

4120060

# Reports and Financial Statements

For the year ended 31 December 2003

**The Cicely Saunders Foundation**



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Times House Throwley Way Sutton Surrey SM1 4JQ

# The Cicely Saunders Foundation

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# **The Cicely Saunders Foundation**

## **Charity information**

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<b>Registered company number</b>	4120060
<b>Registered charity number</b>	1087195
<b>Trustees</b>	John McGrath (Chairman) Lord Browne of Madingley Dr. Kathleen Foley MD Sir Richard Giordano KBE Dame Cicely Saunders OM DBE FRCP FRCN Lord Simon of Highbury CBE Sir David Walker Lord Wilson of Dinton GCB
<b>Company secretary</b>	John McGrath
<b>Contact address</b>	Weston Education Centre 10 Cutcombe Road London SE5 9RJ
<b>Registered office</b>	Times House Throwley Way Sutton Surrey SM1 4JQ
<b>Auditors</b>	Mazars LLP Chartered Accountants & Registered Auditors Times House Throwley Way Sutton Surrey SM1 4JQ
<b>Bankers</b>	HSBC Bank plc PO Box 648 Poultry and Princes Street London, EC2P 2BX
<b>Solicitors</b>	Bates, Wells & Braithwaite Cheapside House 138 Cheapside London EC2V 6BB

# **The Cicely Saunders Foundation**

## **Trustees' report For the year ended 31 December 2003**

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*The trustees, who are also the directors of The Cicely Saunders Foundation ("the Foundation"), present their report and the financial statements for the year ended 31 December 2003, which have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in October 2000.*

### **Governing documents**

The Foundation is a company limited by guarantee governed by its Memorandum and Articles of Association dated 30 November 2000.

### **Objects and strategy**

The mission of the Foundation is to create a centre of excellence to promote the high standards of clinical practice, research and education in palliative care that inspired Dame Cicely Saunders to establish the modern hospice movement.

The objects of the Foundation are to investigate, promote and advance high standards of clinical practice, research and education in palliative care. The Foundation pursues its mission by:

- advancing standards of high quality care for patients with progressive illness and their families, wherever the person is cared for;
- conducting, supporting, funding and commissioning world class research in effective, person-centred and spiritually sympathetic forms of palliative care, in particular, perfecting relevant and robust methods to set an international gold standard of palliative care research;
- investigating and promoting high quality care for patients with cancer and non-cancer progressive illness, and from sections of society which miss out on the best in palliative care;
- providing postgraduate and undergraduate education for doctors, nurses and other professionals in the field; and
- promoting public understanding of palliative care and the available treatments and services and influencing practice nationally and internationally on care towards the end of life.

### **Trustees**

The trustees of the Foundation, who held office during the whole of the period from 1 January 2003 to the date of this report unless otherwise stated, are as follows:

John McGrath (Chairman)  
Lord Browne of Madingley  
Dr. Kathleen Foley MD  
Sir Richard Giordano KBE  
Dame Cicely Saunders OM DBE FRCP FRCN  
Lord Simon of Highbury CBE  
Geoffrey Tucker CBE (deceased on 13 January 2003)  
Sir David Walker  
Lord Wilson of Dinton GCB (appointed 22 October 2003)

# **The Cicely Saunders Foundation**

## **Trustees' report**

### **For the year ended 31 December 2003 (continued)**

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#### ***Related parties***

During the year, donations of £212,424 (2002: £59,259) were received from The BG Foundation. The BG Foundation develops and manages the social responsibility programme for BG Group plc, of which Sir Richard Giordano, a trustee of the Foundation, is the Chairman.

#### **Review of activities**

*During the year under review, The Foundation has continued to prepare a solid framework for future activities.*

#### **Review of transactions and financial position**

During the year, income of £456,177 (2002: £133,473) was received. This income was applied to the objects of the Foundation.

The net movement in funds for the year, as shown in the Statement of Financial Activities, amounted to a surplus of £358,169 (2002: £58,153).

The Foundation's net assets at 31 December 2003 were £507,650 (2002: £149,481).

#### **Reserves**

A target of achieving start up funds of £250,000 was set in the business plan for establishing the Foundation. At 31 December 2003, free reserves amounted to £506,764 (2002: £148,036). These funds will be used to finance the Foundation's charitable objects and to meet the ongoing expenses of operating the Foundation.

