

NORTH HERTS HOSPICE CARE
ASSOCIATION

**(A Company limited by guarantee
and not having a Share Capital)**

REPORT & ACCOUNTS

FOR THE YEAR ENDED

31ST MAY 2003



NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES

MRS. D.G. WILLIAMS Chairman
(known professionally
as DR. M.B. JUDD)
MRS. S.O. BALL
MR. D.R.C. HEYMANS
MR. T. BENTHAM
MR. J. PROCTER
MRS. M. GUENIER
MR. P.W. WILLMOTT
MR. G. COOK
MR. J.S. BUSH

SECRETARY

MR. D.R.C. HEYMANS

REGISTERED AUDITORS

S. McCOMBIE & CO.
FIRST FLOOR OFFICES,
99, BANCROFT,
HITCHIN,
HERTFORDSHIRE.

BANKERS

YORKSHIRE BANK PLC.,
96/97, HERMITAGE ROAD,
HITCHIN,
HERTFORDSHIRE.

LLOYDS BANK PLC.,
1, BANCROFT,
HITCHIN,
HERTFORDSHIRE.

THE CHARITIES AID FOUNDATION,
KINGS HILL,
WEST MALLING,
KENT.

REGISTERED OFFICE

GARDEN HOUSE HOSPICE,
GILLISON CLOSE,
LETCHWORTH,
HERTFORDSHIRE.

COMPANY NUMBER

2040989

REGISTERED CHARITY NUMBER

295257

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

REPORT OF THE TRUSTEES

The Association, being a company limited by guarantee and a registered charity, have adopted the practice that the Directors (Council Members) be called Trustees and the Board of Directors (Council of Management) be the Board of Trustees.

The Trustees submit their Annual Report and Accounts for the year ended 31st May 2003.

PRINCIPAL ACTIVITY

The Association's objective is to provide hospice care within the geographical area of North Herts, Stevenage and part of Mid Beds.

The principal activities of the subsidiary undertaking are as general merchants, traders and the operators of a weekly lottery and lottery bureau.

REVIEW OF ACTIVITIES

The association continues to provide hospice care services, free of charge, through the in-patient unit, the day hospice facility and hospice at home.

In terms of its primary function the Hospice had another good year.

The Trustees continue to be greatly encouraged by all the support given to the Hospice, not only in response to specific fund-raising functions and events, but also by the significant amount of donations, legacies and similar income and all the voluntary help in raising funds and running the Hospice.

The support of the public, families, friends and the immense amount of voluntary help throughout the Association means that, not only are monetary contributions maintained, but also staffing support is maintained to provide and respond to the needs and comfort of people seeking the help of the Hospice and to maintain the standards of the primary function for which the Hospice was established.

North Herts and Stevenage Primary Care Trust continue to provide substantial financial support for which the Trustees are very grateful.

In line with the Trustees' objective of extending the building on its present site, donations of £150,250 were received which, together with roof fund monies of £44,108 and a previous legacy of £50,000, has provided £244,358 towards the project.

The twelve months to 31st May 2003 has reflected the continued support from the public, the Primary Care Trusts and the subsidiary undertaking, who have provided funds to maintain the high standard of services for the year and excess resources to provide a base for the ensuing year's services and projects.

Overall there is reported net incoming resources of £612,442 made up as:-

• Unrestricted, general funds	£422,927
• Unrestricted, designated funds	£194,358
• Restricted funds, net outgoings	£4,843

NORTH HERTS HOSPICE CARE ASSOCIATION
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REPORT OF THE TRUSTEES

INCOMING RESOURCES

Income in the form of donations, legacies and similar income have decreased by £115,000.

The main reasons for this have been decreases in

- Legacies
The year ended 31st May 2002 was an exceptional year for bequeathed donations. These totalled £444,493. Bequeathed donations continue to be received, reflecting the high esteem the Hospice is regarded by the public and during the year ended 31st May 2003 £151,211 was received.
- Trust donations
A small reduction in donations from other trusts of £8,350.

There was, however, an increase in donations towards extending the buildings of £194,358.

In line with its rolling contract North Herts and Stevenage Primary Care Trust continued to provide substantial funding. Overall these funding contributions, together with that from Bedfordshire Heartlands Primary Care Trust and a one-off payment of £39,000 from the Government's allocation of £10 million for hospices, increased by £148,872. This included income to provide Hospice at Home services. Additionally £100,000 of reserves was subsumed into this financial year.

The subsidiary undertaking continued to provide much needed support. Although the turnover of the subsidiary decreased by £43,545 and the subsidiary incurred substantial costs in relocating its warehouse and offices to premises considered more suitable in Letchworth Garden City, the contribution to the Association was £166,016, a decrease of £64,423 as compared to the previous year.

Fund-raising income decreased by £32,459 mainly due to a major event not being held in the year, as had occurred in previous years.

RESOURCES EXPENDED

Overall resources expended by the Association increased by £73,692.

Costs associated with the provision of the primary hospice service increased due to:-

- An increase in costs of doctors, nurses, care and support staff of £82,058.
The numbers of employees having increased by 5.
- An increase in training costs of £17,754.

However, there have been cost saving in professional and accountants' fees of £17,832.

All other costs have been managed and controlled and were within or close to predetermined budgets established prior to the commencement of the year under review.

STATE OF AFFAIRS

A change in the previous year in the funding arrangements by North Herts and Stevenage Primary Care Trust has resulted in funding for 2003/2004 being released to the Association in a single contribution at the beginning of their financial year. As at 31st May 2003 this amounted to £512,601 which together with the building monies of £244,358 are reflected in the substantial bank reserves at 31st May 2003.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

REPORT OF THE TRUSTEES

STATE OF AFFAIRS Continued.....

