

Report of the Directors and

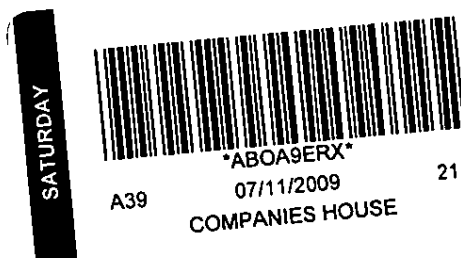
Financial Statements

for the Year Ended

31 March 2009

for

The Mary Stevens Hospice Limited  
(a Company limited by guarantee)



The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

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for the Year Ended 31 March 2009

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The Mary Stevens Hospice Limited  
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Company Information  
for the Year Ended 31 March 2009

**COUNCIL OF MANAGEMENT:**

**DIRECTORS**

S Ariaraj  
G Bellis - Chairman  
P A Cree  
R M Franks FCCA – Treasurer  
R M Glaze - Secretary  
K G Henwood (resigned 14.10.08)  
D C Hickman  
D J C Johnson FCA  
F C Leyland  
M P Leyland (appointed 12.05.09)  
B R Marshall  
Councillor P D Martin  
T W Powell (deceased 06.08.08)  
M E Rock  
V J Smith  
G T Wood  
J B Woodall (appointed 31.03.09)

**EX-OFFICIO MEMBERS:**

Councillor L Jones  
Councillor I M Kettle  
Councillor R C Wilson

**REGISTERED OFFICE:**

221 Hagley Road  
Oldswinford  
Stourbridge  
West Midlands  
DY8 2JR

**REGISTERED NUMBER:**

1963989

**REGISTERED CHARITY NUMBER:**

517656

**AUDITORS:**

Nicklin LLP  
Church Court  
Stourbridge Road  
Halesowen  
West Midlands  
B63 3TT

**BANKERS:**

NatWest Bank Plc  
141 High Street  
Stourbridge  
West Midlands  
DY8 1BF

Barclays Bank Plc  
81 High Street  
Stourbridge  
West Midlands  
DY8 1EB

**SOLICITORS:**

Higgs & Sons  
Blythe House  
134 High Street  
Brierley Hill  
West Midlands  
DY5 3BG

The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Report of the Board of Directors  
for the Year Ended 31 March 2009

## **REPORT OF THE DIRECTORS**

The Directors submit their Report and Statement of Accounts for the year ended 31 March 2009.

### **Structure, Governance and Management**

#### Legal Structure

The Mary Stevens Hospice Limited is a registered charity, number 517656 and is a company limited by guarantee governed by its Memorandum and Articles of Association dated 4 March 1986.

#### Governance

The Mary Stevens Hospice is governed by the Directors who form the Council of Management. The Directors are volunteers who have had careers in a wide variety of business and professional activities. They come from the Dudley Metropolitan Borough and its surrounding districts. All elected Directors are also Trustees; please refer to page 1 for the names of the Directors. Three councillors selected by Dudley Metropolitan Borough Council attend the Board meetings in an ex-officio capacity. Proposals for membership of the Board of Directors should be made to the Chairman.

On appointment, new Trustees are given an induction programme to familiarise themselves with the work of the Hospice and their role.

The Charity is organised so that the Board of Directors of the Company meets regularly with subcommittees reporting to it, whilst individual directors liaise with senior management on a regular basis. The Senior Management Team is responsible to the Board of Directors for the day-to-day running of The Mary Stevens Hospice and the implementation of policies and strategies decided by the Board.

#### The Shops and Lottery

Although these are administered through separate limited companies, all profits are Gift-Aided to the Hospice. In addition to providing significant financial support, these activities ensure that the public is regularly reminded of the work of the Hospice.

The Board of Directors regards these associated companies to be fundamentally essential to the financial well being of the Hospice and would like to place on record their recognition and heartfelt thanks for the dedication and efforts of all the staff and volunteers who are involved.

#### Staff and Volunteers

The Board of Directors recognises the significant dedication of our staff and volunteers, which is shown in such a wide variety of ways. The Hospice could not exist without their input and this is reflected in the continuing care we are able to give patients and their relatives.

Newsletters are produced during the year to disseminate information about aims and activities.

