

**Group Statement of Financial Activities  
(incorporating an Income and Expenditure Account)  
for the year ended 31 March 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Income:</b>					
Donations and gifts	4	1,891,411	99,450	<b>1,990,861</b>	1,564,154
Legacies	5	304,421	-	<b>304,421</b>	255,816
Other trading activities					
Fundraising events & similar income		177,573	-	<b>177,573</b>	150,059
Friends of St Clare branches	6	4,167	-	<b>4,167</b>	9,725
Trading Company turnover	7	1,521,251	-	<b>1,521,251</b>	1,291,178
		<u>1,702,991</u>	<u>-</u>	<b><u>1,702,991</u></b>	<u>1,450,962</u>
Income from charitable activities	8	1,958,513	14,454	<b>1,972,967</b>	1,851,837
Investment income and interest		18,415	-	<b>18,415</b>	21,965
Other income		23,244	-	<b>23,244</b>	20,944
<b>Total income</b>		<u>5,898,995</u>	<u>113,904</u>	<b><u>6,012,899</u></b>	<u>5,165,678</u>
<b>Expenditure:</b>					
Raising funds					
Fundraising expenditure	9	451,580	-	<b>451,580</b>	534,605
Friends of St Clare branches	6	25	-	<b>25</b>	120
Trading Company expenses	7	1,087,974	-	<b>1,087,974</b>	1,038,669
		<u>1,539,579</u>	<u>-</u>	<b><u>1,539,579</u></b>	<u>1,573,394</u>
Charitable activities					
Patient care	10	3,627,719	71,008	<b>3,698,727</b>	3,567,375
Education and research		-	13,892	<b>13,892</b>	12,776
		<u>3,627,719</u>	<u>84,900</u>	<b><u>3,712,619</u></b>	<u>3,580,151</u>
<b>Total expenditure</b>	12	<u>5,167,298</u>	<u>84,900</u>	<b><u>5,252,198</u></b>	<u>5,153,545</u>
<b>Net income for year</b>		<u>731,697</u>	<u>29,004</u>	<b><u>760,701</u></b>	<u>12,133</u>
Transfers between funds		176,102	(176,102)	-	-
<b>Net movement in funds</b>		<u>907,799</u>	<u>(147,098)</u>	<b><u>760,701</u></b>	<u>12,133</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward at 1 April		5,617,898	258,202	<b>5,876,100</b>	5,863,967
<b>Total funds carried forward at 31 March</b>	22	<u>6,525,697</u>	<u>111,104</u>	<b><u>6,636,801</u></b>	<u>5,876,100</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities of the group.

The detailed comparative information for the statement of financial activities is included in note 25.

**Group and Charity Balance Sheets as at 31 March 2017**

	Notes	Group		Charity	
		2017	2016	2017	2016
		£	£	£	£
<b>Fixed assets</b>					
Intangible assets	14	45,907	28,482	45,907	28,482
Tangible assets	15	3,017,921	2,360,825	2,945,917	2,280,883
Investments	16	-	-	2	2
		<u>3,063,828</u>	<u>2,389,307</u>	<u>2,991,826</u>	<u>2,309,367</u>
<b>Current assets</b>					
Stocks		15,115	16,168	-	-
Debtors and prepayments	17	290,728	547,008	648,429	768,884
Bank deposits		3,462,758	3,133,401	3,155,935	2,931,553
Cash at bank and in hand		159,145	125,081	50,783	52,582
Friends branch funds	6	867	1,270	867	1,270
		<u>3,928,613</u>	<u>3,822,928</u>	<u>3,856,014</u>	<u>3,754,289</u>
<b>Creditors: amounts falling due within one year</b>	18	(355,640)	(336,135)	(214,138)	(196,312)
<b>Net current assets</b>		<u>3,572,973</u>	<u>3,486,793</u>	<u>3,641,876</u>	<u>3,557,977</u>
<b>Net assets</b>		<u>6,636,801</u>	<u>5,876,100</u>	<u>6,633,702</u>	<u>5,867,344</u>
<b>Funds:</b>					
Unrestricted funds	22	6,525,697	5,617,898	6,522,598	5,609,142
Restricted funds	22	111,104	258,202	111,104	258,202
<b>Total funds</b>		<u>6,636,801</u>	<u>5,876,100</u>	<u>6,633,702</u>	<u>5,867,344</u>