The state of affairs at 31st May 2003 reflect the reserves necessary to:-

- Retain sufficient resources into the ensuing year as cover for statutory liabilities.
- Allow for unexpected decreases in income or increases in costs.
- *Adapt and alter the existing building to meet the new care standards which are scheduled for introduction in April 2007.*

RESULTS

The results for the year are set out on page 8.

RESERVES POLICY

The Association relies upon funding from its rolling contract with North Herts and Stevenage Primary Care Trust and on its investments, donations, legacies, fundraising events and net income from its subsidiary undertaking to fund its charitable activities.

Funds are regarded as

Unrestricted funds, although various contributions have been designated, are to be used in the provision of services for which the charity has been established.

The Trustees consider the general unrestricted funds to be available for:-

- Six months' running costs of the Hospice estimated at £600,000.
- Contingencies and unexpected problems estimated at £100,000.

Restricted funds, where the use has been specified by the donor or raised for a particular restricted purpose.

RISKS FACING THE ASSOCIATION

There are five main risks facing the Association which could impact on its ability to sustain the levels and quality of service it currently offers.

- The Association has a three year rolling contract with North Herts and Stevenage Primary Care Trust and the Trustees are reasonably confident that there will be little change in the short term, although the funding policies of the NHS are always subject to change.
- *A decline in the level of support from local communities*
- Increasing shortages of qualified staff.
- The raising of the significant capital costs to extend and alter the existing buildings to provide appropriate care facilities for the hospice's primary functions in line with changing standards.
- *Increased competition from other voluntary income generating organisations for public, private and institutional support means that the Association must continue at all times to present itself in the manner it has established as an efficient professional caring organisation, in order to continue to attract such funds.*

The Trustees continue to monitor these risks closely and together with the staff are continuing to work in the pursuance of reducing them.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

REPORT OF THE TRUSTEES

FUTURE PLANS

The need to raise funds is continuous but the staff and volunteers who undertake this function work exceptionally hard and to great effect, showing initiative, unflagging energy and imagination and with this in existence it is hoped that all forms of voluntary donations and fundraising income can be maintained, whilst continuing to provide the best possible care to patients, their families and friends.

Accommodation remains a problem not only to the staff but also for meeting the changing needs and rising expectations of Hospice patients.

The Trustees have progressed with their plans for extending the building on its present site and, in line with changing care standards, are planning to undertake a building development that provides:-

- A purpose built day hospice.
- In-patient accommodation.
- Replacement of the portakabins by permanent buildings.

The estimated cost of the new building is £3,200,000.

TRUSTEES

The Trustees who served during the year were:-

Mrs. D.G. Williams (known
professionally as Dr. M.B. Judd)
Mr. D.R.C. Heymans
Mrs. S.O. Ball
Mr. P.W. Willmott

Mr. T. S. Bentham
Mr. J. Procter
Mrs. M. Guenier
Mr. G. Cook
Mr. J. Bush

In accordance with Article 39 of Association the following retire by rotation at the Annual General Meeting and being eligible offer themselves for re-election:-

Mr. T.S. Bentham, Mr. J.S. Bush and Mr. J. Procter.

TRUSTEES' INTERESTS IN THE SHARES OF THE COMPANY

The Association is a company limited by guarantee and not having a Share Capital, therefore the Trustees have no financial interest other than the extent of the limited guarantee as denoted in the Memorandum of Association of the Association.

MARKET VALUE OF LONG LEASEHOLD LAND AND BUILDINGS

The Trustees consider that the market value of the long leasehold land and buildings is approximately the same as the recorded book value.

FIXED ASSETS

The Trustees continue to enhance and maintain the facilities available to patients, their families and staff.

There were no significant changes in fixed assets during the year.

Details of the Association's fixed assets are in Note 14 of the Accounts.

There were no additions to fixed assets held by the subsidiary undertaking.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

REPORT OF THE TRUSTEES

TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the group and the incoming resources and application of resources, including the net income or expenditure of the group for the year.

In preparing those accounts, the trustees are required to:-


- Select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

AUDITORS

The Auditors, Messrs. S. McCombie & Co., will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

Signed on behalf of the Board of Trustees _____



Mrs. D.G. Williams (known professionally
as Dr. M.B. Judd)

Trustee

Approved by the Board on 6th October 2003.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

We have audited the accounts of North Herts Hospice Care Association for the year ended 31st May 2003 which comprise the Consolidated Statement of Financial Activities (incorporating a Consolidated Income and Expenditure Account), Charity Statement of Financial Activities (incorporating an Income and Expenditure Account), Consolidated and Charity Balance Sheets, Consolidated Statement of Cash Flows, and related notes.

These Accounts have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the Annual Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the accounts, if 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 transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report, and consider whether it is consistent with the audited accounts.

We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

Basis of audit opinion

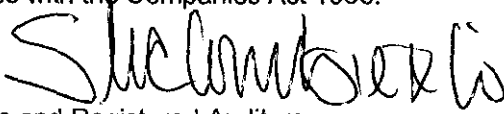
We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, 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 accounts 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of the group and charity's affairs as at 31st May 2003 and of the group's and charity's incoming resources and application of resources, including the income and expenditure accounts, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

S. McCombie & Co.
Chartered Accountants and Registered Auditors,
First Floor Offices,
99, Bancroft,
Hitchin,
Hertfordshire.