The average number of employees and volunteers during the year was as follows:

	Full Time Staff	Part Time Staff	Total Staff	Volunteers
Directors (Trustees)	0	0	0	15
Patient Care	11	43	54	117
Administration	5	4	9	57
Fundraising	0	0	0	0
Maintenance & Domestic	2	8	10	9
Catering	1	3	4	3
Social worker	0	1	1	0
Chaplain	0	1	1	7
<b>Totals</b>	<b>19</b>	<b>60</b>	<b>79</b>	<b>208</b>

#### Internal Controls and Risk Management

The Board has conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

The Mary Stevens Hospice Limited  
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Report of the Board of Directors  
for the Year Ended 31 March 2009

The Directors are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that :

- The charity is operating efficiently and effectively in its pursuit of its objects.
- Its assets are safeguarded against unauthorised use or theft.
- Proper records are maintained and that the financial information used within the charity is reliable.
- The charity complies with relevant laws and regulations.
- The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

They include:

- Annual budgets approved by the Board.
- Regular consideration by the Board of financial results, variance from budgets and non-financial performance indicators.
- Appropriate delegation of authority and segregation of duties.
- The identification and management of risks.

Company and charity law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the period. In preparing these financial statements the Directors have followed best practice and have:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that are reasonable and prudent.
- Stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepared the financial accounts on the going concern basis and in compliance with the Charities Act 1993, the Companies Act 1985 and the Charity SORP 2005.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985.

### **Objects, Objectives and Principal Activities**

The Charity's object and its principal activity continues to be that of providing care for those suffering from chronic or terminal illness. All our charitable activities focus on this object and are undertaken for the public benefit. The trustees have had due regard to guidance published by the Charity Commission on public benefit.

### Aims and Objectives

#### Nursing and Medical Team

- To be a centre of nursing excellence providing specialist palliative care by a multi-skilled, multi-professional team.
- To maintain an active, flexible team of volunteers to provide a support service in delivering the care.
- Help and support patients' families and carers.

#### Fundraising

- To raise the appropriate funding annually to enable the Hospice to continue and develop its provision of specialist palliative care.
- To keep building local fundraising support.
- To find new corporate and trust supporters and continue assisting our existing supporters.
- To increase the number of fundraising groups and develop existing community links in order to increase fundraising income.

### **Achievements & Performance**

<u>Operational Performance</u>	<u>2009</u>	<u>2008</u>
<u>In Patients</u>		
Admissions	200	237
Occupied bed days	2,453	2,597
Average occupancy	67%	71%
<u>Day Care</u>		
Attendances	2,859	2,808
Average occupancy	76%	75%

The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Report of the Board of Directors  
for the Year Ended 31 March 2009

<u>Key Financial Statistics</u>	<u>2009</u>	<u>2008</u>
Voluntary income growth on prior year	-18.2%	49.4%
Charitable Expenditure growth on prior year	9.2%	2.9%
Fundraising costs as % of voluntary income	6.3%	4.2%
Governance as % of total expenditure	10.3%	11.3%
Direct charitable expenditure as % of total	85.6%	85.1%

**Financial Review and Results**

Results for the year ended 31<sup>st</sup> March 2009 are given in the Statement of Financial Activities on page 7. The assets and liabilities are given in the Balance Sheet on page 8. The financial statements should be read in conjunction with their related notes, which appear on pages 10 to 15 and have been prepared in accordance with relevant law and SORP 2005.

In summary, total incoming resources reduced by 11.8% to £2.3m, total resources expended increased by 8.5% to £2.2m.

The profit for the year is £98,090. The relevant factors are more fully explained in the Statement of Financial Activities on page 7 and also in the subsequent notes to the financial statements.

The surplus for the year has suffered from a significantly reduced income from legacies and trusts, 2008 was an exceptional year for legacy income. The Board has always been aware of the major impact made by varying legacy and trust incomes from year to year. We recognise that this is not simply a twelve month picture in this context, but does in fact represent the outcome of considerable efforts made by all our staff and volunteers who have striven to raise awareness for our cause in the local and surrounding communities over a much longer period. The current level of financial and practical support that we receive from such a wide variety of sources is really a tribute to all those dedicated people who keep the Hospice running from day to day and our recognition and gratitude must be expressed herewith.

It is obvious that future demands on our services will require the continuance of all our many fund raising activities on a daily basis for each year that passes; we will therefore try to ensure that levels of commitment will continue to grow in order to maintain the high standards expected of our Charity.

