

THE DOROTHY HOUSE FOUNDATION LIMITED

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999



THE DOROTHY HOUSE FOUNDATION LIMITED

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FOR THE YEAR ENDED 31 MARCH 1999

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THE DOROTHY HOUSE FOUNDATION LIMITED

LEGAL AND ADMINISTRATIVE DETAILS

AS AT 31 MARCH 1999

Trustees	Mr William Henry Thomas Sheppard	Chairman
	Dr Stephen Rye	Vice-Chairman
	Mrs Sara Barber	
	Mrs Marjorie Broadhead	
	Mrs Helen Chalmers	
	Mr Arthur Thomas Cox	Hon Treasurer
	Mr Peter James Doherty	
	Mrs Julie Elizabeth Farrar	
	The Reverend Dora Irene Frost	
	Dr Stephen Hayward	
	Mr John Haydon Jackson	
	The Reverend Jonathan Lloyd	
	Mr George Scott	
	Mr Paddy Stewart-Morgan	
	Mrs Anne Margaret Toogood	
Secretary	Mr Roy Walton Wilson	
Registered Office	Winsley Bradford-on-Avon Wiltshire BA15 2LE	
Registered Number	1360961	
Registered Charity	275745	
Bankers	National Westminster Bank plc Bath	
Solicitors	Wood & Awdry Chippenham	
Auditors	Moore Stephens Bath	
Investment Fund Managers	Principal Investment Management Ltd Bath	

THE DOROTHY HOUSE FOUNDATION LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 1999

The Trustees submit the Report and Accounts for the year ended 31 March 1999.

Vision Statement:

To be known as a centre of excellence for co-ordinated specialist palliative care.

Mission Statement:

Dorothy House is a Christian Foundation, seeking to enhance the care of patients with life-threatening illness, and their families, in the environment they choose, regardless of creed, race or social status.

We offer, free of charge, domiciliary services, in-patient and day care facilities. We use a multi-disciplinary approach to meet physical, social, emotional and spiritual needs, together with practical help, counselling and support to the bereaved.

In addition, Dorothy House provides a resource for education and specialist advice to extend the skills of others - thereby raising standards of care.

Values:

To the best of our ability to strive:

- For the highest quality in all we do, to enable the best patient and family care.
- For effective, open and sensitive communication.
- To review and evaluate all our services.
- To share knowledge.
- To respect each person as an individual.
- To achieve our vision through teamwork and collaboration.
- For recognition of the commitment to staff and volunteers through support, education and development.

Governance:

The charity was created by a Trust Deed dated 15 June 1976. On 3 April 1978 the charity incorporated to become a company limited by guarantee, not having a share capital. Trustees are appointed by the members of the company. The number of serving trustees must not be less than five and not more than fifteen. The names of the Trustees as at 31 March 1999 are appended to this report; to this list is added the names of the Trustees who retired at the Annual General Meeting in September 1998.

The charity set up a trading subsidiary company in 1988, Minsterdeal Limited (Registered Company No 2259911) which handles a small range of bought-in goods for sale as part of fundraising activities. The Trustees appoint the directors of Minsterdeal Limited, and the whole of its profits are remitted to the charity.

THE DOROTHY HOUSE FOUNDATION LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 1999

Care System:

Families or close friends of the patients are included in care, participating in decisions over care regimes, place of care and related matters. Care of family/friends extends into their bereavement, where support is offered for up to a year after the patient's death.

In order to provide these services, the charity employs a range of skilled staff, including the following disciplines:

Nursing	Chaplaincy	Social Work
Medical	Physiotherapy	Lymphoedema

At all times these staff work in partnership with the Primary Care Health Team, with the aim of bringing relief to patients and family/friends in the areas of pain, aggravating symptoms, emotional and spiritual problems and social and financial difficulties. All of the Company's services relate to National Health Service services, and all attempt to provide a seamless service of care for the patient wherever he/she is.

All services are provided free of charge.

Financial Review:

The statement of financial activities for the year ended 31 March 1999 is set out on page 9. The statement shows net resources expended of £133,588 in the year. This, offset by unrealised gains in the value of investments of £6,529, has resulted in a decrease in funds of £127,059 to £4,009,018.

Incoming resources decreased to £2,188,276 due mainly to a significant fall in receipts from legacies.