Dated 6th October 2003.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating a Consolidated Income and Expenditure Account)

FOR THE YEAR ENDED 31ST MAY 2003

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2003	Total Funds 2002
Incoming Resources	4				
Donations, Legacies and Similar Income	5	745,560	4,467	750,027	853,152
Activities in Furtherance of the Charity's objects					
North Herts and Stevenage PCT, Bedfordshire Heartlands PCT and East & North Herts Health Funding	6	828,620	-	828,620	591,623
Activities for Generating Funds					
Shops Income, Fund-raising Sales					
Lottery Income and Bureau Fees	7	1,104,004	-	1,104,004	1,146,673
Fundraising		64,650	-	64,650	97,109
Investment Income	8	58,604	-	58,604	45,950
Other Operating Income		10,350	-	10,350	-
Total Incoming Resources		2,811,788	4,467	2,816,255	2,734,507
Costs of generating funds					
Shops, fund-raising sales and lottery expenditure	7	938,927	-	938,927	908,706
Fundraising	9	90,229	-	90,229	95,262
		1,029,156	-	1,029,156	1,003,968
Net incoming resources available for charitable application		1,782,632	4,467	1,787,099	1,730,539
Charitable expenditure					
Costs of activities in furtherance of charitable objectives					
Provision of hospice services	10	1,043,857	6,112	1,049,969	951,482
Running costs and maintenance of hospice	10	108,351	1,567	109,918	111,358
Management and administration	11	14,770	-	14,770	33,765
Total charitable expenditure		1,166,978	7,679	1,174,657	1,096,605
Total resources expended	12	2,196,134	7,679	2,203,813	2,100,573
Net incoming resources/(resources expended) before transfers		615,654	(3,212)	612,442	633,934
Transfers between funds		1,631	(1,631)	-	-
Net incoming resources/(resources expended) for the year		617,285	(4,843)	612,442	633,934
Total funds at 31st May 2002		2,087,572	24,070	2,111,642	1,477,708
Total funds at 31st May 2003	28	£2,704,857	19,227	2,724,084	2,111,642

All the information required by an Income and Expenditure Account under the Companies Act requirements is identical to that reported above as a Statement of Financial Activities.

Continuing operations

No activities were acquired or discontinued during the above two financial years.

Total recognised gains and losses

There are no recognised gains or losses, other than the net incoming resources/(resources expended) for the above two financial years.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)
CHARITY STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31ST MAY 2003

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds 2003</u>	<u>Total Funds 2002</u>
Incoming Resources					
Donations, Legacies and Similar Income	5	745,560	4,467	750,027	853,152
Activities in Furtherance of the Charity's objects					
North Herts and Stevenage PCT, Bedfordshire Heartlands PCT and East & North Herts Health funding	6	828,620	-	828,620	591,623
Activities for Generating Funds					
Commercial trading activities		166,016	-	166,016	230,439
Fund-raising sales	7	9,327	-	9,327	8,451
Fundraising		64,650	-	64,650	97,109
Investment Income		61,553	-	61,553	47,219
Total Incoming Resources		<u>1,875,726</u>	<u>4,467</u>	<u>1,880,193</u>	<u>1,827,993</u>
Cost of generating funds					
Cost of fund-raising sales	7	2,865	-	2,865	2,192
Fundraising	9	90,229	-	90,229	95,262
		<u>93,094</u>	<u>-</u>	<u>93,094</u>	<u>97,454</u>
Net incoming resources available for charitable application		<u>1,782,632</u>	<u>4,467</u>	<u>1,787,099</u>	<u>1,730,539</u>
Charitable expenditure					
Costs of activities in furtherance of charitable objectives					
Provision of hospice services	10	1,043,857	6,112	1,049,969	951,482
Running costs and maintenance of hospice	10	108,351	1,567	109,918	111,358
Management and administration	11	14,770	-	14,770	33,765
Total charitable expenditure		<u>1,166,978</u>	<u>7,679</u>	<u>1,174,657</u>	<u>1,096,605</u>
Total resources expended		<u>1,260,072</u>	<u>7,679</u>	<u>1,267,751</u>	<u>1,194,059</u>
Net incoming resources/(resources expended) before transfers		615,654	(3,212)	612,442	633,934
Transfers between funds		<u>1,631</u>	<u>(1,631)</u>	<u>-</u>	<u>-</u>
Net incoming resources/(resources expended) for the year		617,285	(4,843)	612,442	633,934
Total funds at 31st May 2002		<u>2,087,572</u>	<u>24,070</u>	<u>2,111,642</u>	<u>1,477,708</u>
Total funds at 31st May 2003	28	<u>£2,704,857</u>	<u>19,227</u>	<u>2,724,084</u>	<u>2,111,642</u>

All the information required by an Income and Expenditure Account under the Companies Act requirements is identical to that reported above as a Statement of Financial Activities.

Continuing operations

None of the Charity's activities were acquired or discontinued during the above two financial years.

Total recognised gains and losses

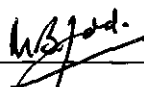
The Charity has no recognised gains or losses, other than the net incoming resources/(resources expended) for the above two financial years.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED AND CHARITY BALANCE SHEETS AS AT 31ST MAY 2003

	<u>NOTE</u>	2003 <u>Group</u>	2002 <u>Group</u>	2003 <u>Charity</u>	2002 <u>Charity</u>
<u>FIXED ASSETS</u>					
Tangible Assets	14	731,725	752,264	726,916	737,281
Investments	15	-	-	100	100
		<u>731,725</u>	<u>752,264</u>	<u>727,016</u>	<u>737,381</u>
<u>CURRENT ASSETS</u>					
Stocks	16	39,103	36,855	-	-
Debtors	17	149,177	129,848	345,286	392,596
Cash at Bank and in Hand		<u>2,579,177</u>	<u>2,130,959</u>	<u>2,286,628</u>	<u>1,770,043</u>
		<u>2,767,457</u>	<u>2,297,662</u>	<u>2,631,914</u>	<u>2,162,639</u>
<u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>					
Other Creditors	18	<u>775,098</u>	<u>938,284</u>	<u>634,846</u>	<u>788,378</u>
<u>NET CURRENT ASSETS</u>		<u>1,992,359</u>	<u>1,359,378</u>	<u>1,997,068</u>	<u>1,374,261</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>£2,724,084</u>	<u>£2,111,642</u>	<u>£2,724,084</u>	<u>£2,111,642</u>
<u>FUNDS</u>					
Unrestricted Funds:					
General		1,739,997	1,311,553	1,739,997	1,311,553
Designated		<u>964,860</u>	<u>776,019</u>	<u>964,860</u>	<u>776,019</u>
		2,704,857	2,087,572	2,704,857	2,087,572
Restricted Funds:					
		<u>19,227</u>	<u>24,070</u>	<u>19,227</u>	<u>24,070</u>
	29	<u>£2,724,084</u>	<u>£2,111,642</u>	<u>£2,724,084</u>	<u>£2,111,642</u>