Fixed Assets

A summary of changes in fixed assets during the period is set out in note 9 to the accounts.

Fund Raising

The charity is continuing to experience a very competitive fundraising environment. There is an awareness of the financial implications of adopting the NHS Agenda for Change pay scales and of its continuing impact on our costs in the future. As a result of these factors, the Directors recognise that achieving revenue budgets for the forthcoming year will be challenging. Targets have been set to increase the revenues from fundraising activities, through continuing changes in fundraising methods and efficiency improvements, whilst looking for opportunities in new sources of fundraising and recruiting new supporters.

Reserves Policy

Available liquid reserves, much of which has come from substantial legacies which may not be repeated, is invested for income. These funds are therefore available to meet running costs if future income should decline. The Board considers that available reserves should represent 18 months of running costs plus an amount for future capital expenditure which would give time for other fundraising avenues to be explored if a resource was to dry up. At 31<sup>st</sup> March 2009 free reserves amounted to £3,923,905 which is equivalent to 21 months running costs at current levels of expenditure.

Investments

As the majority of funds under the control of the Board have been provided by members of the local community, a conservative attitude has always been adopted with regard to risk when making investments. Funds are generally invested on a short to medium term basis.

**Future Plans**

To develop and extend the role of our palliative practitioners and support staff, with a view to supplementing our existing in house unit care, by taking our services out to the local community. This initiative can only take place when we have the appropriate funding available on an ongoing basis.

The strengthening of our palliative care team has enabled the Hospice to accept patients with more complicated conditions and thus increase the quality and standard of care available to the local and surrounding communities.

The Mary Stevens Hospice Limited  
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Report of the Board of Directors  
for the Year Ended 31 March 2009

**Statement of disclosure of information to auditors**

We, the directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditor's are aware of that information.

**Auditors**

A resolution for reappointment of Nicklin LLP as auditors to the company will be proposed at the forthcoming Annual General Meeting.

On behalf of the Board of Directors



R M Glaze - Secretary

Date : 8<sup>th</sup> September 2009

Report of the Independent Auditors to the Members of  
The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

**Independent Auditor's Report to the members of Mary Stevens Hospice Limited**

We have audited the financial statements of Mary Stevens Hospice Limited for the year ended 31 March 2009 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of Mary Stevens Hospice Limited for the purposes of company law) responsibilities for preparing the Report of the Directors and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Directors is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 charity'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 information in the financial statements.

**Opinion**

In our opinion:

- the financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 March 2009, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Report of the Board of Directors is consistent with the financial statements.

*Nicklin LLP*

Nicklin LLP  
Chartered Accountants  
Registered Auditor  
Church Court  
Stourbridge Road  
Halesowen  
West Midlands  
B63 3TT

Date: *11<sup>th</sup> November 2009*



The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Statement of Financial Activities  
for the Year Ended 31 March 2009

	Notes	Unrestricted Fund £	Restricted Funds £	Total funds 2009 £	Total funds 2008 £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income:	3				
Donations and gifts		925,252	16,224	941,476	898,913
Legacies		<u>514,061</u>	<u>-</u>	<u>514,061</u>	<u>880,919</u>
		1,439,313	16,224	1,455,537	1,779,832
Activities for generating funds		186,135	-	186,135	172,738
Investment income	4	<u>161,019</u>	<u>-</u>	<u>161,019</u>	<u>193,792</u>
		1,786,467	16,224	1,802,691	2,146,362
Incoming resources from charitable activities	5	504,140	-	504,140	470,114
Other incoming resources		<u>12,338</u>	<u>-</u>	<u>12,338</u>	<u>12,817</u>
<b>Total incoming resources</b>		<u>2,302,945</u>	<u>16,224</u>	<u>2,319,169</u>	<u>2,629,293</u>
<b>Resources expended</b>					
Costs of generating funds					
Costs of generating voluntary income	6	91,533	-	91,533	74,668
Charitable activities	7	1,897,345	3,517	1,900,862	1,741,150
Governance costs	8	<u>228,684</u>	<u>-</u>	<u>228,684</u>	<u>230,583</u>
<b>Total resources expended</b>		<u>2,217,562</u>	<u>3,517</u>	<u>2,221,079</u>	<u>2,046,401</u>
<b>Net incoming resources before transfers</b>		85,383	12,707	98,090	582,892
<b>Surplus for the year</b>		<u>85,383</u>	<u>12,707</u>	<u>98,090</u>	<u>582,892</u>
<b>Balance brought forward</b>					
<b>At 1 April 2008</b>		<u>5,945,391</u>	<u>3,976</u>	<u>5,949,367</u>	<u>5,366,475</u>
<b>Balances carried forward</b>					
<b>At 31 March 2009</b>		<u>6,030,774</u>	<u>16,683</u>	<u>6,047,457</u>	<u>5,949,367</u>