Approved by the Board of Trustees and authorised for issue on 25 July 2017  
and signed on its behalf by:



**Patrick Foster**  
Chair of Board of Trustees



**David Thomson**  
Chair of Finance Committee

**Group Cash Flow Statement for the year ended 31 March 2017**

	2017 £	2017 £	2016 £	2016 £
<b>Cash flows from operating activities:</b>				
Net cash inflow / (outflow) from operating activities (note 1 below)		1,270,716		(75,966)
<b>Cash flows from investing activities:</b>				
Interest received	18,415		21,965	
Acquisition of intangible fixed assets	(25,936)		(29,720)	
Purchase of tangible fixed assets	<u>(900,177)</u>		<u>(78,800)</u>	
<b>Net cash outflow from investing activities</b>		<b>(907,698)</b>		<b>(86,555)</b>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>		<b><u>363,018</u></b>		<b><u>(162,521)</u></b>
<b>Analysis of changes in cash and cash equivalents during the year:</b>				
Total as at 1 April		3,259,752		3,422,273
Increase / (decrease) in cash and cash equivalents in the year		363,018		(162,521)
<b>Total as at 31 March (note 2 below)</b>		<b><u>3,622,770</u></b>		<b><u>3,259,752</u></b>

**Notes to the Group Cash Flow Statement**

<b>1 Reconciliation of net income to net cash flow from operating activities</b>	<b>2017 £</b>	<b>2016 £</b>
<b>Net income (as per statement of financial activities)</b>	<b>760,701</b>	<b>12,133</b>
<b>Adjustments for:</b>		
Interest received	(18,415)	(21,965)
Amortisation of intangible fixed assets	8,511	1,238
Depreciation of tangible fixed assets	243,081	218,363
Decrease / (increase) in stocks	1,053	(2,934)
Decrease / (increase) in debtors	256,280	(311,468)
Increase in creditors	19,505	28,667
<b>Net cash inflow / (outflow) from operating activities</b>	<b><u>1,270,716</u></b>	<b><u>(75,966)</u></b>
<b>2 Analysis of cash and cash equivalents</b>	<b>2017 £</b>	<b>2016 £</b>
Bank deposits	3,462,758	3,133,401
Cash at bank and in hand	159,145	125,081
Friends branch funds	867	1,270
<b>Total as at 31 March</b>	<b><u>3,622,770</u></b>	<b><u>3,259,752</u></b>

## Notes forming part of the financial statements for the year ended 31 March 2017

### 1 Accounting policies

#### (a) Basis of preparation

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), Companies Act 2006 and Charities Act 2011.

The Hospice 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 note(s).

#### (b) Company status

The Charity is a company limited by guarantee and has no share capital. The company is incorporated in England and Wales, and its registered office is St Clare Hospice, Hastingwood Road, Hastingwood, Essex CM17 9JX.

In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity. The Members of the Charity are the Trustees named on page 2.

#### (c) Going concern

The Trustees have at the time of approving the financial statements, a reasonable expectation that the Charity has adequate resources to continue to adopt the going concern basis of accounting in preparing the financial statements.

#### (d) Group financial statements

The financial statements consolidate the results of the Charity and its wholly owned subsidiary, St Clare Hospice Trading Company Limited, on a line by line basis.

No separate statement of financial activities has been presented for the Charity alone as permitted by Section 408 of the Companies Act 2006.

#### (e) Fund accounting

Unrestricted funds are those available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Designated funds are those earmarked by the Trustees for a particular purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes.

Investment income and gains are allocated to the unrestricted or restricted fund as appropriate.

#### (f) Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where income has related expenditure (as with fundraising or contract income), the income and related expenditure are reported gross in the statement of financial activities.

Donations, grants and gifts are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

Income from Gift Aid tax reclaims for any donations with relevant Gift Aid certificates is recognised in income for the year. Any amounts of Gift Aid not received by the year end are accounted for in income and as accrued income in debtors.

Income from NHS contracts, government and other grants, whether 'capital' grants or 'revenue' grants, are recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken on a case by case basis. Usually, the Charity would not recognise any legacy income if there has been no communication from the Executor of the estate. For pecuniary legacies, the Charity would usually recognise the income once communication has been received from the Executor that there are sufficient net assets available to pay the legacy. For residual legacies, the Charity would usually only recognise once the estate accounts have been approved, or after other communication has been received from the Executor confirming entitlement and amount due.