Signed on behalf of the Board of Trustees



Mrs. D.G. Williams (known professionally as Dr. M.B. Judd)

Trustee

Approved by the Board on 6th October 2003.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED

31ST MAY 2003

	<u>NOTE</u>	<u>2003</u>	<u>2002</u>
<u>NET CASH INFLOW FROM</u> <u>OPERATING ACTIVITIES</u>	24	<u>391,813</u>	<u>1,289,432</u>
<u>RETURN ON INVESTMENTS</u> <u>AND SERVICING OF FINANCE</u>			
Interest received		<u>58,604</u>	<u>45,950</u>
<u>NET CASH INFLOW FROM RETURNS</u> <u>ON INVESTMENTS</u>		<u>58,604</u>	<u>45,950</u>
<u>CAPITAL EXPENDITURE</u>			
Receipt from sale of tangible fixed assets		-	825
Payments to acquire tangible fixed assets		<u>(2,199)</u>	<u>(12,045)</u>
<u>NET CASH (OUTFLOW) FROM CAPITAL</u> <u>EXPENDITURE</u>		<u>(2,199)</u>	<u>(11,220)</u>
<u>INCREASE IN CASH AND</u> <u>CASH EQUIVALENTS</u>	25/26	<u>£448,218</u>	<u>£1,324,162</u>

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

1. OBJECTIVE

To provide hospice care within the geographical area of North Herts, Stevenage and part of Mid Beds.

2. STATUS AND BASIS OF ACCOUNTING

Status

- North Herts Hospice Care Association is a Company limited by guarantee, without a share capital.
- It is a registered Charity and, as such, is not liable for corporation tax on its investment income, nor any other income derived from carrying out the charitable objective of the Company.

Basis of Accounting

- The Accounts have been prepared under the historical cost convention.
- The Accounts have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards. Any material departure from applicable accounting standards are described below.
- The Accounts have been prepared on an accruals basis.
- The Association has dispensed with the requirement to produce an Income and Expenditure Account or Group Income and Expenditure Account as required under the Companies Act as the Statement of Financial Activities required under the Statement of Recommended Practice "Accounting and Reporting by Charities" is identical. The Statement of Financial Activities and the amended format is a departure from the Companies Act 1985, but has been made to reflect headings which are relevant to the Association's activities and to show a true and fair view.

3. ACCOUNTING POLICIES

• Group Accounts

The accounts consolidate the results of the charity and its wholly owned subsidiary undertaking Garden House Hospice Trading Limited, which is a trading entity to raise funds for the charity itself.

The accounts consolidate the results of the charity and its wholly owned subsidiary undertaking on a line by line basis. As the subsidiary undertaking carries out no charitable activities all its costs are included as "costs of generating funds."

• Donations, Legacies and Similar Incoming Resources

Donations, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource. Income tax recoverable on individual gifts and donations is included as part of the gift or donation.

• Primary Care Trust Funding

Primary Care Trust Funding fees are credited to the Statement of Financial Activities in the year in which they are receivable.

• Shop Income, Fund-raising Sales, Lottery Income and Bureau Fees

Income from the commercial activities of operating shops, fund-raising sales, lottery and lottery bureau are included in the year in which the group is entitled to receipt.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

3. ACCOUNTING POLICIES Continued....

• **Investment Income and Rental Income**

Income from investments and from rental is included in the Statement of Financial Activities in the year in which it is receivable.

• **Fundraising**

All income from fundraising events completed in the year are included.

• **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities.

• **Value Added Tax**

The Association does not provide services which fall within the scope of the Value Added Tax Regulations and is, therefore, unable to reclaim input tax.

Value Added Tax on capital expenditure is written off to the Statement of Financial Activities and is not capitalised. Value Added Tax on resources expended is included within the expense in the Statement of Financial Activities.

• **Depreciation**

Individual fixed assets costing £1,000 or more are capitalised at cost.

The cost of converting the Letchworth Hospital into the Garden House Hospice has been capitalised. The buildings are maintained, as a matter of policy, by a programme of repair such that the residual values of the buildings taken as a whole are at least equal to the book value. Having regard to this it is the opinion of the Trustees that depreciation of any such property as required by the Companies Act 1985 and the accounting standards would be insignificant. Any permanent diminution in value of such buildings would be charged to the Statement of Financial Activities as appropriate.

Depreciation is provided on all other tangible fixed assets on a straight line basis and is calculated to write off the cost over the anticipated economic life as follows:-

Charity

Portakabins, Furniture & Fittings	- Over five years
Office Equipment	- Over five years
Motor Vehicle	- Over three years

Subsidiary

Motor Vehicle	- Over five years
Equipment	- Over five years
Fixtures & Fittings	- Over ten years
Improvements to short-term Leasehold land and buildings	- Over the lease term

Depreciation has been charged against the following Funds:-

Portakabins, Furniture & Fittings - Charity	- Designated Fund/Restricted Fund
Office Equipment	- General Fund
Motor Vehicles	- General Fund
Fixtures, & Fittings	- General Fund
Improvements to short-term Leasehold land and buildings	- General Fund

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

3. ACCOUNTING POLICIES Continued....

- **Investment**

Fixed asset investment is stated at cost, less, where it is considered appropriate, provision for any permanent diminution in value.

- **Stocks**

Stocks are stated at cost.