None of the company's activities were acquired or discontinued in the current or previous financial year.

The Mary Stevens Hospice Limited  
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(1963989)

Balance Sheet  
31 March 2009

		<u>2009</u>	<u>2008</u>
	Notes	£	£
<b>FIXED ASSETS:</b>			
Tangible assets	9	1,906,607	1,960,956
<b>CURRENT ASSETS:</b>			
Debtors	10	291,380	326,660
Investments	11	2,830,005	1,577,402
Cash at bank and in hand		1,126,520	2,183,773
		<u>4,247,905</u>	<u>4,087,835</u>
<b>CREDITORS:</b> Amounts falling due within one year	12	<u>107,055</u>	<u>99,424</u>
<b>NET CURRENT ASSETS:</b>		<u>4,140,850</u>	<u>3,988,411</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>		<u>6,047,457</u>	<u>5,949,367</u>
<b>FUNDS</b>	13		
Unrestricted funds:			
General funds		5,826,658	5,741,275
Designated funds		204,116	204,116
Restricted funds		<u>16,683</u>	<u>3,976</u>
Total Funds		<u>6,047,457</u>	<u>5,949,367</u>

These Financial Statements have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

**ON BEHALF OF THE BOARD:**



D J C Johnson FCA – Director



R M Franks FCCA – Director

Approved by the Board on 8<sup>th</sup> September 2009

The Mary Stevens Hospice Limited  
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Cash Flow Statement  
for the Year Ended 31 March 2009

		2009	2008
	Notes	£	£
<b>Net cash inflow from operating activities</b>	1	73,143	418,573
<b>Returns on investments and servicing of finance</b>			
Interest received		161,019	193,792
<b>Capital expenditure and financial investment</b>			
Purchase of tangible fixed assets		(38,812)	(106,684)
Purchase of investments		(1,252,603)	(317,064)
<b>(Decrease)/increase in cash in the period</b>		<u>(1,057,253)</u>	<u>188,617</u>
<b>Reconciliation of net cash flow to movement in net funds</b>	2		
(Decrease)/increase in cash in the period		<u>(1,057,253)</u>	<u>188,617</u>
Change in net funds resulting from cash flows		<u>(1,057,253)</u>	<u>188,617</u>
<b>Movement in net funds in the period</b>		(1,057,253)	188,617
<b>Net funds at 1 April 2008</b>		<u>2,183,773</u>	<u>1,995,156</u>
<b>Net funds at 31 March 2009</b>		<u>1,126,520</u>	<u>2,183,773</u>

Notes to the Cash Flow Statement

1. **RECONCILIATION OF NET INCOMING RESOURCES TO NET CASH INFLOW FROM OPERATING ACTIVITIES**

	2009	2008
	£	£
Net incoming resources	98,090	582,892
Interest received	(161,019)	(193,792)
Depreciation/loss on disposal	93,161	83,845
Decrease /(increase) in debtors	35,280	(54,717)
Increase in creditors	<u>7,631</u>	<u>345</u>
<b>Net cash inflow from operating activities</b>	<u>73,143</u>	<u>418,573</u>

2. **ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.08	Cash flow	At 31.3.09
	£	£	£
Cash at bank	<u>2,183,773</u>	<u>(1,027,253)</u>	<u>1,126,520</u>
Total	<u>2,183,773</u>	<u>(1,027,253)</u>	<u>1,126,520</u>

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### Status of the Company

The Company is limited by guarantee and does not have a share capital. The liability of members is not to exceed £1 per member. The Company is also a registered charity, non-profit making and, as such, qualifies for exemption from Income and Corporation Tax. The members of the Company are the Directors named on page 1.

