

**WOODLANDS HOSPICE CHARITABLE TRUST
LIMITED**

FINANCIAL STATEMENTS

FOR

31 MARCH 2002

**Company Registration Number 3063721
Charity Number 1048934**



BRESNAN WALSH

**Chartered Accountants & Registered Auditors
1 Water Street
Liverpool
L2 0RD**

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2002

CONTENTS	PAGES
Members of the board and professional advisers	1
Trustees annual report	2 to 4
Independent auditors' report to the members	5
Income and expenditure account	6
Balance sheet	7
Notes to the financial statements	8 to 12

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The Board of Members

Mr R Downie FRCS (Chairman)
C Brennand (Hon Treasurer)
P M Farrell OBE
H Harwood LL.B
Very Rev Canon A Hawley
C M Hubbert MRCP DRCOG (Vice Chairman)
W J Wood BSc MHSM Dip.HSM
Dr D Meldrum
R Brenner JP BA
Kenneth Hoskisson LL.B
Tony West FEAA

Company Secretary

Phillip Chalmers

Auditors

Bresnan Walsh
Chartered Accountants & Registered Auditors
1 Water Street
Liverpool
L2 0RD

Solicitors

Hill Dickinson Davis Campbell
Pearl Assurance House
Derby Square
Liverpool

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2002

The trustees present their report and the financial statements of the charity for the year ended 31 March 2002.

INTRODUCTION

The incorporated charity is governed by the Memorandum and Articles of Association. The first members of the council of management were appointed trustees of Woodlands Hospice Charitable Trust under the terms of a Trust deed dated 6 July 1992. The council of management is authorised to appoint new trustees to fill any vacancies arising.

LEGAL STATUS

The charity, which was incorporated on 1 June 1995 is limited by guarantee whereby each member of the company undertakes to contribute such amount as may be required, not exceeding £1, to the company's assets if it should be wound up while he is a member; or within one year after he ceases to be a member, for payment of the company's debts and liabilities contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

OBJECTS OF THE CHARITY

The object of the charity is to deliver a specialised palliative care service, principally cancer, to local people and their families.

ORGANISATION

A board of trustees, consisting of eleven members administers the charity.

CONSTITUTION

The Woodlands Hospice Charitable Trust was established as a Charitable Trust by a Trust Deed dated 6 July 1992 under registered number 1048934.

The Trust was wound down under the terms and conditions of the Trust Deed on 31 December 1995 and at that date the assets of the trust were donated to Woodlands Hospice Charitable Trust Limited. The company was incorporated on 1 June 1995 under the Companies Act 1985 as a private company limited by guarantee.

The principal activity of the company during the year was to deliver a specialised palliative care service, principally cancer, to local people and their families

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

The trustees consider the performance of the charity this year to have been satisfactory

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

TRUSTEES ANNUAL REPORT (CONTINUED)

YEAR ENDED 31 MARCH 2002

RESERVES POLICY

The board of trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should equate to approximately twelve months unrestricted expenditure. The board of trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. Unrestricted funds were maintained at this level throughout the year.

RESULTS

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mr R Downie FRCS (Chairman)
C Brennand (Hon Treasurer)
P M Farrell OBE
H Harwood LL.B
Very Rev Canon A Hawley
C M Hubbert MRCGP DRCOG (Vice Chairman)
W J Wood BSc MHSM Dip.HSM
Dr D Meldrum
R Brenner JP BA
Kenneth Hoskisson LL.B
Tony West FEAA

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 charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

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

RISK MANAGEMENT

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen these risks.