## Notes forming part of the financial statements for the year ended 31 March 2017

Income received in advance for a grant received relating to the following year are deferred until the criteria for income recognition are met.

Lottery income is accounted for in respect of those draws that have taken place in the year.

Retail sales income is recognised on point of sale for both donated and purchased goods.

Funds raised by Friends branches are consolidated within the Charity's accounts.

### (g) Donated goods and services

Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

Donated professional services and facilities are included in income at the estimated value of the gift to the Charity when received, based on the amount that the Charity would have been prepared to pay for these services or facilities had it been required to purchase them, with a corresponding entry in the appropriate expenditure heading for the same amount. Donated fixed assets are similarly taken to income at the value to the Charity with the other entry being capitalised in fixed assets.

### (h) Expenditure

Expenditure is included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Fundraising expenditure includes costs directed to raising funds to finance the charitable objects and to promote the activities of the Charity.

Charitable activities include expenditure associated with providing Hospice care services to patients, their carers, families and friends and include both the direct and support costs relating to those activities.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources e.g. allocating premises costs by floor area, staff costs by time spent, and other costs by their usage.

### (i) Volunteers services

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the Trustees' annual report.

### (j) Pension costs

The Charity contributes to defined benefit and defined contribution schemes on behalf of its employees.

The pension costs charged in the Financial Statements represent the contributions payable by the Charity during the year, in accordance with Financial Reporting Standard 17.

A number of employees are members of the National Health Service Pension Scheme. This is a defined benefits scheme, the assets of which are held independently of the Charity. The assets relating to the Charity's employees cannot be separately identified and, in accordance with FRS 17, are not included in the Balance Sheet. Employees who are not eligible to join the NHS Pension Scheme are able to join one of two Group Personal Plans, which are both defined contribution schemes.

For all schemes, the Charity has no liability beyond making its contributions and paying across deductions for the employees' contributions.

Where employees' salaries are allocated to unrestricted and restricted funds, the pension costs related to those employees, are allocated to the same funds.

### (k) Intangible fixed assets and amortisation

Intangible fixed assets costing more than £1,000 are capitalised.

Amortisation is provided on all intangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful lives as follows:

Computer software	over 4 years
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## Notes forming part of the financial statements for the year ended 31 March 2017

### (l) **Tangible fixed assets and depreciation**

Tangible fixed assets costing more than £500 are capitalised.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful lives as follows:

Freehold land	Nil
Freehold buildings	over 50 years
Freehold building adaptations	over 10 years
Furniture, equipment and medical equipment	over 5 years
Telephones	over 5 years
Computer equipment	over 4 years
Motor vehicles	over 4 years

### (m) **Stock**

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value. Items donated for resale are not included in the financial statements until they are sold, because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which record these items until they are sold and undertaking a stock take would incur undue cost for the Charity which far outweighs the benefits.

### (n) **Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### (o) **Operating leases**

Operating leases are recognised over the period of which the lease falls due.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period of the lease.

## 2 **Judgements and key sources of estimation uncertainty**

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 15 for the carrying amount of the tangible fixed assets and note 1 for the useful economic lives for each class of asset.

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**3 Financial activities of the Charity**

The financial activities shown in the consolidated statement includes those of the Charity's wholly owned subsidiary, St Clare Hospice Trading Company Limited.

A summary of the financial activities undertaken by the Charity is set out below:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Total income	4,930,582	4,127,009
Total expenditure	(4,164,224)	(4,114,876)
<b>Net income for year</b>	<b>766,358</b>	<b>12,133</b>
Total funds brought forward	5,867,344	5,855,211
<b>Total funds carried forward</b>	<b>6,633,702</b>	<b>5,867,344</b>
<b>Represented by:</b>		
Unrestricted income funds	6,522,598	5,609,142
Restricted income funds	111,104	258,202
	<b>6,633,702</b>	<b>5,867,344</b>

