

Company Registration 1518364  
Charity No: 510643

ST JOHN'S HOSPICE

TRUSTEES ANNUAL REPORT AND  
ACCOUNTS

FOR THE YEAR ENDED  
31 MARCH 2009

ST JOHN'S HOSPICE

TRUSTEES REPORT

For the year ended 31 March 2009

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# ST JOHN'S HOSPICE

## TRUSTEES REPORT

For the year ended 31 March 2009

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The Trustees present their report together with the consolidated financial statements for the year ended 31 March 2009. The Trustees confirm that the financial statements comply with current statutory requirements, with those of the company's Memorandum and Articles of Association and those of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (2005).

### Reference and Administrative Details

Charity Number:	510643
Company Number:	1518364
Registered Office:	Mount Road Higher Bebington Wirral, CH63 6JE
Auditors:	McEwan Wallace 68 Argyle Street Birkenhead, CH41 6AF
Bankers:	HSBC Bank plc 52 Hamilton Square Birkenhead, CH41 5AE
Solicitors:	D P Roberts Hughes & Denye 1 Hamilton Square Birkenhead, CH41 6AU
Investment Manager:	Rensburg Sheppard Limited 100 Old Hall Street Liverpool L3 9AB

### Directors and Trustees

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year end were as follows:-

Dr P J R Cuthbertson	Chairman
Mr A J Denye	Deputy Chairman
Mr G M Ridgway	Treasurer
Mr M G Greaney	
Mr J Taylor	
Mr C M Pope	
Mrs H R Staveley-Taylor	
Mr S Burrows	
Mrs P Hunter	
Rev P Benson	

# ST JOHN'S HOSPICE

## TRUSTEES REPORT

For the year ended 31 March 2009

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Company Secretary	J R Pentland	Appointed 7 <sup>th</sup> August 2008
Senior Managers	P Rushbrook J R Pentland L Woodhead Dr C Lewis- Jones Dr H Emms	Human Resources and Operations Manager Finance Manager Fundraising and Marketing Manager Consultant in Palliative Medicine Consultant in Palliative Medicine

### **Structure, Governance and Management**

#### Governing Document

St John's Hospice is a company limited by guarantee governed by its Memorandum and Articles of Association dated 2 September 1980. It is a registered charity engaged in the relief of illness and suffering by providing inpatient, outpatient and day care services.

#### Appointment of Trustees

One third of the Trustees retire and seek re-appointment each year.  
New Trustees are appointed by the Board as required on the basis of skills offered.

#### Trustee Induction and Training

The recruitment process for new Trustees includes:-

Completion of an application form and skills audit  
Two references  
Interview with Chairman and a Trustee  
Enhanced Criminal Records Bureau (CRB) check

All new Trustees undergo an induction with the Chairman and Chief Executive to outline their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Board and the decision making processes, the business plan and the recent financial performance of the Charity. During the induction day they meet key employees and other Trustees.

The Trustee Induction Pack covers the main topics which a Trustee needs to be aware of in relation to St John's Hospice and other links both locally and nationally. A review and evaluation of the process takes place annually.

The Trustee appointment and induction pack was updated in 2009

#### Organisational Structure

The Board of Trustees has a maximum of 10 members who administer the Charity. Board meetings are held eight times annually. Each Trustee also sits on one of the four governance subcommittees:-

- Finance/Investment
- Clinical Service
- Operational Services including Human Resources
- Fundraising and Marketing

# ST JOHN'S HOSPICE

## TRUSTEES REPORT

For the year ended 31 March 2009

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The Trustees refer to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. There are no private or incidental benefits to the trustees.

The Chief Executive is appointed by the Chairman and Board and is responsible for the day to day management of the Charity with the support of the Senior Managers.

To facilitate effective operations, the Chief Executive has delegated authority in accordance with the delegated powers documents.

### Related Parties

The Company's wholly owned subsidiary, St John's Hospice Enterprises Limited, is engaged in the sale of goods for the benefit of the charity.

### Risk Management

The Trustees have a Risk Management Policy which ensures that:-

- risk management is integral to daily activity and operation throughout the organisation.
- all employees, be they clinical or non-clinical, benefit from regular professional development as suggested by their own professional body.
- a regular review stratifying risk into low, medium and high risks across all areas of the organisation is carried out
- the Serious Untoward Incident Policy is reviewed and updated
- a Financial Management Plan is adopted, regularly updated and reviewed to include the policies and procedures governing income and expenditure
- the Reserve Policy is reviewed annually or more frequently as necessary, by the Investment Group

These policies and procedures safeguard and ensure propriety.

### Healthcare Commission

Following completion of a Self-Assessment Document, the Commission did not conduct an inspection during the 2008/09 period. The Healthcare Commission (HCC) was superseded by the Care Quality Commission (CQC) in April 2009.

## **Objectives and Activities**

The Aims and Objectives of the Charity:

- St John's Hospice's aim is to meet the physical, psychological, social and spiritual needs of those with advanced and progressive illness and those of their carers, without discrimination.
- The primary responsibility is to patients, families and carers working in close liaison with other healthcare professionals
- Patient care is tailored to the individual, supported by a Specialist Palliative Care Approach provided by a multi-professional team responding, not only to patients, but also to families and relatives.

Our Strategy for 2008/2009 detailed clear strategic objectives in the areas of:-

- Financial Governance
- Clinical Governance
- Operational Governance and Human Resources
- Fundraising and Marketing
- Administration
- Premises
- Training and Development and Audit

A copy of the Strategic Objectives 2008 / 09 is available from St John's Hospice.

