

Company Registration No. 02114925 (England and Wales)

Registered Charity No. 518704

Bolton Hospice
(Limited by
Guarantee)

Report and Financial Statements

For The Year Ended
31 March 2019

BOLTON HOSPICE (LIMITED BY GUARANTEE)

CONTENTS

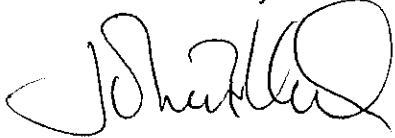
Notice of Annual General Meeting	1
Company information	2
Trustees' Report	3
Independent auditor's report to the board of trustees	21
Consolidated statement of financial activities	24
Balance sheet	25
Consolidated cash flow statement	26
Notes to the financial statements	27

BOLTON HOSPICE (LIMITED BY GUARANTEE)

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the twenty-ninth Annual General Meeting of Bolton Hospice will be held at The Hospice, Queens Park Street, off Chorley New Road, Bolton, BL1 4QT, on 24 October 2019 at 12.30pm to discuss the following business:

- Minutes of last meeting.
- To consider and, if approved, to adopt the report of the trustees and the financial statements for the year ended 31 March 2019, together with the report of the auditor thereon.
- To elect members of the board.
- Any other business normally transacted at an Annual General Meeting.



Mr J Kirk
Secretary

A member entitled to attend and vote is entitled to appoint a proxy to attend and vote in his or her place and the person so appointed need not be a member. Article Number 24 requires that the instrument appointing a proxy shall be deposited at the registered office of the company not less than forty-eight hours before the meeting to which it relates.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

COMPANY INFORMATION

Trustees	Judith Bromley Patrick Anthony Lydon Andrew Philip Morgan Grace Hopps Dr Robert Alan Hunt Dr Geoffrey McLardy John Kirk Adrian Crook Ian Savage Linda Duckworth	Chair (Appointed 25 October 2018) (Appointed 25 October 2018)
Treasurer	Patrick Anthony Lydon	
Secretary	John Kirk	
Registered office	Queens Park Street Bolton BL1 4QT	
Company Number	02114925	
Registered Charity Number	518704	
Auditor	MHA Moore and Smalley Chartered Accountants & Registered Auditors Richard House Winckley Square Preston PR1 3HP	
Investment Managers	Sanlam Private Investments (UK) Ltd Bank House 55 Main Street Kirkby Lonsdale Cumbria LA6 2AH Brewin Dolphin Limited 12 Smithfield Street London EC1A 9BD Investec Wealth & Investment Limited The Plaza, 100 Old Hall Street Liverpool L3 9AB	

BOLTON HOSPICE (LIMITED BY GUARANTEE)
TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT
FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their annual report and the audited financial statements for the year ended 31 March 2019.

Trustees

The trustees who served during the year are as follows:

- Judith Bromley^{1, 2, 3} Chair
- Patrick Anthony Lydon¹
- Andrew Philip Morgan^{1, 2}
- Grace Hopps^{1, 3, 5}
- Dr. Robert Alan Hunt³
- Dr. Geoffrey McLardy^{4, 3}
- John Kirk²
- Adrian Crook¹
- Ian Savage⁵
- Linda Duckworth^{2, 6}

¹ Denotes members of the Finance Committee

² Denotes members of the Building Committee

³ Denotes members of the Quality and Standards Committee

⁴ Denotes members of the Informatics Committee

⁵ Denotes members of the Integrated Communications Committee

⁶ Denotes members of the Health and Safety Committee

With regard to the trustees in office for the full year, their attendance at four possible board meetings was as follows:

J Bromley	3	G Hopps	4	A Crook	3
J Kirk	3	R A Hunt	3	G McLardy	3
P Lydon	3	A P Morgan	1		

Key staff

- Chief Executive Dr.(H C.) Leigh Vallance BA Hons PGDip VSM
- Medical Director Dr Aurelia Camelia McCann MD MRCP Dip Pall Med
- Income Generation & Communications Director Alice Atkinson BA(Hons) MinstF(Cert)
- Clinical Nurse Director Jill Entwistle RN BSc(Hons) Dip PSN
- Finance and Corporate Services Director Masud Kala BA(Hons) FCCA

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Structure, Governance and Management

Governing document

The full name of the charity is Bolton Hospice (Limited by Guarantee). Its registered office and its principal operating address is Bolton Hospice, Queens Park Street, Chorley New Road, Bolton BL1 4QT.

Structure, Governance and Management (continued)

Bolton Hospice was formed as a company limited by guarantee on 24 March 1987 and its registration number is 02114925.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up, its members are required to contribute an amount not exceeding £10.

It is registered with the Charity Commission with number 518704.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

Recruitment and appointment of Trustees

Trustee Recruitment Process

Trustee recruitment is undertaken via an open and inclusive process with opportunities advertised in a public, as well as a targeted way, in order to reach both a broad as well as specialist audience so as to maximise the securing of an appropriate skills and diversity mix.

Potential trustees are invited to apply using a CV and then invited to an informal meeting with the Chair, Vice Chair, Treasurer and Chief Executive, to discuss skills, expectations and commitment as well as to ensure that the candidate trustee has a clear understanding of the role and responsibility of being a trustee of Bolton Hospice.

If successful a candidate trustee will be put forward for election by the members at the Annual General Meeting for a term of office as determined by the Memorandum and Articles of Association. All trustees automatically become members.

Trustee vacancies will be advertised in a way that reaches our potential audience within the general public as well as via specialist links to medical/nursing and other specialist sites linked to our identified skills gaps.

The Articles also stipulate that persons can become members by application to the Charity. There are currently 57 members.

Trustee induction and training

Each new trustee will have a discussion with the Chairman, Vice Chairman, Treasurer and Chief Executive to confirm skills and commitment and to ensure they have a clear understanding of the roles and responsibilities of trustees at Bolton Hospice.

An induction pack will be given to each trustee comprising:

- Strategic Plan
- Business Plan
- Annual Accounts
- Memorandum and Articles of Association
- Bolton Hospice Information Booklet

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Recruitment and appointment of Trustees (continued)

- Role Description
- Minutes of recent Board Meetings
- Charity governance guide 2017
- Hospice UK's "Twenty Minute Guide to being a Hospice Trustee"
- Scheme of Delegated Authority
- Financial Governance by Dorothy Dalton 2017
- Charity Trustee - The Essential Trustee Guide (CC3); What's involved (CC3a)

The Chief Executive with the HR administrator will be responsible for arranging induction and training programmes for trustees.

Trustee recruitment and skills mix

Background

As part of the review of Bolton Hospice Governance arrangements in line with the Hospice UK document, 'Challenges for Hospice Trustees in the New World of Healthcare', the Hospice regularly reviews itself in order to:

- Identify the right skills mix for a hospice trustee board
- Undertake a skills audit and gap analysis process
- Refresh our trustee recruitment process

The right skills mix for hospice trustee board seeks people with experience in:

- | | |
|------------------------------|---|
| • Governance and Leadership | • Information Technology with Informatics |
| • Medical | • Health and safety |
| • Nursing | • Marketing |
| • Finance | • Charity Law |
| • Property | • Company Law |
| • Investments | • User Involvement |
| • Retail | • Volunteering |
| • Fundraising | • Business Expertise |
| • Quality Assurance | • Third Sector Leadership |
| • Government Policy/Politics | • HR – Employment Law |

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Skills Audit and Gap Analysis

An audit tool and appraisal process is used and completed by our existing trustees to identify existing and future skills gaps.

Organisational structure

The organisational structure of the Hospice is that the Board of Trustees is responsible for the governance of the Hospice and the day to day running is the responsibility of the Chief Executive and appointed senior managers within predetermined levels of authority. Key senior management personnel remuneration is determined by the trustees using relevant independent benchmarking data.

Bolton Hospice have adopted the **2017 Charity Governance Code** and used the principles, key outcomes and recommended practice guide within it, to benchmark our governance structures and operation. The benchmarking exercise demonstrated that we have met all outcomes and recommended practices under the seven headings of: Organisational purpose; Leadership; Integrity; Decision-making, Risk and Control; Board Effectiveness; Diversity; Openness and Accountability.