Resources expended increased to £2,321,864 reflecting the full effect of the opening of 2 more beds at Winsley, the additional strengthening of management control and the costs of implementing the Foundation's fundraising strategy.

Property

During the year work, largely funded by a major donation from a charitable trust, was completed to develop one end of the Winsley hospice building into self contained facilities, primarily for educational purposes but also for use for fundraising events and for letting out to generate income for patient services.

In addition, the Foundation completed the purchase of freehold shop premises in Bradford-on-Avon.

Euro Currency

The charity considers that the potential introduction of the Euro currency will not have a material effect on its finances.

THE DOROTHY HOUSE FOUNDATION LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 1999

Year 2000 Compliance

The charity is aware of the need to consider potential "Year 2000" technology problems and is continuing to address this issue as part of the agreed work programme for 1999/2000.

Statement of Trustees' Responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the group and company, and of the profit or loss of the group for that period. In preparing those financial statements, the trustees are required to:

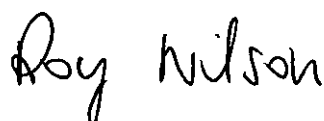
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the group will continue its business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the group and company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Moore Stephens, Chartered Accountants and Registered Auditors, have signified their willingness to continue in office and their reappointment will be proposed at the Annual General Meeting.

BY ORDER OF THE TRUSTEES



Roy Wilson
Secretary

20 August 1999

THE DOROTHY HOUSE FOUNDATION LIMITED

Appendix 1

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 1999

Trustees of the Company: 1998/99

Mr William Henry Thomas Sheppard	Chairman
Dr Stephen Rye	Vice-Chairman
Mrs Sara Barber	
Mrs Marjorie Broadhead	
Mrs Helen Chalmers	
Mr Arthur Thomas Cox	Hon Treasurer
Mr Peter James Doherty	
Mrs Julie Elizabeth Farrar	
The Reverend Dora Irene Frost	
Dr Stephen Hayward	
Mr John Haydon Jackson	
The Reverend Jonathan Lloyd	
Mr George Scott	
Mr Paddy Stewart-Morgan	
Mrs Victoria Ann Taylor	
Mrs Anne Margaret Toogood	

Trustees who retired at the Annual General Meeting held on 29 September 1998 were:

Mrs Victoria Ann Taylor

Members of the Senior Management Team:

Officers:

- Ms Sarah Whitfield, Chief Executive
- Dr Christopher Michael Barton Higgs, Medical Director
- Mr Roy Walton Wilson, Finance Director
- Miss Jane Thomas, Acting Director of Nursing - until September 1998
- Mrs Lynne Churchman, Director of Nursing - from September 1998

Members of the Remuneration Committee:

Trustees:

- Mr Peter James Doherty, Chairman
- Mr Arthur Thomas Cox
- The Reverend Dora Irene Frost

Members of Investment Committee:

Trustees:

- Mr John Haydon Jackson, Chairman
- Mr Arthur Thomas Cox
- Mr Peter James Doherty

Officer:

- Mr Roy Walton Wilson

Directors of Minsterdeal 1998/99:

- Mr Arthur Thomas Cox
- Mr Julie Elizabeth Farrar
- Mr Terence Frederick Mears
- Mr Roy Walton Wilson