**4 Donations and gifts**

	Unrestricted Funds	Restricted Funds	<b>Total 2017</b>
	£	£	£
Individuals	546,228	200	<b>546,428</b>
Appeals	45,229	-	<b>45,229</b>
Charitable Trusts	77,569	99,250	<b>176,819</b>
Community	253,103	-	<b>253,103</b>
Corporate	178,430	-	<b>178,430</b>
Donations from retail Gift Aid scheme	232,668	-	<b>232,668</b>
Retail Gift Aid	58,184	-	<b>58,184</b>
Gifts in kind	500,000	-	<b>500,000</b>
	<b>1,891,411</b>	<b>99,450</b>	<b>1,990,861</b>
	Unrestricted Funds	Restricted Funds	<i>Total</i> 2016
	£	£	£
Individuals	533,169	98,825	631,994
Appeals	65,342	-	65,342
Charitable Trusts	86,414	99,860	186,274
Community	211,116	-	211,116
Corporate	137,336	-	137,336
Donations from retail Gift Aid scheme	265,669	-	265,669
Retail Gift Aid	66,423	-	66,423
	<b>1,365,469</b>	<b>198,685</b>	<b>1,564,154</b>

Gifts in kind comprise of contributions towards costs of a new building. A corresponding amount is included within fixed assets.

**5 Legacies**

In addition to legacies received during the year, the Charity is the beneficiary of further legacies which have not been included in the financial statements, as either entitlement of the legacies have not been established, it is not yet considered probable that they will be received or they cannot be reliably quantified.

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**6 Net income from Friends branches**

There are four Friends groups that raise funds for the Hospice. Their accounts are consolidated within the Charity's accounts.

	2017 £	2016 £
Income	4,167	9,725
Fundraising expenditure	<u>(25)</u>	<u>(120)</u>
Net income	4,142	9,605
Amount remitted to St Clare West Essex Hospice Care Trust	<u>4,545</u>	<u>9,512</u>
Decrease in retained funds	(403)	93
Friends branch funds brought forward	1,270	1,177
Balance at 31 March	<u><u>867</u></u>	<u><u>1,270</u></u>

**7 Net income from trading activities of subsidiary company**

The Charity has one wholly owned trading subsidiary, St Clare Hospice Trading Company Limited, which is registered in England and Wales, company number 2951374.

The principal activities of St Clare Hospice Trading Company Limited are the sale of purchased and donated goods in support of St Clare West Essex Hospice Care Trust through its shops, and the operation of a lottery.

<b>St Clare Hospice Trading Company Limited Profit and loss account</b>	2017 £	2016 £
Turnover	1,521,251	1,291,178
Cost of sales & administration expenses	(1,087,974)	(1,038,669)
Rent payable to St Clare West Essex Hospice Care Trust	<u>(10,000)</u>	<u>(5,000)</u>
Net profit	<u><u>423,277</u></u>	<u><u>247,509</u></u>
Amount gift-aided to the Charity	428,934	247,509
Retained in subsidiary	<u>(5,657)</u>	<u>-</u>
	<u><u>423,277</u></u>	<u><u>247,509</u></u>

The aggregate of the assets, liabilities and funds at 31 March was:

Assets	637,322	508,954
Liabilities	<u>(634,221)</u>	<u>(500,196)</u>
Funds	<u><u>3,101</u></u>	<u><u>8,758</u></u>

**8 Income from charitable activities**

	2017 £	2016 £
NHS West Essex - Clinical Commissioning Group Contract for patient care services	1,867,651	1,713,955
NHS East and North Hertfordshire - Clinical Commissioning Group Contract for patient care services	45,330	43,967
Reimbursement of medical consultant costs	45,532	37,159
Research & development (restricted income)	14,454	11,756
Patient care system contribution (restricted income)	-	45,000
	<u><u>1,972,967</u></u>	<u><u>1,851,837</u></u>

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**9 Costs of raising funds**

	Direct costs	Support costs (note 11)	<b>Total 2017</b>
	£	£	£
Fundraising expenditure	311,287	140,293	<b>451,580</b>
Friends of St Clare branches	25	-	<b>25</b>
Trading Company expenses	1,087,974	-	<b>1,087,974</b>
	<u>1,399,286</u>	<u>140,293</u>	<u><b>1,539,579</b></u>
	Direct costs	Support costs	<i>Total</i>
	£	(note 11)	2016
	£	£	£
Fundraising expenditure	402,357	132,248	534,605
Friends of St Clare branches	120	-	120
Trading Company expenses	1,038,669	-	1,038,669
	<u>1,441,146</u>	<u>132,248</u>	<u>1,573,394</u>