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

TRUSTEES ANNUAL REPORT (CONTINUED)

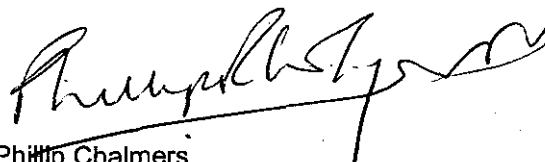
YEAR ENDED 31 MARCH 2002

AUDITORS

A resolution to re-appoint Bresnan Walsh as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:
Woodlands Hospice
University Hospital Aintree Campus
Longmoor Lane
Liverpool
L9 7AL

Signed by order of the trustees



Philip Chalmers
Company secretary

Approved by the trustees on 24th September 2002

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 2002

We have audited the financial statements on pages 6 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The trustees' (who also act as Directors for the charitable activities of the company) responsibilities for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' responsibilities on page 3.

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 Annual Report is not consistent with the financial statements, 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 are not required to consider whether the statement in the Trustees Annual Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

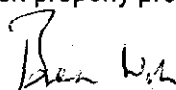
BASIS OF AUDIT OPINION

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

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

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2002 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



1 Water Street
Liverpool
L2 0RD

BRESNAN WALSH
Chartered Accountants
& Registered Auditors

14.04.02

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2002

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
INCOMING RESOURCES					
Non-monetary donations	2	7,426	—	7,426	9,126
Donations and legacies	3	201,152	—	201,152	166,222
Income from charitable trading activities:					
Grants receivable	4	157,015	46,875	203,890	152,442
Interest receivable	5	11,856	—	11,856	18,431
Other income		<u>11,262</u>	<u>7,940</u>	<u>19,202</u>	<u>53,140</u>
TOTAL INCOMING RESOURCES		<u>388,711</u>	<u>54,815</u>	<u>443,526</u>	<u>399,361</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Fundraising and publicity	6	70,703	—	70,703	69,258
Charitable expenditure:					
Costs in furtherance of charitable objects	7	252,400	65,786	318,186	243,746
Management and administration	8	<u>66,292</u>	<u>—</u>	<u>66,292</u>	<u>66,952</u>
TOTAL RESOURCES EXPENDED	9	<u>389,395</u>	<u>65,786</u>	<u>455,181</u>	<u>379,956</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR	10	(684)	(10,971)	(11,655)	19,405
Balances brought forward		<u>542,978</u>	<u>10,751</u>	<u>553,729</u>	<u>534,324</u>
Balances carried forward		<u>542,294</u>	<u>(220)</u>	<u>542,074</u>	<u>553,729</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 8 to 12 form part of these financial statements.

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

BALANCE SHEET

YEAR ENDED 31 MARCH 2002

	Note	2002 £	£	2001 £	£
FIXED ASSETS					
Tangible assets	11		177,944		189,544
CURRENT ASSETS					
Debtors	12	74,746		66,720	
Investments	13	3		3	
Cash at bank and in hand		<u>372,428</u>		<u>354,912</u>	
		447,177		421,635	
CREDITORS: Amounts falling due within one year	14	<u>(83,047)</u>		<u>(57,450)</u>	
NET CURRENT ASSETS			364,130		364,185
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>542,074</u>		<u>553,729</u>
NET ASSETS			<u>542,074</u>		<u>553,729</u>
FUNDS					
Unrestricted:					
Designated funds	15		118,318		141,060
Other charitable funds			423,977		401,918
Restricted	16		<u>(221)</u>		<u>10,751</u>
TOTAL FUNDS			<u>542,074</u>		<u>553,729</u>

These financial statements were approved by the members of the committee on the 24th September 2002 and are signed on their behalf by:

R/G Downie

MR R DOWNIE FRCS (CHAIRMAN)
Director

The notes on pages 8 to 12 form part of these financial statements.

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000).