THE DOROTHY HOUSE FOUNDATION LIMITED

Appendix 2

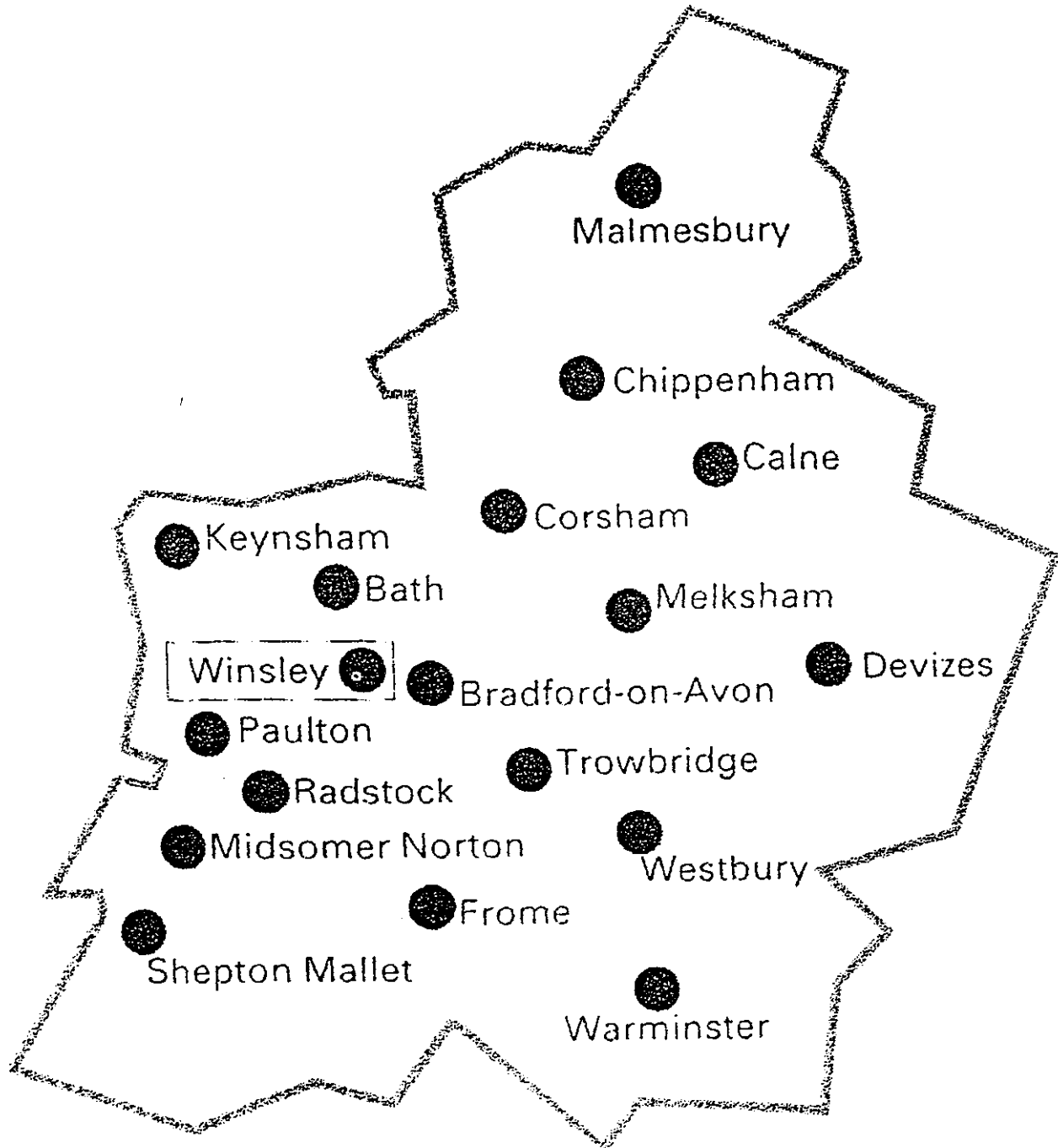
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 1999

PATIENT SERVICE PROVISION 1994 - 1999

Service	94/95	95/96	96/97	97/98	98/99
<u>Macmillan Nurse</u>					
New referrals	791	815	823	870	982
Staff w.t.e.	11.5	11	11.2	11.2	11.52
<u>Day Care</u>					
Referrals	104	69	72	88	82
Attendances	1,433	1,443	1,358	1,160	1,199
Sessions	203	197	200	201	202
<u>In-Patients Unit</u>					
Admissions	180	189	227	316	277
Deaths	50	48	37	59	62
Discharges	121	117	172	188	210
Transfer to hospital	11	8	15	16	15
Number of beds	6	6	6	◆6/8	8
<u>Medical Consultant</u>					
Domiciliary visits	651	971	1,148	⊗550	476
Staff w.t.e.	1.87	1.87	1.87	1.87	1.87
<u>Physiotherapy</u>					
Referrals	135	125	157	190	192
Treatments	692	833	⊙678	1,364	1,645
Staff w.t.e.	0.42	0.42	0.60	0.60	▲1.0
<u>Lymphoedema care</u>					
Referrals	103	155	161	172	149
Treatments	359	364	613	757	1,052
Staff w.t.e.	0.35	0.42	0.60	0.60	▲0.96
<u>Family Carer Service</u>					
Referrals	257	243	255	289	261
Visits	927	1,126	1,451	1,112	1,235
<u>Social Work (current patients)</u>			Part year		
New Referrals	-	56	44	68	81
Cases closed	-	50	*84	54	81
<u>Total Episodes of Care⊙</u>	2,133	2,612			