**10 Patient care costs**

	Direct costs	Support costs (note 11)	<b>Total 2017</b>
	£	£	£
Inpatient unit	1,081,249	732,056	<b>1,813,305</b>
Day Therapy and Outpatients	304,404	228,187	<b>532,591</b>
Community service	400,443	103,395	<b>503,838</b>
Hospice at Home	529,782	119,539	<b>649,321</b>
Patient and Family Support	160,841	38,831	<b>199,672</b>
	<u>2,476,719</u>	<u>1,222,008</u>	<u><b>3,698,727</b></u>
	Direct costs	Support costs	<i>Total</i>
	£	(note 11)	2016
	£	£	£
Inpatient unit	1,053,277	671,825	1,725,102
Day Therapy and Outpatients	300,395	218,986	519,381
Community service	431,436	97,325	528,761
Hospice at Home	503,883	113,581	617,464
Patient and Family Support	139,954	36,713	176,667
	<u>2,428,945</u>	<u>1,138,430</u>	<u>3,567,375</u>

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**11 Support costs**

	Fundraising	Inpatient unit	Day Therapy and Outpatients	Community Service	Hospice at Home	Patient and Family Support	Basis of allocation	Total 2017 £
Management and HR	43,681	214,438	47,653	39,711	39,711	11,913	Staff Time	<b>397,107</b>
Insurance costs	972	13,022	3,499	583	972	389	Floor space	<b>19,437</b>
Volunteer services	3,181	9,859	14,949	-	3,181	636	Usage	<b>31,806</b>
Premises and facilities	17,668	236,746	63,604	10,601	17,668	7,067	Floor space	<b>353,354</b>
Catering and cleaning	6,260	107,982	31,299	3,130	3,130	4,695	Staff Time	<b>156,496</b>
Communications	18,990	30,386	18,990	11,394	11,394	3,798	Staff Time	<b>94,952</b>
I T	16,368	42,088	23,382	15,199	15,199	4,676	Staff Time	<b>116,912</b>
Office costs	28,978	74,255	23,544	21,733	27,166	5,433	Staff Time	<b>181,109</b>
Governance costs	522	3,280	1,267	1,044	1,118	224	Usage	<b>7,455</b>
Legal fees	3,673	-	-	-	-	-	Usage	<b>3,673</b>
<b>TOTALS</b>	<b>140,293</b>	<b>732,056</b>	<b>228,187</b>	<b>103,395</b>	<b>119,539</b>	<b>38,831</b>		<b>1,362,301</b>

	Fundraising	Inpatient unit	Day Therapy and Outpatients	Community Service	Hospice at Home	Patient and Family Support	Basis of allocation	Total 2016 £
Management and HR	37,033	181,798	40,399	33,666	33,666	10,100	Staff Time	336,662
Insurance costs	913	12,226	3,285	548	913	365	Floor space	18,250
Volunteer services	4,113	12,747	19,329	-	4,113	823	Usage	41,125
Premises and facilities	16,010	214,533	57,636	9,606	16,010	6,404	Floor space	320,199
Catering and cleaning	5,742	99,046	28,709	2,871	2,871	4,306	Staff Time	143,545
Communications	24,024	38,437	24,024	14,414	14,414	4,805	Staff Time	120,118
I T	14,899	38,312	21,284	13,835	13,835	4,257	Staff Time	106,422
Office costs	27,576	70,665	22,406	20,682	25,853	5,171	Staff Time	172,353
Governance costs	502	3,155	1,219	1,004	1,076	215	Usage	7,171
Legal fees	1,436	906	695	699	830	267	Usage	4,833
<b>TOTALS</b>	<b>132,248</b>	<b>671,825</b>	<b>218,986</b>	<b>97,325</b>	<b>113,581</b>	<b>36,713</b>		<b>1,270,678</b>

**12 Total expenditure**

Net income is stated after charging:

	2017 £	2016 £
Amortisation of intangible fixed assets	<b>8,511</b>	1,238
Depreciation of tangible fixed assets	<b>243,081</b>	218,363
Auditors remuneration (including irrecoverable VAT)		
- Statutory audit	<b>17,600</b>	16,350
- Other services	-	2,898
Trustees indemnity insurance	<b>690</b>	668
Operating leases	<b>169,845</b>	183,661

As permitted by s.408 Companies Act 2006, the income and expenditure account of the Company is not presented in the Financial Statements.

