



**forest
holme**
hospice

enhancing lives

**Forest Holme Hospice Charity
Annual Report and Financial Statements
For the year ended 31 March 2017
Registered Charity Number 1038021**



Forest Holme Hospice Charity

Accounts under the FRS 102 SORP for the year ended 31 March 2017

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Reference and Administrative Details

Forest Holme Hospice Charity

Status

The organisation is a charitable trust and registered as a charity with the Charity Commission in England and Wales on 25 May 1994.

Governing Document

The governing document of the charity is in the form of a Declaration of Trust dated 26 April 1994 and was last updated on 25 April 2013.

Charity Number

1038021

Registered Office

Forest Holme Hospice Charity
5 Seldown Road
Poole
Dorset
BH15 1TS

The Board of Trustees

Dr Stephen Kirkham (Chair and re-elected April 2016)
Mr Stuart Bradford
Dr Saskie Dorman (Retired January 2017)
Mrs Valerie Horn (Elected January 2017)
Mr Andrew Goodwin (Retired July 2016)
Mr Roger King
Mrs Rosemary Lewis (Elected October 2016)
Mr Paul Miller (Elected October 2016)
Mr Peter Moody
Mr Steven Murrey
Mrs Christine Pyatt (Re-elected April 2016)
Ms Julie Shaw

Senior Management

Charity Manager	Anne Currie
Fundraising & Communications Manager	Hannah O'Hare

Patron

Dame Yvonne Moores



Reference and Administrative Details (continued)

Bankers

Barclays Bank
Poole Business Centre
High Street
Poole
Dorset
BH15 1YA

Nat West Commercial Banking
2nd Floor, Heron House
10 Christchurch Road
Bournemouth
Dorset
BH1 3NR

CCLA Investment Management Ltd
80 Cheapside
London
EC2V 6DZ

Solicitors

Coles Miller Solicitors LLP
44-46 Parkstone Road
Poole
Dorset
BH15 2PG

Independent Examiners

PKF Francis Clark
Towngate House
2-8 Parkstone Road
Poole
Dorset
BH15 2PW

Website

www.forestholmehospice.org.uk



Forest Holme Hospice Charity

Our vision is for every adult in our community affected by a potentially life limiting illness to have equal access to the support and service they need, whenever and wherever they are, in order to enhance their quality of life.

Our mission is to enhance the lives of adults in Dorset with life limiting illnesses through clinical excellence, exceptional service and compassionate care. We are committed to:

- providing emotional and practical support;
- supporting innovation and research;
- striving for equity of service provision;
- supporting training and education;
- raising our funds cost-effectively.

Our values underpin and influence all areas of our work. We are:

- **ambitious** to support the provision of world class palliative and end of life care;
- **approachable** in our manner;
- **committed** to delivering the best possible service in a cost-effective manner;
- **person centred** in all that we do ensure the best possible outcome for the individual;
- **transparent** in all that we undertake to deliver our organisation's goals.



Thank you

Chairman's Statement

During the year there was turnover in the Board of Trustees, with Andrew Goodwin and Dr Saskie Dorman retiring by rotation. We will miss their input. After a careful selection process we have appointed three new Trustees, to strengthen the Board's strategic, financial, and clinical expertise. I am enormously grateful to our Trustees for the time and knowledge that they give, as well as all our other volunteers, who undertake such a wide range of tasks.

The Charity suffered a fall in legacy income during the year, and so did not meet its target income. However, the number of donors increased, and core income continued its historic growth of around 10% per annum, which is most encouraging.

The CQC inspection of Poole Hospital rated End of Life Care as being Good. The Charity is keen to help improve this rating, and agreed to fund a programme lead for the national initiative 'Building on the Best'. This focusses on service improvement in several areas such as shared decision making and advance care planning as well as symptom management. Poole is one of only ten NHS Trusts in England to be part of this initiative, which has only been possible through the generosity of our supporters.

In addition to Building on the Best, the Charity has committed funds to improve the levels of care staff on duty overnight, to an education coordinator who will manage the delivery of our steadily growing teaching, for a therapies assistant, and for a nurse development post to help succession planning for Forest Holme Hospice's many specialist nurse posts.

The Charity is committed to help Forest Holme Hospice achieve the National Ambitions for Palliative and End of Life Care at a local level. This depends heavily on collaborative working and we are proud to be a part of the Dorset End of Life Care Partnership and developing relations with a variety of different health and social care organisations.

Finally, we are very aware of the work of the Clinical Services Review currently being undertaken in Dorset, and look forward to continuing to work closely with the Commissioners to ensure that all those at the end of their lives get the best possible care.

There is truly only one chance to get this right for every individual.

Dr Stephen Kirkham

Chair of Trustees

Forest Holme Hospice Charity



The Trustees present their report and financial statements for the year ended 31 March 2017. The reference and administrative information set out on pages 2 and 3 forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2015).

Review of Activities

Section 1: Overview

Forest Holme Hospice Charity is proud to support Forest Holme Hospice, part of Poole Hospital NHS Foundation Trust, to help provide excellent Palliative and End of Life Care to over a thousand individuals and their families across Poole, Wimborne and the Isle of Purbeck each year. This is the first year of our five year strategy and our activities have seen us report against each of our strategic priorities. The five key areas of the business plan were to:

- agree on a clarity of purpose for the Charity;
- maintain a close working relationship with Poole Hospital NHS Foundation Trust;
- establish political influence with key local decision makers;
- champion collaborative working to meet local need;
- raise the necessary funds to support our ambitions.

During 2016/17, the Charity has been pleased to support the additional provision of two full time equivalent Healthcare Assistants to provide additional resources and enhance the quality of care overnight in the inpatient ward at Forest Holme, two Specialist Nurse Development roles to help address succession planning within palliative care; an Education Co-ordinator to help facilitate the Hospice's growing education programme; a Therapies Assistant to help patients find ways to continue with activities which are important to them in order to increase exercise, independence and pleasure and a Transformation Manager to deliver the 'Building on the Best' national programme to improve End of Life Care in acute hospitals across England and Wales.