- ◇ previous treatments calculated on basis of ¼hr per treatment, now calculated on sessions per patient
- * high number of cases closed as bereavement cases transferred to new system
- ⊙ a single patient may appear in more than one service
- ◆ 6 beds from 01.04.97 to 02.11.97 8 beds from 03.11.97
- ⊗ previous figures included hospital visits
- ▲ w.e.f. 1 December 1998



REPORT OF THE AUDITORS TO THE MEMBERS OF
THE DOROTHY HOUSE FOUNDATION LIMITED

We have audited the financial statements on pages 9 to 22 which have been prepared under the historical cost convention as modified by the revaluation of certain assets and the accounting policies set out on page 14.

Respective responsibilities of trustees and auditors

As described on page 8 the trustees are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the group's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the group and company's affairs as at 31 March 1999 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Moore Stephens

Bath
6 September 1999

**MOORE STEPHENS
CHARTERED ACCOUNTANTS
& REGISTERED AUDITOR**

THE DOROTHY HOUSE FOUNDATION LIMITED

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 1999

	Note	Unrestricted Funds £	Restricted Funds £	Total 1999 £	Total 1998 £
Income and Expenditure					
Incoming Resources					
Donations and gifts - general	2	453,959	118,289	572,248	591,870
- shops		614,002	-	614,002	584,432
Legacies received		153,188	-	153,188	477,724
Grants receivable and contracts		414,070	285,320	699,390	669,337
Investment income	3	96,017	-	96,017	85,326
Education and training income		38,200	-	38,200	26,653
Net income of trading subsidiaries	4	<u>15,231</u>	<u>-</u>	<u>15,231</u>	<u>20,388</u>
Total Incoming Resources		1,784,667	403,609	2,188,276	2,455,730
Resources Expended					
Direct charitable expenditure:					
Patient services		1,064,672	309,677	1,374,349	1,210,984
Education services		<u>97,198</u>	<u>2,572</u>	<u>99,770</u>	<u>79,415</u>
		<u>1,161,870</u>	<u>312,249</u>	<u>1,474,119</u>	<u>1,290,399</u>
Other expenditure:					
Fundraising and publicity		134,219	-	134,219	71,678
Management and administration of the charity		<u>340,093</u>	<u>-</u>	<u>340,093</u>	<u>277,730</u>
		<u>474,312</u>	<u>-</u>	<u>474,312</u>	<u>349,408</u>
Charity shops		<u>373,433</u>	<u>-</u>	<u>373,433</u>	<u>326,919</u>
		<u>847,745</u>	<u>-</u>	<u>847,745</u>	<u>676,327</u>
Total Resources Expended	5	<u>2,009,615</u>	<u>312,249</u>	<u>2,321,864</u>	<u>1,966,726</u>
Net Incoming Resources before Transfers					
		<u>(224,948)</u>	<u>91,360</u>	<u>(133,588)</u>	<u>489,004</u>
Transfer between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Incoming Resources/ Net Resources Expended		<u>(224,948)</u>	<u>91,360</u>	<u>(133,588)</u>	<u>489,004</u>
Other Recognised Gains and Losses					
Gain/(loss) on investment assets:					
Unrealised		<u>6,529</u>	<u>-</u>	<u>6,529</u>	<u>3,393</u>
Net Movements in Funds		(218,419)	91,360	(127,059)	492,397
Fund balances brought forward at 31 March 1998		<u>2,739,698</u>	<u>1,396,379</u>	<u>4,136,077</u>	<u>3,643,680</u>
Fund balances carried forward at 31 March 1999	15/16	<u>2,521,279</u>	<u>1,487,739</u>	<u>4,009,018</u>	<u>4,136,077</u>

The notes on pages 14 to 22 form part of these accounts.

