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Registered number 1510521

OVERGATE HOSPICE

(a company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2011

B M Howarth
chartered accountants

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OVERGATE HOSPICE
(a company limited by guarantee)

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OVERGATE HOSPICE
(a company limited by guarantee)

LEGAL AND ADMINISTRATIVE DETAILS

Status
Registered Charity No 511619
Company No 1510521

Registered Office
Overgate Hospice
30 Hullen Edge Road
Elland
West Yorkshire
HX5 OQY

President
Mrs S Graucob MBE

Patrons
Mrs M A Coxon
K F Marshall
Miss O J Hirst

Directors
Mrs M E Wilkinson (Chairman)
M A Steele (Treasurer and Secretary)
Mrs E M Dixon
Miss O J Hirst (retired 3 December 2010)
Dr A B Moncrieff
Mr C C Choy
Miss I R Holdsworth
B G Lister
Miss V A Steele
R I Firth (appointed 18 July 2011)

Chief Executive Officer
J Cawtheray

Bankers
Lloyds TSB Bank
44 Southgate
Elland
HX5 OES

Yorkshire Bank
Southgate
Elland
HX5 0BP

LEGAL AND ADMINISTRATIVE DETAILS (continued)

Auditors
B M Howarth Ltd
West House
King Cross Road
Halifax
HX1 1EB

Investment Brokers
Rensburg Sheppards
Quayside House
Canal Wharf
Leeds
LS11 5PU

OVERGATE HOSPICE
(a company limited by guarantee)

CHAIRMAN'S REPORT
for the year ended 31 March 2011

2011 is the 30th anniversary of the opening of Overgate Hospice and the 20th anniversary of the Overgate Choir

Congratulations to the two members of the nursing staff, Cath Matthews and Val Craven, who have been here since day one, and to the choir The nurses must have seen many changes, I certainly have and I do not have such a long record of service Initially everything that happened at Overgate was contained in the original house, then in 1994 a purpose built in-patient unit was opened, followed by a relatives' suite for people who need to stay close by. A few years later the Day Hospice was started and has had several upgrades over the years with the latest being completed in March/April 2011. The upgrade included an extension and now has much more room for the many therapies and services which are offered to Day Hospice guests There is a beautiful quiet space overlooking the garden with easy access to it. Everyone is delighted with the new facilities The house itself contains part of the Day Hospice, a meeting and training room, counseling suite and offices for the people who deal with the copious amount of paper work and of course computers, which nowadays are a very important part of the daily routine. I am not sure what Dr Quinn, our founder, would make of everything if he paid us a visit today, one thing he would recognize is the care and devotion of the staff for patients and the loyalty to the hospice ethos This is a good opportunity to congratulate and thank every member of staff and all the volunteers who have made and continue to make Overgate the place it is; a safe and caring haven in a time of suffering, anxiety and grief

The fact that the Overgate Choir is still here after 20 years says everything They have been marvelous ambassadors for Overgate and have raised many thousands of pounds while doing what they do so well – entertaining us with their singing

We were extremely sad to lose two of our former directors during the year Anne Coxon and Philip Taylor both gave unstinting support to Overgate Anne was involved right from the beginning and was responsible for overseeing the domestic running of the house and garden, Philip came later and managed the hospice including the building of the inpatient unit He was the treasurer and became chairman after the death of Dr Quinn Philip and Donald Maxwell Timmins founded the Overgate Choir for the first "Voices for Hospices" and as already mentioned, is still going strong today, 20 years later Anne and Philip were volunteers who gave so much to Overgate and who were always available for me when I needed advice, we all owe them a large debt of gratitude

Ian Firth was welcomed as a probationary Director in January His background is financial and he has considerable experience of serving on other charity Boards The probation period lasts for six months and at the end of that time, after a review from both sides a decision is made whether the person wishes to join the Board. I am very happy to say Ian said he would like to stay and has become a very active and useful director.

Jenni Feather, our Chief Executive, retired at the end of March and we welcomed Janet Cawtheray as the new incumbent. It was sad to say goodbye to Jenni as she has had a long association with Overgate, beginning as one of the Macmillan Nurses who were housed at Overgate for a while She went to Marie Curie and came back to Overgate 13 years ago as Matron, then Clinical Director and finally Chief Executive. It is thanks to her that many changes were made to make Overgate the place it is today She intends to spend her retirement exploring the world and seeking more and more hair-raising treks, well they are to me. Everyone wishes her a long and happy retirement.

Janet Cawtheray has come from Calderdale Primary Care Trust and has settled into her role well It is a very different working environment for her but she is enjoying the challenge as we enjoy having her challenge us

We have been fortunate to have some generous legacies during the year It is lovely when they arrive although it is a sad time for the donor's family We are extremely grateful for them because they allow us to feel that little bit more confident about planning the future although we cannot rely on receiving such generous gifts We have professional fundraisers as well as volunteer fundraisers who need to raise £5,000 a day just to keep us going They are very committed people, great workers and fun to be around The volunteers include the Corporate Group, the Choir, all the shop volunteers and the Friends groups They are our lifeline and are greatly appreciated by the Directors

The people of Calderdale support us in many different ways, apart from raising money they donate useful gifts such as the van with a wheelchair lift It has been a blessing and is very popular, so much so it has been named "Scooby" although unlike its namesake it doesn't hide when it's nervous The lottery has been sponsored this year by one of our Corporate members which means every penny raised by that goes to patient care

What of the future? We are looking at the next 5-10 years which is not easy with the many changes taking place and the worrying economic situation as it is. We need to ensure that we can continue to provide the care that we do at present although it may be in a different setting e g. in domestic settings, in the community and in any other place where it is needed. It is quite a challenge with so many external changes that may impact on hospices

Thank you to all of you who support us and give so generously to Overgate, we appreciate every bit of help we receive Patients, their families and friends, benefit immensely from your generosity

Finally thank you to my fellow Directors for their tremendous support and hard work.