We have seen a marked reduction in both legacy and trust and grants income this year, but we are pleased to see our core income from donations and fundraising continue to steadily grow and activities such as our Sunflower Appeal Garden, Firewalk and Charity of the Year partnerships with Farrow & Ball, Sainsbury's, TSB and Haskins have introduced the Charity to a variety of new supporters. The last year has also seen a very significant increase in referrals to all areas of the integrated service that Forest Holme provides. We need to continue to grow our income streams in order to meet this demand on resources, both now and in the future, to maintain the excellent level of care that Forest Holme Hospice is known for.

In this report, you will find:

- **Section 2** Achievements and performance set against our key areas of priority
- **Section 3** Our strategic priorities for the future
- **Section 4** Our financial summary
- **Section 5** Governance of the Charity

Thank you

The Trustees are pleased to present this report and wish to extend their gratitude to everyone involved in supporting the aims of Forest Holme Hospice Charity. Their vital support helps enhance the lives of local people through the provision of excellent Palliative and End of Life Care provided at home, in nursing / care homes, in hospital and at the Hospice itself by Forest Holme Hospice's teams, who are part of Poole Hospital NHS Foundation Trust.

Fundraising Goal

Marie Curie
Cancer Care



forest
holme
hospice

Dignity
in Dementia

£3000

900
800
700
600
500
400
300
200
100

Alzheimer's
Society

Alzheimer's
Society

Leading the
fight against
dementia

£2000

Curie
Care



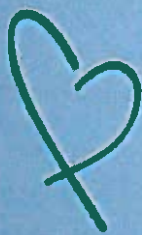
£1000



forest
holme
hospice

Hospital
Charity

Dignity
in Dementia



Putting our hearts
into supporting
local charities

Section 2: Achievements and performance

Key Area 1: Agree on a clarity of purpose for the Charity

In order for the Charity to achieve its ambitious five year strategy, we must ensure that all of our activities underpin the organisation's mission, that this is communicated clearly to all stakeholders and the impact of the work is publicised accordingly.

We have achieved this by:

- producing a Vision/Mission/Values to underpin the direction of the Charity and provide measurement for any future activities to be set against;
- agreeing a five year strategy which will help enable the Hospice's own Palliative and End of Life Care Strategy.
- strengthening our Board with the inclusion of three new Trustees to be more strategic in our key areas, appointed a Treasurer and Governance Lead and undertook good governance training;
- agreeing funding for particular areas of work such as nursing, counselling, therapies and will receive annual activity reports on each of these areas which we are supporting in order to promote the impact our funding is having to supporters;
- ensuring brand and messaging consistency across all stakeholder communications eg. website, monthly ENewsletter, quarterly Newsletter, leaflets, social media and Hospice literature;
- producing a new website which means that information is easily accessible and website traffic has increase by 43% year on year with over 20,000 website visits in its first eight months;
- undertaking training for all of our 65 volunteers to share with them the five year strategy, objectives for the year and the various roles and projects we would be funding this year;
- producing a clear breakdown of costs for each of the areas we are looking to fund so that donors are clear on how their money will be spent if they choose to fund a particular project;
- utilising all forms of media channels to get our messages out as we have seen a 16% year on year decrease in traditional media coverage, but also a 42% increase in our social media audience.

"You would think that a Hospice is a place where people go to end their days. You would be right in thinking thus, but to my family, Forest Holme Hospice was a lifesaving place. A place that offered comfort, solace and light at the end of the tunnel.

My husband Gerald spent the last month of his life there. The care he received was beyond reproach; nothing was too much trouble for the staff and the support given to the family was incredible. After he passed away, I decided to support the Hospice by raising money which has enabled them to purchase much needed equipment."

Judy Samuels



Section 2: Achievements and performance

Key Area 2: Maintain a close working relationship with Poole Hospital

The Charity is very keen to have a close working relationship with Poole Hospital NHS Foundation Trust. They recognise that this relationship is integral to the success of the organisation and all it is trying to achieve to support the work of Forest Holme Hospice.

We have achieved this by:

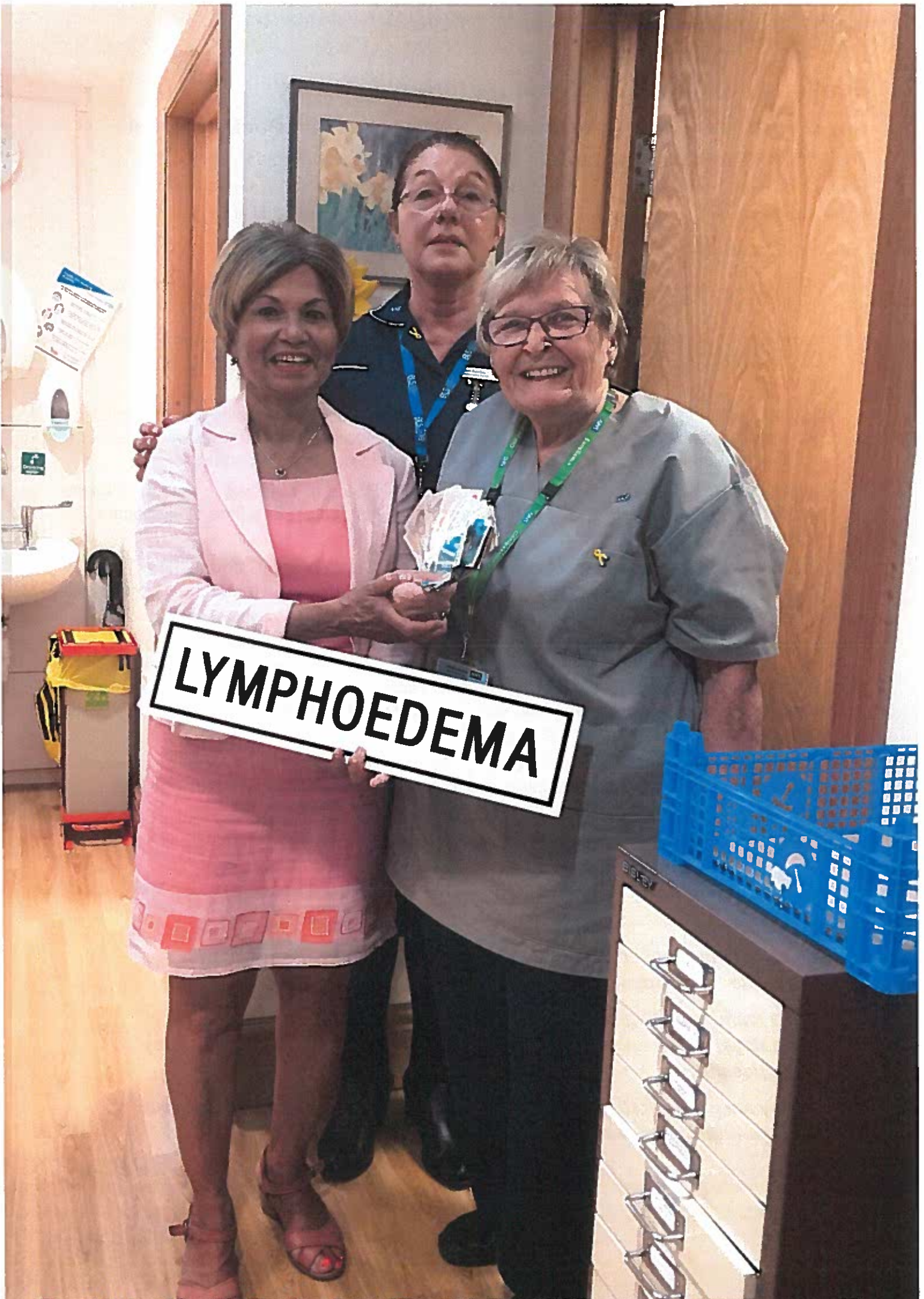
- drafting and agreeing a Memorandum of Understanding between both parties to clarify the nature of the partnership, its expectations and this will be renewed on an annual basis;
- meeting with Poole Hospital's Chief Executive and Chairman, Chief Operating Officer, Director of Nursing and senior staff within the Oncology Department during the course of the year;
- facilitating four service development meetings for Forest Holme Hospice's multidisciplinary professionals in order to further develop services to help meet the growing needs of patients and their families in an integrated, consistent and cohesive manner;
- inviting the Hospital's Director of Strategy to join the Board of Trustees to help the Charity navigate the Health and Social Care environment within Dorset at a time of significant change;
- ensuring that the Hospital and Hospice's End of Life Care Strategy informs the Charity's five year strategy in order to support the life-enhancing work of the teams based at Forest Holme;
- supporting Poole Hospital NHS Foundation Trust as it was selected as one of ten hospitals nationally to take part in a project to improve End of Life Care through service development initiatives focusing on shared decision making, outpatients, advance care planning, pain and symptom control. The Service Transformation Manager's post is being funded by the Charity for a two year period;
- ensuring that time is spent with the Charity team to understand how it supports the work of the Hospice as part of the induction programme for new clinical and nursing staff;
- holding a joint Carers' Day during Carers' Awareness Week in June to highlight and recognise the significant role carers play in looking after someone with a life-limiting illness or advanced cancer.

"Both of my wonderful parents passed away at Forest Holme and benefited enormously from its care, both as outpatients and inpatients.

The team are a magical bunch of people, committed to making people's last days, weeks and months the most comfortable, safe and loving they can possibly be.

They are all inspirations and I am sincerely grateful for their care of both my parents and of me. With much gratitude and love."

Abbie Clare



Section 2: Achievements and Performance (continued)

Key Area 3: Establish political influence with key local decision makers

It is important for the Charity, as well as Forest Holme Hospice / Poole Hospital teams, to engage with our local health and social care structures to help promote hospice care as part of the solution to challenges facing the health and social care sectors both now and in the future.

We have worked towards this by:

- getting involved with Hospice UK's South West Group at both Chair and Charity Manager level in order to keep up to date with potential collaborate working and knowledge sharing across the South West of England;
- hosting Michael Tomlinson MP at the Hospice due to his interest in the End of Life Care being provided by both Forest Holme and Poole Hospital NHS Foundation Trust;
- provided written feedback to Dorset Clinical Commissioning Group's Clinical Services Review during their Public Consultation with regards to the future shape of health and social care provision within Dorset from a Palliative and End of Life Care perspective due to Forest Holme being an NHS Hospice, and part of Poole, Hospital which is one of the acute hospitals under review;
- representing the Charity on the Dorset End of Life Care Partnership which includes health and social care providers from across Dorset. It has been established with the aim of achieving the National Ambitions for Palliative and End of Life Care at a local level across the county;
- inviting Poole Hospital's Director of Strategy to join the Board of Trustees to help the Charity navigate the Health and Social Care environment within Dorset at a time of significant change;
- recruiting a Trustee to the Board with a wealth of knowledge on health and social care structures and organisations within East Dorset to help develop relationships within these areas.

"Words cannot encompass my gratitude to a magnificent team at the Hospice. What wonderful people you are, knowing you will not be able to cure any of your patients, but well able to provide physical and emotional relief in a most dedicated fashion.

My family and I wish to say an enormous thank you to each and every one of you. Small is often beautiful and you are an example of that.

Meg felt safe and secure under your dedicated care and there is no doubt her departure from this world was greatly assisted by it."

Brian



Section 2: Achievements and Performance (continued)

Key Area 4: Raise the necessary funds to support our ambitions

We need to significantly increase our fundraising in order to meet the future requirements of Forest Holme Hospice. We have diversified our income streams and will continue to build on each one of these areas whilst being mindful of any cost implications. We have worked towards achieving this by:

- securing £620,000 of income, which was down on budget due to legacies and grants, but saw an increase of 10% in core revenue streams and it was delivered at an agreed fundraising ratio of 3:1;
- being awarded grants from Comic Relief - Local Communities Fund, Galaxy Fund, the Screwfix Foundation and the Joseph Strong Frazer Trust;
- increasing the number of volunteers by 30% over the last year who have contributed 9,380 hours to the Charity working within the shop, office, garden and undertaking a variety of fundraising activities;
- securing four Charity of the Year partnerships including Farrow & Ball, Haskins Garden Centre, Nationwide and TSB as well as support from local companies;
- utilising our volunteers to help raise our profile in Swanage, Wareham and Wimborne as well as within Poole;
- generating income of £6,318 during the first eight months of our new website which is an increase of 34% on the previous year.
- increasing the percentage of 1,343 individual donations that have been gift aided, which was 48%, against a target of 40% for the year;
- our sunflower garden appeal raising £22,000 for the Charity and bringing 279 new donors to the work of Forest Holme Hospice;
- increasing the number of new donors to the Charity by 40% on the previous year;
- by increasing our retail activity's gross income by 5% on the previous year. We are very pleased to have the continued support of the Dolphin Shopping Centre, Big Yellow Storage, Oak Services and Poole Bay Removals;
- undertaking internal training sessions regarding fundraising best practice to ensure that all of our staff and fundraising initiatives meet the standard set. We are a voluntary member of the Fundraising Regulator.