THE DOROTHY HOUSE FOUNDATION LIMITED

BALANCE SHEET AS AT 31 MARCH 1999

	<u>Notes</u>	<u>1999</u>	<u>1998</u>
		£	£
Fixed Assets			
Tangible assets	8	3,043,757	2,800,852
Investments	9	<u>2</u>	<u>2</u>
		3,043,759	2,800,854
Current Assets			
Debtors	12	96,803	114,247
Investments	13	226,771	16,564
Cash at bank and in hand		<u>776,881</u>	<u>1,348,457</u>
		1,100,455	1,479,268
Creditors – amounts falling due within one year	14	<u>(149,986)</u>	<u>(158,835)</u>
Net Current Assets		<u>950,469</u>	<u>1,320,433</u>
Net Assets		<u>3,994,228</u>	<u>4,121,287</u>
Income Funds	16		
Restricted funds		1,487,739	1,396,379
Unrestricted funds		<u>2,506,489</u>	<u>2,724,908</u>
		<u>3,994,228</u>	<u>4,121,287</u>

Approved by the trustees

Mr W H T Sheppard

) 

) Trustees

Mr A T Cox

)

Dated:

20 August 1999



THE DOROTHY HOUSE FOUNDATION LIMITED

CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 1999

	<u>Notes</u>	<u>1999</u>	<u>1998</u>
		£	£
Fixed Assets			
Tangible assets	8	<u>3,043,757</u>	<u>2,800,852</u>
Current Assets			
Stocks	11	4,528	1,566
Debtors	12	79,194	114,595
Investments	13	226,771	16,564
Cash at bank and in hand		<u>796,246</u>	<u>1,352,230</u>
		1,106,739	1,484,955
Creditors – amounts falling due within one year	14	<u>(141,478)</u>	<u>(149,730)</u>
Net Current Assets		<u>965,261</u>	<u>1,335,225</u>
Net Assets		<u>4,009,018</u>	<u>4,136,077</u>
Income Funds	16		
Restricted funds		1,487,739	1,396,379
Unrestricted funds		2,506,489	2,724,908
Non charitable trading funds		<u>14,790</u>	<u>14,790</u>
		<u>2,521,279</u>	<u>2,739,698</u>
		<u>4,009,018</u>	<u>4,136,077</u>

Approved by the trustees

Mr W H T Sheppard)

) Trustees

Mr A T Cox)

Dated: 20 August 1999

THE DOROTHY HOUSE FOUNDATION LIMITED

CONSOLIDATED CASHFLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 1999

	<u>Notes</u>	<u>1999</u>	<u>1998</u>
		£	£
Net cashflow from operating activities	1	(63,810)	547,863
Interesting activities			
Acquisition of investments		(203,678)	-
Acquisition of tangible fixed assets		(288,496)	(75,188)
Receipts from sales of tangible fixed assets		-	32,900
Receipt from sales of current Investments		-	-
Net cash outflow from investing activities		<u>(492,174)</u>	<u>(42,288)</u>
Decrease/increase in cash and cash equivalents		(555,984)	505,575
Cash and cash equivalents as at 31 March 1998		<u>1,352,230</u>	<u>846,655</u>
Cash and cash equivalents as at 31 March 1999		<u>796,246</u>	<u>1,352,230</u>

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE CASHFLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 1999

1. Analysis of cashflow from operating activities

	<u>1999</u> £	<u>1998</u> £
Change in resources before revaluations	(133,588)	489,004
Depreciation charge	45,591	33,085
Profit/(loss) on sale of tangible fixed assets	-	-
(Increase)/decrease in stocks	(2,962)	(177)
(Increase)/decrease in debtors	35,401	(37,034)
Increase/(decrease) in current liabilities	<u>(8,252)</u>	<u>62,985</u>
	<u>(63,810)</u>	<u>547,863</u>

2. Analysis of the balances of cash and cash equivalents as shown in the balance sheet

	<u>1999</u> £	<u>1998</u> £	<u>Change</u> <u>in year</u> £
Cash at bank and in hand	<u>796,246</u>	<u>1,352,230</u>	<u>(555,984)</u>

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

1. Accounting policies

1.2 Accounting conventions

The financial statements are prepared under the historical cost convention, as modified by the revaluation of certain assets, and applicable accounting standards.

1.3 Turnover

Turnover comprises amounts received plus any amounts due to the foundation which it is certain will be received.

1.4 Depreciation of tangible assets

Provision is made for depreciation on tangible assets at rates calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life, as follows:

Leasehold building:	evenly over the lease term
Fixtures and fittings:	15% per annum on cost
Computer equipment:	20% per annum on cost
Motor vehicles:	20% per annum on cost

No depreciation is provided on freehold buildings. The trustees are of the opinion that the buildings are maintained to such a standard as to make their useful economic life indefinite. As a result any charge to depreciation is immaterial and is thus not provided for.