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**13 Trustees' remuneration**

No Trustees received emoluments or were reimbursed expenses in the current or comparative year.

**14 Intangible fixed assets**

Intangible fixed assets acquired by the Charity represent computer software.

**Group**

	£
Cost	
At 1 April 2016	29,720
Additions	25,936
At 31 March 2017	<u>55,656</u>
Amortisation	
At 1 April 2016	1,238
Charge for year	8,511
At 31 March 2017	<u>9,749</u>
Carrying value at 31 March 2017	<u>45,907</u>
Carrying value at 31 March 2016	<u>28,482</u>

**Charity**

	£
Cost	
At 1 April 2016	29,720
Additions	25,936
At 31 March 2017	<u>55,656</u>
Amortisation	
At 1 April 2016	1,238
Charge for year	8,511
At 31 March 2017	<u>9,749</u>
Carrying value at 31 March 2017	<u>45,907</u>
Carrying value at 31 March 2016	<u>28,482</u>

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**15 Tangible fixed assets**

**Group**

	Freehold Land & Buildings £	Furniture & Equipment £	Total £
Cost			
At 1 April 2016	3,357,964	624,521	<b>3,982,485</b>
Additions	838,165	62,012	<b>900,177</b>
Disposals	-	(21,619)	<b>(21,619)</b>
At 31 March 2017	<u>4,196,129</u>	<u>664,914</u>	<u><b>4,861,043</b></u>
Depreciation			
At 1 April 2016	1,195,940	425,720	<b>1,621,660</b>
Charge for year	172,533	70,548	<b>243,081</b>
Disposals	-	(21,619)	<b>(21,619)</b>
At 31 March 2017	<u>1,368,473</u>	<u>474,649</u>	<u><b>1,843,122</b></u>
Net book value at 31 March 2017	<u><u>2,827,656</u></u>	<u><u>190,265</u></u>	<u><u><b>3,017,921</b></u></u>
Net book value at 31 March 2016	<u><u>2,162,024</u></u>	<u><u>198,801</u></u>	<u><u><b>2,360,825</b></u></u>

**Charity**

	Freehold Land & Buildings £	Furniture & Equipment £	Total £
Cost			
At 1 April 2016	3,357,964	455,583	<b>3,813,547</b>
Additions	838,165	48,820	<b>886,985</b>
Disposals	-	(19,803)	<b>(19,803)</b>
At 31 March 2017	<u>4,196,129</u>	<u>484,600</u>	<u><b>4,680,729</b></u>
Depreciation			
At 1 April 2016	1,195,940	336,724	<b>1,532,664</b>
Charge for year	172,533	49,418	<b>221,951</b>
Disposals	-	(19,803)	<b>(19,803)</b>
At 31 March 2017	<u>1,368,473</u>	<u>366,339</u>	<u><b>1,734,812</b></u>
Net book value at 31 March 2017	<u><u>2,827,656</u></u>	<u><u>118,261</u></u>	<u><u><b>2,945,917</b></u></u>
Net book value at 31 March 2016	<u><u>2,162,024</u></u>	<u><u>118,859</u></u>	<u><u><b>2,280,883</b></u></u>

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**16 Fixed asset investments**

	<b>Charity</b>	
	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Shares in subsidiary company:</b>		
St Clare Hospice Trading Company Limited	<u>2</u>	<u>2</u>

The Charity owns the whole of the issued share capital of St Clare Hospice Trading Company Limited, a company incorporated in England and Wales. The company exists solely to raise funds for the work of the Charity by the sale of donated and purchased goods and the operation of a lottery.

The Charity has taken advantage of the exemption in FRS 102 from disclosing related party transactions.