We report quarterly to our commissioners (Bolton CCG) on the delivery of our **annual diversity objectives** and we have:

- More explicitly emphasised in all of our volunteer recruitment and job adverts that we particularly welcome applications from across our diverse community.
- Pro-actively engaged with local faith, disability and LGBTi groups.
- 100% staff compliance with mandatory training on equality and diversity.
- 85% completed dementia friends training and alterations to our hospice environment.
- Spirituality training is available for staff focussing the importance of this in everyone's life irrespective of a person's age, race, religion, sexuality, culture, beliefs or disabilities.
- We provide training sessions on LGBT perspectives on accessing care.
- Our Spiritual & Bereavement Lead has forged improved links with other faith groups across Bolton.
- We participated in the Bolton Pride Event.
- Patients admitted with language barriers are supported through paid interpreters, including sign language interpreters, to ensure they receive optimal care.
- We have facilities to ensure we can meet the needs of bariatric patients.
- Our nursing station and reception desk has a hearing loop and access for wheelchairs.
- All our signage and information leaflets are branded clearly, concise and free from jargon and available in other languages if required.
- Staff and volunteers are continually surveyed to explore their views on equality, diversity and inclusion in the workplace.
- Social media and banners at the entrance to the hospice grounds mark many religious festivals.

The 2017 Charity Governance Code's recommended practice for Trustee length of service is 9 years. Bolton Hospice have a number of outstanding and committed Trustees who either have or are close to exceeding 9 years in a Trustee position. We are happy with our Trustee appraisal system and three year re-election process, which gives us confidence that we have sufficient checks and balances in place to ensure a regular flow of new Trustees with fresh perspective and diversity of skills and background join the Board whilst maintaining the valuable skills and corporate memory of our longer serving Trustees

There are two wholly owned subsidiaries of the Hospice, which covenant all their profits to the charity. They are Bolton Hospice Lottery Limited, which runs a weekly lottery, and Bolton Hospice Support Limited, which is the trading subsidiary and is responsible for the ten charity shops in the Bolton area.

Bolton Hospice is available to any adult in the Borough of Bolton who is referred to it with a life limiting illness.

No financial or ethnic criteria are applied before patients are accepted into the service.

The trustees have complied with the duty in Section 4 of the Charities Act 2011 with due regard to the public benefit guidance published by the Charity Commission.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Objectives and Activities

The object of the charity, as set out in the Memorandum and Articles of Association, is to promote the relief of all adults (without regard to race or creed) who are suffering from any chronic or terminal illness or from any disability or disease attributable to old age or from any other physical or mental infirmity disability or disease in such ways as the Hospice shall from time to time think fit.

Bolton Hospice is inspected by the Care Quality Commission (CQC) and their report is posted on the Commission's website. The last unannounced visit was in September 2016. The independent Inspectors carried out a detailed assessment of how safe, effective, caring, responsive and well-led our services are. The Inspectors concluded in their report on 20 January 2017 that there were no areas where improvement was required and rated us as Good.

The CQC also keeps a constant check on all of our available information, especially our quality and risk profile. We are diligent in supplying statutory notifications to them about any significant events or changes to the services.

We also undertake our own Provider Visits using the CQC themes for inspections. The Trustees undertake these visits periodically to ensure regular scrutiny by talking to patients, volunteers and staff.

A summary of their observations are put into a report and presented to the Chief Executive and Senior Management Group, who develop an action plan to address any areas requiring attention. The Provider Visit report is shared with the CQC and is made available on our website. The last Provider Visit was April 2019.

In addition to this Bolton Hospice seeks the views of patients through the use of questionnaires. We also survey people who attend for bereavement support and relatives' experience of the care their loved ones received. This gives a true reflection of their experiences when receiving hospice services. Action plans are developed from the responses to questionnaires as we continually strive to improve the services we deliver to patients and carers.

Bolton Hospice is very fortunate to have a large number of volunteers who give their time to assist it to meet its objectives. They are used on the wards and in Day Therapy to help the nursing staff by carrying out non-clinical duties and assisting patients and their visitors. They are also used in a variety of administration duties in the Hospice including fundraising and finance and the governance of the Hospice as trustees.

Eight of our ten hospice shops are entirely staffed by volunteers, with paid members of staff supervising them.

We have a team of volunteer drivers who also use their own vehicles to transport patients to and from Bolton Hospice Support Services. A number also carry out a bereavement support role under the guidance of the Spiritual Care and Bereavement Support Lead.

The Hospice receives in the region of 123,000 hours per year from its volunteers which, at the National Minimum Wage rate, equates to a contribution of over £960,000 per year but which in reality is of much greater value and worth to the Hospice.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Strategic Report

Achievements and performance

Activity figures remained high with a total of 784 patient referrals to our clinical services. Activity throughout the Hospice has remained consistent with the previous average inpatient occupancy at 71%.

The average occupancy in the Day Therapy Unit was 53% and as a result this year we are focusing on developing a much more flexible approach to the delivery of Day Therapy options. In addition to our Medical Director and Consultant in Palliative Medicine posts we have invested in another Consultant to focus on the development of a new Day Therapy/Wellbeing service offer with the aim of reaching more people in a more flexible way.

Our outpatient clinics saw a total of 67 patients and held 188 outpatient appointments during the last financial year. One of the benefits of this service is an introduction to what is available within Bolton Hospice and Community services.

Our Hospice at Home team continues to work closely with the district nursing team and undertook 1306 visits. Moving forward we are looking to introduce mobile technology to free up time to be able to see more patients on a daily basis.

We continue to host and facilitate a daily multi-professional HUB meeting along with our NHS colleagues to discuss End of Life care patients in the community ensuring a responsive co-ordinated approach to meet their needs. We have further developed this with our colleagues to incorporate embedding person centred approaches across its health and social care workforce.

Our Palliative and EOL Care Education in Care Homes project continues to grow and develop with 34 care homes signed up to our Improving End of Life Care training and over 200 care home staff being trained so far.

We have implemented Freedom to Speak up Guardian and Schwartz rounds to further underpin support to staff and their wellbeing.

We continue to be involved with the National Dying Matters week campaign and this year we worked in collaboration with Bolton Health Watch at an engaging and interactive workshop.

We continue to deliver Bereavement support and have developed in conjunction with Childhood Bereavement UK a family bereavement programme that now runs at a weekend.

As ever our focus is and always has been on Person Centred Care for all our patients and staff.

This year we have seen further developments in our workforce, adding Trainee Nurse associates and providing training to become Non-Medical prescribers and Advanced Nurse Practitioners.

All nurses continue to rotate across services to ensure their skills are transferable and to ensure all shifts are covered with a safe and effective skill mix. All clinical and non-clinical staff undertake required mandatory training and development in accordance with their role and this is recorded.

We continue to offer an excellent preceptorship and induction package to all our staff. The NHS Allied Health Professionals and 2 social workers who are based at the Hospice offer services to hospice patients and those in the community and are an integral part of our multi-professional team.

We continue to utilise core teams which enhances patient continuity whilst retaining a level of flexibility. Skill mixes have been set for all clinical teams against government and statutory requirements to ensure quality and safety is at the centre of all we do.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Strategic Report

Achievements and performance (continued)

We adopt the NHS Harm Free Care, Safety Thermometer and Patient Led Assessment of the Clinical Environment (PLACE). We are also very proud to announce that 85% of our organisation are now 'Dementia Friends'.

Our Workforce Strategy Group now allows us to map the educational needs of our current workforce and volunteers both now and in the future. Our partnership with the University of Bolton and Health and Social Care strengthens our alliance to improve Palliative and End of Life Care training across Bolton.

Fundamental to what we do at Bolton Hospice is to listen and respect patient and family feedback, both positive and negative and share that openly with teams so we can learn, develop and grow from their experiences in our quest to ensure all those who touch our service receive the best Specialist Palliative and End of Life Care Services and those who are bereaved are supported following the death of a loved one. All patient and family feedback is uploaded on to our website for the general public to view.

Staff are appraised on an annual basis and personal development plans are agreed for the year ahead. The nursing staff are appraised using the Knowledge and Skills Framework, in line with the NHS. This provides evidence of competencies and ensures appropriate development of skills. They are currently working towards the NMC guidance for revalidation of nurses.

Our Education Department continues to work closely with the University of Bolton to deliver End of Life Care training at level 6 & 7. We also offer a wide range of education sessions delivered to health and social care staff.