Mary Wilkinson

Mary Wilkinson
17 October 2011

OVERGATE HOSPICE
(a company limited by guarantee)

ANNUAL REPORT
for the year ended 31 March 2011

Directors' Report

The Directors present their Annual Report together with the consolidated Financial Statements of the Charity and its subsidiary for the year ended 31 March 2011

The reference and administrative information set out on pages 1 and 2 form part of this report The Financial Statements comply with current statutory requirements and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 The Directors have complied with the duty in section 4, Charities Act 2006 to have due regard to guidance published by the Charities Commission, including public benefit guidance

Objects and Principal Activities

The charity, Overgate Hospice, was founded to care for people suffering from incurable illnesses. During the year, the objectives of the organisation have been achieved by running Overgate Hospice, Elland and developing (where affordable) other specialist palliative care services that complement and support those already available in Calderdale In providing such facilities and care services the Hospice provides a public benefit in line with its prime object

Statutory funding for the Hospice accounts for only a minority of the income required and consequently the charity remains heavily reliant upon its own fundraising activities From 1 April 2010 the fundraising activities of Retail operations and the Overgate Hospice lottery were transferred to a new trading subsidiary, Overgate Hospice Support Ltd

Governing Document

Overgate Hospice is a company limited by guarantee, a registered charity, and does not have share capital. The liability of members is limited by the Memorandum and Articles of Association to £1 Overgate Hospice is governed by the terms of its Memorandum and Articles of Association and managed by the Board of Directors.

There were 26 members of the charity as at 31 March 2011 (2010 31) All other relevant details can be found on pages 1 - 2

Recruitment and Appointment of Trustees

The Directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the council. Under the requirements of the Memorandum and Articles of Association one third of the members will retire from office by rotation at the Annual General Meeting.

The current Directors are as listed on page 1. Miss Jenni Hirst retired from the Board on 3 December 2010 and Mr R Ian Firth was appointed on 18 July 2011

Three Directors will retire by rotation and are eligible for re-election.

Trustee Induction and Training

The majority of the current trustees have served the hospice for a number of years and are therefore very familiar with the charity's work Newly appointed trustees are appointed for an agreed probationary period to allow a comfortable period of induction and training Trustees are encouraged to attend and represent the hospice throughout the year on both a formal and informal basis All trustees are provided with the Charity Commissions guide "The Essential Trustee"

Risk Management

A review of all major risks has been undertaken in conjunction with the organisation's insurance arrangements Where appropriate, systems and procedures have been established to mitigate the risks that the charity is exposed to Significant external risks to funding levels have led to the development of a fundraising plan, which allows greater diversification for income generation

Organisational Structure

The Board of Directors, comprising 9 members of the 14 permitted by the Articles of Association are responsible for the strategic direction and policy of the Charity The full Board met monthly during the year, and was attended by members of the Senior Management Team, including on all occasions, the Chief Executive

A Scheme of delegation is in place and the day-to-day responsibility for the running of the Hospice rests with the Chief Executive and through her with the Senior Management Team

In the light of advice from the Chief Executive, the Board are currently reviewing these arrangements

Clinical Activity: Review of the Year

Overall, the Hospice received 653 referrals during the year of which 389 were new patients and 264 patients already known to the Hospice

Inpatient Unit

The Inpatient unit made 222 admissions during the year The average stay was 12 7 days

60 patients were discharged to their own homes, 2 to Nursing Homes, 2 to Acute Hospital and 1 to temporary accommodation. 157 patients died in the care of the Hospice

Day Hospice:

Day Hospice operation was curtailed throughout the period from mid-September 2010 to the end of the year because of the ongoing construction works on the extension The total number of attendances were 1,172 in the first 6 months of full operation and 689 during the remainder of the year Among these 91 were new attenders for conventional day hospice and 38 new attenders for the 'Therapy Day' when a range of appropriate complementary therapies are offered Despite the harsh winter the Day Hospice closed on only two scheduled days, one of which was a result of a heating system failure caused by the building works.

Carers' Project:

This new service, providing support to family members and others caring for those with life limiting illnesses, has been recognised as outstanding by Help the Hospices The Directors acknowledge the support of the Community Foundation for Calderdale in providing funding for the pilot

The service commenced on 1st June 2010, and was limited during the building works because of the need to utilise the Hospice Dining room which was not ideal During the period of full operation (June to September) 23 carers were assisted, with an average of 7 attending each session The project is being extended on a permanent basis following completion of the Day Hospice extension

24 Hour Advice Line:

During the year 139 advice calls were made, 50 calls sought information and 16 could not be categorised.

Staffing

Following the retirement of Jenni Feather on 31 March 2011, Janet Cawtheray was appointed as Chief Executive Officer.

The Directors once again express their appreciation for the hard work and commitment shown by all hospice staff, who, collectively contribute to the superb level of patient care.