### Accounting convention

The Financial Statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), and with the Companies Act 1985.

### Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the Financial Statements.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors. The costs attributable to such funds are charged against the specific fund.

### Tangible fixed assets

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

Leasehold property	- (see below)
Fixtures and fittings	- 20% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on cost

Assets with a cost of less than £200 are written off in the year of acquisition.

Leasehold buildings are depreciated on a straight line basis from the date the building is brought into use until the end of the lease in October 2040.

### Voluntary income

Voluntary income, including that received under Gift Aid from lottery and shops via Mary Stevens Hospice Lottery Limited and The Mary Stevens Hospice Trading Company Limited, is accounted for on a cash receivable basis. Where significant assets are donated a cash equivalent is included in voluntary income.

### Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Company is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, a file is set up once notification is received that the Company is to benefit from a legacy. These files are regularly reviewed to ensure that the funds are ultimately received but credit is not taken until the expected amount and date of receipt is confirmed. This is normally when they are received.

### Investments

Investments are stated at market value. Realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities. Investment income plus associated tax recoverable is credited to income as received.

### Value Added Tax

Value Added Tax is not recoverable by the Company, and as such is included in the relevant costs in the Statement of Financial Activities.

### Resources expended

All expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered, and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

1. **ACCOUNTING POLICIES - continued**

**Pensions**

In respect of former qualifying National Health Service personnel the Company continues their participation in the NHS defined benefit pension scheme. Other contracted staff are offered an opportunity to participate in a separate defined contribution scheme. Employer's contributions payable to both schemes for the year are charged in the Statement of Financial Activities.

2. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	2009 £	2008 £
Depreciation - owned assets	93,161	83,845
Auditors' remuneration	<u>4,250</u>	<u>3,600</u>
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

3. **VOLUNTARY INCOME**

	2009 £	2008 £
Donations – in memoriam	149,721	163,585
Donations – general	148,667	108,385
Donations – trusts	55,986	94,050
Fund raising groups	37,533	44,692
Gift Aid – Lottery Company	396,916	355,157
Gift Aid – Trading Company	152,653	133,044
Legacies	<u>514,061</u>	<u>880,919</u>
	<u>1,455,537</u>	<u>1,779,832</u>

4. **INVESTMENT INCOME**

	2009 £	2008 £
Bank interest	159,859	179,171
Building Society interest	1,160	14,621
	<u>161,019</u>	<u>193,792</u>

5. **INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	2009 £	2008 £
Health Authorities	<u>504,140</u>	<u>470,114</u>

6. **COSTS OF GENERATING VOLUNTARY INCOME**

	2009 £	2008 £
Appeals department staff costs	841	4,104
Staff recharge from Lottery Company	58,893	45,647
Advertising	4,119	8,554
Other fund raising expenses	<u>27,680</u>	<u>16,363</u>
	<u>91,533</u>	<u>74,668</u>

7. **COSTS OF CHARITABLE ACTIVITIES**

	2009 £	2008 £
<b>Direct service provision</b>		
Staff costs	1,426,499	1,335,586
Depreciation of buildings and equipment	90,538	75,653
Pharmacy and other consumables	87,209	79,465
Other	34,728	28,794
Patient transport	49,313	46,937
Physiotherapy contract costs	29,996	32,388
Agency staff costs	<u>5,067</u>	
	<u>1,723,350</u>	<u>1,598,823</u>

**Support Costs**

	2009 £	2008 £
Premises expenses	123,250	93,652
Security	3,935	2,731
Other	<u>50,327</u>	<u>45,944</u>
	<u>177,512</u>	<u>142,327</u>
<b>Total</b>	<u>1,900,862</u>	<u>1,741,150</u>

8. **GOVERNANCE COSTS**

	2009 £	2008 £
Staff costs	196,803	188,805
Telephone and postage	10,247	10,852
Depreciation of equipment	2,623	8,193
Other	<u>19,011</u>	<u>22,733</u>
	<u>228,684</u>	<u>230,583</u>

The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Notes to the Financial Statements  
for the Year Ended 31 March 2009

**8. CONTINUED**

**TOTAL STAFF COSTS**

	2009 £	2008 £
Wages and salaries	1,424,585	1,340,062
Social security costs	109,659	101,744
Pension costs	89,899	86,689
	<u>1,624,143</u>	<u>1,528,495</u>

The average monthly numbers of employees during the year are as follows:

	2009	2008
Hospice Services	71	67
Administration	<u>8</u>	<u>8</u>
	<u>79</u>	<u>75</u>

Full time equivalents	56	55
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The numbers shown above do not include members of the Board of Directors, none of whom receive any remuneration or expenses.