The Hospice has continued to manage the Macmillan Cancer Information & Support Service (MCISS), which is funded by Macmillan and Bolton CCG. The Macmillan Benefits Adviser is employed by Bolton Council.

- In the last year the MCISS and the Benefits Advice Service has had contact with over 7,500 people affected by cancer
- The service has accessed nearly £90k of Macmillan Grants for people affected by cancer
- The Macmillan Benefit Advice Service has supported 672 people and has demonstrated £2.1m in financial gains for people affected by cancer
- 35 ladies have attended the Skin Care & Make Up Masterclasses
- There were 151 attendances at our monthly walking group
- 277 people have attended the three Health & Wellbeing Events at the Holiday Inn

Most enquiries for the services were from those affected by Lung, Breast, Bowel & Prostate Cancer

The most common reasons for contacting the service were:

- emotional support/wanting to talk
- benefits/welfare advice

Service User feedback has been very positive. 100% felt they were listened to and understood.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Strategic Report

Achievements and performance (continued)

Our income generation activities continue to be of vital importance in the continued provision of our services. The highlights of our year included:

- Purchasing a new shop on Tonge Moor Road to develop an exemplary new Super Shop experience for our supporters and volunteers.
- Opening our first café which is proving popular with our supporters and local community.
- Training and preparation for the implementation of a new Kudos till system across the shop network. The new system will perform in-house gift aid claims and give greater control over database management.
- Securing a 5 year lease on the Furniture Plus shop.
- Maintaining our target of 9,000 lottery members and reaching a high point of 9,492 members in March 2019.
- Achieving record income for our Christmas Draw – tickets and donations totalled £31,300, an increase of £2,483 (9%).
- Increasing participation from companies, schools and families in our £50 Challenge, with them raising £14,500, an increase of £5,000.
- Raising £53,000 from Strictly Learn to Dance 2018 and presenting a case study at the National Association of Hospice Fundraisers conference.
- Raising £43,847 from Bubble Rush 2018, the highest net income for this event in the North West.
- Raising £21,093 from Hike the Pike in its second year, an increase of £5,245 (33%).
- Collaborating with Bolton Lads & Girls Club to host a successful Big Bolton Ball with a net profit of £37,000 and forging a positive alliance between our two organisations.
- Repeating our successful Thankathon, during which 27 community supporters attended a 'thank you' event and presentation, 44 'thank you' calls to our high value supporters (companies and individuals) were completed and bunting with thank you messages was sent to our 12 shops and 5 high value corporates.

We continue to focus on increasing the reach of our marketing and communications activity. Our current strategy allows us to tightly target our social media in line with current platform algorithms and we have seen marked success with our reach and engagements across the board, focusing on quality rather than quantity of output.

Our achievements during the year included:

- Our social media following has increased from 15,781 to 18,505 - an increase of 17% on last year.
- We had a Facebook reach of just under 1 million in the last 12 months.
- Our Facebook followers watched a total of 61,400 minutes of our video – up 45% on the year before. Our top video was watched for a total of 4,400 minutes.
- Our average Twitter impressions are 125,000 per month.
- Our Facebook followers raised just under £10,000 through online fundraising.



Bolton Hospice
caring from the heart

OUR YEAR IN NUMBERS

188
outpatient
clinic appointments

472
supporters raised funds
by organising a community
event or taking part
in a challenge

We made
1306
visits to
125
patients in their
own homes

Our volunteers gifted us
123,000
hours of their time to help us which equates to the
equivalent of a contribution of
£960,000*
(*Hours valued at national minimum wage)

We had **302**
press articles in
14 different
publications

Our followers on social media
increased by **17%** from
15,781 to **18,505**

741
days of volunteer
support
sessions held

We cared for **335**
patients

£162,776
was raised by
donating in memory
of someone special

94
new patients attended
day therapy

878 people attended
training courses provided by our education team.

5/2019

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Our approach to fundraising

Our fundraising team are tasked with raising over £3 million annually to fund the hospice's work. Fundraising activity we currently engage in includes:

- Individual giving
- Community fundraising
- Corporate fundraising
- Fundraising events
- Trust fundraising
- Legacy fundraising
- Lottery
- Retail

We are committed to practising the highest standards of fundraising and we take care to ensure all our fundraising activity reflects the hospice's values:

- Being inclusive and non-judgemental
- Being open, transparent, accountable and objective
- Giving support to the whole family
- Constantly striving for excellence and continual improvement
- Being committed to embracing, valuing and respecting diversity
- Respecting, supporting and celebrating our volunteers
- Trust, respect, honesty and integrity in all we do
- A compassionate, appropriate and proportionate response to meeting need
- Appreciating the value of every £1 donated to our cause and using it wisely

The Director of Income Generation & Communications is responsible for devising and delivering the annual fundraising strategy. The Board of Trustees are ultimately responsible for the organisation's fundraising activity and so review and approve the strategy and budget each year. The Director of Income Generation & Communications regularly reports to the board (via full board meetings, finance committee meetings and meetings of the fundraising regulation working group) on performance and any pertinent issues.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Our approach to fundraising (continued)

How we work with, and oversee, any commercial participators/professional fundraisers

We currently have arrangements with the following commercial participators/professional fundraisers:

Organisation	Type	Nature of relationship	How we oversee their work
Furness Building Society	Commercial participator	Charity savings account	Contract in place Regular monitoring and reviews
Dunscar Bridge Brewery	Commercial participator	Hospice beer sales promotion	Contract in place Regularly reviewed
Majestic Publications Ltd	Commercial participator	Publications provider	Contract in place Regular monitoring and reviews Ad hoc quality monitoring
SEC Fundraising Ltd	Professional fundraiser	Lottery member recruitment	Contract in place Shadowing of representatives Regular feedback and reviews Quality monitoring

How our fundraising conforms to recognised standards

We are registered with the Fundraising Regulator and committed to adhering to all recognised standards in relation to our fundraising activity.

Staff ensure that all fundraising activity complies with the Fundraising Regulator's Code of Fundraising Practice and the Fundraising Promise.

Staff are trained in their responsibilities in relation to fundraising regulation and legislation upon induction and periodically thereafter as required. Volunteers are also trained in compliance where necessary for their role.

We have a fundraising regulation working group comprising of fundraising staff and trustees, who meet periodically as required to ensure that fundraising activity is fully compliant with all legislation, regulation and internal policies and that we are able to promptly and effectively respond to any changes in these standards.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Our approach to fundraising (continued)

How fundraising carried out on our behalf is monitored

We are grateful for the support of the very many people and organisations within our community who raise funds on our behalf. The fundraising team provide advice, support and guidance to those who notify us of their plans to raise funds and this includes statutory requirements and best practice recommendations where relevant.

The trustees have agreed a list of circumstances in which they would consider a donation or fundraising activity to be contentious. If these circumstances arise the matter is referred to the Income Generation & Communications Director for decision making or referral to the trustees where required. The list of circumstances and procedure are included in our Ethical Fundraising Policy.

We have a Risk Management Policy so as to minimise or, as far as it is reasonably practicable, eliminate any risks to patients, staff, volunteers, supporters, members of the public or the organisation's reputation in relation to our fundraising activity. Staff identify and assess risks and put any necessary preventative controls in place.

Fundraising complaints

During the 2018-19 financial year we received 0 formal complaints (2017-18: 0) about our fundraising activity and 2 informal complaints (2017-18: 1):

Date	Type	Details	Action taken
07/09/18	Informal	Member of the public complained that a canvasser had signed up her mother to the lottery direct debit despite her already being a member and paying via standing order.	Reported to SEC Fundraising Ltd for full investigation immediately. Quality control processes reviewed by SEC and enhanced verification process put in place. In addition, the manager worked alongside the canvasser to ensure re-training took place and standards were being consistently met. Contacted the complainant to further apologize and explain. Complainant satisfied with the response.
22/03/19	Informal	Member of the public complained that a canvasser was not clear which hospice he was representing and did not communicate the lottery, giving the impression he was just asking for money.	Reported to SEC Fundraising Ltd for full investigation immediately. Re-training is being provided to the canvasser and performance is being monitored by the manager.