Volunteering

The hospice could not function without the many volunteers who support it in a variety of ways at many levels The Directors would like to express their deep gratitude to the loyalty and dedication of all its volunteers.

Fundraising

Statutory funding (from Calderdale Primary Care Trust) has accounted for approximately one quarter of the required income and consequently the hospice remains heavily reliant upon its own fundraising The activity of the Hospice shops, the Friends of Overgate, and a productive and creative fundraising programme which engages the superb support of the local community, has again produced substantial income for which the Directors are grateful.

From 1 April 2010 all Retail operations and the Overgate Lottery together with some Fundraising events were transferred to and then operated by the wholly owned, Overgate Hospice Support Ltd All of that trading subsidiary's profits are given as a donation to Overgate Hospice for charitable purposes

Legacies

Legacies form an extremely important part of funding for the hospice and the Directors are grateful to all those who remember Overgate Hospice in their wills

Financial Review

Every effort has gone into keeping the running costs of the hospice within the set budgets without compromising any aspect of quality The Directors are pleased with this success and sincerely thank all those involved, including staff and volunteers who have made this possible

By its very nature, the annual level of legacy income can fluctuate significantly The level for the year to 31 March 2011 was £146,000 down on the previous year which had benefited from a single of a legacy of £350,000

Income from fundraising activities increased by 1 5% from the previous year's total but represented 38% (2010 34%) of the total incoming resources excluding the restricted fund building grant.

Primary Care Trust funding received a1% uplift for the year. Income from that source represented 23% (2010. 22%) of total incoming general fund resources and was sufficient to cover 33% (2010 34%) of the expenditure on charitable activity costs (care costs)

The value of Stock Market remained at a similar level to that of the previous year with surplus funds being build up as short term deposits rather than adding to the managed investment portfolio A return to making additional Stock Market investments will be made when the Directors consider the timing appropriate and with guidance from the Investment Brokers

One of the characteristics of the funding of the hospice is that it relies very heavily on fortuitous forms of income, especially legacies, and remains very vulnerable to potential fluctuations in charitable giving It is for this reason that the Directors have the following policy on retaining reserves

Reserves Policy

Unlike many charities that are project-based or are grant making in nature and can vary their expenditure to suit the level of income they have received in any one year, Overgate Hospice is committed to providing a continuing service to the terminally ill people in Calderdale It has a very high level of "fixed" costs and it cannot reduce its commitments in the event of a poor year in terms of fundraising.

On the income side, the organisation has a high proportion of purely fortuitous income such as legacies, donations, and fundraising by clubs, churches, etc. Therefore, Overgate Hospice maintains the policy of retaining reserves of between six and twelve months of running costs, wherever possible Normally, the specific objectives of this policy are to:

> provide a reasonably secure and predictable income stream for the charity from investments, minimise the need for fundraising for the hospice by the people of Calderdale; underwrite annual fluctuations in fortuitous income; secure the provision of an appropriate level of service for the foreseeable future.

At 31 March 2011 Overgate Hospice holds reserves, which for this purpose are considered to be the equivalent of general funds excluding tangible fixed assets, amounting to £1,543,476 (2010 £1,547,422). The reserves at 31 March 2011 equate to 10 months (2010: 10 months) of the Hospice's charitable activity costs

The Hospice has a five-year business plan which is being carefully monitored by Directors and is revised annually in the light of performance against the plan and to accommodate changing circumstances The Directors believe that, without maintaining this level of reserves, it would not be possible to plan service developments and prudently run the charity in the long term

Statement on Investments

The investments are managed on behalf of the Directors by Rensburg Sheppards within the parameters of an agreed policy. All investments are made in accordance with the provisions of the Trustee Act 2000 and subsequent amendments. Funds are invested with the objective of providing both income and long-term growth, with provision to allow sufficient flexibility for Overgate Hospice to effectively manage its cash flow Rensburg Sheppards are fully aware of the objectives and ethos of the charity and the investment policy requires it to advise the charity when any potential investments could possibly be at odds with that ethos Final responsibility for investment decisions lies with the Directors through the Hospice's Finance Sub-Committee

Plans for the Future

Mrs Jenni Feather retired as Chief Executive at the end of the Financial Year The (almost) completion of the extension to the Day Hospice was an appropriate indication of the progress the Hospice has made under her leadership

The challenge facing her successor, Mrs Janet Cawtheray, and all the Hospice Community is to maintain service and to adapt to the needs of the national End of Life Strategy, with its welcome emphasis on reducing numbers ending their life in Hospital and giving respect to the wishes of the patient. The future will undoubtedly involve the development of services to patients in their own home whilst maintaining and improving, wherever possible, the experience of those who, out of choice or medical necessity are cared for on the Hospice' own premises.

Custodian Trusteeship

Overgate Hospice is the sole trustee of the Charity for Nursing Home or Homes whose only assets are the original house and land currently occupied by the hospice and which are incorporated into these financial statements The objectives of this charity are similar to that of Overgate Hospice

Declaration

The Directors confirm that the financial statements comply with current statutory requirements and with those of the Memorandum and Articles of Association, that the investments held by Overgate Hospice have been acquired within the powers available to the Directors, and that the funds of the organisation are sufficient to meet its obligations.

Auditors

B M Howarth Ltd have expressed their willingness to act as auditors for the year ended 31 March 2012 and a resolution for their appointment will be proposed at the Annual General Meeting.