- **Pension Scheme Arrangements**

Charity

The Association operates and contributes to the following defined Pension Schemes:-

- To the National Health Service Superannuation Pension Scheme on behalf of those employees who are members of the Scheme.
- To a scheme managed by Standard Life in respect of those employees who are not entitled to be members of the National Health Superannuation Pension Scheme.

All employees are entitled to join one of the schemes provided they contribute a minimum of 1% of salary.

Subsidiary

The subsidiary operates and contributes to a defined contribution pension scheme for those employees who wish to participate. Contributions in respect of the Company's defined contribution pension scheme are charged to the profit and loss account for the year in which they are payable to the scheme.

All employees are entitled to join the scheme provided they contribute a minimum of 1% of salary.

- **Leasing commitments**

Rentals paid under operating leases are charged to income on a straight-line basis over the lease term.

- **Fund Accounting**

Funds held by the Association are either:-

Unrestricted general funds.

These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds.

These are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

3. ACCOUNTING POLICIES Continued....

• **Fund Accounting Continued.....**

Restricted Funds.

These are funds that can only be used for particular restricted purposes within the objects of the Association. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanations of the nature and purpose of each fund is included in Note 27.

4. INCOMING RESOURCES

Incoming resources represent funds received by the group from various sources and are attributed to one of the functional categories of incoming resources in the Statement of Financial Activities. All incoming resources are attributable to the one continuing activity of the Association and its subsidiary undertaking and are wholly derived in the United Kingdom.

<u>5. DONATIONS, LEGACIES AND SIMILAR INCOME</u>	<u>2003</u>	<u>2002</u>
Donations and covenanted income	579,471	380,809
Legacies	151,211	444,493
Charitable foundations	<u>19,345</u>	<u>27,850</u>
	<u>£750,027</u>	<u>£853,152</u>

6. ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

Statutory Authority Contributions

North Herts and Stevenage Primary Care Trust,

Bedfordshire Heartlands Primary Care Trust and East & North

Herts Health Funding

£828,620

£591,623

7. SHOP INCOME, FUND-RAISING SALES, LOTTERY INCOME, BUREAU FEES AND RELATED EXPENDITURE

	<u>North Herts Hospice Care Association</u>	<u>Charitable Trading</u>	<u>Total Activities 2003</u>	<u>Total Activities 2002</u>
Shops and fund-raising sales				
Turnover from donated goods	3,596	548,908	552,504	590,722
Turnover from purchased goods	<u>5,731</u>	<u>170,710</u>	<u>176,441</u>	<u>185,596</u>
Shop and fund-raising sales income	<u>9,327</u>	<u>719,618</u>	<u>728,945</u>	<u>776,318</u>
Cost of Sales	2,865	315,352	318,217	289,755
Management and administrative expenses	-	413,315	413,315	377,657
Shop expenditure	<u>2,865</u>	<u>728,667</u>	<u>731,532</u>	<u>667,412</u>
Lottery and Lottery Bureau				
Turnover from lottery	-	350,289	350,289	336,001
Lottery bureau fees	-	<u>24,770</u>	<u>24,770</u>	<u>34,354</u>
Lottery income	-	<u>375,059</u>	<u>375,059</u>	<u>370,355</u>
Operating expenses	-	160,579	160,579	170,780
Management and administrative expenses	-	45,456	45,456	70,149
Lottery expenditure	-	<u>206,035</u>	<u>206,035</u>	<u>240,929</u>
Net income/(expenditure) from shops and fund-raising sales	6,462	(9,049)	(2,587)	108,906
Net income from lottery	-	<u>169,024</u>	<u>169,024</u>	<u>129,426</u>
	<u>6,462</u>	<u>159,975</u>	<u>166,437</u>	<u>238,332</u>
Taxation	-	1,360	1,360	365
Net income from trading	<u>£6,462</u>	<u>158,615</u>	<u>165,077</u>	<u>237,967</u>

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)
CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

7. SHOP INCOME, LOTTERY INCOME, BUREAU FEES
AND RELATED EXPENDITURE Continued.....

The charitable income from the sale of donated and purchased goods is through shops at various town locations throughout North Hertfordshire.

The charitable income from lottery and lottery bureau is income generated through an own weekly lottery together with fees from the provision of a bureau service for the running of lotteries for other charitable organisations. The profits of the trading subsidiary are gifted to the charity annually by deed of covenant.

<u>8. INVESTMENT INCOME</u>	<u>2003</u>	<u>2002</u>
Interest receivable	<u>£58,604</u>	<u>£45,950</u>

9. COST OF GENERATING FUNDS

Re: Charitable fund-raising, donations, legacies and similar income:

Purchase of goods	7,756	6,065
Cost of events	1,204	11,118
Staff costs	61,811	59,894
Printing, postage, stationery and advertising	13,107	6,559
Computer support	1,543	4,297
Travelling	663	825
Training	318	-
Depreciation	<u>3,827</u>	<u>6,504</u>
	<u>£90,229</u>	<u>£95,262</u>

10. COSTS OF ACTIVITIES IN FURTHERANCE OF CHARITABLE OBJECTIVES

• Provision of Hospice Services

Doctors, nurses, care and support staff	992,424	910,366
Clinical supplies	8,972	9,331
Catering supplies	7,057	6,113
Cleaning and laundry	15,450	15,874
Training	25,595	7,842
Subscriptions	<u>471</u>	<u>1,956</u>
	<u>1,049,969</u>	<u>951,482</u>

• Running costs and maintenance of Hospice

Salaries - maintenance	6,357	4,973
Rates	2,968	2,286
Insurance	12,652	6,033
Light and heat	9,298	8,463
Maintenance, repairs and gardening	20,078	28,168
Printing, postage, stationery and advertising	17,526	25,040
Telephone	6,508	6,504
Travelling	3,919	3,065
Computer support	14,733	9,591
Payroll processing costs	2,400	2,400
General expenses	4,742	5,347
Depreciation	<u>8,737</u>	<u>9,488</u>
	<u>£109,918</u>	<u>£111,358</u>