How we protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches, and undue pressure to donate

Our Ethical Fundraising Policy outlines our approach to protecting vulnerable people and this includes our commitment to:

- Not contact supporters for marketing purposes by telephone, email or SMS (text message) without their explicit consent
- Only send direct marketing by post to relevant supporters (no 'cold' data is bought or otherwise sourced for mailing purposes)
- Limit the number of appeals sent to any one person, and spread contact throughout the year
- Ensure communications don't place undue pressure on anyone to donate

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Our approach to fundraising (continued)

- Complete a 'balancing exercise' for each appeal mailing and only proceed where we can demonstrate that:
 - We have a legitimate interest in contacting the supporters.
 - We have ensured we consider any potential harm to their rights and freedoms
 - We are confident that we are acting within their reasonable expectations
- Ensure information about how to opt out of further communications is always included
- Ensure that there is a robust system in place to quickly and effectively act upon opt out requests
- Only use professional fundraising agencies who can demonstrate a track record of best practice in the sector and compliance with the Fundraising Regulator's code of conduct.

Financial Review

The 2018/19 accounts show a decrease in our unrestricted funds (before other gains and losses) of £416,235.

This reduction in our unrestricted funds is in line with our forecasts.

The Hospice felt the impact of the new national Agenda for Change pay award which the hospice aspires to match to attract and retain our nursing team,

The Hospice received legacies totalling £1,527,276. This includes a restricted legacy we received in the year of £1,250,370. The unrestricted legacy income of £276,906 was less than our budgeted income and considerably lower than the 2017/18 legacy income of £560,656.

The volatility and unpredictability of the legacy income stream is acknowledged by the Hospice and without this income there is an underlying operational deficit which the trustees and management are continuing to look at tackling to achieve a more sustainable operational budget.

We have continued to look at ways to generate more sustainable income streams and reduce costs to address this.

As a result of strengthening our medical structure, including the appointment of a Medical Director and a Medical Consultant, we have significantly reduced our reliance on agency locum costs.

With our continued development plan for both the shops and lottery we are looking forward to an increased contribution in the years to come.

We have extended our Retail outlets to 12 including the café which commenced trading in April 2018.

Of the £1,250,370 restricted capital legacy we received in the year, we have utilised £150,000 in the purchase of a further retail outlet. The renovation work on this outlet is scheduled to commence in May 2019.

The shops generated a net contribution of over £531,000 which is gift aided to the Charity. This compares to £401,000 in the previous year.

In 2018/19 we continued our lottery expansion program and this resulted in increasing our Lottery playing membership to over 9,000. The total contribution gift aided to the charity was almost £285,000. This compares to £324,000 in the previous year.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Reserves Policy

The trustees review the charity's requirements for reserves at six monthly intervals, in the light of the major challenges facing the organisation in terms of rising costs, patient expectations and the estate rationalisation project.

At the year end the charity's reserves totalled £14.6m. This included restricted funds of £1.1m and designated funds of £7.5m (of which £6.5m can only be realised by disposing of tangible fixed assets and investments). After making allowances for these amounts the charity's free reserves were £6m.

For the charity to be managed efficiently and to provide a buffer for uninterrupted services, the trustees consider the general reserve should reflect at least 12 months of budgeted expenditure as well as allowing for planned maintenance and dilapidation expenditure, after taking into account funds designated for specific purposes.

The charity's free reserves at the year end of £6m represents approximately 14 months of projected expenditure and incorporates the cost of planned maintenance and dilapidation expenditure.

This is an increase from the 13 months we reported at 31 March 2018 due to the unexpected and generous capital legacy we received in the year of over £1.25m. This has enabled the hospice to release back into the General Fund monies which were previously designated for capital projects.

Investment policy

The Memorandum and Articles of Association of the charity permit wide powers of investment with no restrictions.

The investment objectives of the company are:

- To maintain the value of its investment portfolio
- To provide a balanced return between income and capital along with a medium level of risk
- To balance the need for liquidity to meet current expenditure and the long term aim of maintaining the service for future beneficiaries
- To ensure investment spread and diversification consistent with the level of risk identified

The Hospice engaged the services of an Investment Consultant to carry out an overview of our investment policy. Based on the recommendations of the report, the hospice engaged a 3rd Investment Manager to further diversify the portfolio.

The Investment Managers are engaged on a discretionary basis, both to enable the charity to comply with the Trustees Act 2000 and to achieve the above objectives. A formal investment policy is in place which is reviewed by the trustees at annual intervals.

The performance of the investments is reviewed at quarterly intervals and measured against benchmarks laid down in the policy.

The return of the portfolio has been 6.16% compared to a benchmark increase of 5.03%, the benchmark being a composite of the IA Mixed Investment and global indices.

The return of the portfolio increased by 1.7% compared to the increase in the Private Investor Balanced Index return of 1.7%. The trustees were content with this outcome as a more defensive position is being maintained in current circumstances. The income return on the portfolios totalled £189,112.

It is the charity's policy to specifically exclude investment in the armaments sector. Investments are valued at market value as set out in note 12 to the financial statements.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Plans for Future Periods

Future strategy

The trustees and the senior management group met on 26 January 2019 in order to review the 2017-2020 Strategic Plan. Following this Strategic Planning Review Day the Strategy for 2016-19 was updated in order to take account of the changing economic environment and the impact of the implementation of significant changes to the NHS and the need to plan for the future.

Bolton Hospice needs to ensure it can meet the challenges ahead.

We need to:

- Be business-like and purpose driven
- Have a dynamic workforce, fit for purpose
- Invest in being the best
- Embrace the diversity of our community
- Be professional, skilled and competent in everything we do
- Be a leader in EOL Care Training and Education
- Work in partnership and collaborate wherever possible to achieve our objectives
- Ensure we always have time to care, have quality services and a therapeutic environment within which to provide our specialist provision

The longer term ambitions of the Hospice are as follows:

- Financial sustainability
- To remain a centre of excellence
- To remain an integral part of the Health Care Economy
- To be the lead provider of palliative EOL care of Bolton
- To lead EOLC Education and Training

From which our strategic objectives emerged and are therefore:

- To remain the number one provider of excellent specialist palliative and end of life care
- To be financially robust and prudent in all we do
- To provide a safe, welcoming, inclusive and therapeutic environment
- To be the recognised hub of specialist knowledge, training, education and community awareness
- To remain true to our core principles, values and charitable objects
- To ensure we deliver our vision, mission and purpose

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Plans for future periods (continued)

In order to work towards achieving our strategic objectives, our 2019-2020 **Business Plan** is focussed on Bolton Hospice being:

- Well led and well run
- Cost effective and financially sustainable
- The best at what we do
- Well known, valued and respected

What will success look like:

- Financial sustainability
- Reduced operational deficit
- Recognised as an indispensable part of the healthcare economy
- Excellent CQC Inspection results
- Leading player in the Greater Manchester Hospices Group
- Recognised as an essential part of the Bolton community
- Hub of specialist education and training
- Hub for all specialist support, palliative and end of life care.

Our Investment Priorities for 2019-20 include:

- Sustainable income generation initiatives
- Increasing our reach through:
 - Education and training
 - Bereavement support and telephone advice
 - Broadening access
 - Reviewing / re-designing/ re-branding BHSS
 - Staff Wellbeing Support
 - Marketing and Communications
- Greater Manchester Hospices

BOLTON HOSPICE (LIMITED BY GUARANTEE)
TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)
FOR THE YEAR ENDED 31 MARCH 2019

Plans for future periods (continued)

All our plans and priorities are underpinned by our values and principles:

Values

- Inclusive and non- judgemental
- Open, transparent, accountable and objective
- Focussed on the needs of the whole family
- Excellent and seeking continual improvement
- Embracing of diversity which is valued and respected
- Respectful of our volunteers by supporting and celebrating their contributions
- Trustworthy, honest, dignified and acting with integrity
- Compassionate, appropriate and proportionate
- True to our cause by valuing every £1 donated and using it wisely

Principles

- Equity of access based on identified patient needs and priorities for care
- Dignity, respect and compassion
- The provision of quality holistic, seamless, co-ordinated care
- Being open, inclusive and independent
- Working with integrity, honesty and openness
- A commitment to safe, compassionate care
- Preserving the independence, dignity and individuality of the patient
- The provision of excellent standards of clinical and nursing care
- The provision of spiritual and bereavement support for all faiths and none
- The delivery of education and training
- A well governed, well led, well run, effective organisation

The delivery of our strategic objectives and business plan is devolved to the Chief Executive and the senior management group who report on progress against targets to the Board of Trustees on a quarterly basis.