### **Strategies Employed to Achieve the Charity's Objectives**

- A quarterly review measures the success of our objectives. The detail is shared first with the Trustees and Senior Managers who cascade this to their departments. These may include an outline change in practice where appropriate.
- Governance subgroups meet regularly to identify best practice in the areas of Finance, Clinical services, Operations and Human Resources and Fundraising and Marketing
- Key Performance Indicators (KPIs) are compiled monthly as follows:-
  - Resourcing of all paid employees
  - Sickness of all paid employees
  - Staff turnover of all paid employees
  - Human Resources/Staff Support
  - Volunteers – indicating numbers of new/leavers
  - Risk Management – clinical/non clinical incidents
  - Training and Development
  - Customer Satisfaction
  - Call outs, required for incidents out of hours
  - The incidence of Methicillin Resistant Staphylococcus Aureus (MRSA) and Clostridium Difficile (CDiff).
- A monthly team newsletter, compiled by the management team, is circulated to all staff and informs key issues which might impact upon the organisation.
- Our Trustees continue to undertake a quarterly rotational visit to the Hospice to meet and learn the views of patients, carers, volunteers and staff. Two Trustees attend on each visit and this is followed up by a written report. This information is considered by the Senior Managers and any actions required are identified. The final document is then submitted to the Board.

All Trustees have commented on how refreshed they feel following their visits and how it allows them understanding of the importance of St John's Hospice to the community.
- Volunteers  
We have approximately 400 volunteers who continue to contribute significantly to St John's Hospice. They bring an extra dimension to the atmosphere of the hospice. Their skills and their very presence enhance our service and make an impact on the lives of patients, their families and our staff.

We were pleased to celebrate the contribution of our volunteers in a special evening at Eaton Hall during our anniversary year. Long Service Awards were presented to those who have had between five and twenty-five years service

Again this year, several hospice volunteers were nominated for Wirral Volunteer of the Year.

### **Achievements and Performance**

Over the past year, 2008/2009, we have also seen the following achievements, changes and activities:

#### Capital Build for Improving Services

One of our significant achievements in 2008/09 was the construction and completion of the Hospice Outpatient Services Facility and the updating and refurbishing of our Day Care and Therapy Area.

The need to remodel the outpatients and daycare service was recognised and a proportion of the necessary money had become available through a Government Grant which allowed us to commence building.

Our 25<sup>th</sup> Anniversary Appeal raised the required £500,000 to furnish and equip the outpatients, day care and therapy rooms.

Donations came from a large number of loyal individual and group supporters, clubs, schools, businesses and the PCT. The work was completed within six months without any interruption to our service, with some areas of the building in use in August 2008 and the building fully operational by November 2008.

We have been able to take such initiatives forward by engaging and involving our supporters.

#### Telecommunications

A new telecommunications system was introduced in June 2008. This new system provides significantly more phone lines and has allowed callers to dial direct, thus bypassing the switchboard. This allows greater throughput of incoming calls and reduces delays experienced at busy times.

#### Information Technology - Server Upgrade

An upgrade to the main server was completed during May 2008. It is anticipated that the upgrade will support the necessary infrastructure for the IT needs of the hospice for the next five years and beyond.

#### St John's Hospice Performance Management

Wirral Primary Care Trust and St John's Hospice have entered into a Service Level Agreement (SLA) for the provision of a specialist palliative care service. This is supported by quarterly performance management returns during the year.

A Framework for Clinical Governance was introduced and maintained during 2008-09, ensuring quality of service and safeguarding high level of care. The key areas reported upon monthly by Senior Managers and departments include: - Patient experience, Risk Management, Clinical, Resource, Learning and Strategic effectiveness.

This enables any risks within the areas to be identified, and remedial action taken.

# ST JOHN'S HOSPICE

## TRUSTEES REPORT

For the year ended 31 March 2009

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During 2008-09, all employees had objectives outlining their responsibilities which were reviewed regularly to ensure compliance.

### Healthcare Associated Infections

Our continued focus on the need to minimize infections, especially MRSA and CDifficile, has resulted in the appointment of an Infection Control Registered Nurse, ensuring best practice throughout the Hospice. In addition all staff, volunteers, patients and visitors are encouraged to wash their hands and an Infection Induction Pack has been created and distributed to all clinical and non-clinical staff and volunteers.

### Daycare/Outpatients

Daycare provision was increased during 2008 from three to four days per week thus allowing an additional twelve Daycare places to be provided per week. An Outpatient Services Manager was appointed in January 2008, whose key responsibilities are to strengthen and develop our Daycare and Outpatient service provision.

### Patient and Carer Group

The hospice hosted its first ever Carers' Day in June 2008 in conjunction with the annual Nationwide Carers' Week recognition and support event. This very successful day gave the hospice an opportunity to provide patients and their carers with support and advice about services available to them.

### Housekeeping

Wirral Council conducted a Food Hygiene Inspection in April 2008. On the follow-up audit, the report deemed no actions were required.

### Training and Development Audit

We continue to extend and improve opportunities for training and development for all staff.

- Awareness training includes the areas of Fire, Clinical Governance, Moving and Handling, and Basic Life Support.
- NVQ Level 2 has been successfully completed by seven of our Housekeepers.
- Continued Professional Development (CPD) strengthens individual objectives with regular review to ensure performance.
- The Board of Trustees and the Senior Managers continue to be made aware of current law relating to Employment and the Charity Commission through an annual in-house seminar held at St John's Hospice.

### Partnership Working with Wirral Specialist Palliative Care Team

As an interim measure, Registered Nurses from St John's Hospice were seconded to work with the Wirral PCT Specialist Palliative Care Team in 2008. This followed an induction programme to support the delivery of specialist palliative care to patients in the community. The secondment ceased in March 2009. This successful initiative resulted in some registered nurses being appointed to the Wirral Community Team.

### Department of Health End of Life Care Strategy

The launch of the End of Life Strategy, in July 2008, detailed the current requirement for palliative care services and end of life care services, including non-malignant diseases.

# ST JOHN'S HOSPICE

## TRUSTEES REPORT

For the year ended 31 March 2009

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The National Guidelines have led to the creation of a Wirral End of Life Care Steering Group. Senior Managers from St John's Hospice have joined the team and are taking a lead role in the progressing of the North West End of Life Care eleven key recommendations.