"I am so thankful to Forest Holme for making the worst time of my life that little bit warmer. Most importantly, I'm thankful that Shaun's last few days were as comfortable and as peaceful as they could be."

Fiona Dixon

Death Anxiety: an elusive
barrier to palliative care
provision
Forest Holme Conference
Forest Holme Hospice
Poole Hospital NHS Foundation Trust

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Forest Holme Hospice

Funding specialist care
patients living with advanced
and other life-limiting
across East of

Section 2: Achievements and Performance (continued)

Key Area 5: Champion collaborative working to meet local need

In order to realise part of our mission, we are keen to support and promote collaborative working with statutory and voluntary agencies in order to help improve the quality of Palliative and End of Life Care provided within a variety of settings.

We have achieved this by:

- producing a very successful Palliative Care Conference in October entitled Barriers, bridges and boundaries to better Palliative Care. There were 60 delegates and 99% rated the event good or excellent. Feedback included 'motivational and learnt lots without feeling overwhelmed', 'great passionate knowledgeable speakers' and 'really thought provoking and inspiring';
- the Charity contributing to the C-Change research programme, which Forest Holme is collaborating with the Cicely Saunders Institute, King's College London to improve care through better understanding of care needs, complexity and person-centred outcomes for each individual who participates in the study, including patients and family;
- funding an Education Co-ordinator to provide administrative support in order for the Hospice to undertake a comprehensive programme of education for doctors, nurses and healthcare assistants in community and hospital settings in order to help them deliver skilled and compassionate care within their own organisations;
- representing the Charity on the Dorset End of Life Care Partnership which includes health and social care providers from across Dorset. It has been established with the aim of achieving the National Ambitions for Palliative and End of Life Care at a local level across the county;
- funding a Picker Institute Patient Feedback Survey about the Community Specialist Palliative Care Team and the feedback has been overwhelmingly positive, but areas identified for improvement included the lack of availability of a weekend face to face service and a 'hospice at home' personal care enabling people to stay at home in the last weeks of life;
- by providing expertise and support to Lewis Manning Hospice through secondment of staff from Poole Hospital NHS Foundation Trust and Forest Holme Hospice, in order to assist with the opening of their inpatient unit;
- trying to address challenges of transportation by working with the British Red Cross and their rapid discharge from hospital service for patients within the Hospice and to link into their 'Support at Home' and 'Community Connectors' programmes to benefit some of our bereaved clients.

"Forest Holme welcomed me when I was in so much pain. Within five days, they turned things around and I was sent home again feeling much better. I can't thank them enough and the amazing nurses they have there that care so much for people in need."

David



Section 3: The Future

The Charity's focus of work for the period (2016 - 2020) will be influenced by three over-arching aims and these are to:

- support Forest Holme Hospice to become an exemplary provider of Palliative and End of Life Care ;
- become a key Palliative and End of Life stakeholder within Dorset;
- enable sound financial growth.

During 2017/18 , we will aim to:

- continue to represent the Charity on the Dorset End of Life Care Partnership Group, with particular focus on patient/carer involvement, information provision and accessibility for the general public and health / social care providers alike;
- undertake a family day in conjunction with Mosaic for children associated with Forest Holme who have been bereaved aged between 4 and 12;
- explore any potential areas of collaborative working in order to look at future models of care, fundraising and the implications of the Clinical Services Review;
- produce Forest Holme Hospice's third annual conference which will focus on an oncology update in Palliative Care;
- work with local schools to engage young adults in the work of hospice care;
- build relationships with local authorities to look at the provision of social care within East Dorset;
- hold our first Supporter Conference;
- continue to develop our understanding of the needs and demand within the local population within the context of the Clinical Services Review;
- ensure that all Hospice staff and volunteers have a good knowledge of the Charity and its work and the impact supporters' donations have on the local community by supporting the work of Forest Holme;
- represent the Charity at the 'Building on the Best' steering group and look to support any feasible areas of need and/or improvement highlighted by it.

“My wonderful Dad, Tony Burgum, passed away in Forest Holme with his family around him. I cannot say enough about the whole team. They are all amazing, compassionate and understanding. Nothing is too much trouble. We are very lucky to have somewhere like this in our community. The staff become part of your family and I want to thank everyone of you for being there for us and my Dad. xxx”

Tracey Burgum



**forest
holme**
hospice

Home to Forest Holme Hospice

Charity is proud to support Forest Holme Hospice



Section 4: Financial Summary

Income for the year totalled £620,000 (2015/16 £703,000) mainly from activities for generating funds £169,000 (2015/16 £153,000); donations £312,000 (2015/16 £235,000); legacies £57,000 (2015/16 £160,000); grants £8,000 (2015/16 £81,000), trading income £64,000 (2015/16 £61,000) and £10,000 (2015/16 £13,000) received from dividends and interest on investments.

Expenditure totalled £546,000 (2015/16 £619,000). The Trustees decided during the year to contribute a total amount of £69,000 (£261,000) to Poole Hospital NHS Foundation Trust towards the running costs of Forest Holme Hospice. An amount of £254,000 was spent on nursing, complementary therapies and counselling provision (2015/16 £115,000) and £181,000 on the cost of generating funds and trading costs (2015/16 £167,000). Patient and staff welfare and amenities amounted to £42,000 (2015/16 £76,000).

Cash balances amount to £869,000 (2015/16 £1,082,000) and represent 83.5% (2015/16 87.8%) of all funds invested.

The Trustees have decided to invest a proportion of the charitable funds in Common Investment Funds (CIFs) and would expect these funds to provide long term capital growth and income. CIFs represent 16.3% (2015/16 12.2%) of all the funds invested. Approximately 85% (2015/16 84%) of these CIF's are invested in equities with the remaining 15% (2015/16 16%) invested in fixed interest securities. During the year the CIF Equity Fund showed an increase in value of 15% (2015/16 decrease of 3.8%). The CIF fixed interest fund showed a total annual gain of 4% (2015/16 loss of 4%).