11. MANAGEMENT AND ADMINISTRATION

Salaries - Administration	2,351	2,300
Professional fees	3,372	17,655
Audit and accountancy fees	9,047	12,596
VAT on capital expenditure	-	1,214
	<u>£14,770</u>	<u>£33,765</u>

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

12. TOTAL RESOURCES EXPENDED

	Shops & Lottery Expenditure	Fund Raising	Provision of Hospice Services	Running costs & Maintenance of Hospice	Management and Administration	Total 2003	Total 2002
Staff costs	311,705	61,811	992,424	6,357	2,351	1,374,648	1,255,335
Cost of sales and services	229,419	24,591	57,545	-	-	311,555	311,992
Premises costs	104,032	-	-	66,871	-	170,903	143,256
Communications	40,222	-	-	24,034	-	64,256	77,201
Travel	19,915	-	-	3,919	-	23,834	25,346
Hire of land, buildings and equipment	204,595	-	-	-	-	204,595	212,012
Legal and professional	4,739	-	-	-	3,372	8,111	23,476
Audit and accountancy	9,330	-	-	-	9,047	18,377	24,066
Bank charges and interest	3,436	-	-	-	-	3,436	2,421
Other costs	2,407	-	-	-	-	2,407	754
Depreciation and amortisation	9,127	3,827	-	8,737	-	21,691	24,714
	<u>938,927</u>	<u>90,229</u>	<u>1,049,969</u>	<u>109,918</u>	<u>14,770</u>	<u>2,203,813</u>	<u>2,100,573</u>

Included in the above:	2003	2002
Depreciation: owned assets	£17,169	£20,194
Amortisation of improvements to short-term leasehold land and buildings	£4,522	£4,520
Auditor's remuneration: Audit fees	£9,188	£12,033
Accountancy, taxation and other services	£9,189	£12,033
Operating lease charges: Hire of vehicles and equipment	£20,831	£33,282
Hire of land and buildings	<u>£180,389</u>	<u>£178,730</u>

13. STAFF COSTS AND NUMBERS

Salaries and Wages	1,248,764	1,143,186
Social security costs	81,096	71,747
Pension costs	<u>44,788</u>	<u>40,402</u>
	<u>£1,374,648</u>	<u>£1,255,335</u>

The average weekly number of employees calculated on a full time equivalent basis, analysed by function:

Cost of generating funds		
Shops and lottery expenditure	26	24
Fundraising	4	4
Provision of Hospice Services	67	62
Management and Administration	-	-
	<u>97</u>	<u>90</u>

The number of employees whose emoluments as defined for taxation purposes amounted to over £50,000 in the year were as follows:-

£50,001 - £60,000	1	1
£60,001 - £70,000	<u>1</u>	<u>1</u>
	<u>2</u>	<u>2</u>

The Trustees provide their services voluntarily and are not included in the above analysis.

Two directors of the subsidiary undertaking provide their services voluntarily and are not included in the above analysis.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

13. STAFF COSTS AND NUMBERS Continued...

	<u>2003</u>	<u>2002</u>
Pensions costs		
Pension costs charged to net incoming resources for the year	<u>£44,788</u>	<u>£40,402</u>
Contributions outstanding, included under creditors due within one year	<u>£3,379</u>	<u>£3,738</u>

14. TANGIBLE FIXED ASSETS

		Land and Buildings Long Leasehold	Improvements to short-term leasehold Land & Buildings	Portakabins, Furniture, Fixtures & Fittings	Equipment	Motor Vehicles
• <u>Group</u>	<u>Total</u>					
<u>Cost</u>						
At 31st May 2002	1,010,219	699,059	22,603	212,367	60,395	15,795
Additions	2,199	-	-	2,199	-	-
Disposals	(11,233)	-	-	(1,350)	(9,883)	-
At 31st May 2003	<u>1,001,185</u>	<u>699,059</u>	<u>22,603</u>	<u>213,216</u>	<u>50,512</u>	<u>15,795</u>
<u>Depreciation</u>						
At 31st May 2002	257,955	-	18,081	174,433	57,438	8,003
Provided during the year	21,691	-	4,522	11,419	1,710	4,040
Disposals	(10,186)	-	-	(540)	(9,646)	-
At 31 st May 2003	<u>269,460</u>	<u>-</u>	<u>22,603</u>	<u>185,312</u>	<u>49,502</u>	<u>12,043</u>
<u>Net Book Value at</u>						
31st May 2002	<u>£752,264</u>	<u>699,059</u>	<u>4,522</u>	<u>37,934</u>	<u>2,957</u>	<u>7,792</u>
<u>Net Book Value at</u>						
31st May 2003	<u>£731,725</u>	<u>699,059</u>	<u>-</u>	<u>27,904</u>	<u>1,010</u>	<u>3,752</u>

		Land and Buildings Long Leasehold	Portakabins, Furniture & Fittings	Office Equipment	Motor Vehicle
• <u>Charity</u>	<u>Total</u>				
<u>Cost</u>					
At 31st May 2002	923,500	699,059	184,226	32,715	7,500
Additions	2,199	-	2,199	-	-
At 31st May 2003	<u>925,699</u>	<u>699,059</u>	<u>186,425</u>	<u>32,715</u>	<u>7,500</u>
<u>Depreciation</u>					
At 31st May 2002	186,219	-	152,924	30,378	2,917
Provided during the year	12,564	-	8,737	1,327	2,500
At 31 st May 2003	<u>198,783</u>	<u>-</u>	<u>161,661</u>	<u>31,705</u>	<u>5,417</u>
<u>Net Book Value at</u>					
31st May 2002	<u>£737,281</u>	<u>699,059</u>	<u>31,302</u>	<u>2,337</u>	<u>4,583</u>
<u>Net Book Value at</u>					
31st May 2003	<u>£726,916</u>	<u>699,059</u>	<u>24,764</u>	<u>1,010</u>	<u>2,083</u>

The long leasehold buildings represent the capitalised costs of converting the Letchworth Hospital into the Garden House Hospice, together with the extension completed in 1994.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

15. COMMERCIAL TRADING ACTIVITIES AND INVESTMENT
IN TRADING SUBSIDIARY UNDERTAKING

The wholly owned trading subsidiary, Garden House Hospice Trading Limited, which is incorporated in the United Kingdom, pays all its profits to the charity annually by deed of covenant.