No employee earned over £60,000.

**9. TANGIBLE FIXED ASSETS**

	Leasehold property	Fixtures and fittings	Motor vehicles	Computer equipment	Totals
	£	£	£	£	£
<b>COST:</b>					
At 1 April 2008	2,418,284	377,564	3,850	64,390	2,864,088
Additions	<u>1,216</u>	<u>35,438</u>	<u>-</u>	<u>2,158</u>	<u>38,812</u>
At 31 March 2009	<u>2,419,500</u>	<u>413,002</u>	<u>3,850</u>	<u>66,548</u>	<u>2,902,900</u>
<b>DEPRECIATION:</b>					
At 1 April 2008	582,670	258,086	1,412	60,964	903,132
Charge for year	<u>54,255</u>	<u>36,283</u>	<u>488</u>	<u>2,135</u>	<u>93,161</u>
At 31 March 2009	<u>636,925</u>	<u>294,369</u>	<u>1,900</u>	<u>63,099</u>	<u>996,293</u>
<b>NET BOOK VALUE:</b>					
At 31 March 2009	<u>1,782,575</u>	<u>118,633</u>	<u>1,950</u>	<u>3,449</u>	<u>1,906,607</u>
At 31 March 2008	<u>1,835,614</u>	<u>119,478</u>	<u>2,438</u>	<u>3,426</u>	<u>1,960,956</u>

The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Notes to the Financial Statements  
for the Year Ended 31 March 2009

10. **DEBTORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	2009 £	2008 £
Trade debtors	72,028	9,235
Other debtors	157,284	205,990
Prepayments	13,925	15,514
Accrued income	9,281	74,239
Tax refund	38,862	21,682
	<u>291,380</u>	<u>326,660</u>

11. **CURRENT ASSET INVESTMENTS**

	2009 £	2008 £
At 1 April 2008	1,577,402	1,260,338
Additions	<u>1,252,603</u>	<u>317,064</u>
At 31 March 2009	<u>2,830,005</u>	<u>1,577,402</u>

12. **CREDITORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	2009 £	2008 £
Trade creditors	39,645	51,540
Social Security	37,386	30,800
Other creditors	-	5,480
Accrued expenses and deferred income	<u>30,024</u>	<u>11,604</u>
	<u>107,055</u>	<u>99,424</u>

13. **STATEMENT OF FUNDS**

	1 April 2008 £	Transfers	Addition £	Withdrawal £	31 March 2009 £
Designated funds :					
Property Repair Fund	204,116	-	-	-	204,116
Other unrestricted funds :					
General Fund	5,741,275	-	85,383	-	5,826,658
Restricted funds	3,976	-	12,707	-	16,683
	<u>5,949,367</u>	<u>-</u>	<u>98,090</u>	<u>-</u>	<u>6,047,457</u>

The Property Repair Fund was established in 1996 in an endeavour to equalise repair costs which are likely to increase as the property gets older.

The Restricted Fund relates to donations received for specific expenditure that has not yet been expensed.



The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Notes to the Financial Statements  
for the Year Ended 31 March 2009

#### 14. RELATED PARTY DISCLOSURES

The Mary Stevens Hospice Trading Company Limited and Mary Stevens Hospice Lottery Limited are independent companies limited by guarantee, both companies made gift aid donations in accordance with their Memorandum and Articles of Association.

Mr G Wood is a director of The Mary Stevens Hospice Limited and is also chairman and director of both The Mary Stevens Hospice Trading Company Limited and Mary Stevens Hospice Lottery Limited

##### Mary Stevens Lottery Company Limited

The company made gift aid donations to The Mary Stevens Hospice Limited of £396,916 (2008 £355,157).

During the year salary recharges of £58,893 (2008 £45,647) regarding fundraising salaries were made to The Mary Stevens Hospice Limited and rent of £7,500 (2008 £7,500) was paid.

At the end of the year the company owed The Mary Stevens Hospice Limited £86,727 (2008 £45,868).