1.5 Stocks

Stock and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

1.6 Deferred taxation

Full provision is made for deferred taxation using the liability method except to the extent that there is reasonable probability of the tax not falling due for payment in the foreseeable future.

1.7 Legacies

Legacies are credited to the Income and Expenditure account in the period in which they are received.

1.8 Operating leases

Rentals in respect of assets held under operating leases are charged against revenue on a straight line basis over the term of the lease. Financial commitments arising from such leases are disclosed in the notes to the accounts.

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

2. Donations and gifts

	<u>1999</u> £	<u>1998</u> £
General donations	519,571	508,584
Covenant care	14,672	29,545
Winsley Appeal	<u>38,005</u>	<u>53,741</u>
	572,248	591,870
 Dorothy House Shops	 <u>614,002</u>	 <u>584,432</u>
	<u>1,186,250</u>	<u>1,176,302</u>

3. Investment income

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>1999</u> £	<u>Total</u> <u>1998</u> £
Bank interest received	82,473	-	82,473	74,732
Dividends received	464	-	464	821
Rents received	<u>13,080</u>	<u>-</u>	<u>13,080</u>	<u>9,773</u>
	<u>96,017</u>	<u>-</u>	<u>96,017</u>	<u>85,326</u>

4. Net income from trading activities of subsidiaries

The charity has one wholly owned trading subsidiary which is incorporated in the UK. Minsterdeal Limited retails calendars and greetings cards. The company covenants its taxable profit to The Dorothy House Foundation Limited. A summary of the company's trading results is shown below. Audited accounts have been filed with the Registrar of Companies.

Profit and loss account Minsterdeal Limited

	<u>1999</u> £	<u>1998</u> £
Turnover	38,891	49,864
Cost of sales	<u>18,395</u>	<u>24,083</u>
Gross profit	20,496	25,781
Administration costs	<u>5,265</u>	<u>5,293</u>
Net profit before tax	15,231	20,488
Taxation	<u>-</u>	<u>100</u>
Net profit after tax	15,231	20,388
Amount covenanted to charity	<u>15,231</u>	<u>20,000</u>
Retained in subsidiary	<u>-</u>	<u>388</u>

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

5. Analysis of total resources expended

	Depreciation 1999 £	Staff costs 1999 £	Other 1999 £	Total 1999 £	Total 1998 £
Direct charitable expenditure					
Patient services	22,765	1,117,359	234,225	1,374,349	1,210,984
Education	<u>3,395</u>	<u>59,058</u>	<u>37,317</u>	<u>99,770</u>	<u>79,415</u>
	26,160	1,176,417	271,542	1,474,119	1,290,399
Other expenditure					
Fundraising and publicity	1,838	62,963	69,418	134,219	71,678
Management and administration of the charity	9,882	215,867	114,344	340,093	277,730
Charity shops	<u>7,711</u>	<u>155,683</u>	<u>210,039</u>	<u>373,433</u>	<u>326,919</u>
Total	<u>45,591</u>	<u>1,610,930</u>	<u>665,343</u>	<u>2,321,864</u>	<u>1,966,726</u>

Included in the above are the following costs:-

	<u>1999</u> £	<u>1998</u> £
Auditors remuneration	<u>4,750</u>	<u>4,500</u>

6. Employee information

	<u>1999</u> £	<u>1998</u> £
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6.1 Staff costs:

Wages and salaries	1,445,889	1,312,616
Social security costs	113,617	100,835
Other pension costs	<u>51,424</u>	<u>44,571</u>
	<u>1,610,930</u>	<u>1,458,022</u>

Included within the staff wages and salaries cost for 1999 is £221,409 in respect of domiciliary nurses on the payroll of the Bath and West Community NHS Trust but whose work is directed by the Foundation. The comparative figure for 1998 was £231,155.

6.2 The average monthly number of employees (full time equivalent) during the year was made up as follows:

	No.	No.
Patient services -		
Nursing staff	37	34
Medical	3	2
Chaplain	1	1
Social worker	1	1
Support staff	5	4
Management and administration of the charity	18	15
Dorothy House shops	<u>12</u>	<u>10</u>

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

6.3 The number of employees who earned more than £40,000 was:

	No.	No.
£40,001 to £45,000	-	1
£50,001 to £55,000	<u>1</u>	<u>1</u>

6.4 None of the trustees received any remuneration from the Foundation or Group.

7. Pension scheme

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £44,718 (1998 £37,561).