The principal activities of Garden House Hospice Trading Limited are general merchants, traders and the operators of a weekly lottery and lottery bureau.

The charity owns the entire issued share capital of 100 Ordinary Shares of £1 each.

Summary of investment	<u>2003</u>	<u>2002</u>
• Shares at cost	<u>£100</u>	<u>£100</u>
• Extracts from the accounts of the subsidiary undertaking for the year ended 31 st May		
• Summary profit and loss account		
Turnover	1,094,677	1,138,222
Other operating income	10,350	-
Cost of sales and administrative expenses	(937,202)	(908,649)
Interest receivable less interest payable	<u>(449)</u>	<u>1,231</u>
Profit on ordinary activities before taxation	167,376	230,804
Taxation	<u>(1,360)</u>	<u>(365)</u>
Profit for the financial year	166,016	230,439
Amount gifted to charity	<u>(166,016)</u>	<u>(230,439)</u>
Retained in subsidiary	<u>£ -</u>	<u>£ -</u>

- The assets and liabilities of the subsidiary undertaking as at 31st May were as follows:-

Fixed Assets	4,809	14,983
Current Assets	381,559	445,462
Creditors amounts falling due within one year	<u>(386,268)</u>	<u>(460,345)</u>
Net assets	<u>£100</u>	<u>£100</u>

Aggregate share capital and reserves	<u>£100</u>	<u>£100</u>
--------------------------------------	-------------	-------------

16. STOCKS

	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
	<u>Group</u>	<u>Group</u>	<u>Charity</u>	<u>Charity</u>
Finished goods for resale	28,933	34,303	-	-
Stationery	3,686	1,304	-	-
Warehouse Utilities	6,484	1,248	-	-
	<u>£39,103</u>	<u>36,855</u>	-	-

17. DEBTORS

Amounts due from subsidiary undertaking	-	-	80,000	80,000
Other debtors	96,713	80,449	243,685	299,168
Prepayments and accrued income	<u>52,464</u>	<u>49,399</u>	<u>21,601</u>	<u>13,428</u>
	<u>£149,177</u>	<u>129,848</u>	<u>345,286</u>	<u>392,596</u>

The amount owed by the subsidiary undertaking is repayable on demand. Interest is charged on the amount at 2% above Base Rate.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2003 Group	2002 Group	2003 Charity	2002 Charity
Other creditors				
Payments received on account	73,603	72,366	929	4,749
Trade Creditors	8,104	9,239	-	-
United Kingdom corporation tax	1,360	365	-	-
Accruals and deferred income	595,290	746,233	537,784	674,335
Other amounts owed	96,741	110,081	96,133	109,294
	<u>£775,098</u>	<u>938,284</u>	<u>634,846</u>	<u>788,378</u>

19. SHARE CAPITAL

The Association is a Company limited by guarantee and not having a Share Capital, therefore the Trustees have no financial interest other than the extent of the limited guarantee as denoted in the Memorandum of Association of the Association.

20. RECONCILIATION OF MOVEMENT ON FUNDS	2003	2002
Net movement in funds for the year	612,442	633,934
Opening Funds	<u>2,111,642</u>	<u>1,477,708</u>
Closing Funds	<u>£2,724,084</u>	<u>£2,111,642</u>

If upon the winding up or dissolution of the Association there remains, after the satisfaction of all debts and liabilities and after due provision has been made for the continuance of any pensions or allowances to retired employees of the Association in accordance with any pension scheme, for the time being in force, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to some other charitable institution or institutions having exclusively charitable objects similar to the objects of the Association.

21. CAPITAL COMMITMENTS

The Trustees maintain a policy of continually enhancing the facilities offered to patients, families and their guests.

No specific capital commitments have been contracted for or approved by the Trustees at 31st May 2003.

No capital commitments have been contracted for or approved by the Board of the subsidiary undertaking at 31st May 2003.

22. PENSION COMMITMENTS

The Association operates defined contribution pension schemes on behalf of employees willing to join the appropriate scheme and contribute a minimum of 1% of gross salary. The assets of the schemes are held separately from those of the Association in independently administered funds.

The annual commitment by the Association under the schemes is for contributions of 4% of gross salary of those employees who are members of the appropriate schemes.

The estimated Association commitment for 2003/2004 is £42,150 (2002/2003 - £37,900).

The subsidiary undertaking operates and contributes to a defined contribution pension scheme for those employees who wish to participate. The assets of the scheme are held separately from those of the Company in an independently administered fund. All employees are entitled to join the scheme provided they contribute a minimum of 1% of salary.

The subsidiary undertaking's annual commitment under this scheme is for contributions of £3,005 (2002 - £2,600).