£171,000 (2015/16 £151,000), representing 16.3% (2015/16 12.2%) of the total funds is invested on behalf of the Charity by CCLA (COIF) in Common Investment Funds. £159,000 (2015/16 £152,000), representing 15.1% (2015/16 12.3%) of the total funds is invested with CCLA in a short term deposit account.

Expenditure on our charitable purposes represented 69% of our total expenditure (compared to 73% in 2015/16) . Expenditure on administration and fundraising represented 33% of total expenditure (compared to 27% in 2015/16) due to investment in staffing levels and maternity cover.



Section 5: Governance

Organisational Structure

During 2016/17 Forest Holme Hospice Charity was governed by a board of 11 Trustees who met formally on a quarterly basis. Three Trustees were elected to the Board during this period (Valerie Horn, Rosemary Lewis and Paul Miller), two Trustees retired by rotation (Dr Saskie Dorman and Andrew Goodwin) and two were re-elected (Stephen Kirkham and Christine Pyatt).

Forest Holme Hospice Charity operates a full strategic planning and budgeting process, with detailed budgets and plans being presented to and approved by the Board each year, with performance subsequently reported and assessed against those plans and budgets on a quarterly basis.

Day-to-day running of the Charity is delegated to the Charity Manager, who reports to the Chair of Trustees. Appropriate approval levels are in place within the Charity regarding requests for funding.

Public Benefit

The Trustees have given due regard to public benefit when planning the Charity's activities, in accordance with the Charity Commission's guidance on Public Benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

The Charity achieves its principal objects and purposes through the provision of patient care and staff welfare at Forest Holme, which provides palliative and end of life care at home, in the hospice and in Poole Hospital to those living within the Poole, Wimborne and the Purbeck area. These benefits are directly related to the aims of the Charity and are fully compliant with the Charity Commission guidance on Public Benefit.

Appointment of Trustees

New trustees are appointed when existing trustees retire or resign. Trustees are normally expected to have a professional background (e.g. legal, accounting, medical, or health) or direct involvement in palliative care and to have a good understanding of the aims and objectives of the Charity and its relationship with Poole Hospital NHS Foundation Trust.

In the first instance new Trustees are introduced to the existing Trustees. The potential new Trustee is then invited to a Board meeting as an observer before appointment is confirmed by a majority vote of the existing Trustees held at a special meeting of the Board. Trustees can serve a maximum of three, three year terms on the Board before they must retire.

Reserves Policy

The Trustees regularly review the level of reserves of Forest Holme Hospice Charity, looking at the nature of income and expenditure streams and the need to match variable income against the expenditure incurred by the Charity in respect of the ongoing provision of palliative and end of life care, which is regular and largely fixed expenditure. The Trustees review the Reserves Policy in line with best practice and the Charity Commission's Guidelines.



Section 5: Governance (continued)

The Trustees would expect to hold reserves of a minimum of twelve month's budgeted expenditure. This takes into account the fact that Forest Holme Hospice Charity does not have any committed long term income, that income levels fluctuate across the year, and a proportion of costs are fixed in nature, all of which have a direct impact on the cash flow of the organisation. Unrestricted reserves at 31 March 2017 were £1,064,000 (2015/16 £975,000). The Trustees recognise that the level of reserves is above their minimum requirement at present, but they are comfortable with this position due to the nature of the flow of income and the Charity's medium term commitments. The Trustees will review this policy annually.

Investment Policy

The Trustees have the power to invest in such assets as they see fit. They have decided to invest monies with COIF Charity Funds, managed by CCLA Investment Management Ltd. These funds are split between an Equity Fund and Fixed Interest Fund on a basis of an 80:20 split. They would expect these funds to provide long term capital growth and income for the Charity.

Risk Management

The major strategic risks to which the Charity is exposed have been identified and considered by the Board of Trustees. They include increasing financial demand on existing resources (being addressed by Key Areas 1, 3, 4 & 5), the clarity and parity of NHS commissioning arrangements (being addressed by Key Area 3) and the relatively low profile of the Charity within the geographical area it serves (being addressed by Key Areas 1,3 & 4). These, amongst others, have been reviewed and systems established to help mitigate those risks. The Charity maintains a risk register which is reviewed quarterly by the Board of Trustees. Income and expenditure is monitored in total and compared with the approved plan on a quarterly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

Pay policy for senior staff

The key management personnel of the charity include the Charity Manager and Fundraising and Communications Manager who both work full time. Their posts are paid in accordance with the NHS (Agenda for Change) salary framework. Their roles are assigned to individual NHS Salary Bands. Subject to satisfactory performance, they also receive annual increments on the anniversary of their appointment until they reach the top of their band. Where senior employees take on significant new responsibilities during the year, salaries are adjusted accordingly.

Fundraising Practice

Forest Holme Hospice Charity is committed to ensuring that our fundraising is undertaken in an accountable, courteous, legal, respectful and transparent manner. We are voluntarily registered with the Fundraising Regulator, all of our activities adhere to the Code of Fundraising Practice. We received no complaints about our fundraising methods during the course of the year and our Annual Complaints Return was submitted accordingly.

We do not use third party professional fundraisers or commercial participators to undertake any of our fundraising activities and as a small, local charity we feel very strongly that donors are not put under any pressure to donate to our cause. We do not use cold calling to solicit donations, we do not buy or share personal data or allow anyone else to do so on our behalf. We adhere to best practice with regards to data protection and ensure it is straightforward for anyone to stop all or particular contact from us.





