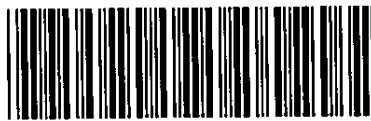


HOSPICE IN MORAY LIMITED
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2012
COMPANY REGISTRATION NUMBER SC220153
REGISTERED CHARITY NUMBER SCO31801

THURSDAY



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**HOSPICE IN MORAY LIMITED
REPORTS AND FINANCIAL STATEMENTS**

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HOSPICE IN MORAY LIMITED
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Sheila Brumby
Jennie Morrison
Ethel Duncan
Susan McDonald
John Murray
Gordon Jones
Fiona Morrison

Treasurer
Secretary

Chairman

Company secretary

Morton Fraser Secretaries Limited

Registered office

Quartermile Two
2 Lister Square
Edinburgh
Midlothian
EH3 9GL

Independent examiner

Munro Rankine CA
Cathedral Accountancy Ltd
4 North Guildry Street
ELGIN
IV30 1JR

Bankers

Bank of Scotland
90 High Street
Elgin
IV30 1BJ

HOSPICE IN MORAY LIMITED TRUSTEES' REPORT

Constitution and objects

Hospice in Moray is a recognised charity. The management of the charity is the responsibility of the trustees who are also the company's directors.

The trustees present their report and financial statements for the year ended 31 December 2012. The legal and administrative information set out on page 3 forms part of this report. The financial statements comply with current statutory requirements.

Objective

The objective of the charity is to promote the welfare and protect the health of patients. In furtherance thereof, but not otherwise, the charity shall seek to support the work of both the professional and voluntary services in any way that is charitable in law; to administer funds donated, bequeathed or otherwise received in their name for the welfare of patients of the Oaks; to encourage voluntary workers of The Oaks.

Review of objectives and activities

The company received funding and generated income during the year totalling £15,224 to meet expenditure of £10,078 in furtherance of its objectives. Expenditure included ongoing support costs of £8,435. The charity continued to review its financial arrangements to maximise interest generated.

Performance

Due to the nature of the charity, it is not appropriate to set specific financial objectives as most of the charity income is by way of donation.

Charitable status and governing document

The company is a recognised charity, number SCO31801. It is a company limited by guarantee, not having a share capital and is governed by the rules set out in its Memorandum and Articles of Association.

Reserves

It is the charity's policy to build up funds to meet future projects in relation to The Oaks and to allow it to meet its ongoing supportive function.

The level of unrestricted funds held at the year end was £80,043.

Trustees

The company's trustees who served during the year were:

Sheila Brumby
Jennie Morrison
John Murray
Ethel Duncan

Gordon Jones
Fiona Morrison
Susan McDonald

HOSPICE IN MORAY LIMITED TRUSTEES' REPORT (CONTINUED)

Trustees continued

New trustees are appointed at the annual general meeting or may be appointed by the existing trustees during the year. The trustees who have been longest in office since they were last appointed retire and may offer themselves for re-election at the annual general meeting. Any trustees appointed during the year shall retire and offer themselves for election at the next annual general meeting.

Potential new trustees are identified by the existing trustees having regard to the skills available and required.

New trustees are given appropriate training according to the requirements of the position.

Risk

The company has reviewed the major risks as identified by the trustees and has put in place procedures to mitigate these.

Organisational structure

Decisions are made by the trustees in the course of their meetings. Requests for specific expenditure are made by the staff of The Oaks in respect of patient welfare, these are considered and approved or otherwise by the trustees.

Plans for the future

The charity intends to continue raising money on behalf of The Oaks through donations and fundraising activities. The charity has agreed to pay for the training and running costs relating to the various clinics.

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company at the end of the financial year and of the surplus or deficit, and total recognised gains and losses of the company for that period. The trustees confirm their responsibility to ensure that appropriate accounting policies have been used and applied consistently, and that responsible and prudent judgements and estimates have been made, in the preparation of the financial statements for the year ended 31 December 2012. The trustees also confirm their responsibility to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for maintaining adequate accounting records, for safeguarding the assets of the company, and for taking reasonable steps to prevent and detect fraud and other irregularities.

Audit exemption

The company is exempt from audit in the current period. The accounts have been subject to an accountants' report in accordance with the Charities Accounts (Scotland) Regulations 2006.

Small company rules

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the board on 26 March 2013 and signed on its behalf.

Sheila Brumby
Trustee



REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF HOSPICE IN MORAY LIMITED

I report on the accounts of the charity for the year ended 31 December 2012 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

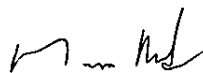
(a) which gives me reasonable cause to believe that in any material respect the requirements:

i) to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and

ii) to prepare accounts which accord with the accounting records and comply with Regulation 8 of 2006 Accounts Regulations

have not been met, or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Munro Rankine CA
Cathedral Accountancy Ltd
Chartered Accountants
4 North Guildry Street
ELGIN
IV30 1JR

26 March 2013

HOSPICE IN MORAY LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2012**

	Notes	2012 £	2011 £
Incoming resources			
Incoming resources from generated funds			
Voluntary income	2	12,860	19,570
Activities for generating funds	3	1,348	0
Investment income and interest	4	1,016	936
Total incoming resources		<u>15,224</u>	<u>20,506</u>
Resources expended			
Costs of generating funds	5	644	468
Charitable activities			
Costs of activities in furtherance of the objects of the charity:			
Gifts in kind	6	8,435	7,918
Contribution to cost of extension to The Oaks		0	50,000
Governance costs	7	999	352
Total resources expended		<u>10,078</u>	<u>58,738</u>
Net incoming resources/(expenditure)		5,146	(38,232)
Total funds brought forward		74,897	113,129
Total funds carried forward		<u>80,043</u>	<u>74,897</u>

All movements relate to unrestricted funds.