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

23. OTHER FINANCIAL COMMITMENTS

At 31st May 2003 the subsidiary undertaking had annual commitments under non-cancellable operating leases as set out below:-

	Land and Buildings		Other	
	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
Operating leases which expire:				
within one year	4,812	31,049	2,500	-
within one to two years	-	28,000	11,673	2,500
within two to five years	67,000	-	11,580	26,856
in over five years	87,000	89,000	-	-
	<u>£158,812</u>	<u>£148,049</u>	<u>£25,753</u>	<u>£29,356</u>

24. RECONCILIATION OF CHANGES IN RESOURCES
TO NET CASH INFLOW FROM OPERATING
ACTIVITIES

	<u>2003</u>	<u>2002</u>
Net movement in funds for the year	612,442	633,934
Depreciation	21,691	24,714
Loss/(Profit) on disposal of assets	1,047	(825)
Interest receivable	(58,604)	(45,950)
(Increase) in stocks	(2,248)	(11,684)
(Increase)/Decrease in debtors	(19,329)	84,572
(Decrease)/Increase in creditors	<u>(163,186)</u>	<u>604,671</u>
Net cash Inflow from operating activities	<u>£391,813</u>	<u>£1,289,432</u>

25. ANALYSIS OF CHANGES IN CASH AND CASH
EQUIVALENTS DURING THE YEAR

Balances as at 31 st May 2002	2,130,959	806,797
Net cash inflows	<u>448,218</u>	<u>1,324,162</u>
Balances as at 31 st May 2003	<u>£2,579,177</u>	<u>£2,130,959</u>

26. ANALYSIS OF THE BALANCES OF CASH AND
CASH EQUIVALENTS AS SHOWN IN THE
BALANCE SHEET

	<u>2003</u>	<u>2002</u>	Change in the Year
Cash at bank and in hand	<u>£2,579,177</u>	<u>£2,130,959</u>	<u>£448,218</u>

27. FUNDS

The Funds are explained in the following notes and an analysis of each is shown in the Statement of Financial Activities and Notes 28, 29 and 30.

UNRESTRICTED FUNDS

General

- This Fund reflects the accumulated surpluses arising from the objectives of the Association which may be used for its charitable purpose at the discretion of the Trustees.

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

UNRESTRICTED FUNDS Continued.....

Designated

- **Fixed Assets:** represents monies invested in the Garden House Hospice buildings and furniture and fixtures.
- **New Building:** represents monies bequeathed and donated for a special purpose, not for routine running costs. The Trustees have designated these monies for the new building.

RESTRICTED FUNDS

- **Fixed Assets:** represents monies donated for specific asset acquisitions.
- **Specific Use:** represents monies donated to be used for specific purposes.
- **Development:** represents monies to be used for future developments.
- **Education:** specifically to be used for education and training.
- **Tigers:** specifically for children's bereavement.

28. ANALYSIS OF MOVEMENT IN GROUP FUNDS

	Balance 31 st May 2002	Movement in Resources			Balance 31 st May 2003
<u>Unrestricted Funds</u>		<u>Incoming</u>	<u>Outgoing</u>	<u>Transfers</u>	
General	1,311,553	2,617,430	(2,188,418)	(568)	1,739,997
Designated	776,019	194,358	(7,716)	2,199	964,860
	<u>2,087,572</u>	<u>2,811,788</u>	<u>(2,196,134)</u>	<u>1,631</u>	<u>2,704,857</u>
 <u>Restricted Funds</u>					
Fixed Assets	4,341	-	(1,021)	-	3,320
Specific Use	11,668	2,622	(5,304)	(79)	8,907
Development	6,000	-	-	-	6,000
Education	1,000	-	-	-	1,000
Tigers	1,061	1,845	(1,354)	(1,552)	-
	<u>24,070</u>	<u>4,467</u>	<u>(7,679)</u>	<u>(1,631)</u>	<u>19,227</u>
	<u>£2,111,642</u>	<u>2,816,255</u>	<u>(2,203,813)</u>	<u>-</u>	<u>2,724,084</u>

NORTH HERTS HOSPICE CARE ASSOCIATION
(A Company limited by guarantee and not having a Share Capital)

CONSOLIDATED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2003

29. UNRESTRICTED FUNDS OF THE CHARITY

	<u>General Funds</u>	<u>Designated Fixed Assets</u>	<u>Designated New Building</u>	<u>Total</u>
Balance 31 st May 2002	1,311,553	726,019	50,000	2,087,572
Transfer of funds from restricted funds	1,631	-	-	1,631
Movement in funds for the year	429,012	(7,716)	194,358	615,654
Transfer of amount designated for fixed assets	(2,199)	2,199	-	-
Balance 31 st May 2003	<u>£1,739,997</u>	<u>720,502</u>	<u>244,358</u>	<u>2,704,857</u>

30. ANALYSIS OF GROUP ASSETS AND LIABILITIES TO FUNDS

	<u>Unrestricted Funds General</u>	<u>Designated</u>	<u>Restricted Funds</u>	<u>Total</u>
<u>FIXED ASSETS</u>				
Long Leasehold land and buildings	-	699,059	-	699,059
Improvements to short term leasehold land and buildings	-	-	-	-
Portakabins, furniture and fittings	3,141	21,443	3,320	27,904
Equipment	1,010	-	-	1,010
Motor vehicles	<u>3,752</u>	-	-	<u>3,752</u>
	<u>7,903</u>	<u>720,502</u>	<u>3,320</u>	<u>731,725</u>
<u>CURRENT ASSETS</u>				
Stocks	39,103	-	-	39,103
Debtors	149,177	-	-	149,177
Cash at Bank and in Hand	<u>2,318,912</u>	<u>244,358</u>	<u>15,907</u>	<u>2,579,177</u>
	<u>2,507,192</u>	<u>244,358</u>	<u>15,907</u>	<u>2,767,457</u>
<u>CREDITORS</u>				
Amounts falling due within one year	775,098	-	-	775,098
Other amounts	<u>1,732,094</u>	<u>244,358</u>	<u>15,907</u>	<u>1,992,359</u>
<u>NET CURRENT ASSETS</u>				
<u>TOTAL ASSETS LESS</u>				
<u>CURRENT LIABILITIES</u>	<u>£1,739,997</u>	<u>964,860</u>	<u>19,227</u>	<u>2,724,084</u>