Section 6: Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 of the Charity for that period. 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;
- 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 the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

Signed

Date: 18 January 2018

Dr Stephen Kirkham - Chair of Trustees



Independent Examiner's Report and Statement

Independent Examiner's Report to the Trustees of Forest Holme Hospice Charity

I report to the Trustees on my examination of the accounts of Forest Holme Hospice Charity for the year ended 31 March 2017 which are set out on pages 30 to 45.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the act; or
2. that accounts do not accord with those records; or
3. that accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicholas Love FCCA ACA

Signed...Nicholas Love

A Partner of

PKF-Francis Clark

Chartered Accountants

Towngate House

Poole

BH15 2PW

Date...19 January 2018

Statement of Financial Activities for the year ended 31 March 2017

Income:	Note	Unrestricted Funds		Prior Year	
		General £000	Restricted £000	Total Funds £000	Total Funds £000
Donations and legacies:					
Donations	2	304	8	312	235
Legacies	3	56	1	57	160
Grants	4	2	6	8	81
		362	15	377	476
Income from trading activities:					
Shops	5	64	-	64	61
Lottery		-	-	-	-
Fundraising events	6	164	5	169	153
		228	5	233	214
Investment income	7	10	-	10	13
Total income		600	20	620	703
Cost of raising funds		137	-	137	131
Fundraising trading: costs of goods sold and other costs		44	-	44	36
Investment management costs		-	-	-	-
Costs of raising funds		181	-	181	167
Nursing		182	3	185	49
Counsellors		67	2	69	66
Contribution to Poole Hospital for Hospice running costs		69	-	69	261
Patient welfare and amenities		15	9	24	61
Staff welfare and amenities		9	1	10	9
Miscellaneous		8	-	8	6
Expenditure on charitable activities		350	15	365	452
Total expenditure	8/9	531	15	546	619
Net income for the year before gains and losses on investments		69	5	74	84
Net gains/(losses) on investments		20	-	20	(6)
Net income/ (expenditure) for the year		89	5	94	78
Net movement in funds		89	5	94	78
Reconciliation of funds:					
Total funds brought forward		975	-	975	897
Total funds carried forward		1,064	5	1,069	975

All amounts relate to continuing activities of the Charity. The Statement of Financial Activities includes all the gains and losses recognised in the year. The notes to the accounts are shown on pages 33-45.

Balance sheet as at 31 March 2017.

	Notes	Current Year £000	Prior Year £000
Fixed assets			
Investments	13	171	151
		<u>171</u>	<u>151</u>
Current assets			
Stock		1	1
Debtors	14	33	8
Cash at bank and in hand		869	1,082
		<u>903</u>	<u>1,091</u>
Liabilities			
Creditors: amounts falling due within one year	15	(5)	(267)
		<u>898</u>	<u>824</u>
Net current assets			
		<u>898</u>	<u>824</u>
Total assets less current liabilities			
		<u>1,069</u>	<u>975</u>
Creditors: amounts falling due in greater than one year			
		-	-
Total net assets			
		<u>1,069</u>	<u>975</u>
The funds of the charity:			
Restricted income funds	16	5	-
Unrestricted funds			
General funds	17	1,064	975
Total unrestricted		<u>1,064</u>	<u>897</u>
Total funds			
		<u>1,069</u>	<u>897</u>

Approved by the trustees and signed and authorised for issue on their behalf by:

Dr Stephen Kirkham
Chair of Trustees

Date: 18th January 2018

The notes to the accounts are shown on pages 33-45.

Statement of cash flows as at 31 March 2017

	Notes	Current Year £000	Prior Year £000
Cash flows from operating activities			
<i>Net cash provided by/(used in) operating activities</i>	22	<u>(223)</u>	<u>70</u>
Cash flows from investing activities			
<i>Dividends, interest and rents from investments</i>		10	13
<i>Net cash provided by/(used in) investing activities</i>		<u>10</u>	<u>13</u>
Change in cash and cash equivalents in the reporting period		<u>(213)</u>	<u>83</u>
Cash and cash equivalents at the beginning of the reporting period		1,082	999
Cash and cash equivalents at the end of the reporting period	23	<u>869</u>	<u>1,082</u>

The notes to the accounts are shown on pages 33-45.

Notes to the accounts

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

c) Legal status of the Charity

Forest Holme Hospice Charity was established by Declaration of Trust.

d) Going concern

The trustees consider that there are no material uncertainties about Forest Holme Hospice Charity's ability to continue as a going concern.

With regard the following year, the most significant areas of uncertainty of Forest Holme Hospice Charity are the level of donation income which needs to be raised each and every year.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements. Restricted funds are donations where the donor has specified they should only be used for particular areas of the hospice's work. The cost of raising and administering such funds are charged against the specific fund.

The aim and use of each material designated and restricted fund is set out in the notes to the financial statements. Investment income, gains and losses are allocated to the appropriate fund.

f) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where income has related expenditure (as with fundraising or contract income), the income and related expenditure are reported gross in the Statement of Financial Activities.

Donations, grants and gifts are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period. Income from Gift Aid tax reclaims is recognised for any donations with relevant Gift Aid certificates recognised in income for the year. Any amounts of Gift Aid not received by the year end are accounted for in income and accrued income in debtors.

Income from NHS contracts, government and other grants, whether 'capital' grants or 'revenue' grants, are recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken on a case by case basis as the earlier of the date on which: 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 charity 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. If the legacy is in the form of an asset other than cash or an asset listed on a recognised stock exchange, recognition is subject to the value of the asset being able to be reliably measured and title to the asset has passed to the charity. 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).

Income received in advance for a future fundraising event or for a grant received relating to the following year are deferred until the criteria for income recognition are met.

Interest on deposit funds held is included when receivable and the amount can be measured reliably by the charity which is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio. Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable

Sponsorship from events, fundraising and events registration fees are recognised in income when the event takes place. Lottery income is accounted for in respect of those draws that have taken place in the year. Trading income is recognised on point of sale for both donated and purchased goods.

g) Donated goods and services

Donated goods or services are recognised 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 of the item is probable and that economic benefit can be measured reliably.

h) Expenditure and irrecoverable VAT

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. All expenditure is accounted for on an accruals basis under the following headings:

Costs of raising funds comprises fundraising costs incurred in seeking donations, grants and legacies; investment management fees; costs of fundraising activities including the costs of goods sold, shop costs, commercial trading and their associated support costs. Fundraising costs do not include the costs of disseminating information of support of the charitable activities.

Expenditure on charitable activities includes the costs of providing specialist palliative care and support, community services, research and other educational activities undertaken to further the purposes of the charity and their associated support costs.