Risk management

The trustees actively review the major risks the charity faces on a regular basis and ensure there are risk management strategies in place. This involves identifying types of risks the charity faces, prioritising them in terms of potential impact and the likelihood of occurrence, and identifying ways of mitigating the risks. This process includes an ongoing review of the charity's current internal controls.

Principal Risks and Uncertainties

Last year the Trustees identified recruiting a consultant in palliative medicine as one of the key priorities for this financial year. As detailed elsewhere in this report a successful appointment has been made during the year.

The future of NHS funding remains an area of concern with the NHS facing unprecedented financial pressures. This funding represents 30% of our patient care delivery costs and is therefore essential and represents excellent returns on investment for the CCG who get £3 of End of Life Care for the people of Bolton for every £1 granted.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

TRUSTEES' REPORT, INCLUDING THE STRATEGIC REPORT (Continued)

FOR THE YEAR ENDED 31 MARCH 2019

Trustees' responsibilities statement

The trustees (who also act as directors of Bolton Hospice for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the strategic report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 and of the incoming resources and application of resources, including the income and expenditure, of the charity for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2015 (FRS102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards 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 presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

In so far as the trustees are aware:

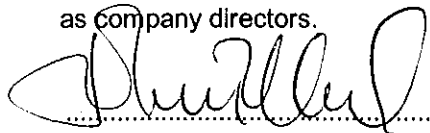
- There is no relevant audit information of which the charity's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

A tender process is ongoing in respect of the audit for the year ending 31 March 2020.

In approving the Trustees' Annual Report, we also approve the Strategic Report included therein, in our capacity as company directors.



.....

Signed by order of the trustees

Mr J Kirk - Secretary
Queens Park Street
Bolton
BL1 4QT

07.06.19
.....

BOLTON HOSPICE (LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

Opinion

We have audited the financial statements of Bolton Hospice (Limited by Guarantee) (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2019 which comprise the consolidated statement of financial activities, the group and parent company balance sheet, 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) including FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2019, and of the group's 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
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

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

BOLTON HOSPICE (LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

Respective responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 20, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

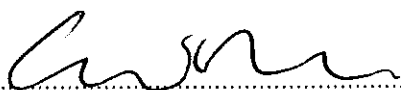
Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with the Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Christine Wilson (Senior Statutory Auditor)
For and on behalf of
MHA Moore and Smalley
Chartered Accountants & Statutory Auditor

Richard House
Winckley Square
Preston
Lancashire
PR1 3HP

Date 21/8/19

BOLTON HOSPICE (LIMITED BY GUARANTEE)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
Income:					
Donations and legacies	3	1,117,205	1,250,370	2,367,575	1,452,226
Charitable activities	4	1,057,608	14,547	1,072,155	1,077,229
Other trading activities	5	2,178,377	-	2,178,377	1,854,650
Investment income	6	191,895	-	191,895	200,093
Other income		39,431	-	39,431	35,824
Total income		4,584,516	1,264,917	5,849,433	4,620,022
Expenditure:					
Costs of raising funds	7	1,432,141	-	1,432,141	1,238,503
Expenditure on charitable activities	7	3,568,610	9,550	3,578,160	3,553,107
Total expenditure	7	5,000,751	9,550	5,010,301	4,791,610
Net Incoming/(outgoing) resources before other gains and losses		(416,235)	1,255,367	839,132	(171,588)
Unrealised gains/(losses) on investments		248,191	-	248,191	(38,589)
Realised gains/(losses) on investments		70,017	-	70,017	(23,706)
Net Income/(expenditure)		(98,027)	1,255,367	1,157,340	(233,883)
Transfers between funds		162,366	(162,366)	-	-
Net movement in funds		64,339	1,093,001	1,157,340	(233,883)
Fund balance b/f at 1 April		13,466,658	13,466	13,480,124	13,714,007
Fund balance c/f at 31 March		13,530,997	1,106,467	14,637,464	13,480,124

All the above results derive from continuing operations. All gains and losses recognised in the year are included above.

BOLTON HOSPICE (LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2019

	Note	Group		Charity	
		2019	2018	2019	2018
		£	£	£	£
Fixed assets					
Tangible assets	11	5,459,374	5,490,602	5,516,943	5,548,171
Investments	12	7,641,248	6,766,720	7,641,248	6,766,720
Investments in subsidiaries	13	-	-	3	3
		<u>13,100,622</u>	<u>12,257,322</u>	<u>13,158,194</u>	<u>12,314,894</u>
Current assets					
Stocks	15	1,325	2,658	-	-
Debtors	16	211,529	211,582	325,552	274,016
Cash at bank and in hand		<u>1,783,942</u>	<u>1,496,372</u>	<u>1,556,128</u>	<u>1,350,842</u>
		1,996,796	1,710,612	1,881,680	1,624,858
Creditors: amounts falling due within one year	17	<u>(459,954)</u>	<u>(487,810)</u>	<u>(345,275)</u>	<u>(402,493)</u>
Net current assets		<u>1,536,842</u>	<u>1,222,802</u>	<u>1,536,405</u>	<u>1,222,365</u>
Total assets less current liabilities being net assets		<u>14,637,464</u>	<u>13,480,124</u>	<u>14,694,599</u>	<u>13,537,259</u>
Funds					
Restricted funds	19	1,106,467	13,466	1,106,467	13,466
Unrestricted funds	20	13,530,563	13,466,224	13,588,132	13,523,793
Non-charitable trading funds	20	434	434	-	-
Total funds		<u>14,637,464</u>	<u>13,480,124</u>	<u>14,694,599</u>	<u>13,537,259</u>

These financial statements were approved by the trustees on 07.08.19 and signed on their behalf

.....
Mrs J Bromley – Chair

Company Registration Number 02114925

BOLTON HOSPICE (LIMITED BY GUARANTEE)
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019

	2019 £	2018 £
Cashflow from operating activities:		
Net movement in funds	1,157,340	(233,883)
(Gain)/loss on investment assets	(318,208)	62,295
Investment income	(191,895)	(200,093)
Depreciation – fixed assets	253,095	270,625
(Increase)/decrease in stock	1,332	2,269
(Increase)/decrease in debtors	53	(147)
Increase/(decrease) in creditors	(27,856)	(62,108)
Profit on disposal of fixed assets	-	-
Net cash provided by/(used in) operating activities	873,861	(161,042)
Cashflows from investing activities:		
Investment income	191,895	200,093
Proceeds from the sale of tangible fixed assets	-	-
Purchase of tangible fixed assets	(221,867)	(669,212)
Purchase of fixed asset investments	(3,079,589)	(1,752,327)
Proceeds from sale of fixed asset investments	2,523,270	1,795,323
Cash provided by/(used in) investing activities	(586,291)	(426,123)
Increase/(decrease) in cash and cash equivalents in the year	287,570	(587,165)
Cash and cash equivalents at 1 April	1,496,372	2,083,537
Cash and cash equivalents at 31 March	1,783,942	1,496,372
	2019	2018
	£	£
Analysis of cash and cash equivalents		
Cash in hand	783	587
Cash at bank	1,783,159	1,495,785
	1,783,942	1,496,372

BOLTON HOSPICE (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

General information and basis of preparation

Bolton Hospice is a company limited by guarantee in the United Kingdom. See note 26 to the accounts for further details. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are set out in the trustees' report on pages 3 to 20.

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 January 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The particular accounting policies adopted by the trustees are described below.

Bolton Hospice meets the definition of a public benefit entity under FRS102.

The Statement of Financial Activities (SOFA) and balance sheet consolidate the financial statements of the charity and its subsidiary undertakings. The results of the subsidiaries are consolidated on a line by line basis. The charity has availed itself of Paragraph 4(1) of Schedule 1 of The Large and Medium-sized Companies and Groups (Accounts and Reports) Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the charity's activities. No separate SOFA has been presented for the charity alone as permitted by Section 408 of the Companies Act 2006.

Going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

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.

