company	
	2013	2012	2013	2012
	£	£	£	£
Fund-raising goods	<u>7,065</u>	<u>9,558</u>	<u>-</u>	<u>-</u>

11. DEBTORS

	The Group		The Company	
	2013	2012	2013	2012
	£	£	£	£
Prepayments and accrued income	145,217	32,654	145,217	32,654
Due from subsidiary undertaking	-	-	173,442	133,700
Other debtors	120,333	139,781	120,333	139,781
	<u>265,550</u>	<u>172,435</u>	<u>438,992</u>	<u>306,135</u>

12. BANK BALANCES

	The Group		The Company	
	2013	2012	2013	2012
	£	£	£	£
Bank balances	1,513,229	2,599,146	1,346,973	2,475,124
Petty cash	667	751	546	631
	<u>1,513,896</u>	<u>2,599,897</u>	<u>1,347,519</u>	<u>2,475,755</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	The Group		The Company	
	2013	2012	2013	2012
	£	£	£	£
Trade creditors	13,098	19,118	13,098	19,120
Social security and other taxes	55,211	53,218	55,211	53,218
Other creditors and accruals	91,211	159,103	91,213	159,103
Deferred income	205,096	858,998	205,096	858,998
	<u>364,616</u>	<u>1,090,437</u>	<u>364,618</u>	<u>1,090,439</u>

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

Deferred income

The Group and the Company

	Total £	Activities in furtherance of the charity's objects £	Lottery income £
As at 1 April 2012	858,998	761,649	97,349
Released to income in the year	(858,998)	(761,649)	(97,349)
Deferred in the year	<u>205,096</u>	<u>95,122</u>	<u>109,974</u>
As at 31 March 2013	<u>205,096</u>	<u>95,122</u>	<u>109,974</u>

Deferred income comprises lottery income received in advance and grants and donations which the donor has specified must be used in future accounting periods.

14. RESERVES

The Group and the Company

	Unrestricted General funds £	Unrestricted Fixed Assets £	Unrestricted Development funds £	Restricted Funds £	Total £
As at 1 April 2012	6,515,858	0	250,000	1,894,378	8,660,236
(Deficit) / Surplus for the year	753,113	-	-	74,857	827,970
Transfers	(3,063,065)	2,563,065	500,000	-	-
As at 31 March 2013	<u>4,205,906</u>	<u>2,563,065</u>	<u>750,000</u>	<u>1,969,235</u>	<u>9,488,206</u>

Represented by:

Tangible fixed assets	-	2,563,065	-	1,845,677	4,408,742
Investments	3,657,569	-	-	-	3,657,569
Cash at bank and in hand	640,338	-	750,000	123,558	1,513,896
Other net current assets / (liabilities)	(92,001)	-	-	-	(92,001)
	<u>4,205,906</u>	<u>2,563,065</u>	<u>750,000</u>	<u>1,969,235</u>	<u>9,488,206</u>

The parent undertaking has taken advantage of Section 408 of the Companies Act 2006 and has not included its own profit and loss account in these financial statements.

The group surplus for the year includes a surplus from the parent company of £827,970 (2012: £594,796), which is dealt with in the financial statements of the company.

The unrestricted development funds are in place to cover major capital developments including the implementation of a new information technology system and fixed asset additions.

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013

15. RESTRICTED FUNDS

The Group and the Company

	At 1.4.12	Incoming Resources	Resources Expended	At 31.03.13
	£	£	£	£
Sunrise Appeal	589,342	-	(17,617)	571,725
Specialist Palliative Care	42,963	40,118	(24,830)	58,251
Wish List	2,660	-	(2,660)	0
Anniversary Appeal	769,413	-	(15,618)	753,795
Inpatient Refurbishment	490,000	-	(10,000)	480,000
Kitchen Appeal	0	40,976	(820)	40,156
Equipment Legacy	0	76,563	(11,255)	65,308
	<u>1,894,378</u>	<u>157,657</u>	<u>(82,800)</u>	<u>1,969,235</u>

The above funds represent amounts received to finance, in the main, capital expenditure.

The Sunrise Appeal raised over £1m to fund the construction of a new purpose built Inpatient hospice which opened in 1996.

Specialist Palliative Care consists of various receipts from Wirral NHS for funding for specific improvements to our service.

Wish List comprises of donations received for a nominated purpose.

The Anniversary Appeal raised funds to construct a new Outpatient Service building which was completed in 2008.

The Inpatients Refurbishment was a grant received from the Department of Health for the remodeling and improvement of the Inpatients Ward of the Hospice. This has been included within Hospice Premises in fixed assets.

The Kitchen Appeal raised funds to redevelop the Hospice Kitchen, which was completed in 2012

The Equipment Legacy is a legacy received during the year specifically restricted to the purchase of equipment. The expenditure during the year relates to clinical equipment, electric profiling beds and mattresses.

16. LIMITED LIABILITY

The company is limited by guarantee and has no share capital. Approval has been obtained to dispense with "Limited" in the name of the company, being a charitable organisation.

17. CONTINGENT LIABILITIES

Neither the group nor the company had any contingent liabilities at 31 March 2013 or 31 March 2012

18. CAPITAL COMMITMENTS

Neither the group nor the company had any capital commitments liabilities at 31 March 2013 or 31st March 2012.

19. OPERATING LEASE COMMITMENTS

The amounts payable in the next year in respect of operating leases for land and buildings are shown below, analysed according to the expiry date of the leases.

	The Group		The Company	
	2013	2012	2013	2012
	£	£	£	£
Within one year	27,235	19,734	27,235	19,734
Between one and two years	0	7,800	0	7,800
More than five years	18,000	18,000	18,000	18,000
	45,235	45,534	45,235	45,534

20. RELATED PARTY TRANSACTIONS

During the year, the company paid £1,800 (31st March 2012: £2,100) including VAT for accountancy advice to Grant Thornton UK LLP.

G M Ridgway, the company's Treasurer, is an employee of Grant Thornton UK LLP. There was no outstanding balance at the year-end.

During the year, the company paid £11,538 (31st March 2012: £2,880) including VAT for legal advice to Brabners LLP.

S. Burrows, a Trustee, is a non executive director of Brabners LLP. There was no outstanding balance at the year-end.

WIRRAL HOSPICE, ST JOHN'S

NOTES TO THE ACCOUNTS

As at 31 March 2013