On behalf of the Board of Directors

Mary E Wilkinson

M E Wilkinson
Director

17 October, 2011

OVERGATE HOSPICE
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STATEMENT OF DIRECTORS' RESPONSIBILITIES IN RESPECT OF THE PREPARATION OF THE FINANCIAL STATEMENTS

Members of the Board, who are Directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable laws and regulations

Company and charity law requires the Directors to prepare financial statements for each financial year Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year In preparing those financial statements the Directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

In so far as the Directors are aware

- there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and
- each Director of the charitable company has taken all the steps that which he or she ought to have taken in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

On behalf of the Board of Directors

Mary E Wilkinson

M E Wilkinson
Director

17 October, 2011

OVERGATE HOSPICE
(a company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OVERGATE HOSPICE

We have audited the financial statements of Overgate Hospice for the year ended 31 March 2011 which comprise the Consolidated Statement of Financial Activities (including summary Income and Expenditure account), the Consolidated and Company balance sheets, the Consolidated Cash Flow Statement and the related notes The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 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 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 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
As explained more fully in the Trustees' Responsibilities Statement set out on page 11, the trustees (who are also the directors of the charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that the financial statements give a true and fair view.

Our responsibility is to audit the financial statements and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements
An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error or fraud This includes an assessment of· whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements In addition, we read all the financial and non-financial information in the Trustees'Annual Report to identify material inconsistencies with the audited financial statements If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report

Opinion on financial statements
In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- the financial statements have been prepared in accordance with the Companies Act 2006

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OVERGATE HOSPICE (continued)

Opinion on other matter prescribed by the Companies Act 2006
In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception
We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or,
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit



Nigel Cribb (Senior Statutory Auditor)
For and on behalf of B M Howarth Ltd
Chartered Accountants and Statutory Auditor
West House
King Cross Road
Halifax
HX1 1EB

17 October, 2011

OVERGATE HOSPICE
(a company limited by guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(including summary income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2011

	Note	General £	Unrestricted designated £	Restricted £	Endowment £	Total £	31 March 2010 £
Incoming resources:							
Voluntary income							
Donations	2	507,285	-	-	-	507,285	560,489
Legacies		552,795	-	-	-	552,795	699,126
Grants	3	5,289	-	401,875	-	407,164	8,851
		1,065,369	-	401,875	-	1,467,244	1,268,466
Activities for generating funds							
Shops	4	696,958	-	-	-	696,958	674,112
Lottery	5	157,360	-	-	-	157,360	158,161
Fundraising events	6	178,275	-	-	-	178,275	184,606
		1,032,593	-	-	-	1,032,593	1,016,879
Investment income	7	37,317	-	-	-	37,317	38,003
Income resources from generated funds		**2,135,279**	-	**401,875**	-	**2,537,154**	**2,323,348**
Income resources from charitable activities	**8**	**549,774**	-	**110,884**	-	**660,658**	**629,569**
Total incoming resources		**2,685,053**	-	**512,759**	-	**3,197,812**	**2,952,917**
Resources expended:							
Cost of generating voluntary income		219,614	-	-	-	219,614	182,781
Fundraising trading costs of goods sold and other costs		407,838	-	-	-	407,838	367,860
Cost of generating funds		**627,452**	-	-	-	**627,452**	**550,641**
Inpatient care		1,490,002	-	141,171	-	1,631,173	1,542,642
Day care		263,506	-	-	-	263,506	281,275
Bereavement and family support		17,645	-	3,950	-	21,595	23,325
Charitable services		**1,771,153**	-	**145,121**	-	**1,916,274**	**1,847,242**
Governance costs		**55,850**	-	-	-	**55,850**	**41,711**
Total resources expended		**2,454,455**	-	**145,121**	-	**2,599,576**	**2,439,594**

OVERGATE HOSPICE
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CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(including summary income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2011
(continued)

	Note	General £	Unrestricted designated £	Restricted £	Endowment £	Total £	31 March 2010 £
Net incoming resources for the year		**230,598**	**-**	**367,638**	**-**	**598,236**	**513,323**
Realised gains on sale of investments		9,207	-	-	-	9,207	(1,202)
Net incoming resources before other recognised gains and losses		**239,805**	**-**	**367,638**	**-**	**607,443**	**512,121**
Gains on revaluation of investments	15	30,841	-	-	-	30,841	249,060
Net movement in funds		**270,646**	**-**	**367,638**	**-**	**638,284**	**761,181**
Total funds brought forward		2,491,594	169,000	454,974	85,000	3,200,568	2,439,387
Total funds carried forward		**2,762,240**	**169,000**	**822,612**	**85,000**	**3,838,852**	**3,200,568**

All amounts relate to continuing activities of the group.