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 cost of raising and administering such funds are charged against the specific funds. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies (continued)

Income

All income is recognised in the statement of financial activities when the charity has entitlement to the funds, any performance conditions for receipt have been met, it is probable that the income will be received and the amount can be measured reliably. Where a claim for repayment of income tax has or will be made, such income is grossed up for tax recoverable. The following accounting policies are applied to income:

- **Contributions towards upkeep**
Contributions from Clinical Commissioning Group contracts are accounted for on an accruals basis.
- **Donations**
Donations and all other receipts from fundraising are reported gross and the related fundraising costs are reported in other expenditure. Cash collections to which the charity is entitled but which it has not received by the year end are included in incoming resources in the statement of financial activities and shown as debtors in the balance sheet.
- **Event income**
Income received in advance of an event or provision of other specified service is deferred until the criteria for income recognition are met (see note 18).
- **Investment income**
Investment income is accounted for when receivable.
- **Legacies**
For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material (see note 3).
- **Shop income**
Shop income is accounted for as received.
- **Lottery income**
Lottery income is accounted for as tickets when tickets are entered into the appropriate draw.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies (continued)

Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), no amounts are included in the financial statements for services donated by volunteers.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity's operating costs include staff costs, premises costs and other related costs. Such costs are allocated between charitable expenditure and costs of generating funds.

Staff costs which can be directly attributed are allocated accordingly. Other staff costs are attributed according to the time that the relevant staff members spend on these activities.

Premises costs are attributed according to the space that is taken up by the activity.

Charitable expenditure

This includes the following:

- All expenditure directly related to the objects of the charity
- A proportion of staff costs of the senior management which can be attributed on a time basis
- A proportion of the premises costs that are attributable on a space basis

Costs of generating funds

This includes the following:

- All staff costs that can be directly attributed to obtaining voluntary income, running events and administering the lottery and shops
- A proportion of staff costs of the senior management which can be attributed on a time basis
- All other costs directly associated with the above activities
- A proportion of the premises costs are attributed on a space basis
- The costs of an external Investment Manager who is contracted to manage the investment portfolio on a discretionary basis

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies (continued)

Governance costs

This includes the cost of the statutory audit, the direct expenses of the trustees and a proportion of the staff costs of the senior management which can be attributed on a time basis.

Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation which is provided in annual instalments over the estimated useful lives of the assets.

Depreciation is provided as follows:

- Freehold buildings and long leasehold land and buildings - 2½% per annum straight line
- Equipment, fixtures and fittings - 20% per annum straight line
- Computer equipment - 25% per annum straight line
- Motor vehicles - 20% per annum straight line

Investments

Investments are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value.

Stock

Stock is included at the lower of cost and net realisable value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed, on the basis that it is considered impractical to measure the fair value of goods donated for resale, and the costs of valuation outweigh the benefit to users of the accounts and the charity of this information.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies (continued)

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Pension costs

Three pension schemes are operated by the company:

- Defined benefit scheme
- Defined contribution group personal pension scheme
- Nest – Government Auto – Enrolment workplace pension scheme

Contributions to all these schemes are charged to the SOFA when payable. Further details on the scheme and the contributions paid are given in Note 24 to the accounts.

Taxation

The company is a registered charity and consequently there is no liability to taxation.

Leases

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

Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not believe that there are any estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

2 Results of the parent company

As permitted by Section 408 of the Companies Act 2006 these accounts do not include a separate SOFA for the parent charity. The results of the parent charity alone (including gift aid receipts from its subsidiaries, as detailed in Note 14) are:

	2019 £	2018 £
Incoming resources	4,945,274	3,813,295
Resources expended	<u>(4,106,142)</u>	<u>(3,984,883)</u>
Net incoming/(outgoing) resources before other recognised gains and losses	839,132	(171,588)
Unrealised gains/(losses) on investments	70,017	(23,706)
Realised gains/(losses) on investments	<u>248,191</u>	<u>(38,589)</u>
Net movement in funds	<u>1,157,340</u>	<u>(233,883)</u>

3 Income from donations and legacies

	2019 £	2018 £
Donations:		
Standing order donations	44,084	41,344
Donations from individuals	427,636	477,188
Donations from corporations	114,068	126,440
Donations from associations	205,273	199,684
Donations from Trusts	10,182	7,420
Other donations	<u>39,056</u>	<u>39,494</u>
Total donations	840,299	891,570
Legacies	<u>1,527,276</u>	<u>560,656</u>
	<u>2,367,575</u>	<u>1,452,226</u>

The income from donations was £840,299, all of which was unrestricted. In 2018 the income from donations was £891,570 all of which was unrestricted. The legacy income received in this year includes £1,250,370 which is restricted. The legacy income received in 2018 was all unrestricted.

The charity is currently aware of several legacies which have not been included in these financial statements as no notification of impending distribution has been received and accordingly the value of these legacies cannot be measured with sufficient reliability. The estimate of the probate value of these legacies receivable after 31 March 2019 is in the region of £735,000 (2018: £425,000).

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

4 Income from charitable activities

	2019	2018
	£	£
CCG Grants	1,057,608	1,057,608
Trusts	14,547	19,621
	<u>1,072,155</u>	<u>1,077,229</u>

The income from charitable activities was £1,072,155 of which £1,057,608 was unrestricted and £14,547 was restricted. In 2018 the income from charitable activities was £1,077,229 of which £1,057,608 was unrestricted and £19,621 was restricted.

5 Income from other trading activities

	2019	2018
	£	£
Events and projects	479,227	373,409
Shops	1,178,811	962,745
Lottery income	520,339	518,496
	<u>2,178,377</u>	<u>1,854,650</u>

All of the income from trading activities received in this year and the comparative year was unrestricted.

6 Investment income

	2019	2018
	£	£
Dividends	189,112	195,798
Interest receivable	2,783	4,295
	<u>191,895</u>	<u>200,093</u>

All of the investment income received in this year and the comparative year was unrestricted.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

7 Analysis of total resources expended

	Basis of allocation	Voluntary income £	Charity shop £	Events £	Governance £	Lottery £	Care of patients £	Total 2019 £	Total 2018 £
Direct costs									
Clinical staff costs	Direct						1,719,892	1,719,892	1,591,118
Clinical other costs	Direct						113,057	113,057	109,859
Clinical Education	Direct						72,720	72,720	58,706
Doctors and medicines	Direct						332,457	332,457	428,168
Catering and housekeeping	Direct						341,144	341,144	308,385
Support services	Direct						284,465	284,465	287,613
Audit fees	Direct				10,132			10,132	9,936
Cost of events	Direct			106,903				106,903	85,300
Shop costs	Direct		655,782					655,782	566,791
Lottery costs	Direct					237,529		237,529	209,635
Investment management cost	Direct				39,391			39,391	35,546
Support costs allocated to activities									
Chief Executive and finance	Time	38,784						38,784	308,448
Premises	Space	13,393		13,393				26,786	513,975
Fundraising department	Time	203,357		87,153				290,510	278,130
		255,534	655,782	207,449	75,847	237,529	3,578,160	5,010,301	4,791,610

Expenditure on care of patients was £3,578,160 (2018: £3,520,062) of which £3,568,610 (2018: £3,520,062) was unrestricted and £9,550 (2018: £1,600) was restricted. All other expenditure was unrestricted.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

8 Analysis of total resources expended

	2019	2018
	£	£
Net incoming resources for the year are stated after charging:		
Auditor's remuneration		
• Company audit	6,384	6,260
• Subsidiary company audits	3,748	3,676
• Other services	465	-
Depreciation of tangible fixed assets		
• Owned assets	253,095	270,624
Rentals under operating leases		
• Other operating leases	151,984	135,602
	<hr/>	<hr/>

9 Staff numbers

	2019	2018
	£	£
Average number of employees during the year		
Patient care	93	95
Income generation	24	25
Support services	19	19
	<hr/>	<hr/>
	136	139
	<hr/>	<hr/>
Average number of employees (full-time equivalent) during the year		
Patient care	64	66
Income generation	20	21
Support services	12	12
	<hr/>	<hr/>
	96	99
	<hr/>	<hr/>

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

10 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2019	2018
	£	£
Staff costs comprise:		
Wages and Salaries	2,839,121	2,612,314
Social Security Costs	210,089	205,410
Pension Costs	139,463	138,762
	<u>3,188,673</u>	<u>2,956,486</u>

In addition to the wages costs detailed above, the charity has paid £44,200 (2018: £47,495) for personnel not employed directly by the charity.