HOSPICE IN MORAY LIMITED
COMPANY REGISTRATION NUMBER SC220153
BALANCE SHEET
AS AT 31 DECEMBER 2012

	Notes	2012 £	2011 £
Current assets			
Stocks		450	645
Cash at bank and in hand	8	<u>79,913</u>	<u>74,572</u>
		80,363	75,217
Creditors: amounts falling due within one year	9	<u>320</u>	<u>320</u>
Net current assets		80,043	74,897
Total assets		<u>80,043</u>	<u>74,897</u>
Funds			
Unrestricted funds: General reserves	10	80,043	74,897
Total funds		<u>80,043</u>	<u>74,897</u>

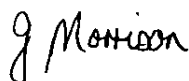
For the year ended 31 December 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities

The members have not required the company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These accounts which have been prepared in accordance with the provisions applicable to companies subject to the small companies regime, and accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) were approved by the board on 26 March 2013 and signed on its behalf by:



Jennie Morrison
Trustee

HOSPICE IN MORAY LIMITED
NOTES TO THE FINANCIAL STATEMENTS

1. Accounting policies

1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention and are in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Accounts (Scotland) Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) issued in March 2005.

1.2 Incoming resources

All incoming resources are included in incoming resources when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor specifies that the income is to be expended in a future period.

When donors specify that income is for a particular restricted purpose, which does not amount to pre-conditions regarding entitlement, this income is included in the incoming resources of restricted funds when receivable.

Grants from the Government and other agencies are included as income from activities in furtherance of the charity's objects where these amount to a contract for services, but as donations where the money is given in response to an appeal or with greater freedom of use, for example, government block grants.

In accordance with this policy, legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be quantified.

1.3 Resources expended

All expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to that category. Management and administration costs are those incurred in connection with the administration of the charity.

1.4 Costs of managing and administering the charity

These represent the costs incurred by finance, human resources, accounting, legal and other costs attributable to the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

1.5 Gifts in kind

Items such as decorations, ornaments and other equipment are included in the financial statements at market value at the time of purchase. Assets donated are included as donation income at market

1.6 Fund accounting

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the company and which have not been designated for other purposes.

1.7 Stock

Stocks are valued at the lower of cost and net realisable value.

HOSPICE IN MORAY LIMITED
NOTES TO THE FINANCIAL STATEMENTS - CONT'D

2. Donations and similar incoming resources	2012	2011
	£	£
Donations, appeals and fund-raising events	3,368	1,776
Legacies received	9,492	17,794
	<u>12,860</u>	<u>19,570</u>
3. Activities for generating funds	2012	2011
	£	£
Fundraising events	1,187	0
Sales of Christmas cards and calendars	161	0
	<u>1,348</u>	<u>0</u>
4. Investment income and interest	2012	2011
	£	£
Bank account interest	111	203
Fixed rate bond interest	905	733
	<u>1,016</u>	<u>936</u>
All investment income is generated within the UK.		
5. Costs of generating funds	2012	2011
	£	£
Advertisements	336	0
Costs of Christmas cards and calendar	308	468
	<u>644</u>	<u>468</u>
6. Cost of activities in furtherance of the objects of the charity	2012	2011
	£	£
Gifts in kind to The Oaks:		
Memorial book	72	101
Stall fees	5	0
Flowers and newspaper purchases	653	568
Internet access	264	147
Costs of supporting clinics	466	0
Therapist costs	6,720	7,102
Catering	255	0
	<u>8,435</u>	<u>7,918</u>

HOSPICE IN MORAY LIMITED
NOTES TO THE FINANCIAL STATEMENTS - CONT'D

7. Governance costs

	2012	2011
	£	£
Cost of independent examination	318	332
Bank charges	45	0
Badges	120	0
Legal and professional fees	516	20
	<u>999</u>	<u>352</u>

No remuneration was paid to trustees during the year.
None of the staff were paid in excess of £60,000 during the year.

8. Cash at bank and in hand

	2012	2011
	£	£
Fixed deposits	50,905	50,000
Cash	467	0
Bank account	28,541	24,572
	<u>79,913</u>	<u>74,572</u>

9. Creditors: amounts falling due within one year

	2012	2011
	£	£
Other creditors	<u>320</u>	<u>320</u>

10. Unrestricted funds

	2012	2011
	£	£
Opening balance	74,897	113,129
Surplus/(deficit) for the year	5,146	(38,232)
Closing balance	<u>80,043</u>	<u>74,897</u>

11 Guarantee

The company is limited by guarantee not exceeding £1 per member.