The group has no recognized gains and losses other than those included above, and therefore no separate statement of total recognised gains and losses has been presented

There has been no movement on Endowment Funds during the year therefore no separate statutory summary income and expenditure account has been prepared

The attached notes form part of these financial statements

OVERGATE HOSPICE
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CONSOLIDATED AND COMPANY BALANCE SHEETS AS AT 31 MARCH 2011

	Notes	Group		Charity	
		31 March 2011 £	31 March 2010 £	31 March 2011 £	31 March 2010 £
Fixed assets					
Tangible	14	1,218,764	944,173	1,198,824	944,172
Investments	15	1,025,049	949,917	1,025,050	949,918
		2,243,813	**1,894,090**	**2,223,874**	**1,894,090**
Current assets					
Debtors	16	101,060	563,678	234,718	563,678
Short term deposits		1,033,211	696,407	1,033,212	696,407
Cash at bank and in hand		735,093	170,909	552,227	170,909
		1,869,364	**1,430,994**	**1,820,157**	**1,430,994**
Creditors amounts falling due within one year	17	274,325	124,516	205,180	124,516
Net current assets		**1,595,039**	**1,306,478**	**1,614,977**	**1,306,478**
Net assets		**3,838,852**	**3,200,568**	**3,838,851**	**3,200,568**
Represented by:					
Restricted funds	18	822,612	454,974	822,612	454,974
Designated funds	19	169,000	169,000	169,000	169,000
General funds		2,762,240	2,491,594	2,762,239	2,491,594
Total unrestricted		**2,931,240**	**2,660,594**	**2,931,239**	**2,660,594**
Endowment funds	20	85,000	85,000	85,000	85,000
Total funds	21	**3,838,852**	**3,200,568**	**3,838,851**	**3,200,568**

Company Registration No. 1510521

Approved by the trustees on 17 October, 2011 and signed and authorised for issue on their behalf by:

M E Wilkinson

M A Steele

The attached notes form part of these financial statements

OVERGATE HOSPICE
(a company limited by guarantee)

CONSOLIDATED CASH FLOW STATEMENT
AS AT 31 MARCH 2011

	2011		2010	
	£	£	£	£
Reconciliation of net income to operating cash flows				
Net income for the year		**638,284**		761,181
Investment income		**(37,317)**		(38,003)
Depreciation charge		**68,099**		68,383
Profit/(loss) on sale of investments		**(9,207)**		1,202
Unrealised gain on investments		**(30,841)**		(249,060)
Decrease/(increase) in debtors		**462,618**		(466,764)
Increase/(decrease) in creditors		**149,809**		(7,523)
Net cash inflow from operation activities		**1,241,445**		69,416
Returns on investments				
Interest received	**7,997**		5,050	
Dividends received	**29,320**		32,953	
		37,317		38,003
Investing activities				
Payments to acquire tangible fixed assets	**(342,691)**		(10,220)	
Proceeds from sale of tangible fixed assets	**-**		2,750	
Payment to acquire subsidiary undertaking	**-**		(1)	
Payments to acquire investments	**(85,851)**		(73,168)	
Proceeds from sale of investments	**50,768**		67,666	
		(377,774)		(12,973)
Net cash inflow for the year		**900,988**		94,446

	2011	2010
Analysis of change in cash during the year	£	£
Short term deposits, cash and bank balances		
At 1 April 2010	**867,316**	772,870
Increase in cash	**900,988**	94,446
At 31 March 2011	**1,768,304**	867,316

NOTES TO THE ACCOUNTS

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements

(a) Basis of Preparation

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of listed investments at market value and follow the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued in March 2005 and applicable UK Accounting Standards and the requirements of the Companies Act 2006. The charity has adapted statutory formats to reflect the special nature of the charity's activities

(b) Company Status

The charity is a company limited by guarantee The members of the Board of Directors are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity At 31 March 2011 there were 31 members (2010 31)

(c) Fund Accounting

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

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

The Company has a five-year business planning cycle and, as part of that process, sets aside funds to pay for, underwrite or allow for key projects and contingencies that do not fall within the normal budgeted running costs of the charity These designated funds each have a specific purpose and are adjusted on an annual basis to reflect the use of those funds and whether they are still required

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income Any capital gains or losses arising on the investments folio part of the fund

(d) Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income received by way of donations and fundraising events are accounted for on a receipts basis For legacies, entitlement is the earlier of the charity being notified of impending distribution or the legacy being received.

Funds raised for the charity by the Friends of Overgate are now accounted for on receipt which represents a change to the previous accounting policy which was to account for the income as it arose The effect of the change in accounting policy has been to show a reduction in the income from that source for the year of £13,249

Payments in advance made to the Lottery account are deferred until the monies have been allocated to games played

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects Gifts donated for resale through charity shops are included as incoming resources within activities from generated funds when they are sold Gifted investments are included at valuation on the date they are added to the portfolio Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost

The value of services provided by volunteers exceeds measurement and consequently is not incorporated into these financial statements

(e) Grants

Statutory revenue grants are recognised on an accruals basis, whereby credit is taken in the income and expenditure account for amounts receivable and not received and provision is made for any grant received in advance

Expenditure incurred as a result of these grants is matched against the income receivable for the year

Capital grants are treated as restricted funds and the depreciation relating to the specifically funded asset is charged against the restricted fund over the estimated useful life of the asset

(f) Resources Expended

All expenditure is accounted for on an accruals basis as a liability is incurred Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates

Costs of generating funds are those incurred in organising fundraising events, seeking voluntary contributions and the costs of trading for fundraising purposes including the charity's shops, friends groups and lottery

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

Governance costs comprise those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned as appropriate

Expenditure on Overgate shop refurbishments are written off over a period of 5 years The amount spent but not included within resources expended in the period is treated as a deferred cost and included within prepayments.