### **Financial Review**

#### Income

Total income has fallen by over £550,000 this year. This is due principally to decreases in legacies and general donations. Grants covered 46% (2008: 43%) of our expenditure (excluding fundraising costs).

The turnover of the trading subsidiary this year was £110,000. Details of the subsidiary's performance, which we consider to be satisfactory, are set out in note 7 of the financial statements.

A donation of £3000 was received from The John Moores Foundation during the year.

#### Expenditure

72% (2008: 65%) of costs relate to salaries, the total salary bill for the year being approximately £2.8m. Of these costs, approximately 80% relate to employees who are directly involved in clinical care.

Fund-raising and publicity costs include the costs of running our lottery (£270,000) and the charity shops (£113,000), which generated income of £550,000 and £154,000 respectively.

In summary, an operating surplus of £360,000 was generated in 2008/2009, before losses on investments of £550,000. The Hospice's reliance on voluntary income and, particularly, legacies continues.

#### Balance Sheet

Our principal assets are our tangible fixed assets, our investment portfolios of quoted investments and our bank balances.

The bulk of our fixed assets consists of the Hospice premises. The net increase in the value of these fixed assets is £900,000 this year, representing the new Outpatient Services Unit.

There was a decrease in the valuation of our quoted investments of £700,000 during the year, and an increase in liquid reserves of £800,000.

The Hospice's realisable reserves at 31 March 2009 amounted to approximately £3.3m, taking into account amounts set aside within the development fund.

The Trustees continue to monitor future activities and costs with caution.

#### Reserves Policy

Reserves are required because the on-going revenue expenditure of the Hospice exceeds the minimum anticipated income on an annual basis.

Due to the fundamental uncertainties surrounding the Hospice's income and the ever-increasing cost of its service commitment, the Trustees believe that the reserves should be equivalent to between 12 and 36 months of anticipated net expenditure. Currently reserves amount to 20.3 (2008: 26.0) months of anticipated expenditure.

The Trustees will monitor and review the Reserves Policy, and the Hospice's adherence to it, on an annual basis.

### **Investment Policy**

The overall investment policy is for a balanced return with orientation towards capital growth, taking a long-term view.

Investment can be made in Government stocks, loan stocks of blue chip equities and in unit trusts investing in gilts, and quality corporate bond funds.

Individual equity purchases are restricted to shares quoted in the FTSE 100 and 250 Indices. It is general policy not to hold more than 5% of the equity allocation in any one holding at the time of purchase. Smaller company shares may be acquired but only through unit or investment trusts and are not to exceed 10% of the equity portfolios. 10% may also be invested in emerging markets.

Investment in overseas equities can only be made through investment trusts and unit trusts and shall not exceed 25% of the total equity allocation.

There is a restriction on the purchase of tobacco shares and investment in hedge funds.

The Board has given authority for the investments to be managed by the brokers on a discretionary basis.

### **Investment Performance**

#### Fixed Interest Investments

During the year to 31<sup>st</sup> March 2009 the government stocks rose 7.0% compared to a rise of 10.3% in the FTA UK Government All Stocks Index.

#### Equity Investments

During the year to 31<sup>st</sup> March 2009 the equity funds fell 28.4% compared to a fall of 29.3% in the All Share Index.

### **Plans for Future Periods**

The plans for the future include:-

#### St John's Hospice Strategy 2010 - 2015

In the coming year we will consider the National, North West, Merseyside and Cheshire Network and local Wirral 'drivers' in our strategic planning for St John's Hospice for the next five years.

#### End of Life Care Strategy 2008

The End of Life Care Strategy will ensure increasing awareness of end of life care.

This has been included in the NHS next stage review 2008 and has significant implications for Strategic Health Authorities and Primary Care Trusts.

## ST JOHN'S HOSPICE

### TRUSTEES REPORT

For the year ended 31 March 2009

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St John's Hospice as an organisation is actively involved, working with North West SHA and Wirral to implement the eleven key recommendations from the End of Life Pathway Group. The multi-professional team at St John's Hospice continues to be supportive in the process.

#### Payment by Results

Although the proposed introduction of Payment by Results in 2008-09 for Specialist Palliative Care by the Department of Health has not progressed as originally planned, a Healthcare Resource Group for palliative care continues to be developed. The changes underpinning these tariffs are being extensively discussed in the health arena.

We continue our discussions within Merseyside and Cheshire Cancer Network to ensure we continue data collections and analysis of our services. This will prepare St John's Hospice for any changes in the future and help prepare for consultation with NHS Wirral Commissioners in due course.

#### National Institute of Clinical Excellence Guidance (Improving Support and Palliative Care for Adults with Cancer)

The work towards implementation of NICE Key Recommendations due in 2009/10 for Specialist Palliative Care in St John's Hospice and NHS Wirral continues. The Wirral End of Life Care steering group has representatives of the hospice who will ensure that compliance is reached.

#### Wirral Primary Care Trust

The Wirral PCT commissioning continues to be one of the most important vehicles for delivery of a high quality health and care system.

St John's Hospice will continue to review its service within the context of those descriptions identified by Wirral PCT in our Service Agreement 2009/10 and provide evidence on a quarterly basis to demonstrate compliance within the performance management plan.

#### Care Quality Commission

The Care Quality Commission (CQC) is the independent regulator of health and adult social services in England which has now replaced the Health Care Commission.

St John's Hospice has completed and returned the Self-Assessment Document for period 08/09 in July 2009 and we await the outcome of this process.

The CQC is currently developing a strategy for the next five years. St John's Hospice awaits the changes and the implications for the organisation.

#### Patient Satisfaction Survey 2008 / 09

The patient satisfaction surveys were completed in conjunction with Help the Hospices in February 2009 and action may be required when the results are published in Summer 2009.

#### Official Opening of Outpatient Services

In August 2009 we conducted an official opening of the new Outpatient Services Facility.