The balance of the charge is paid by Bath and West Community NHS Trust. Contributions totalling £7,979 (1998 £38,941) were payable to the funds at the year end and are included in creditors.

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

8. Tangible fixed assets – group and company

	<u>Land and Buildings</u> £	<u>Fixtures and fittings</u> £	<u>Motor vehicles</u> £	<u>Total</u> £
Cost:				
At 1 April 1998	2,678,539	224,418	8,485	2,911,442
Additions	232,413	52,683	3,400	288,496
Disposals	—	—	—	—
At 31 March 1999	<u>2,910,952</u>	<u>277,101</u>	<u>11,885</u>	<u>3,199,938</u>
Depreciation:				
At 1 April 1998	12,500	91,846	6,244	110,590
Charge for year	—	44,070	1,521	45,591
Disposals	—	—	—	—
At 31 March 1999	<u>12,500</u>	<u>135,916</u>	<u>7,765</u>	<u>156,181</u>
Net book value at 31 March 1999	<u>2,898,452</u>	<u>141,185</u>	<u>4,120</u>	<u>3,043,757</u>
Net book value at 31 March 1998	<u>2,666,039</u>	<u>132,572</u>	<u>2,241</u>	<u>2,800,852</u>
			<u>1999</u> £	<u>1998</u> £
The net book value of land and buildings comprises:				
Freehold			2,898,452	2,666,039
Short leasehold			—	—
			<u>2,898,452</u>	<u>2,666,039</u>

The net book value at 31 March 1999 represents fixed assets used for:

	<u>Land and buildings</u> £	<u>Fixtures and fittings</u> £	<u>Motor vehicles</u> £	<u>Total</u> £
Direct charitable purposes				
Patient services	2,585,448	90,635	—	2,676,083
Other purposes				
Fundraising and publicity	—	6,200	—	6,200
Management and administration of the charity	—	32,420	—	32,420
Charity shops	<u>313,004</u>	<u>11,930</u>	<u>4,120</u>	<u>329,054</u>
	<u>2,898,452</u>	<u>141,185</u>	<u>4,120</u>	<u>3,043,757</u>

The freehold land and buildings shown as relating to patient services represent the Foundation's property at Winsley. An element of this property is also used for administration purposes, education purposes and is let. The trustees however do not feel it practical to attempt to attribute the net book value over the uses.

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

9. Fixed asset investments

	<u>Group</u> <u>1999</u>	<u>Charity</u> <u>1999</u>	<u>Group</u> <u>1998</u>	<u>Charity</u> <u>1998</u>
1 April 1998	-	2	-	2
Net gains on revaluation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
31 March 1999	<u>-</u>	<u>2</u>	<u>-</u>	<u>2</u>
31 March 1998	<u>-</u>	<u>2</u>	<u>-</u>	<u>2</u>
			<u>1999</u>	<u>1998</u>
			<u>£</u>	<u>£</u>
Investments in subsidiaries:				
Shares at market value			<u>2</u>	<u>2</u>
			<u>2</u>	<u>2</u>

The investment in subsidiaries represents the Foundation's ownership of all the allotted share capital of Minsterdeal Limited a company incorporated in the United Kingdom.

Minsterdeal sells calendars, cards and other items through the Dorothy House shops. The aggregate capital and reserves of Minsterdeal Limited at 31 March 1999 was £14,791 and its profit for the year then ended £NIL.

10. Company status

The company is a registered charity and is limited by guarantee.

11. Stocks

	<u>Group</u> <u>1999</u> <u>£</u>	<u>Charity</u> <u>1999</u> <u>£</u>	<u>Group</u> <u>1998</u> <u>£</u>	<u>Charity</u> <u>1998</u> <u>£</u>
Finished goods	<u>4,528</u>	<u>-</u>	<u>1,566</u>	<u>-</u>

12. Debtors

	<u>Group</u> <u>1999</u> <u>£</u>	<u>Charity</u> <u>1999</u> <u>£</u>	<u>Group</u> <u>1998</u> <u>£</u>	<u>Charity</u> <u>1998</u> <u>£</u>
Trade debtors	8,943	8,943	11,250	11,250
Amounts owed by group companies	-	15,231	-	-
Social security and other taxes	-	-	4,000	4,000
Other debtors	43,468	45,846	71,011	71,011
Prepayments	<u>26,783</u>	<u>26,783</u>	<u>28,334</u>	<u>27,986</u>
	<u>79,194</u>	<u>96,803</u>	<u>114,595</u>	<u>114,247</u>

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

13. Investments

	<u>1999</u> £	<u>1998</u> £
Listed and unlisted investments	<u>226,771</u>	<u>16,564</u>

The cost of the above investments was £214,468 (1998 £10,790).