(g) Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition

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

Freehold land and buildings	4% per annum
Fixtures, fittings and equipment	20% per annum
Motor vehicles	25% per annum

(h) Investments

Investments are stated at market value at the balance sheet date The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

(i) Pension Schemes

Employees who are already active members of the NHS Pension Scheme when they join the charity's employ are permitted to continue contributing to the Scheme. Rates are set by the NHS Pensions Agency The scheme is a multi-employer scheme and it is not possible to identify the assets and liabilities attributable to the charity, so in accordance with FRS17 the scheme is accounted for as a defined contribution scheme

The charity also operates defined contribution schemes for the benefit of other employees

Contributions to defined contribution schemes are charged in the Statement of Financial Activities as they become payable.

(j) Leasing

Rentals payable under operating leases are treated as resources expended on a straight line basis over the term of the lease

2. Donations

	2011 £	2010 £
General	**256,409**	308,818
In memoriam	**134,725**	106,436
Standing orders and direct debits	**11,007**	10,349
Payroll giving	**590**	718
Community fundraising	**40,854**	60,062
Corporate support	**26,653**	20,405
Collecting boxes	**19,325**	19,601
Friends groups (see analysis)	**17,722**	34,100
	507,285	560,489

Donations (continued)

	2011	2010
	£	£
Donations included Gift Aid of	9,789	19,659

	£	£
Friends Groups		
Elland	604	1,227
Todmorden	5,205	5,264
Sowerby Bridge	1,609	6,522
Brighouse	5,660	6,311
Overgate Choir	4,644	14,776
	17,722	34,100

A change was made in method of accounting for income from Friends Groups in the year Income is now recognised on receipt by the charity rather than on the previous accruals basis which took into consideration amounts generated by the Friends Groups but which had not been remitted to the charity by the end of each financial year (such sums being the cash and bank balances held by Friends Groups at that date)

If the income had been stated on a strict remittance basis in both years, the following results would have been shown

	2011	2010
	£	£
Elland	1,200	1,300
Todmorden	6,000	5,000
Sowerby Bridge	2,000	6,200
Brighouse	5,771	6,200
Overgate Choir	16,000	15,026
	30,971	33,726

3. Grants received

	2011	2010
	£	£
Restricted funds		
Calderdale Community Foundation – carers' group	3,950	-
Government building grant - day care unit extension	397,925	-
	401,875	-

4. Shops

	2011 £	2010 £
Income from sale of goods	671,084	652,612
Insurance claim	5,146	-
Gift Aid income from sale of goods	2,447	-
Donations within shops	18,281	21,500
Total income from shops	696,958	674,112
Costs of buying-in goods	17,409	15,660
Staff costs	122,711	90,069
Property costs	150,977	140,124
Other costs	42,805	48,715
Total expenditure from shops	333,902	294,568
Net profit arising from shops	363,056	379,544
Number of shops	11	9

5. Lottery

	2011 £	2010 £
Income from lottery sales	157,360	158,161
Prize money	(52,000)	(52,000)
Other lottery costs	(21,936)	(21,292)
Net profit arising from lottery	83,424	84,869

6. Fundraising events

	Income £	Expenses £
Overgate Ball	21,280	9,880
Midnight walk	28,782	2,380
Sportsmans dinner	16,155	3,354
Light up a Life	13,804	1,498
Garden Party	11,523	991
Golf days	10,643	2,690
Rainbow of Ribbons	9,716	2,425
Other events	66,372	11,502
Total	178,275	34,720

NOTES TO THE ACCOUNTS

7. Investment income

	2011 £	2010 £
Income from listed investments	**29,320**	32,953
Bank interest	**7,997**	5,050
	37,317	38,003

8. Income from charitable activities

	Government funding £	Other funding £	**Total 2011 £**	Total 2010 £
Patient care	626,741	19,921	**646,662**	629,569
Education and training	-	13,996	**13,996**	-
	626,741	33,917	**660,658**	629,569

9. Analysis of resources expended

	Direct costs £	**Support costs (note 10) £**	**Total costs £**	2010 £
Cost of generating voluntary income	194,840	24,774	219,614	182,781
Fundraising trading costs	337,751	70,087	407,838	367,860
Investment management costs	-	-	-	-
Cost of generating funds	**532,591**	**94,861**	**627,452**	**550,641**
Inpatient care	1,362,100	269,073	1,631,173	1,542,642
Day care	220,039	43,467	263,506	281,275
Bereavement and family support	18,033	3,562	21,595	23,325
Charitable activities	**1,600,172**	**316,102**	**1,916,274**	**1,847,242**
Governance costs	**10,140**	**45,710**	**55,850**	**41,711**
Total	**2,142,903**	**456,673**	**2,599,576**	**2,439,594**

10. Analysis of support costs

	HR £	Management £	IT £	Other Costs £	Total £
Cost of generating voluntary income	8,061	3,291	1,427	11,995	**24,774**
Fundraising trading Costs of goods sold and other costs	2,746	23,651	440	43,250	**70,087**
Investment management costs	-	-	-	-	-
Cost of generating funds	10,807	26,942	1,867	55,245	**94,861**
Charitable services	72,553	128,393	12,842	102,314	**316,102**
Governance costs	45,710	-	-	-	**45,710**
Total	**129,070**	**155,335**	**14,709**	**157,559**	**456,673**

11. Wages and Salaries

	2011 £	2010 £
Wages and salaries	**1,591,767**	1,445,297
Employers national insurance	**125,578**	112,188
Pension cost	**90,968**	86,097
	1,808,313	1,643,582

The trustees do not receive any remuneration or other financial benefit for their services
The company paid for a trustee indemnity policy during the year of £1,440 (2010 £1,241)