**Trustees' responsibilities for the financial statements**

Company law requires the Trustees, who are also directors of the company, to prepare financial statements for each financial period, which give a true and fair view of the group's financial activities during the period and of the financial position of the group and the charity at the end of the period. In preparing those financial statements, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

In so far as the Trustees are aware:

- There is no relevant audit information of which the company's auditors are 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 auditors are aware of that information

The Trustees are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the group and charitable company and which enable them to ascertain its financial position and to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the group and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Auditors**

McEwan Wallace offer themselves for reappointment as auditors of the company in accordance with Section 385 of the Companies Act 1985.

BY ORDER OF THE TRUSTEES

2<sup>nd</sup> November 2009

J.R. Pentland  
Company Secretary

# INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF

## ST JOHN'S HOSPICE

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We have audited the financial statements, which comprise the principal accounting policies, the Consolidated Statement of Financial Activities, the Balance sheets, the Consolidated Cash Flow statement and notes 1 to 20.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibility of the trustees and auditors.**

The responsibilities of the trustees (who are also the directors of St John's Hospice for the purposes of company law) for preparing the Annual Report and the financial statements in accordance with United Kingdom law and Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Auditing Standards (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We are not required to consider whether the statement in the trustee's report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the trustees report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of opinion**

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

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

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF

ST JOHN'S HOSPICE

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**Opinion**

In our opinion the financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of affairs of the charity and the group as at 31 March 2009 and of the incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985, and the information given in the Trustees Report is consistent with the financial statements for the year ended 31<sup>st</sup> March 2009.

2<sup>nd</sup> November 2009

McEwan Wallace  
Registered Auditors  
Chartered Accountants  
Birkenhead  
Wirral

## PRINCIPAL ACCOUNTING POLICIES

### ST JOHN'S HOSPICE

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#### **BASIS OF PREPARATION**

The financial statements have been prepared in accordance with applicable Accounting Standards under the historical cost convention, except that investments are included at valuation, and have been prepared in accordance with the Statement of Recommended Practice: "Accounting and Reporting by Charities" (2005) and the Companies Act 1985.

The principal accounting policies of the group are set out below.

#### **BASIS OF CONSOLIDATION**

The group financial statements consolidate those of the company and of its subsidiary undertaking (see note 9), drawn up to 31 March 2009. Profits or losses on intra group transactions are eliminated in full.

#### **FUND ACCOUNTING**

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds set aside by the trustees out of unrestricted general funds. The Development fund is a designated fund and represents a provision for future capital expenditure. Where the directors consider it appropriate, having regard to the intended use of the money, funds are transferred to the Development fund from the General fund.

Restricted funds – these are funds which can only be used for particular restricted purposes within the objects of the charity. The balance in the Restricted fund includes donations received specifically for the development of the new Hospice, less revenue costs and depreciation to date, and is represented on the balance sheet as a proportion of the net book amount of the new Hospice, and other restricted capital and income funds.

#### **INCOME**

Income from donations and grants are accounted for in the accounting year in which they are receivable, except as follows:

- When donors specify that donations and grants given must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions, which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

Legacies are included in the Statement of Financial Activities when the Hospice becomes entitled to them and all pre-conditions have been met.

## PRINCIPAL ACCOUNTING POLICIES

### ST JOHN'S HOSPICE

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Investment income comprises dividends declared during the accounting year and interest receivable on listed and unlisted investments and bank deposits.

Income derived from trading activities is accounted for in the accounting year in which it is received.

Lottery income is accounted for in respect of those weekly draws which have taken place during the year

### **INVESTMENTS**

Investments are included at market value.

Unrealised gains and losses are transferred to the General fund.

### **OPERATING LEASES**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

### **TANGIBLE FIXED ASSETS AND DEPRECIATION**

Individual fixed assets are capitalised at cost where they are identified as being for continuing use in the charity's activities.

Depreciation is calculated to write down the cost of all tangible fixed assets by equal annual instalments on a straight-line basis, as follows:

Hospice premises	50 years
Charity shops	50 years
Fund-raising office/education centre	
- Equipment, fixtures and fittings	7 years
- Building	50 years
Medical and office equipment	7 years
Computer equipment	4 years
Motor vehicles	4 years

Impairment reviews are carried out on any assets where an indication is given that the recoverable amount is below the net book value. No assets have been subject to an impairment review.

### **STOCK**

Stock is stated at the lower of cost and net realisable value.

## **CONTRIBUTIONS TO PENSION SCHEMES**

### ***Defined Contribution Schemes***

The group operates a number of defined contribution pension schemes for the benefit of the employees. The assets of the schemes are administered by trustees in funds independent from those of the group.

The pension costs charged against profits, all of which relate to defined contribution schemes, represent the amount of contributions payable to the schemes in respect of the accounting period.

## **RESOURCES EXPENDED**

Expenditure, which is charged on an accruals basis, is allocated between:

- expenditure incurred directly to the fulfilment of the charity's objectives (charitable activities);
- expenditure incurred directly in the effort to raise voluntary contributions (cost of generating funds);  
and
- expenditure incurred on governance costs.

Items of expenditure involving more than one cost category are apportioned on the basis of staff time incurred in respect of each category.

### **Governance Costs**

Governance costs include expenditure on administration of the charity and compliance with constitutional and statutory requirements.