**17 Debtors and prepayments**

	<b>Group</b>		<b>Charity</b>	
	<b>2017</b>	<b>2016</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
St Clare Hospice Trading Company Limited	-	-	<b>492,719</b>	360,373
HMRC - income tax recoverable	<b>23,240</b>	30,723	<b>23,240</b>	30,723
Accrued legacy income	<b>41,500</b>	216,573	<b>41,500</b>	216,573
Interest due	<b>3,413</b>	5,688	<b>3,413</b>	5,688
Prepayments and other debtors	<b>222,575</b>	294,024	<b>87,557</b>	155,527
	<u><b>290,728</b></u>	<u>547,008</u>	<u><b>648,429</b></u>	<u>768,884</u>

**18 Creditors: amounts falling due within one year**

	<b>Group</b>		<b>Charity</b>	
	<b>2017</b>	<b>2016</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Interest free loans	<b>2,500</b>	2,500	<b>2,500</b>	2,500
Taxation and Social Security	<b>71,587</b>	67,289	<b>71,587</b>	67,289
Trade creditors	<b>64,981</b>	51,887	-	-
Other creditors	<b>202,120</b>	190,358	<b>125,599</b>	102,422
Accruals	<b>14,452</b>	24,101	<b>14,452</b>	24,101
	<u><b>355,640</b></u>	<u>336,135</u>	<u><b>214,138</b></u>	<u>196,312</u>

Included in other creditors are pension contributions amounting to £45,695 (2016: £52,857).

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**19 Staff costs**

	2017	2016
	£	£
Salaries	3,168,244	3,202,855
Social security costs	278,721	253,589
Pension costs	271,758	277,825
	<u>3,718,723</u>	<u>3,734,269</u>

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

	2017	2016
£60,001 - £70,000	1	1
£70,001 - £80,000	1	-
£100,001 - £110,000	1	1
£120,001 - £130,000	1	1

The average number of employees during the year was:

	2017	2016
Full time	72	75
Part time	62	53
	<u>134</u>	<u>128</u>

The average number of full time equivalent employees in the year was 106.7 (2016: 108.9).

**20 Key management personnel**

The Charity considers that the key management personnel comprise the Trustees and the Directors team. The total employee benefits of the key management personnel of the Charity were £447,871 (2016: £438,539).

**21 Analysis of net assets between funds**

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
<b>Group fund balances at 31 March 2017:</b>				
Intangible fixed assets	-	45,907	-	45,907
Tangible fixed assets	-	3,017,921	-	3,017,921
Current assets	3,817,509	-	111,104	3,928,613
Current liabilities	(355,640)	-	-	(355,640)
Total net assets	<u>3,461,869</u>	<u>3,063,828</u>	<u>111,104</u>	<u>6,636,801</u>
	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
<b>Group fund balances at 31 March 2016:</b>				
Intangible fixed assets	-	28,482	-	28,482
Tangible fixed assets	-	2,360,825	-	2,360,825
Current assets	3,564,726	-	258,202	3,822,928
Current liabilities	(336,135)	-	-	(336,135)
Total net assets	<u>3,228,591</u>	<u>2,389,307</u>	<u>258,202</u>	<u>5,876,100</u>

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**21 Analysis of net assets between funds (continued)**

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
<b>Charity fund balances at 31 March 2017:</b>				
Intangible fixed assets	-	45,907	-	<b>45,907</b>
Tangible fixed assets	-	2,945,917	-	<b>2,945,917</b>
Investments	-	2	-	<b>2</b>
Current assets	3,744,910	-	111,104	<b>3,856,014</b>
Current liabilities	(214,138)	-	-	<b>(214,138)</b>
Total net assets	<u>3,530,772</u>	<u>2,991,826</u>	<u>111,104</u>	<u><b>6,633,702</b></u>
<b>Charity fund balances at 31 March 2016:</b>				
Intangible fixed assets	-	28,482	-	<b>28,482</b>
Tangible fixed assets	-	2,280,883	-	<b>2,280,883</b>
Investments	-	2	-	<b>2</b>
Current assets	3,496,087	-	258,202	<b>3,754,289</b>
Current liabilities	(196,312)	-	-	<b>(196,312)</b>
Total net assets	<u>3,299,775</u>	<u>2,309,367</u>	<u>258,202</u>	<u><b>5,867,344</b></u>