14. Creditors-Amounts falling due within one year

	<u>Group</u> <u>1999</u> £	<u>Charity</u> <u>1999</u> £	<u>Group</u> <u>1998</u> £	<u>Charity</u> <u>1998</u> £
Amounts owed to group companies	-	8,759	-	13,387
Corporation tax	-	-	100	-
Other taxes and social security costs	31,556	31,556	32,538	28,606
Other creditors	100,760	100,760	110,149	110,149
Accruals	<u>9,162</u>	<u>8,911</u>	<u>6,943</u>	<u>6,693</u>
	<u>141,478</u>	<u>149,986</u>	<u>149,730</u>	<u>158,835</u>

15. Restricted funds

	<u>Balance</u> <u>31-3-98</u> £	<u>Transfer</u> <u>to fund</u> £	<u>Movement in resources</u> <u>Incoming</u> £	<u>Outgoing</u> £	<u>Balance</u> <u>31-3-99</u> £
Bloomfield Suite	51,000	-	24,764	2,572	73,192
Winsley Hospice Appeal	1,331,879	-	38,005	-	1,369,884
Bath and West Community NHS Trust	-	-	285,320	285,320	-
Covenant Care	-	-	14,672	14,672	-
Landscaping	13,500	-	-	-	13,500
Family carer	-	-	4,625	4,625	-
Car park extension	-	-	6,000	-	6,000
Lymphoedema	<u>-</u>	<u>-</u>	<u>30,223</u>	<u>5,060</u>	<u>25,163</u>
	<u>1,396,379</u>	<u>-</u>	<u>403,609</u>	<u>312,249</u>	<u>1,487,739</u>

The Winsley Appeal was established in 1994 to provide for the purchase and refurbishment of the charity's hospice at Winsley. The target was to raise £1,800,000. This appeal has been formally closed.

The Bath and West Community NHS trust figure represents the cost of domiciliary nurses on the payroll of that trust but whose work is directed by The Foundation, together with pharmacy supplies.

The Covenant Care was established to secure finance to the Foundation to open further beds.

A grant of £13,500 was give by Friends for landscaping.

A grant of £51,000 was given for the Bloomfield suite renovation together with further smaller amounts for equipment.

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

15. Cont/d

Family carer income was money given for use within Family care in Trowbridge.

A donation of £6,000 has been given towards the cost of the car park extension at Winsley.

A Friends group has raised £30,223 towards supporting the cost of a second Lymphoedema nurse.

16. Analysis of group net assets between funds

	Unrestricted Funds £	Winsley Appeal £	Restricted funds			Car Park Extension £	Total funds £
			Bloomfield suite £	Lymphoedema Appeal £	Landscaping £		
Fund balances as at 31 March 1999 are represented by							
Tangible fixed assets	1,594,799	1,369,884	65,574	-	13,500	-	3,043,757
Investments	226,771	-	-	-	-	-	226,771
Current assets	841,187	-	7,618	25,163	-	6,000	879,968
Current liabilities	141,478	-	-	-	-	-	141,478
Inter fund balances							
Total	2,521,279	1,369,884	73,192	25,163	13,500	6,000	4,009,018
net assets							
Unrealised gains included above							
On tangible fixed assets	-	-	-	-	-	-	-
On Investments	12,303	-	-	-	-	-	12,303
Total unrealised Gains	12,303	-	-	-	-	-	12,303

THE DOROTHY HOUSE FOUNDATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

17. Operating lease commitments

The company is committed to the following operating leases in respect of properties transferred from Minsterdeal Limited as at 1 April 1999:-

Operating leases which expire in:	<u>Land and buildings</u>	<u>Other equipment</u>
Less than 1 year	16,592	-
1-2 Years	-	-
2-5 Years	21,000	-
over 5 years	66,000	-