#### **Future developments**

In the coming year the Foundation will continue to provide charitable support in accordance with its objects, concentrating on developing plans to create a centre of research for palliative care.

Consolidated Contractors International (UK) Limited has pledged US\$1,000,000 to the Foundation, receivable over five years, and £239,035 of this was received during the year.

#### **Guarantors**

At 31 December 2003, there were eight members of the Foundation, as named on page 2. The liability of each of the members of the Foundation in the event of a winding-up is limited by guarantee to £1.

#### **Constitution**

The directors are appointed by the members (who are also the directors) at the Annual General Meeting and re-appointed by rotation.

# The Cicely Saunders Foundation

## Trustees' report For the year ended 31 December 2003 (continued)

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### 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 affairs of the Foundation as at the balance sheet date and of its incoming resources and application of resources, including its income and expenditure, for the financial year. 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 and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

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

### Risks management

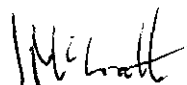
The trustees have identified and reviewed the major risks facing the Foundation and have established internal controls to mitigate these risks. The trustees confirm that the controls implemented are appropriate to the size of the Foundation and the nature of its operations.

### Auditors

A resolution to reappoint Mazars LLP as auditors will be proposed at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board on 14 October 2004  
and signed on its behalf by



John McGrath  
Company secretary

## **Independent auditors' report to the members of**

### **The Cicely Saunders Foundation**

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We have audited the financial statements for the year ended 31 December 2003 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company'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 company's members those matters we are required to state to them in an auditor's 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 company and the company'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**

As described in the Statement of Trustees' Responsibilities the trustees, who are also the directors of The Cicely Saunders Foundation for the purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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

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 if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charitable company 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 the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatement within it.

#### **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 financial statements. It also includes an assessment of the judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company'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 as to whether 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.

## Independent auditors' report to the members of

### The Cicely Saunders Foundation (continued)

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#### Opinion

In our opinion the financial statements give a true and fair view of the charitable company's affairs as at 31 December 2003 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.

*Mazars LLP*

CHARTERED ACCOUNTANTS  
and Registered Auditors

Mazars LLP  
Times House  
Throwley Way  
Sutton  
Surrey SM1 4JQ

Date 26/05/04



# The Cicely Saunders Foundation

## Statement of financial activities For the year ended 31 December 2003

	Notes	Unrestricted funds 2003 £	Unrestricted funds 2002 £
<b>Income and expenditure</b>			
<b>Incoming resources</b>			
Donations		451,459	133,167
Bank interest		4,718	306
<b>Total incoming resources</b>		<u>456,177</u>	<u>133,473</u>
<b>Resources expended</b>			
<b>Costs of generating funds</b>			
Publicity		<u>2,154</u>	<u>2,174</u>
<b>Charitable expenditure</b>			
Costs of activities in furtherance of the Foundation's objects:			
Research costs	2	65,000	39,380
Support costs	3	22,123	20,495
Management and administration	4	8,731	13,271
		<u>95,854</u>	<u>73,146</u>
<b>Total resources expended</b>		<u>98,008</u>	<u>75,320</u>
<b>Net incoming resources</b>	5	<u>358,169</u>	<u>58,153</u>
Balance at 31 December 2002		<u>149,481</u>	<u>91,328</u>
<b>Balance at 31 December 2003</b>		<u><u>507,650</u></u>	<u><u>149,481</u></u>

All of the Foundation's activities are derived from continuing operations.

The Foundation has no recognised gains and losses other than those shown above.

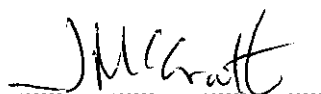
# The Cicely Saunders Foundation

## Balance sheet at 31 December 2003

	Notes	2003 £	2002 £
<b>Fixed assets</b>			
Tangible fixed assets	7	886	1,445
<b>Current assets</b>			
Debtors	8	16,250	-
Cash at bank and in hand		502,945	169,020
		519,195	169,020
<b>Creditors: Amounts falling due within one year</b>	9	(12,431)	(20,984)
<b>Net current assets</b>		506,764	148,036
<b>Net assets</b>		507,650	149,481
<b>Funds</b>			
Unrestricted funds		507,650	149,481

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board on ...14... October 2004  
and signed on its behalf by



John McGrath  
Trustee

# **The Cicely Saunders Foundation**

## **Notes to the financial statements For the year ended 31 December 2003**

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### **1 Accounting policies**

#### **1.1 Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities", issued by the Charity Commission in October 2000.