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are allocated to each of the activities on one of the following the basis: either floor space or staff time or staff headcount depending on the nature of the support costs, to best allocate the costs to each attributable heading. More detail on the analysis and basis of allocation is given in note 9 to the financial statements.

i) Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in note 10 to these financial statements and in the Trustees report.

j) Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price, except for the shares in the trading subsidiary which are carried at cost. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

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. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

k) Stock

Stock of retail goods is included at the lower of cost or net realisable value. Donated items of stock for resale or distribution are not included in the financial statements until they are sold or distributed because the Trustees consider it impractical to be able to assess the value of donated stocks as there are no systems in place which record these items until they are sold and undertaking a stocktake would incur undue cost for the charity which far outweigh the benefits.

l) 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. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

m) Cash at bank and in hand

Cash at bank and cash 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.

n) 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.

o) 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

p) Pensions

Employees of the Charity are entitled to join the NHS Pension Scheme.

There were no outstanding contributions at the year end. The costs of the defined benefit pension scheme are included with the associated staff costs and allocated to raising funds, charitable activities, support and governance costs and charged to the unrestricted funds of the Charity.

Notes to the accounts

2 Donations

	Current Year	Prior Year
	£000	£000
General donations	180	102
In memoriam	125	127
Standing orders and direct debits	7	6
Charitable trusts	-	-
Payroll giving	-	-
Value of gifts in kind and donated services	-	-
	<u>312</u>	<u>235</u>

Of the total donations received £304k (2016: £228k) was attributed to unrestricted funds and £8k (2016: £7k) was attributed to restricted funds.

3 Legacies

	Current Year	Prior Year
	£000	£000
	<u>57</u>	<u>160</u>
	<u>57</u>	<u>160</u>

The income from legacies was £57k (2016: £160k) of which £56k was unrestricted (2016 year: £160k).

4 Grants received

	Current Year	Prior Year
	£000	£000
Core funding grants	<u>8</u>	<u>81</u>
	<u>8</u>	<u>81</u>

The income from grants received was £8k (2016: £81k) of which £2k unrestricted (2016: £81k).

5 Shops

	Current Year	Prior Year
	£000	£000
Income from sale of donated goods	62	56
Income from sale of bought in goods	2	4
Commission income from sale of goods on an agency basis	0	1
Gift aid income from sale of goods on an agency basis	-	-
Donations within shops	-	-
Total income from shops	<u>64</u>	<u>61</u>
Costs of buying in goods	1	1
Staff costs	30	27
Property costs	-	-
Other costs	13	8
Total expenditure from shops	<u>44</u>	<u>36</u>
Net Profit arising from shops	<u>20</u>	<u>25</u>
Number of shops	1	1

All shop income in both the current and previous year relate to unrestricted funds.

6 Fundraising events	Current Year			Prior Year		
	£000 Income	£000 Expenditure	£000 Net income	£000 Income	£000 Expenditure	£000 Net income
Abseil	-	-	-	5	-	5
Barn Dance	2	1	1	-	-	-
Bingo Night	3	1	2	-	-	-
Christmas Raffle	4	1	3	4	1	3
Firewalk	13	2	11	-	-	-
Islands Cruise	-	-	-	2	1	1
Light up a Life	11	-	11	11	-	11
Quiz Nights	4	-	4	-	-	-
Sunflower Ball	18	8	10	18	8	10
Tie a Yellow Ribbon	5	-	5	5	-	5
Trolley Dash	2	-	2	-	-	-
Wareham Cruise	2	1	1	2	1	1
Volunteer events	105	-	105	106	-	106
	169	14	155	153	11	142

Of all fundraising event income received £164k (2016:£151k) was attributed to unrestricted funds and £5k (2016: £2k) was attributed to restricted funds.

7 Investment income

	Current Year £000	Prior Year £000
Rental income	-	-
Dividends - equities	7	7
Interest - fixed interest securities	-	-
Bank interest	3	6
Other interest	-	-
	10	13

All investment income in both the current and previous year relate to unrestricted funds.

8 Analysis of expenditure

	Direct Costs	Support costs (note 9)	Total Costs	Prior Year
	£000	£000	£000	£000
Shops costs (note 5)	44	-	44	36
Lottery costs	-	-	-	-
Events costs (note 6)	14	-	14	11
Fundraising costs	123	-	123	120
Cost of raising voluntary income	181	-	181	167
Fundraising trading: costs of goods sold and other costs	-	-	-	-
Investment management costs	-	-	-	-
Raising funds	181	-	181	167
Nursing	175	10	185	49
Counsellors	64	5	69	66
Contribution to PHFT	44	25	69	261
Patient welfare / amenities	19	5	24	61
Staff welfare / amenities	6	4	10	9
Miscellaneous	7	1	8	6
Charitable activities	315	50	365	452
Total	496	50	546	619

Of the total expenditure of £546k (2016: £619k), all raising funds expenditure of £181k (2016: £167k) was unrestricted.

Of the charitable activities expenditure of £365k (2016: £452k); £15k (2016: £9k) was restricted.

9 Analysis of support costs

	Management £000	HR £000	Finance £000	IT £000	Governance £000	Total	Prior Year £000	Prior Year £000
Nursing	4	1	4	-	1	10	5	5
Counsellors	1	1	2	-	1	5	5	5
Contribution to PHFT for Hospice running costs	13	1	9	1	1	25	21	21
Patient welfare / amenities	-	-	-	-	-	-	-	4
Staff welfare / amenities	1	1	2	-	1	5	5	5
Miscellaneous	1	1	1	-	1	4	4	5
Miscellaneous	1	-	-	-	-	1	1	-
Charitable services	21	5	18	1	5	50	45	45
Total	21	5	18	1	5	50	50	45

Governance costs comprise £3k (2016: £4k) independent examination fees and £0k (2016: £1k) accountancy fees and £0k (2016: £1k) costs of trustee meetings. (see note 11)

10 Analysis of staff costs and key management personnel

	Current Year	Prior Year
	£000	£000
Wages and salaries	151	125
Social security costs	14	9
Pension costs	22	19
	<u>187</u>	<u>153</u>

One Trustee has received a one-off travel reimbursement of expenses from the Charity in the current year. The Charity trustees have received no remuneration from the Charity in the current and preceding years.

There were no staff employed directly by the Charity. Staff are employed by Poole Hospital NHS Foundation Trust and the costs shown above relate to the reimbursement of these staff costs to PHFT.