	2019	2018
	No.	No.
The number of employees whose emoluments exceeded £60,000 were:		
£70,000-£80,000	-	1
£80,000-£90,000	1	-
	<u>1</u>	<u>1</u>

Of the employees whose emoluments exceeded £60,000, there is one employee (2018: one) accruing pension benefits. Pension contributions relating to this individual totalled £4,767 (2018: £4,598).

Professional indemnity insurance has been taken out on behalf of trustees and cost £986 (2018: £1,354). Travel expenses £33 (2018: Nil) and conference expenses £435 (2018: Nil) have been paid on behalf of trustees during the year. No trustees received remuneration from the charity during the current year (2018: Nil). £1,250 event sponsorship and room hire income has been received from trustees in the year (2018: £Nil).

During the year the charity appointed Cowgill Holloway of whom Mr Patrick Lydon is a partner to review our investment management services. The cost included in these accounts in relation to this work is £3,000.

The key management personnel of the group comprise the key senior staff identified in the trustees' report. The total employee benefits of the key management personnel of the group were £301,898 (2018: £280,033).

The charity is grateful for the valuable support of volunteers engaged in various fundraising activities and assisting in the day to day operations of the charity.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

11 Tangible fixed assets

Group	Land and Buildings £	Equipment fixture and fittings £	Motor vehicles £	Total £
Cost				
At 1 April 2018	7,540,686	337,779	28,140	7,906,605
Additions	160,857	61,010	-	221,867
Disposals	-	-	-	-
At 31 March 2019	7,701,543	398,789	28,140	8,128,472
Accumulated depreciation				
At 1 April 2018	2,143,213	255,906	16,884	2,416,003
Charge for the year	190,042	57,425	5,628	253,095
Disposals	-	-	-	-
At 31 March 2019	2,333,255	313,331	22,512	2,669,098
Net book value				
At 31 March 2019	5,368,288	85,458	5,628	5,459,374
At 31 March 2018	5,397,473	81,873	11,256	5,490,602

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

11 Tangible fixed assets (continued)

Charity	Land and Buildings	Equipment fixture and fittings	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2018	7,598,255	337,779	28,140	7,964,174
Additions	160,857	61,010		221,867
Disposals	-	-	-	-
At 31 March 2019	7,759,112	398,789	28,140	8,186,041
Accumulated depreciation				
At 1 April 2018	2,143,213	255,906	16,884	2,416,003
Charge for the year	190,042	57,425	5,628	253,095
Disposals	-	-	-	-
At 31 March 2019	2,333,255	313,331	22,512	2,669,098
Net book value				
At 31 March 2019	5,425,857	85,458	5,628	5,516,943
At 31 March 2018	5,455,042	81,873	11,256	5,548,171

	Group		Charity	
	2019	2018	2019	2018
	£	£	£	£
The net book value of land and buildings comprises				
Freehold	1,037,255	1,067,660	1,037,255	1,067,660
Long leasehold	4,331,033	4,329,813	4,388,602	4,387,382
	5,368,288	5,397,473	5,425,857	5,455,042

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

12 Investment held as fixed assets

	Group and charity 2019 £	Group and charity 2018 £
Market value at 1 April 2018	6,766,720	6,872,012
Additions	3,079,589	1,752,327
Disposals proceeds	(2,523,269)	(1,795,324)
Realised investment gains/(losses)	70,017	(23,706)
Unrealised investment gains/(losses)	248,191	(38,589)
Market value at 31 March 2019	7,641,248	6,766,720
Investment comprise the following		
Investment assets in the UK	4,063,158	3,871,649
Investment assets outside in UK	3,578,090	2,895,071
Market value at 31 March 2019	7,641,248	6,766,720
Historical cost at 31 March 2019	6,618,033	5,640,726

Investments are valued at middle market value at the year-end as determined by the charity's investment managers, Sanlam Private Wealth, Brewin Dolphin and Investec. The investment managers work to the trustees' investment policy which is established within the restrictions imposed by the Trustee Act 2000.

Listed investments are represented by:

	Group and Charity 2019 £	2018 £
Fixed interest securities and gilts	2,258,312	1,576,487
Equity shares	1,809,869	1,993,024
Investment trust and unit trust	3,175,772	3,065,837
Cash	397,295	131,372
	7,641,248	6,766,720

There are no material investments in either year (ie with a value of 5% or more of the portfolio value).

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

13 Investment in subsidiaries – charity

	2019 £	2018 £
Shares in subsidiary undertaking	3	3

The investments relate to the entire share capital of Bolton Hospice Support Limited (company number 03228227) and Bolton Hospice Lottery Limited (company number 04143584). Both companies are registered in England. Bolton Hospice Support Limited operates as a trading company and runs a number of charity shops. Bolton Hospice Lottery Limited runs a weekly lottery. All activities have been consolidated on a line by line basis in the SOFA.

14 Results of trading subsidiaries

On 1 October 1996 a wholly owned subsidiary, Bolton Hospice Support Limited, commenced trading. It gifts its taxable profits to Bolton Hospice (Limited by Guarantee). A summary of the results for the trading company are shown below:

	£	2019 £	£	2018 £	£
Turnover					
Shop sales and events	1,319,062			1,116,566	
Gift Aid sales recognised in parent company	(119,846)			(135,219)	
Reported turnover		1,199,216		981,347	
Cost of sales		(57,834)		(22,738)	
Gross profit		1,141,382		958,609	
Administration expenses					
Salaries recharged from Bolton Hospice	287,267			235,745	
Other	327,156	(614,423)		324,644	(560,389)
Other operating income		4,681		2,972	
Profit before and after taxation		531,640		401,192	
Amounts payable to charity:					
Amounts gift aided		(531,640)		(401,192)	
Retained profit for the year		-		-	
Retained profit brought forward		434		434	
Retained profit carried forward		434		434	
Assets		180,655		149,834	
Liabilities		(180,219)		(149,398)	
Funds		436		436	

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

14 Results of trading subsidiaries (continued)

On 12 January 2001 a wholly owned subsidiary, Bolton Hospice Lottery Limited, commenced trading. It gifts its taxable profits to Bolton Hospice (Limited by Guarantee). A summary of the results for the trading company are shown below:

	2019	2018
	£	£
Turnover		
Proceeds of lottery ticket sales	520,339	518,496
Cost of sales	<u>(81,308)</u>	<u>(81,552)</u>
Gross profit	439,031	436,944
Administration expenses	(158,149)	(129,975)
Other operating profit	<u>14,746</u>	<u>17,411</u>
Profit before and after taxation	295,628	324,380
Amounts payable to charity		
Amounts gift aided	<u>(295,628)</u>	<u>(324,380)</u>
Retained profit for the year	-	-
Retained profit brought forward	<u>-</u>	<u>-</u>
Retained profit carried forward	-	-
	<u> </u>	<u> </u>
The aggregate of the assets, liabilities and funds of Bolton Hospice Support Limited was:		
Assets	93,108	61,055
Liabilities	<u>(93,107)</u>	<u>(61,054)</u>
	1	1
	<u> </u>	<u> </u>

15 Stocks

	Group		Charity	
	2019	2018	2019	2018
	£	£	£	£
Finished goods and goods for resale	1,325	2,658	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

16 Debtors

	Group		Charity	
	2019	2018	2019	2018
	£	£	£	£
Prepayment and accrued income	68,481	79,290	40,940	61,159
Other debtors	143,048	132,292	125,965	108,848
Amounts due from subsidiary undertakings	-	-	158,647	104,009
	<u>211,529</u>	<u>211,582</u>	<u>325,552</u>	<u>274,016</u>

17 Creditors: amount falling due within one year

	Group		Charity	
	2019	2018	2019	2018
	£	£	£	£
Trade creditors	241,087	169,622	226,275	152,944
Accruals and deferred income	218,867	318,188	119,000	228,423
Amounts due to subsidiary undertakings	-	-	-	21,126
	<u>459,954</u>	<u>487,810</u>	<u>345,275</u>	<u>402,493</u>

18 Deferred income

Deferred income comprises income received for events which did not take place until after the year end.

