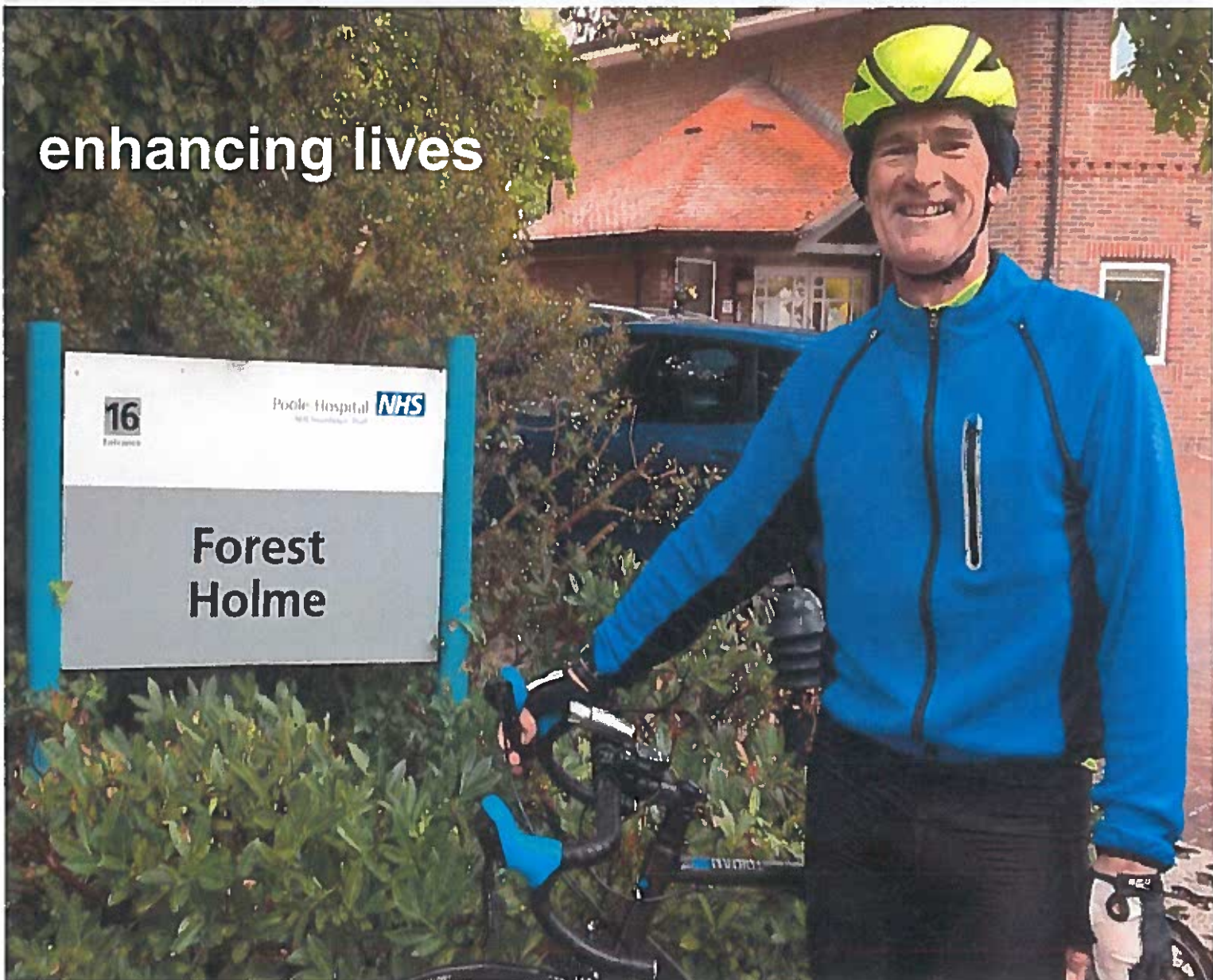




Forest Holme Hospice Charity
Annual Report and Financial Statements
For the year ended 31 March 2019

enhancing lives



Forest Holme Hospice Charity

Contents

Reference and Administrative Details.....	1
Vision, Mission and Values.....	3
Chairman's Statement.....	5
Trustees' Report.....	7
Statement of Trustees' Responsibilities.....	27
Independent Examiner's Report and Statement.....	29
Statement of Financial Activities.....	30
Balance Sheet.....	31
Statement of Cash Flows.....	32
Accounting Policies.....	33
Notes to the Accounts.....	37

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 23 March 2018 by Deed of Variation.

Charity Number

1038021

Registered Office

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

The Board of Trustees

Stuart Bradford
Valerie Horn (Elected as Vice-Chair September 18)
Karen Johnson (Elected July 19)
Roger King
Stephen Kirkham (Chair and re-elected March 19)
Beverley Lee (Elected November 18)
Rosemary Lewis (Treasurer)
Peter Moody (Vice-Chair and retired July 2018)
Christine Shakesby (Resigned March 19)
Angie Smith (Elected September 18)
James Smith (Elected July 19)

Senior Management

Charity Manager & Board Secretary	Anne Currie
Fundraising & Communications Manager	Hannah O'Hare
Fundraising & Communications Manager (Maternity Cover)	Paul Tucker

Patron

Dame Annette Brooke



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
Chartered Accountants
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.