**22 Statement of funds**

	At 1 April 2016 £	Income £	Expenditure £	Transfers £	At 31 March 2017 £
<b>Unrestricted funds:</b>					
General funds	3,228,591	5,898,995	(4,915,706)	(750,011)	<b>3,461,869</b>
Designated funds	<u>2,389,307</u>	-	<u>(251,592)</u>	<u>926,113</u>	<u><b>3,063,828</b></u>
	<u>5,617,898</u>	<u>5,898,995</u>	<u>(5,167,298)</u>	<u>176,102</u>	<u><b>6,525,697</b></u>
<b>Restricted funds:</b>					
Community Service fund	59,671	500	(33,800)	-	<b>26,371</b>
Day Therapy and IPU fund	-	33,950	(30,200)	(3,750)	-
Taylor Centre fund	94,360	40,000	-	(134,360)	-
Clinical system fund	45,000	-	(7,008)	(37,992)	-
Bereavement Service fund	-	25,000	-	-	<b>25,000</b>
Education & Research fund	<u>59,171</u>	<u>14,454</u>	<u>(13,892)</u>	<u>-</u>	<u><b>59,733</b></u>
	<u>258,202</u>	<u>113,904</u>	<u>(84,900)</u>	<u>(176,102)</u>	<u><b>111,104</b></u>
Total funds	<u>5,876,100</u>	<u>6,012,899</u>	<u>(5,252,198)</u>	<u>-</u>	<u><b>6,636,801</b></u>

Designated funds represent the net book value of fixed assets held by the Charity as these are not free reserves.

*Restricted funds:*

The Community service fund represents funds given by Trusts to develop the Hospice at Home service and the community palliative care service.

The Day Therapy and IPU fund represents funds given by Trusts and individuals to purchase equipment and fund other costs for these services.

The Taylor Centre fund represents funds given by Trusts and individuals to contribute towards costs for the new Taylor Centre building and associated equipment.

The clinical system fund represents funds given by a local healthcare organisation to purchase a new patient care records system for the Hospice.

The Bereavement Service fund represents funds given by Trusts to develop the Children's Bereavement Service.

The Education & Research fund represents funds for the further education of Doctors.

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**23 Related party transactions**

The Charity has taken advantage of the exemptions conferred by FRS102 not to disclose transactions with its wholly owned subsidiary. There were no other related party transactions in the current or comparative year which required

**24 Commitments under operating leases**

At 31 March, the group had outstanding commitments for future minimum lease payments under non-cancellable operating leases which fall due as follows:

	2017 £	2017 £	2016 £	2016 £
		<b>Other Land &amp; Building</b>	<i>Other</i>	<i>Land &amp; Building</i>
Operating leases which expire:				
within one year	2,675	106,014	7,726	127,830
between two and five years	362	74,948	3,048	174,198
	<u>3,037</u>	<u>180,962</u>	<u>10,774</u>	<u>302,028</u>

**Notes forming part of the financial statements  
for the year ended 31 March 2017**

**25 Prior year group statement of financial activities**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
<b>Income:</b>			
Donations and gifts	1,365,469	198,685	1,564,154
Legacies	255,816	-	255,816
Other trading activities			
Fundraising events & similar income	150,059	-	150,059
Friends of St Clare branches	9,725	-	9,725
Trading Company turnover	1,291,178	-	1,291,178
	<u>1,450,962</u>	<u>-</u>	<u>1,450,962</u>
Income from charitable activities	1,795,081	56,756	1,851,837
Investment income and interest	21,965	-	21,965
Other income	20,944	-	20,944
<b>Total income</b>	<u>4,910,237</u>	<u>255,441</u>	<u>5,165,678</u>
<b>Expenditure:</b>			
Raising funds			
Fundraising expenditure	534,605	-	534,605
Friends of St Clare branches	120	-	120
Trading Company expenses	1,038,669	-	1,038,669
	<u>1,573,394</u>	<u>-</u>	<u>1,573,394</u>
Charitable activities			
Patient care	3,489,586	77,789	3,567,375
Education and research	-	12,776	12,776
	<u>3,489,586</u>	<u>90,565</u>	<u>3,580,151</u>
<b>Total expenditure</b>	<u>5,062,980</u>	<u>90,565</u>	<u>5,153,545</u>
<b>Net income for year</b>	<u>(152,743)</u>	<u>164,876</u>	<u>12,133</u>
<b>Net movement in funds</b>	<u>(152,743)</u>	<u>164,876</u>	<u>12,133</u>
<b>Reconciliation of funds:</b>			
Total funds brought forward at 1 April	5,770,641	93,326	5,863,967
<b>Total funds carried forward at 31 March</b>	<u>5,617,898</u>	<u>258,202</u>	<u>5,876,100</u>