	Group	Charity
	£	£
Balance as at 1 April 2018	79,443	69,350
Amount released to income	(79,443)	(69,350)
Amount deferred in year	<u>36,500</u>	<u>26,395</u>
Balance as at 31 March 2019	<u>36,500</u>	<u>26,395</u>

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

19 Movement in restricted funds

Restricted funds comprise the following income for specific purposes:

	Balance 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance 31 March 2019 £
Group and Charity					
Education Service	3,500	4,950	(8,450)	-	-
Capital Legacy	-	1,250,370	-	(150,000)	1,100,370
Appeal					
Equipment Grants	9,966	9,597	(1,100)	(12,366)	6,097
	13,466	1,264,917	(9,550)	(162,366)	1,106,467

- **Education Service** – restricted funds for the expansion of the Hospice Education Service.
- **Capital Legacy** – legacies received that are restricted to capital projects.
- **Equipment Grants** – these funds are restricted to the funding of specific equipment.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

20 Movement in unrestricted funds

Group	Balance 1 April 2018	Unrealised gains/(losses)	Net incoming/ (outgoing) resources and realised gains/(losses)	Transfers	Balance 31 March 2019
	£	£	£	£	£
Designated:					
Capital Project	240,000	-	-	(240,000)	-
Expansion of retail operation	60,000	-	-	(60,000)	-
Expansion of Lottery	50,000	-	(50,000)	-	-
Improvement of Patient Services	1,000,000	-	-	-	1,000,000
Clinical IT Systems	30,000	-	(20,000)	(10,000)	-
Medical staffing costs	50,000	-	(50,000)	-	-
Fixed assets	5,490,602	-	(253,095)	221,867	5,459,374
Revaluation on investment	1,124,405	248,191	70,017	(420,988)	1,021,625
	8,045,007	248,191	(303,078)	(509,121)	7,480,999
General fund	5,421,217	-	(43,140)	671,487	6,049,564
Total unrestricted funds	13,466,224	248,191	(346,218)	162,366	13,530,563
Non-charitable trading funds	434	-	-	-	434
	13,466,658	248,191	(346,218)	162,366	13,530,997

Charity

Designated:

Capital Project	240,000	-	-	(240,000)	-
Expansion of retail operation	60,000	-	-	(60,000)	-
Improvement of Patient Services	1,000,000	-	-	-	1,000,000
Expansion of Lottery	50,000	-	(50,000)	-	-
Clinical IT Systems	30,000	-	(20,000)	(10,000)	-
Medical staffing costs	50,000	-	(50,000)	-	-
Fixed assets	5,548,171	-	(253,095)	221,867	5,516,943
Revaluation on investment	1,124,405	248,191	70,017	(420,988)	1,021,625
	8,102,576	248,191	(303,078)	(509,121)	7,538,568
General Fund	5,421,217	-	(43,140)	671,487	6,049,564
	13,523,793	248,191	(346,218)	162,366	13,588,132

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

20 Movement in unrestricted funds (continued)

Designated funds have been set aside as follows:

- **Capital Projects** – Funds set aside to develop the day unit and staff amenities. This designated fund has been released back to unrestricted charity funds in the year as a legacy of £1,250,370 was received to spend on capital projects and therefore the designated fund is no longer needed.
- **Expansion of retail operation** – funds set aside to offset the expected reduction in profits receivable from Bolton Hospice Support Limited as a result of setup costs being incurred to expand the retail operation. The trustees have decided in the current year to transfer the balance on this fund back to general funds.
- **Expansion of lottery** – funds set aside to offset the expected reduction in profits receivable from Bolton Hospice Lottery Limited as additional expenditure is incurred to increase the lottery membership. The trustees have decided in the current year to transfer the balance on this fund back to general funds.
- **Improvement of patient services** – funds set aside to explore additional services to meet the requirements of the Bolton Health economy.
- **Clinical IT Systems** – funds set aside for a review of clinical IT requirements and replacement of computer hardware throughout the hospice. This project was completed in the year and the balance on the fund transferred back to general funds.
- **Medical staffing costs** – set aside to fund temporary agency staff costs while recruiting new staff.
- **Fixed assets** – this represents investment in fixed assets for charitable use.
- **Revaluation on investment** - this represents unrealised gains on investments held at the year end which is released as investments are sold and gains realised.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

21 Analysis of assets and liabilities between funds

Group	Restricted funds £	Unrestricted funds		Total 2019 £
		Designated funds £	Un-designated funds £	
Fixed assets				
• Tangible	-	5,459,374	-	5,459,374
• Investments	-	1,591,250	6,049,998	7,641,248
Current assets	1,106,467	430,375	459,954	1,996,796
Current liabilities	-	-	(459,954)	(459,954)
	<u>1,106,467</u>	<u>7,480,999</u>	<u>6,049,998</u>	<u>14,637,464</u>
Charity				
Fixed assets				
• Tangible	-	5,516,943	-	5,516,943
• Investments	-	1,591,687	6,049,564	7,641,251
Current assets	1,106,467	429,938	345,275	1,881,680
Current liabilities	-	-	(345,275)	(345,275)
	<u>1,106,467</u>	<u>7,538,568</u>	<u>6,049,564</u>	<u>14,694,599</u>

22 Analysis of assets and liabilities between funds – prior year

Group	Restricted funds £	Unrestricted funds		Total 2018 £
		Designated funds £	Un-designated funds £	
Fixed assets				
• Tangible	-	5,490,602	-	5,490,602
• Investments	-	1,124,405	5,642,315	6,766,720
Current assets	13,466	1,430,000	267,146	1,710,612
Current liabilities	-	-	(487,810)	(487,810)
	<u>13,466</u>	<u>8,045,007</u>	<u>5,421,651</u>	<u>13,480,124</u>
Charity				
Fixed assets				
• Tangible	-	5,548,171	-	5,548,171
• Investments	-	1,124,405	5,642,318	6,766,723
Current assets	13,466	1,430,000	181,392	1,624,858
Current liabilities	-	-	(402,493)	(402,493)
	<u>13,466</u>	<u>8,102,576</u>	<u>5,421,217</u>	<u>13,537,259</u>

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

23 Operating lease commitments

At the year end, the group was committed to make future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019		2018	
	Land and buildings £	Other items £	Land and buildings £	Other items £
Within one year	141,866	10,357	106,585	14,178
Within two to five years	403,931	7,100	115,909	17,017
	<u>545,797</u>	<u>17,457</u>	<u>222,494</u>	<u>31,195</u>

24 Pension scheme

The Hospice operates three pension schemes:

- A defined benefit pension scheme for all eligible employees. The assets of the scheme are held separately by the National Health Service Superannuation Scheme. Contributions to the scheme are charged to the profit and loss account as these are incurred. This pension scheme does not have a real pension fund but, as a statutory scheme, benefits are fully guaranteed by the Government. Contributions from both members and employers are paid to the Exchequer, which meet the cost of increasing benefits each year by the rate of inflation. This extra cost is not met by contributions from scheme members and employers. As a result of the nature of the pension scheme, there are no separately identifiable assets and liabilities which can be identified as relating to Bolton Hospice. Therefore, as permitted by FRS102, the scheme has been accounted for as a defined contribution scheme.
- A defined contribution group personal pension scheme for employees not eligible to join the above scheme. Contributions to the scheme are charged to the SOFA when payable.
- Nest – A government auto-enrolment workplace pension scheme for those employees not in either of the two schemes above.

Total pension contributions made by the Hospice on behalf of employees were £139,463 (2018: £138,762). Contributions of £1,029 were outstanding at the year end.

25 Related party transactions

The company has taken advantage of the exemption available under FRS102 to exclude disclosure of transactions with wholly owned group companies, as it is part of a group that prepares consolidated financial statements which are publicly available.

There were no related party transactions apart from any disclosed in Note 10 relating to the trustees.

BOLTON HOSPICE (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

26 Members

The charity is a company limited by guarantee but not having a share capital and is registered as a charity under the Charities Act 2011.

Under paragraph 6d of the Hospices' Memorandum, every member undertakes to contribute to the assets of the Hospice in the event of it being wound up during the time he is a member, or within one year afterwards, for payment of the debts and liabilities of the Hospice contracted before he ceases to be a member, and the costs, charges and expenses of winding up, and for the adjustment to the rights of the contributors, among themselves, such contribution as may be required not ordinarily to exceed £10 per member.