### **VAT**

The irrecoverable element of VAT is included with the item of expense to which it relates

ST JOHN'S HOSPICE

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

For the year ended 31 March 2009

	Note	Unrestricted Funds £	Restricted Funds £	Year ended 31.03.2009 Total Funds £	Year ended 31.03.2008 Total Funds £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	7	1,224,748	226,067	1,450,815	1,948,064
Activities for generating funds	7	1,083,485	-	1,083,485	1,023,682
Investment income	7	208,454	-	208,454	172,051
		<u>2,516,687</u>	<u>226,067</u>	<u>2,742,754</u>	<u>3,143,797</u>
Incoming resources from charitable activities	7	1,453,716	29,650	1,483,366	1,618,062
<b>Total incoming resources</b>		<u>3,970,403</u>	<u>255,717</u>	<u>4,226,120</u>	<u>4,761,859</u>
<b>Resources expended</b>					
Costs of generating funds					
Costs of generating voluntary income	2(a)	32,056	-	32,056	28,281
Fundraising costs	2(b)	744,157	-	744,157	696,968
Investment management costs		14,810	-	14,810	17,423
Charitable activities	1	2,974,276	74,151	3,048,427	2,718,421
Governance costs	4	27,161	-	27,161	55,964
		<u>3,792,460</u>	<u>74,151</u>	<u>3,866,611</u>	<u>3,517,057</u>
<b>Total resources expended</b>		<u>3,792,460</u>	<u>74,151</u>	<u>3,866,611</u>	<u>3,517,057</u>
<b>Net incoming resources before other recognised gains</b>		177,943	181,566	359,509	1,244,802
Losses on investments	9	(638,889)	-	(638,889)	(219,604)
Gain on disposal of fixed assets		85,859	-	85,859	-
		<u>(553,030)</u>	<u>-</u>	<u>(553,030)</u>	<u>(219,604)</u>
<b>Net movement in funds</b>	14	(375,087)	181,566	(193,521)	1,025,198
<b>Reconciliation of Funds</b>					
Total funds brought forward		<u>5,758,761</u>	<u>1,396,551</u>	<u>7,155,312</u>	<u>6,130,114</u>
<b>Total funds carried forward</b>		<u>5,383,674</u>	<u>1,578,117</u>	<u>6,961,791</u>	<u>7,155,312</u>

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes at pages 20 to 30 form part of these accounts.

## ST JOHN'S HOSPICE

## CONSOLIDATED BALANCE SHEET

As at 31 March 2009

	Note	2009	2009	2008	2008
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		<b>3,549,247</b>		2,584,008
Investments	9		<b>1,926,538</b>		<u>4,464,246</u>
			<b>5,475,785</b>		7,048,254
<b>Current assets</b>					
Stocks	10	<b>17,931</b>		10,357	
Debtors	11	<b>70,007</b>		27,906	
Cash at bank and in hand	12	<b>3,159,802</b>		<u>505,108</u>	
		<b>3,247,740</b>		543,371	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	13	<b>(1,761,734)</b>		<u>(436,313)</u>	
<b>Net current assets</b>			<b>1,486,006</b>		<u>107,058</u>
<b>Net assets</b>			<b>6,961,791</b>		<u>7,155,312</u>
<b>The funds of the charity</b>					
Restricted income funds	14		<b>1,578,117</b>		1,396,551
Unrestricted income funds	14				
General		<b>5,283,674</b>		4,758,761	
Designated		<b>100,000</b>		<u>1,000,000</u>	
Total unrestricted funds			<b>5,383,674</b>		<u>5,758,761</u>
<b>Total charity funds</b>			<b>6,961,791</b>		<u>7,155,312</u>

The notes at pages 20 to 30 form part of these accounts.

The directors approved the financial statements on 2<sup>nd</sup> November 2009

Dr P J R Cuthbertson

**Director**

G M Ridgway

**Director**

ST JOHN'S HOSPICE

BALANCE SHEET

As at 31 March 2009

	Note	2009	2009	2008	2008
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		<b>3,549,247</b>		2,584,008
Investments	9		<b>1,926,540</b>		<u>4,464,248</u>
			<b>5,475,787</b>		7,048,256
<b>Current assets</b>					
Debtors	11	<b>131,796</b>		84,186	
Cash at bank and in hand	12	<b>3,065,777</b>		<u>432,750</u>	
		<b>3,197,573</b>		516,936	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	13	<b>(1,711,569)</b>		<u>(409,880)</u>	
<b>Net current assets</b>			<b>1,486,004</b>		<u>107,056</u>
<b>Net assets</b>			<b>6,961,791</b>		<u>7,155,312</u>
<b>The funds of the charity</b>					
Restricted income funds	14		<b>1,578,117</b>		1,396,551
Unrestricted income funds	14				
General		<b>5,283,674</b>		4,758,761	
Designated		<b>100,000</b>		<u>1,000,000</u>	
Total unrestricted funds			<b>5,383,674</b>		<u>5,758,761</u>
<b>Total charity funds</b>			<b>6,961,791</b>		<u>7,155,312</u>

The notes at pages 20 to 30 form part of these accounts.

The directors approved the financial statements on 2<sup>nd</sup> November 2009

Dr P J R Cuthbertson

**Director**

G M Ridgway

**Director**

## ST JOHN'S HOSPICE

## CONSOLIDATED CASH FLOW STATEMENT

As at 31 March 2009

	2009 £	2009 £	2008 £
<b>Net cash inflow from operating activities (see below)</b>		<b>1,769,520</b>	1,576,007
<b>Capital expenditure and financial investment</b>			
Purchase of tangible fixed assets	1,120,670		310,117
Proceeds from sale of fixed assets	(107,025)		-
Purchase of investments	337,497		269,739
Increase/(decrease) in cash held by stockbrokers	(1,842,049)		1,468,776
Proceeds from sale of investments	(394,267)		(338,274)
<b>Net cash outflow from capital expenditure and financial investment</b>		<b>885,174</b>	(1,710,358)
<b>Increase/(Decrease) in cash in the year (see below)</b>		<b>2,654,694</b>	(134,351)
<b>Reconciliation of changes in resources to net cash inflow from operating activities</b>			
		2009 £	2008 £
Changes in resources before revaluations		541,973	1,325,442
Depreciation		134,265	119,713
Profit on disposal of fixed assets		(182,464)	(80,640)
Increase / (decrease) in creditors		1,325,421	(947,962)
(Increase)/decrease in debtors		(42,101)	1,153,947
(Increase)/decrease in stocks		(7,574)	5,507
		<b>1,769,520</b>	<b>1,576,007</b>
<b>Reconciliation of net cash flow</b>			
	At 1.4.2008 £	Cash flow £	At 31.3.2009 £
Bank balances	505,108	<b>2,654,694</b>	3,159,802