##### The Mary Stevens Hospice Trading Company Limited

The company made gift aid donations to The Mary Stevens Hospice Limited of £152,653 (2008 £133,044).

At the end of the year the company owed The Mary Stevens Hospice Limited £70,524 (2008 £140,044).

#### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Fixed asset investments £	Net current assets £	Total £
<b>Designated funds</b>				
Property Repair Fund	-	-	204,116	204,116
<b>General fund</b>	1,902,753	-	3,923,905	5,826,658
<b>Restricted fund</b>	<u>3,854</u>	<u>-</u>	<u>12,829</u>	<u>16,683</u>
<b>Total</b>	<u>1,906,607</u>	<u>-</u>	<u>4,140,850</u>	<u>6,047,457</u>

The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Detailed Income and Expenditure Account  
for the Year Ended 31 March 2009

	2009		2008	
	£	£	£	£
<b>Income:</b>				
<b>Donations, legacies and similar incoming resources</b>				
Donations - in memoria	149,721		163,585	
Donations - general	148,667		108,385	
Donations - trusts	55,986		94,050	
Fund raising groups	37,533		44,692	
Legacies	514,061		880,919	
Health Authorities	504,140		470,114	
Other income	12,338		12,817	
Gift Aid - Lottery Company	396,916		355,157	
Gift Aid - Trading Company	152,653		133,044	
Fund raising income	<u>186,135</u>		<u>172,738</u>	
		2,158,150		2,435,501
<b>Investment income:</b>				
Bank interest	159,859		179,171	
Building Society interest	<u>1,160</u>		<u>14,621</u>	
		<u>161,019</u>		<u>193,792</u>
<b>Total income</b>		2,319,169		2,629,293
<b>Direct costs – page 17</b>	1,806,846		1,687,064	
<b>Fund raising costs – page 17</b>	91,533		74,668	
<b>Indirect costs – page 17</b>	229,539		200,824	
<b>Depreciation – page 17</b>	<u>93,161</u>		<u>83,845</u>	
		<u>2,221,079</u>		<u>2,046,401</u>
<b>SURPLUS</b>		<u>98,090</u>		<u>582,892</u>

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The Mary Stevens Hospice Limited  
(a Company limited by guarantee)

Detailed Income and Expenditure Account  
for the Year Ended 31 March 2009

	2009		2008	
	£	£	£	£
<b>Direct costs:</b>				
Staff costs – direct	1,067,133		994,045	
Staff costs – admin & clerical	196,803		188,805	
Staff costs – maintenance	35,556		30,913	
Staff costs – domestic	120,753		116,252	
Registration fees	745		846	
Social security costs	109,659		101,744	
Pensions/superannuation	89,899		86,689	
Direct consumables	86,261		78,416	
Uniforms/protective clothing	1,812		3,031	
Sub contract – Agency staff	5,067		-	
West Midlands Ambulance Service	49,313		46,937	
Clinical waste collection	6,690		6,998	
Sub-contract costs – physiotherapy	29,996		32,388	
Staff recruitment costs	7,159		-	
		1,806,846		1,687,064
<b>Fund raising costs:</b>				
Staff costs	841		4,104	
Management recharge from Lottery Company	58,893		45,647	
Other fund raising expenses	27,680		16,363	
Printing, stationary & advertising	4,119		8,554	
		91,533		74,668
<b>Indirect costs:</b>				
Telephone & postage	10,247		10,852	
Printing, stationery & advertising	10,995		11,629	
Insurances	20,411		19,538	
Security	3,935		2,732	
Cleaning costs & consumables	25,116		23,198	
Staff training & development	9,663		7,462	
Health & safety/welfare costs	3,658		4,448	
Residents' comfort	948		1,050	
Hire of equipment	705		736	
General expenditure	11,185		10,100	
Audit & accountancy	5,953		4,153	
Professional fees	12,547		17,735	
Bank charges	511		844	
Motor & travelling expenses	7,327		6,291	
Light, heat & water	33,460		21,040	
Repairs & maintenance	72,878		59,016	
		229,539		200,824
		2,127,918		1,962,556
<b>Depreciation:</b>				
Depreciation/profit on disposal		93,161		83,845
<b>Total costs</b>		<u>2,221,079</u>		<u>2,046,401</u>

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