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment	- 33% straight line
Fixtures and fittings	- 25% straight line
Expenditure on premises	- period of lease

2. DONATIONS

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Donations - non monetary	7,426	-	7,426	9,126
	<u>16,176</u>	<u>-</u>	<u>16,176</u>	<u>9,126</u>

3. LEGACIES

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Donations and legacies	<u>201,152</u>	<u>-</u>	<u>201,152</u>	<u>166,222</u>

4. GRANTS RECEIVABLE

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Grants receivable - Health Authorities	157,015	-	157,015	152,442
Grants receivable - New Opportunities Fund	-	46,875	46,875	-
	<u>157,015</u>	<u>46,875</u>	<u>203,890</u>	<u>152,442</u>

5. INTEREST RECEIVABLE

	2002 £	2001 £
Bank interest receivable	<u>11,856</u>	<u>18,431</u>

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

6. FUNDRAISING AND PUBLICITY

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Appeals costs	<u>70,703</u>	<u>-</u>	<u>70,703</u>	<u>69,258</u>

7. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Provision of charitable services:				
Clinical services and costs	163,972	-	163,972	151,284
Day centre costs	88,428	61,465	149,893	89,870
Staff training	-	4,321	4,321	2,592
	<u>252,400</u>	<u>65,786</u>	<u>318,186</u>	<u>243,746</u>

Analysis of provision of charitable services:

	Staff costs	Other costs	Total 2002	Total 2001
	£	£	£	£
Clinical services and costs	163,972	-	163,972	151,284
Day centre costs	-	149,893	149,893	89,870
Staff training	-	4,321	4,321	2,592
	<u>163,972</u>	<u>154,214</u>	<u>318,186</u>	<u>243,746</u>

8. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Salaries	50,597	-	50,597	49,117
Office costs	11,600	-	11,600	13,565
Audit fees	995	-	995	1,000
Legal and professional	3,100	-	3,100	3,270
	<u>66,292</u>	<u>-</u>	<u>66,292</u>	<u>66,952</u>

9. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 2002	Total Funds 2001
	£	£	£	£	£
Direct charitable expenditure	163,972	-	154,214	318,186	243,746
Fundraising and publicity	55,756	-	14,947	70,703	69,258
Management and administration	50,597	11,600	4,095	66,292	66,952
	<u>270,325</u>	<u>11,600</u>	<u>173,256</u>	<u>455,181</u>	<u>379,956</u>

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

9. TOTAL RESOURCES EXPENDED *(continued)*

The aggregate payroll costs were:

	2002 £	2001 £
Wages and salaries	270,325	250,960
Social security costs	—	—
	<u>270,325</u>	<u>250,960</u>

Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	2002 No.	2001 No.
Number of charitable service staff	19	15
Number of administrative staff	2	2
Number of fundraising staff	4	4
	<u>25</u>	<u>21</u>

Other costs:

	2002 £	2001 £
Legal and professional	4,095	4,270
Other	<u>169,161</u>	<u>111,161</u>
	<u>173,256</u>	<u>115,431</u>

10. OPERATING (LIABILITIES)/ASSETS

Operating loss/profit is stated after charging:

	2002 £	2001 £
Depreciation	11,600	13,565
Auditors' remuneration		
- as auditors	<u>995</u>	<u>1,000</u>

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

11. TANGIBLE FIXED ASSETS

	Computer Equipment £	Fixtures & fittings £	Expenditure on lease £	Total £
COST				
At 1 April 2001 and 31 March 2002	<u>17,937</u>	<u>66,260</u>	<u>231,576</u>	<u>315,773</u>
DEPRECIATION				
At 1 April 2001	15,500	66,160	44,569	126,229
Charge for the year	<u>2,337</u>	<u>-</u>	<u>9,263</u>	<u>11,600</u>
At 31 March 2002	<u>17,837</u>	<u>66,160</u>	<u>53,832</u>	<u>137,829</u>
NET BOOK VALUE				
At 31 March 2002	<u>100</u>	<u>100</u>	<u>177,744</u>	<u>177,944</u>
At 31 March 2001	<u>2,437</u>	<u>100</u>	<u>187,007</u>	<u>189,544</u>

12. DEBTORS

	2002 £	2001 £
Amounts owed by group undertakings	49,000	63,150
Income tax recoverable	-	2,185
Other debtors	24,356	-
Prepayments	<u>1,390</u>	<u>1,385</u>
	<u>74,746</u>	<u>66,720</u>

The loan to the subsidiary company is to be secured against the assets of that company, repayable over a period of ten years. Interest is to be charged at one half of one per cent below the base rate on the last day of the accounting year on the balance outstanding at that date.