ST JOHN'S HOSPICE

NOTES TO THE ACCOUNTS

As at 31 March 2009

**1. CHARITABLE ACTIVITIES**

	<b>2009</b>	2008
	£	£
Salaries	<b>2,077,854</b>	1,863,492
Depreciation	<b>127,265</b>	106,720
Medical supplies	<b>177,177</b>	184,254
Food	<b>35,518</b>	24,338
Heat and lighting	<b>50,203</b>	46,123
Repairs and renewals	<b>91,109</b>	60,339
Cleaning	<b>17,214</b>	18,400
Other	<b>34,992</b>	22,563
Support costs (note 3)	<b>437,095</b>	392,192
	<b><u>3,048,427</u></b>	<b><u>2,718,421</u></b>

**2. COST OF GENERATING FUNDS**

	<b>2009</b>	2008
	£	£
(a) Costs of generating voluntary income – salaries	<b><u>32,056</u></b>	<u>28,281</u>
(b) Fundraising costs :		
Salaries	<b>148,768</b>	132,328
Depreciation	<b>7,000</b>	12,994
Charity shop costs (including salaries £70,931)	<b>113,354</b>	105,243
Purchase of promotional goods	<b>49,768</b>	56,439
Lottery costs (including salaries £72,574)	<b>270,008</b>	256,142
Printing, stationery and advertising	<b>19,234</b>	14,600
Postage and telephone	<b>7,124</b>	4,956
Fundraising expenditure	<b>115,927</b>	104,503
Other	<b>12,974</b>	9,763
	<b><u>744,157</u></b>	<b><u>696,968</u></b>

**3. SUPPORT COSTS**

	<b>2009</b>	2008
	£	£
Salaries	<b>386,085</b>	338,819
Printing, stationery and advertising	<b>11,341</b>	9,939
Postage and telephone	<b>6,805</b>	9,411
Accountancy and payroll charges	<b>9,162</b>	7,884
Insurance	<b>23,702</b>	26,139
	<b><u>437,095</u></b>	<b><u>392,192</u></b>

As at 31 March 2009

**4. GOVERNANCE COSTS**

	<b>2009</b>	2008
	£	£
Audit fees	<b>7,680</b>	8,460
Legal and professional costs	<b>12,299</b>	40,757
Salaries	<b>7,182</b>	6,747
	<b><u>27,161</u></b>	<u>55,964</u>

**5. DIRECTORS AND EMPLOYEES**

Staff costs during the year were as follows

	<b>2009</b>	2008
	£	£
Wages and salaries	<b>2,477,835</b>	1,991,221
Social security costs	<b>143,260</b>	152,715
Other pension costs	<b>174,355</b>	133,779
	<b><u>2,795,450</u></b>	<u>2,277,715</u>
Average number of employees	<b><u>143</u></b>	<u>136</u>

The analysis of employees by category is as follows:

	<b>2009</b>	2008
	Number	Number
Direct charitable	<b>98</b>	93
Fund-raising and publicity	<b>21</b>	20
Management and administration	<b>14</b>	13
Directors	<b><u>10</u></b>	<u>10</u>

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year was as follows:

	<b>2009</b>	2008
	Number	Number
£60,000 - £70,000	<b><u>1</u></b>	<u>1</u>

The employee earning over £60,000 participated in a defined benefit pension scheme.

No employee earned more than £70,000 in the year.

No directors' fees were paid during the year and no expenses were reimbursed to trustees.

The group operates a number of defined contribution pension schemes for the benefit of the employees. The assets of the schemes are administered by trustees in funds independent from those of the group.

ST JOHN'S HOSPICE

NOTES TO THE ACCOUNTS

As at 31 March 2009

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The Charity has a number of employees who are not paid through the company payroll, but through a recharging agreement with third parties. The arrangements are in place to ensure continuity of service and protection of benefits for those employees whose careers are within the Health Service and the Church. The total amount paid under such agreements in 2009 was £215,397. The posts and third parties involved are as follows:

Consultant and Medical Officers  
Chaplain

Wirral Hospital Trust  
Mersey Synod

**6. TAXATION**

The company has been granted charitable status and is thus generally exempt from Corporation Tax. All taxable trading income is now received by the company's subsidiary undertaking, which transfers its net income to the company by means of a gift-aid payment.

ST JOHN'S HOSPICE

NOTES TO THE ACCOUNTS

As at 31 March 2009

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**7. NET INCOME FOR THE YEAR**

The net income for the year is stated after charging:

	<b>2009</b>	2008
	£	£
Depreciation	<b>134,265</b>	119,713
Auditors remuneration	<b>7,680</b>	8,460

and after crediting:

		£
Voluntary income:		
Legacies	<b>914,574</b>	1,264,192
In memoriam	<b>189,999</b>	207,114
General donations	<b>292,791</b>	406,835
Gift Aid	<b>53,451</b>	69,923
	<b>1,450,815</b>	1,948,064

Investment income from:

		£
Listed investments	<b>70,736</b>	72,128
Bank deposits	<b>137,718</b>	99,923
	<b>208,454</b>	172,051

Income from charitable activities:

		£
Grants from Wirral Primary Care Trusts	<b>1,414,299</b>	1,200,043
Department of Health Grant	-	358,420
Sundry income	<b>69,067</b>	59,599
	<b>1,483,366</b>	1,618,062

Activities for generating funds:

		£
Fund-raising events	<b>268,525</b>	223,815
Charity shop sales	<b>153,854</b>	157,540
Subsidiary's turnover	<b>110,213</b>	118,555
Lottery income	<b>550,893</b>	523,772
	<b>1,083,485</b>	1,023,682

The Charity has one wholly owned trading subsidiary, which is incorporated in England and Wales.