These financial statements have been prepared on the going concern basis.

#### **1.2 Incoming resources**

Donations are credited to the Statement of Financial Activities in the year in which they are received.

#### **1.3 Resources expended**

Costs of generating funds includes costs incurred in encouraging others to make contributions to the Foundation.

Charitable expenditure comprises costs incurred in furtherance of the Foundation's objects, and includes research costs, support costs and management and administration costs. Management and administration costs include expenditure on general administration, management and compliance with constitutional and statutory requirements.

#### **1.4 Tangible fixed assets**

Tangible fixed assets with a value exceeding £1,000 are recognised in the balance sheet at cost less depreciation. Depreciation is calculated at rates intended to write off the excess of the cost over the anticipated residual value of the assets on a straight line basis over their estimated useful economic lives. The rate used is as follows:

Computer equipment – 25% per annum

#### **1.5 Fund accounting**

The unrestricted fund comprises those monies which may be used towards meeting the charitable objects of the Foundation at the discretion of the trustees.

## **The Cicely Saunders Foundation**

### **Notes to the financial statements For the year ended 31 December 2003**

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#### **2 Research costs**

On 1 June 2002, Professor Irene Higginson, who is employed by King's College, London, was appointed as the scientific director of the Foundation to undertake research into the fields of standards development and palliative care. The Foundation is committed to making a payment of £65,000 per annum for a three year period in relation to the appointment of Professor Higginson.

#### **3 Support costs**

Support costs are in respect of Brenda Ferns, who is employed by The Foundation and who provides support for the charity's activities.

#### **4 Management and administration**

	<b>Unrestricted funds 2003 £</b>	<b>Unrestricted funds 2002 £</b>
Audit and accountancy	5,000	11,750
Travel and subsistence	-	69
Depreciation	559	559
Office costs	854	-
Telephone	172	-
Other expenses	2,146	893
	<u>8,731</u>	<u>13,271</u>

The value of facilities provided to the Foundation free of charge, that would otherwise have had to be purchased, such as the use of office equipment and office space, have not been recognised in the Statement of Financial Activities because the benefit is not easily quantifiable or is considered to be immaterial.

## **The Cicely Saunders Foundation**

### **Notes to the financial statements For the year ended 31 December 2003**

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#### **5 Net incoming resources**

	<b>Unrestricted funds 2003 £</b>	<b>Unrestricted funds 2002 £</b>
Net incoming resources is stated after charging:		
Depreciation	559	559
Auditors' remuneration		
- Audit	3,000	3,525
- Accounting services	2,000	8,225
	<u>          </u>	<u>          </u>

#### **6 Staff costs and trustees' remuneration**

One member of staff was employed by the Foundation during the year (2002: None) as detailed in note 3. Details concerning Professor Irene Higginson, who is employed by King's College, London, are set out in note 2.

The trustees received no remuneration in respect of their services to the Foundation during the year (2002: £Nil). No trustee received any reimbursement of personal expenses during the year (2002: £Nil).

# **The Cicely Saunders Foundation**

## **Notes to the financial statements** **For the year ended 31 December 2003**

### **7 Tangible fixed assets**

	Computer equipment £
<b>Cost</b>	
At 1 January 2003 and 31 December 2003	2,237
<b>Depreciation</b>	
At 1 January 2003	792
Charge for the year	559
At 31 December 2003	1,351
<b>Net book value</b>	
At 31 December 2003	886
At 31 December 2002	1,445

### **8 Debtors**

	2003 £	2002 £
Prepayments	16,250	-

### **9 Creditors: Amounts falling due within one year**

	2003 £	2002 £
Accruals	12,431	20,984

## **The Cicely Saunders Foundation**

### **Notes to the financial statements For the year ended 31 December 2003**

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#### **10 Related party transactions**

During the year donations of £212,424 (2002: £59,259) were received from the BG Foundation. The BG Foundation develops and manages the social responsibility programme for BG Group plc, of which Sir Richard Giordano, a trustee of the Foundation, is the Chairman.

#### **11 Financial commitments**

The Foundation is committed to making a payment of £65,000 per annum for a three year period from 1 June 2002 in relation to the appointment of Professor Higginson. Further details are set out in note 2.

#### **12 Liability of members**

The Foundation is a company limited by guarantee and has no share capital. In the event of the Foundation being wound up, the liability of the members is limited to £1.