13. INVESTMENTS

	2002 £	2001 £
Shares in group undertakings	<u>3</u>	<u>3</u>

14. CREDITORS: Amounts falling due within one year

	2002 £	2001 £
Bank loans and overdrafts	29,736	28,821
Other creditors	23,837	20,798
Accruals	<u>29,474</u>	<u>7,831</u>
	<u>83,047</u>	<u>57,450</u>

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

15. DESIGNATED FUNDS

	Balance at 1 April 2001 £	Movement in resources: Utilised/ Released £	Balance at 31 March 2002 £
Revaluation reserve	<u>141,060</u>	<u>(22,742)</u>	<u>118,318</u>

16. RESTRICTED FUNDS

	Balance at 1 Apr 2001 £	Movement in resources: Incoming £	Balance at 31 Mar 2002 £
Restricted Fund	10,751	21,607	32,358
Restricted Fund	<u>-</u>	<u>(32,579)</u>	<u>(32,579)</u>
	<u>10,751</u>	<u>(10,972)</u>	<u>(221)</u>

The restricted funds comprise of various funds provided to Woodlands Hospice Charitable Trust Limited for purposes specified by the donor.

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets £	Investments £	Other net assets £	Total £
Restricted Fund	-	-	24,932	24,932
Unrestricted funds	<u>177,944</u>	<u>3</u>	<u>343,636</u>	<u>542,295</u>
	<u>177,944</u>	<u>3</u>	<u>368,568</u>	<u>567,227</u>

18. CONTINGENCIES

In the event of the company being wound up within 25 years of incorporation, the sale proceeds of the buildings and fixtures and fittings would become repayable to Cancer Relief Macmillan Fund. On the completion of 25 years, the hospice will revert to the Aintree NHS Trust, on whose land the hospice is constructed.

19. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee whereby each member of the company undertakes to contribute such amount as may be required, not exceeding £1, to the company's assets if it should be wound up while being a member; or within one year after ceasing to become a member, for payment of the company's debts and liabilities contracted before ceasing to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

WOODLANDS HOSPICE CHARITABLE TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

20. CONSOLIDATION OF ACCOUNTS OF TRADING SUBSIDIARY

As stated in the Trustees' Report, it is not the Board's policy to consolidate the results and balance sheet of the trading subsidiary into these accounts, on the grounds of immateriality.

The wholly owned subsidiary, Woodlands Hospice Limited, which is incorporated in the United Kingdom, operates a charity shop and the Hospice lottery. The charity owns the entire issued share capital of 3 Ordinary shares of £1 each. A summary of the trading results is shown below.

	2002	2001
Summary profit and loss account	£	£
Turnover	216,795	213,355
Cost of sales and administrative expenses	(218,017)	(205,733)
Interest receivable	2,006	1,559
Interest payable	(1,715)	(2,940)
(Deficit)/Profit on ordinary activities	<u>(931)</u>	<u>6,241</u>

The assets and liabilities of the subsidiary were:

Fixed assets	2,423	6,651
Current assets	80,294	82,958
Creditors:		
Falling due within one year	(29,049)	(26,837)
Falling due in more than one year	(42,000)	(49,000)
Total net assets	<u>11,668</u>	<u>13,772</u>
Aggregate share capital and reserves	<u>11,668</u>	<u>13,772</u>

Other notes

It was noted in the subsidiary company's accounts that its ability to continue as a going concern is dependent upon the parent company not requiring payment of the start-up loan in the immediate future.