The average monthly head count was 7 (2016: 5) and analysis of staff employees in the year were:

	Actual number	Current Year Full time equivalent (optional)	Prior Year Actual number	Prior Year Full time equivalent (optional)
Direct charitable services	-	-	-	-
Fundraising services	5	5	5	5
Governance costs	-	-	-	-
Support services	2	1	-	-
Total	<u>7</u>	<u>6</u>	<u>5</u>	<u>5</u>

The number of employees whose total employee benefits excluding pension contributions earning over £60,000 classified within bands of £10,000 is as follows:

	Current Year	Prior Year
	£000	£000
£60,000-£69,999	-	-
£70,000-£79,999	-	-
£80,000-£89,999	-	-
£90,000-£99,999	-	-
£100,000-£109,999	-	-
	<u>-</u>	<u>-</u>

There are two key management personnel of the Charity whose employee benefits total £77k. (2016: £74k)

The charity has an average of 65 volunteers during the year (2016: 50), of which 30 (2016: 27) worked in our retail operations and 35 (2016: 23) supported the charitable and administrative work of the charity. We are extremely grateful for all their efforts.

11 Net incoming resources

	Current Year	Prior Year
Net income resources is stated after charging:	£000	£000
Depreciation	-	-
Professional Fees:		
Independent Examination	3	4
Accountancy	-	1
Profit/(loss) on sale of fixed assets	-	-
Operating lease rentals	-	-
	<u>3</u>	<u>5</u>

12 Taxation

Forest Holme Hospice Charity is a registered charity and as such is exempt from taxation on its income and gains to the extent that these are applied for charitable purposes.

13 Investments

a)

	£000
As start of the year	151
Additions	-
Disposals	-
Unrealised Gains on Revaluation	20
At the end of the year	<u>171</u>

b)

Analysis of investments	Current Year £000	Prior Year £000
Investment property	-	-
Equities	146	127
Fixed interest securities	25	24
Cash held as part of the investment portfolio	-	-
	<u> </u>	<u> </u>
Total charity	<u>171</u>	<u>151</u>

Listed investments are stated at their mid market value as at the balance sheet date.

All investments are held in the UK.

The historical cost of the investments is £120k. (2016: £120k)

c) Trading subsidiary

The Charity does not have a trading subsidiary.

14 Debtors

	Current Year	Prior Year
	£000	£000
Trade debtors	-	-
Amount owed by group companies	-	-
Taxation recoverable	5	5
Other debtors	1	-
Prepayments	1	1
Accrued income	26	2
	<u>33</u>	<u>8</u>

15 Creditors: amounts falling due within one year

	Current Year	Prior Year
	£000	£000
Trade creditors	3	237
Taxation and social security	-	-
Other creditors	2	4
Accruals	-	26
Deferred income	-	-
	<u>5</u>	<u>267</u>

16 Restricted funds	Balance as stated	Income	Expenditure	Transfers	Balance at
	at the end				end of the year
	of the year	£000	£000	£000	£000
	£000	20	15	-	5
Total	-	20	15	-	5

The £5k (2016: £0k) of restricted funds at year end are allocated to patient welfare and amenities.

17 Unrestricted funds	Balance as stated	Income	Expenditure	Transfers	Balance at
	at the start				end of the year
	of the year	£000	and gains	£000	£000
	£000	£000	£000	£000	£000
Designated funds	-	-	-	-	-
Total designated funds	-	-	-	-	-
General fund	975	600	511	-	1,064
Revaluation reserve	-	-	-	-	-
Total unrestricted funds	975	600	511	-	1,064

18 Net assets by funds	General funds	Restricted	Total funds
	£000	£000	£000
Investments	171	-	171
Tangible fixed assets	-	-	-
Current assets	898	5	903
Creditors falling due in less than a year	-5	-	-5
Creditors falling due in more than a year	-	-	-
	1,064	5	1,069

19 Related party transactions

Poole Hospital NHS Foundation Trust operates Forest Holme Hospice. The Charity supports the Hospice financially and is committed to pay for certain agreed staff costs and amenities.

The Charity agreed to make a contribution of £342k (2016: £235k) towards the general running costs of Forest Holme Hospice during 2016/17.

The following Trustees of the Charity, during the accounting year, are also employees of Poole Hospital: Dr Saskie Dorman (Consultant), Andrew Goodwin (Deputy Finance Director), Valerie Horn (Matron) and Paul Miller (Director of Strategy).

Stuart Bradford, a Trustee, is also a Partner at Coles Miller Solicitors LLP, the Charity's solicitors.

Peter Moody, a Trustee, is also a Director of Coleman Insurance, the Charity's insurance broker. Insurance costs with Coleman Insurance were £1k (2016: £1k) for the year.

20 Contingent assets - legacy income

As at 31 March 2017 the charity had been notified of three residuary legacies where the value of these estates was uncertain and no amount has been accrued in respect of these legacies. Three pecuniary legacies which total £26k have been accrued. (2016: £1k)

21 Financial performance of the Charity.

The summary performance of the Charity is as follows:

	Current Year	Prior Year
	£000	£000
Income	620	703
Total Expenditure	(546)	(619)
Net gains/losses on investments	20	(6)
Net income	94	78
Total funds brought forward	975	897
Total funds carried forward	1,069	975
Represented by:		
Restricted funds	5	-
Unrestricted funds	1,064	975
	1,069	975

22 Reconciliation of net income/expenditure to net cash flow from operating activities

	Charity Current Year	Prior Year
	£000	£000
Net		
Income/expenditure for the reporting period (as per the statement of financial activities)	94	78
Adjustments for:		
Gains/losses on investments	(20)	6
Dividends, interest and rents from investments	(10)	(13)
(Loss)/profit on the sale of fixed assets	-	-
(Increase)/decrease in stocks	-	-
(Increase)/decrease in debtors	(25)	1
Increase/(decrease) in creditors	(262)	(2)
Net cash provided by/(used in) operating activities	(223)	70

23 Analysis of cash and cash equivalents

	Current Year	Prior Year
	£000	£000
Cash in hand	869	1,082
Cash held as part of the investment portfolio	-	-
Notice deposits (less than 3 months)	-	-
Overdraft facility repayable on demand	-	-
Total cash and cash equivalents	869	1,082