The average numbers of staff employees in the year were

	2011 Actual Number	2011 Full-time equivalent	2010 Actual Number	2010 Full-time equivalent
Direct charitable services	**85**	**45**	78	40
Fundraising services	**17**	**16**	9	12
Governance costs	**1**	**1**	1	1
Support services	**4**	**4**	3	3
Total	**107**	**66**	**91**	**56**

	2011 Number	2010 Number
Employees earning over £60,000 pa	-	-

12. Net incoming resources

Net incoming resources is stated after charging

	2011 £	2010 £
Depreciation	68,099	68,383
Auditors remuneration		
- For audit services	7,500	7,637
- For other services	2,200	1,175
Profit/(loss) on sale of fixed asset/investments	9,207	(1,202)
Operating lease rentals	109,535	99,900

In common with many charities of our size, we use our auditors to assist with the preparation of the financial statements to meet regulatory requirements and to prepare and submit corporation tax returns as required.

13. Taxation

The company is a registered charity and as such is exempt from taxation on its income so long as this is applied for charitable purposes

14. Tangible fixed assets

a) Group

	Freehold property £	Leasehold property £	Fixtures, plant & equipment £	Motor vehicles £	Total £
Cost					
At 1 April 2010	1,795,752	-	252,191	-	**2,047,943**
Additions	319,360	11,014	2,567	9,750	**342,691**
At 31 March 2011	**2,115,112**	**11,014**	**254,758**	**9,750**	**2,390,634**
Depreciation					
At 1 April 2010	851,580	-	252,191	-	**1,103,771**
Charge for the year	64,708	440	514	2,437	**68,099**
At 31 March 2011	**916,288**	**440**	**252,705**	**2,437**	**1,171,870**
Net book value					
31 March 2011	**1,198,824**	**10,574**	**2,053**	**7,313**	**1,218,764**
31 March 2010	944,172	-	-	-	**944,172**

b) Charity

	Freehold Property £	Fixtures & fittings £	Total £
Cost			
At 1 April 2010	1,795,752	252,191	**2,047,943**
Additions	319,360	-	**319,360**
At 31 March 2011	**2,115,112**	**252,191**	**2,367,303**
Depreciation			
At 1 April 2010	851,580	252,191	**1,103,771**
Charge for the year	64,708	-	**64,708**
At 31 March 2011	**916,288**	**252,191**	**1,168,479**
Net book value			
31 March 2011	**1,198,824**	-	**1,198,824**
31 March 2010	944,172	-	**944,172**

15. Investments

a)

	Group £	Charity £
At 1 April 2010	**949,917**	949,918
Additions	**85,851**	85,851
Disposals	**(41,560)**	(41,560)
Unrealised gains on revaluation	**30,841**	30,841
At 31 March 2011	**1,025,049**	1,025,050

b) Analysis of investments

	2011 £	2010 £
Government securities	**43,412**	43,048
Listed investments and authorised unit trusts	**946,916**	906,421
Cash held as part of the investment portfolio	**34,721**	448
Total Group	**1,025,049**	949,917
Investment in subsidiary	**1**	1
Total Charity	**1,025,050**	949,918

All investments are held in the UK.

The historical cost of the investments excluding cash and subsidiary is £702,421 (2010: £691,248)

c) Trading subsidiary

The hospice owns a subsidiary, Overgate Hospice Support Ltd, whose main purpose is to sell goods to raise funds for charity The results of the subsidiary were as follows

Profit and loss account	**2011** £	2010 £
Turnover	**926,079**	-
Cost of sales	**227,244**	-
Gross profit	**698,835**	-
Operating expenses	**213,376**	-
Operating profit before charitable donations	**485,459**	-
Gift Aid donated to hospice	**485,459**	
Retained profit for the year	-	-

Balance sheet	**2011** £	2010 £
Assets	**233,608**	1
Liabilities	**233,607**	-
Net assets	**1**	1
Represented by:		
Capital	**1**	1
Reserves	-	-
	1	1

16. Debtors

	Group		Charity	
	2011 £	2010 £	**2011** £	2010 £
Trade debtors	**2,763**	-	-	-
Taxation recoverable	**4,949**	10,601	**668**	10,601
Legacies receivable	**56,000**	515,500	**56,000**	515,500
Group Gift Aid donation receivable	-	-	**164,462**	-
Prepayments and other accrued income	**37,348**	37,577	**13,588**	37,577
	101,060	563,678	**234,718**	563,678

17. Creditors: amounts falling due within one year

	Group		Charity	
	2011 £	2010 £	**2011** £	2010 £
Trade creditors	**148,235**	6,581	**137,627**	6,581
Other taxation and social security	**38,775**	33,433	**38,775**	33,433
Sundry creditors and accruals	**47,266**	44,147	**28,778**	44,147
Deferred income	**40,049**	40,355	-	40,355
	274,325	124,516	**205,180**	124,516

NOTES TO THE ACCOUNTS

18. Restricted funds

	Balance at 1 April 2010 £	Income £	Expenditure £	Balance at 31 March 2011 £
Inpatient unit	409,874	-	19,629	390,245
Relatives' room	33,062	-	1,997	31,065
NHS pensions funding	-	27,636	27,636	-
PCT – medical consultant	-	63,327	63,327	-
Day-patient unit	-	397,925	-	397,925
CCF – carers' support	-	3,950	3,950	-
Other	12,038	19,921	28,582	3,377
	454,974	512,759	145,121	822,612