St John's Hospice Enterprises Limited is engaged in the sale of goods for the benefit of St John's Hospice.

St John's Hospice Enterprises Limited has transferred its profits to the Charity.

ST JOHN'S HOSPICE

NOTES TO THE ACCOUNTS

As at 31 March 2009

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**THE SUBSIDIARY'S PROFIT AND LOSS ACCOUNT CAN BE SUMMARISED AS FOLLOWS:**

	<b>2009</b>	2008
	£	£
Turnover	<b>110,213</b>	118,555
Cost of sales	<b>(49,768)</b>	(56,439)
Gross profit	<b>60,445</b>	62,116
Administrative expenses	<b>(32,628)</b>	(24,335)
Transfer to Hospice	<b>(27,817)</b>	(37,781)
Profit retained	<b>-</b>	-

The subsidiary's balance sheet can be summarised as follows:

	<b>2009</b>	2008
	£	£
Current assets	<b>113,231</b>	83,990
Current liabilities	<b>(113,229)</b>	(83,988)
	<b>2</b>	2
Share capital	<b>2</b>	2
Profit and loss account	<b>-</b>	-
	<b>2</b>	2

As at 31 March 2009

**8. TANGIBLE FIXED ASSETS****The Group and the Company**

	<b>Hospice premises £</b>	<b>Computer, medical &amp; office equipment £</b>	<b>Charity shops £</b>	<b>Motor vehicles £</b>	<b>Total £</b>
Cost					
At 1 April 2008	3,047,484	837,460	68,750	72,362	4,026,056
Additions	1,012,805	107,865	-	-	1,120,670
Disposals	-	-	(26,643)	-	(26,643)
At 31 March 2009	<u>4,060,289</u>	<u>945,325</u>	<u>42,107</u>	<u>72,362</u>	<u>5,120,083</u>
Depreciation					
At 1 April 2008	539,012	790,748	39,926	72,362	1,442,048
Charge for the year	72,645	58,420	3,200	-	134,265
On disposals	-	-	(5,477)	-	(5,477)
At 31 March 2009	<u>611,657</u>	<u>849,168</u>	<u>37,649</u>	<u>72,362</u>	<u>1,570,836</u>
<b>Net book amount at 31 March 2009</b>	<b><u>3,448,632</u></b>	<b><u>96,157</u></b>	<b><u>4,458</u></b>	<b><u>-</u></b>	<b><u>3,549,247</u></b>
Net book amount at 31 March 2008	<u>2,508,472</u>	<u>46,712</u>	<u>28,824</u>	<u>-</u>	<u>2,584,008</u>

The net book amount at 31 March 2009 in respect of land and buildings comprises freehold property of £3,448,632

The net book amount at 31 March 2009 represents fixed assets used for:

	<b>Hospices premises £</b>	<b>Computer, medical &amp; office equipment £</b>	<b>Charity shops £</b>	<b>Motor vehicles £</b>	<b>Total £</b>
Charitable activities	3,256,678	63,310	-	-	3,319,988
Fund-raising	191,954	32,847	-	-	224,801
Charity shops	-	-	4,458	-	4,458
	<b><u>3,448,632</u></b>	<b><u>96,157</u></b>	<b><u>4,458</u></b>	<b><u>-</u></b>	<b><u>3,549,247</u></b>

The net amount at 31 March 2009 in respect of Charity shops comprises freehold property £nil, and fixtures and fittings £4,458

ST JOHN'S HOSPICE

NOTES TO THE ACCOUNTS

As at 31 March 2009

**9. INVESTMENTS**

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Quoted investments at market value	1,749,770	2,445,429	1,749,770	2,445,429
Cash held by stockbrokers	176,768	2,018,817	176,768	2,018,817
Investment in subsidiary undertaking at cost	-	-	2	2
	<u>1,926,538</u>	<u>4,464,246</u>	<u>1,926,540</u>	<u>4,464,248</u>
<b>Quoted investments</b>			£	£
Market value				
At 1 April 2008			2,445,429	2,733,568
Additions at cost			337,497	269,739
Disposal proceeds			(394,267)	(338,274)
Profit on disposals			96,605	80,640
Decrease in unrealised gain			(735,494)	(300,244)
At 31 March 2009			<u>1,749,770</u>	<u>2,445,429</u>
Cost			<u>2,096,331</u>	<u>2,056,495</u>

All investments held represent investments listed on the UK stock exchange and have been acquired in accordance with the powers available to the trustees. The portfolio comprises equities £1,267,255 and gilts £482,515

The historical cost amount of quoted investments is £2,096,331 (2008: £2,056,495). The total unrealised loss to date amounts to £346,561 (2008: gain of £388,934). This amount is included within the Hospice's general fund.

**Investment in subsidiary undertaking**

The investment in subsidiary undertaking represents a 100% holding in the Ordinary share capital of St John's Hospice Enterprises Limited. The company holds 2 Ordinary shares, being 100% of the subsidiary's issued share capital. The purpose of the company, which is incorporated in England and Wales, is to undertake the trading activities of the Hospice (buying and selling Christmas cards and other goods).

## ST JOHN'S HOSPICE

## NOTES TO THE ACCOUNTS

As at 31 March 2009

**10. STOCKS**

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Fund-raising goods	<u>17,931</u>	<u>10,357</u>	<u>-</u>	<u>-</u>

**11. DEBTORS**

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Tax recoverable	18,958	11,916	17,682	10,641
Prepayments and accrued income	17,769	13,427	17,769	13,427
Due from subsidiary undertaking	-	-	63,065	57,555
Other debtors	33,280	2,563	33,280	2,563
	<u>70,007</u>	<u>27,906</u>	<u>131,796</u>	<u>84,186</u>

**12. BANK BALANCES**

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Bank balances	3,159,112	504,503	3,065,207	432,265
Petty cash	690	605	570	485
	<u>3,159,802</u>	<u>505,108</u>	<u>3,065,777</u>	<u>432,750</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Trade creditors	394,012	149,371	375,315	149,394
Social security and other taxes	84,916	73,488	54,763	47,692
Other creditors and accruals	29,856	66,142	28,541	65,482
Deferred income	1,252,950	147,312	1,252,950	147,312
	<u>1,761,734</u>	<u>436,313</u>	<u>1,711,569</u>	<u>409,880</u>

ST JOHN'S HOSPICE

NOTES TO THE ACCOUNTS

As at 31 March 2009

**Deferred income**

**The Group and the Company**

	Total	Activities in furtherance of the charity's objects	Lottery income	Donations and legacies
	£	£	£	£
As at 1 April 2008	147,312	74,347	70,855	2,110
Released to income in the year	(147,312)	(74,347)	(70,855)	(2,110)
Deferred in the year	<u>1,252,950</u>	<u>1,160,380</u>	<u>75,170</u>	<u>17,400</u>
As at 31 March 2009	<u><b>1,252,950</b></u>	<u><b>1,160,380</b></u>	<u><b>75,170</b></u>	<u><b>17,400</b></u>

Deferred income comprises lottery income received in advance and grants and donations which the donor has specified must be used in future accounting periods.

**14. RESERVES**

**The Group and the Company**

	Unrestricted General funds	Unrestricted Development funds	Restricted Funds	Total
	£	£	£	£
As at 1 April 2008	4,758,761	1,000,000	1,396,551	7,155,312
(Deficit) / Surplus for the year	(375,087)	-	181,566	(193,521)
Transfers	900,000	(900,000)	-	-
As at 31 March 2009	<u><b>5,283,674</b></u>	<u><b>100,000</b></u>	<u><b>1,578,117</b></u>	<u><b>6,961,791</b></u>

**Represented by:**

Tangible fixed assets	<b>2,058,093</b>	-	<b>1,491,154</b>	<b>3,549,247</b>
Investments	<b>1,283,432</b>	<b>643,106</b>	-	<b>1,926,538</b>
Cash at bank and in hand	<b>3,072,839</b>	-	<b>86,963</b>	<b>3,159,802</b>
Other net current assets / (liabilities)	<b>(1,130,690)</b>	<b>(543,106)</b>	-	<b>(1,673,796)</b>
	<u><b>5,283,674</b></u>	<u><b>100,000</b></u>	<u><b>1,578,117</b></u>	<u><b>6,961,791</b></u>

The parent undertaking has taken advantage of Section 230 of the Companies Act 1985 and has not included its own profit and loss account in these financial statements.

The group surplus for the year includes a deficit of £193,521 (2008: surplus £1,025,198), which is dealt with in the financial statements of the company.

# ST JOHN'S HOSPICE

## NOTES TO THE ACCOUNTS

As at 31 March 2009

### 15. RESTRICTED FUNDS

#### The Group and the Company

	At 1.4.08	Incoming Resources	Resources Expended	At 31.03.09
	£	£	£	£
Sunrise Appeal	659,811	-	(17,617)	<b>642,194</b>
Specialist Palliative Care	85,366	29,650	(30,714)	<b>84,302</b>
Wish List	35,055	-	(8,697)	<b>26,358</b>
Anniversary Appeal	616,319	226,067	(17,123)	<b>825,263</b>
	<u>1,396,551</u>	<u>255,717</u>	<u>(74,151)</u>	<u><b>1,578,117</b></u>

The above funds represent amounts received to finance, in the main, capital expenditure.

### 16. LIMITED LIABILITY

The company is limited by guarantee and has no share capital. Approval has been obtained to dispense with "Limited" in the name of the company, being a charitable organisation.

### 17. CONTINGENT LIABILITIES

Neither the group nor the company had any contingent liabilities at 31 March 2009 or 31 March 2008

### 18. CAPITAL COMMITMENTS

The company had committed to buy a new minibus for the sum of £40,860 as at 31 March 2009. (31<sup>st</sup> March 2008: £610,727)

### 19. OPERATING LEASE COMMITMENTS

The amounts payable in the next year in respect of operating leases for land and buildings are shown below, analysed according to the expiry date of the leases.

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Within one year	<b>5,200</b>	5,200	<b>5,200</b>	5,200
Between two and five years	<b>12,372</b>	14,172	<b>12,372</b>	14,172
	<u><b>17,572</b></u>	<u>19,372</u>	<u><b>17,572</b></u>	<u>19,372</u>

ST JOHN'S HOSPICE

NOTES TO THE ACCOUNTS

As at 31 March 2009

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**20. RELATED PARTY TRANSACTIONS**

During the year, the company paid £1468.75 including VAT for accountancy advice to Grant Thornton.

G M Ridgway, the company's Treasurer, is an employee of Grant Thornton. There was no outstanding balance at the year-end.

ST JOHN'S HOSPICE

NOTICE OF MEETING

As at 31 March 2008

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The twenty-eighth Annual General Meeting of this Company will be held at St John's Hospice, on 30 November 2009.

To transact the following business.

- 1 To receive and adopt the Accounts for the year ended 31 March 2009, together with the Reports of the Trustees and Auditors thereon.
- 2 To re-appoint the following directors for the coming year :  
  
Mr Jim Denye  
Rev Canon Paddy Benson
- 3 To appoint the auditors for the coming year.
- 4 All existing Vice Presidents retire from office each year. Those Vice Presidents wishing to continue in office offer themselves for re-election.
- 5 To transact any other business which may lawfully be transacted at an Annual General Meeting.

A member entitled to attend and vote at the above meeting may appoint a proxy to attend and vote instead of him. A proxy need not be a member of the Company.

BY ORDER OF THE BOARD

2<sup>nd</sup> November 2009

J.R. Pentland  
Company Secretary