19. Designated funds

	Balance at 1 April 2010 £	Income £	Expenditure £	Balance at 31 March 2011 £
Day-patient unit	169,000	-	-	169,000

20. Capital Fund – Endowment Fund

	Balance At 1April 2010 £	Income £	Expenditure £	Balance at 31 March 2011 £
1981 Property Fund	70,000	-	-	70,000
Halifax District Nursing Charity Fund	15,000	-	-	15,000
	85,000	-	-	85,000

21. Net assets by funds

	General funds £	Designated funds £	Restricted funds £	Endowment funds	Total funds £
Investments	1,025,049	-	-	-	1,025,049
Tangible fixed assets	142,152	169,000	822,612	85,000	1,218,764
Current assets	1,869,364	-	-	-	1,869,364
Creditors falling due in less than one year	(274,325)	-	-	-	(274,325)
Total at 31 March 2011	**2,762,240**	**169,000**	**822,612**	**85,000**	**3,838,852**

22. Charity results

No separate statement of financial activities or income and expenditure account has been shown for the Charity alone as permitted by section 408 of the Companies Act 2006 and paragraph 397 of the SORP The income of the Charity for the year was £2,368,474 (including a Gift Aid donation of £485,459 from the subsidiary) Expenditure was £2,158,956 The net movement in funds was £209,518

23. Operating Lease Commitments

Group annual commitments under non-cancellable operating leases are as follows

	2011 £	2010 £
Land and buildings:		
Expiry date		
Within one year	**4,250**	18,000
Between two and five years	**63,760**	48,850
Over five years	**23,250**	23,250

24. Controlling Interest

Overgate Hospice is managed by the Board of Directors, the members of which are the trustees of the charity

OVERGATE HOSPICE
(a company limited by guarantee)

The following pages do not form part of the audited financial statements:

OVERGATE HOSPICE
(a company limited by guarantee)

DETAILED INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2011

	2011			2010
	Charity	Subsidiary	Total	Total
	£	£	£	£
Income				
Legacies and bequests	552,795	-	552,795	699,126
Donations in lieu of flowers	134,725	-	134,725	106,436
Gift aid	9,789	2,438	12,227	29,663
Patient care	19,921	-	19,921	5,679
Fund raising, other donations and sundry income	422,977	97,636	520,613	557,772
Retail operations	25,874	668,645	694,519	674,112
Catering	16,708	-	16,708	17,084
Revenue grants from the NHS	626,741	-	626,741	623,890
Other grant and trust income	9,239	-	9,239	8,851
Surplus from Friends of Overgate	17,722	-	17,722	34,140
Overgate Hospice lottery	-	157,360	157,360	158,161
	1,836,491	926,079	2,762,570	2,914,914
Investment income receivable				
Listed investments and authorised unit trusts	29,320	-	29,320	32,953
Bank interest	7,997	-	7,997	5,050
Profit/(loss) sale of investments	9,207	-	9,207	(1,202)
	46,524	-	46,524	36,801
Total income	1,883,015	926,079	2,809,094	2,951,715
Total expenditure	(2,158,956)	(440,620)	(2,599,576)	(2,439,594)
Donation to Overgate Hospice	485,459	(485,459)	-	-
Net income for the year	209,518	-	209,518	512,121
Reconciliation to Statement of Financial Activities				
Grant for building work			397,925	
Gain on investment revaluation			30,841	
Net movement in funds per Statement of Financial Activities			658,284	

OVERGATE HOSPICE
(a company limited by guarantee)

DETAILED INCOME AND EXPENDITURE ACCOUNT (continued)
for the year ended 31 March 2011

	2011			2010
	Charity	Subsidiary	Total	Total
	£	£	£	£
Expenditure				
Care expenses				
Salaries and pensions	1,431,687	-	1,431,687	1,397,021
Catering	82,097	-	82,097	29,467
Sundry nursing and medical expenses	153,911	-	153,911	145,460
Travel expenses	26,428	-	26,428	22,825
Cleaning and laundry	17,348	-	17,348	16,140
	1,711,471	-	1,711,471	1,610,913
Establishment expenses				
Heating and lighting	30,355	-	30,355	32,868
Council tax, water charges and insurance	16,528	-	16,528	16,511
Depreciation	64,708	2,951	67,659	68,383
Repairs, maintenance and IT	33,514	-	33,514	29,774
	145,105	2,951	148,056	147,536
Fund raising and publicity				
Salaries and pensions	112,356	120,241	232,597	122,486
Expenses and other costs	35,278	32,484	67,762	81,492
Retail shop costs	-	177,579	177,579	231,943
Overgate Hospice lottery	-	73,836	73,836	73,292
Bank and investment charges	2,234	88	2,322	2,357
	149,868	404,228	554,096	511,570
Administrative expenses				
Salaries and pensions	73,485	-	73,485	66,894
Postage, printing and stationery	28,286	14,095	42,381	27,054
Telephone	6,415	4,084	10,499	5,543
Sundry expenses	29,703	250	29,953	50,181
Subscriptions	2,294	1,172	3,466	3,891
Accountancy charges	8,129	9,340	17,469	7,200
Auditors' remuneration	4,200	4,500	8,700	8,812
	152,512	33,441	185,953	169,575
Total expenditure	2,158,956	440,620	2,599,576	2,439,594