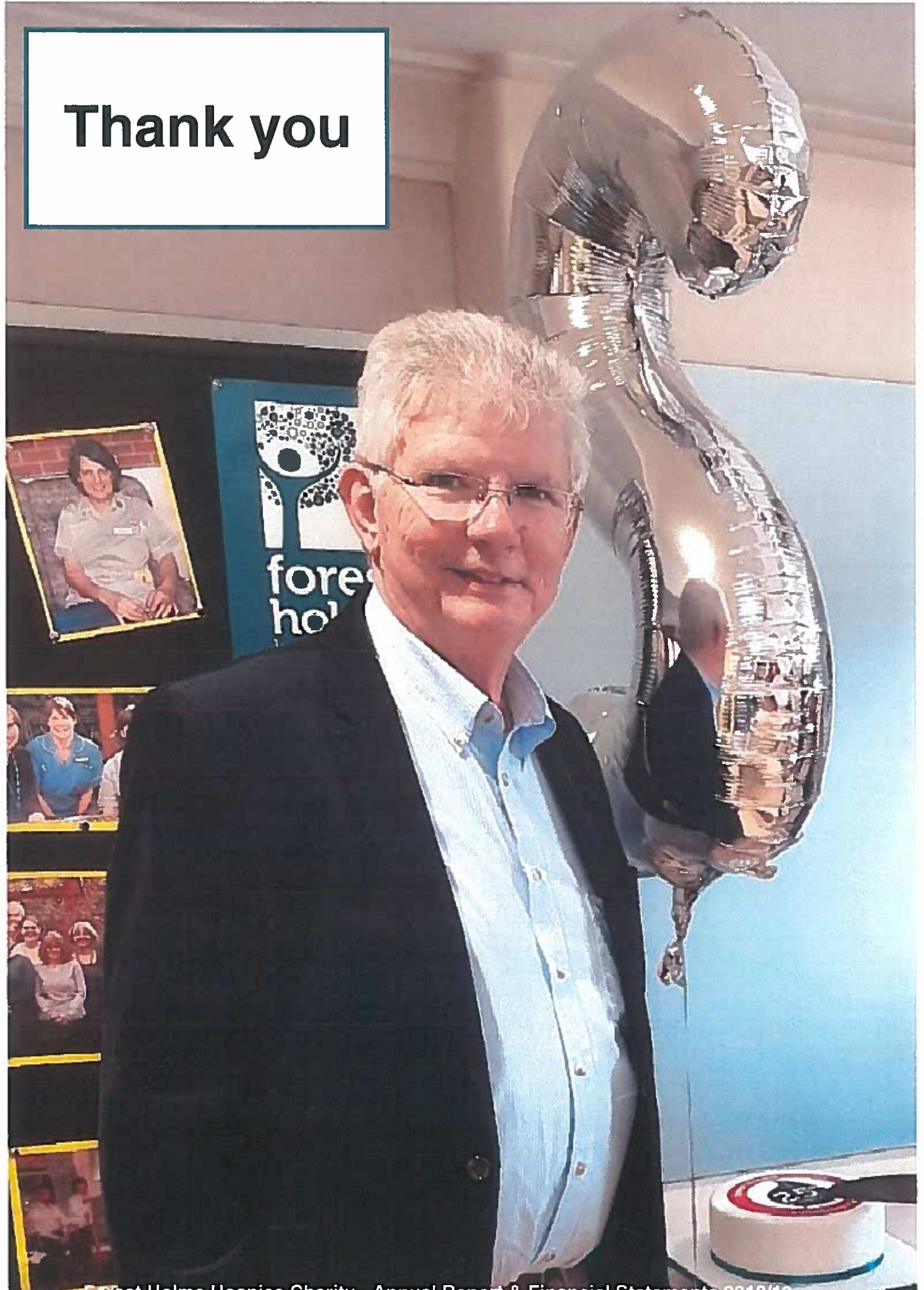
Our mission is to enhance the lives of adults in Dorset with life limiting illnesses through clinical excellence, exceptional service and compassionate care. We are committed to:

- 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 to 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

The Charity continues to grow its support, reach, influence, and is extremely fortunate in having so many volunteers and donors who share our commitment to the provision of excellent care to those nearing the end of their lives. They are enormously generous in all sorts of ways and I am made aware each week of all that they do for the Charity.

Both locally and nationally, the Charity continues to press for palliative and end of life care to be properly commissioned within the NHS, with a structured funding system that will allow equity of provision irrespective of diagnosis or place of residence.

Although our income has seen a very slight decrease this year, we are very pleased to have increased our contribution level to Poole Hospital NHS Foundation Trust for the provision of palliative and end of life care. Our three main funding priorities for the year ahead are: end of life care within the acute hospital setting, non-malignant disease and continuing to support the development of an integrated service based at Forest Holme.

Sadly, Peter Moody's time as a Trustee has come to an end. He served the Charity well, both as a Trustee and as Vice Chair of the Board. He had wide and relevant experience, and I am grateful to him for his commitment. We have also lost the services of Christine Shakesby as a Trustee. She brought with her extensive knowledge of psychological support services as well as strong community links. We wish them both well for the future.

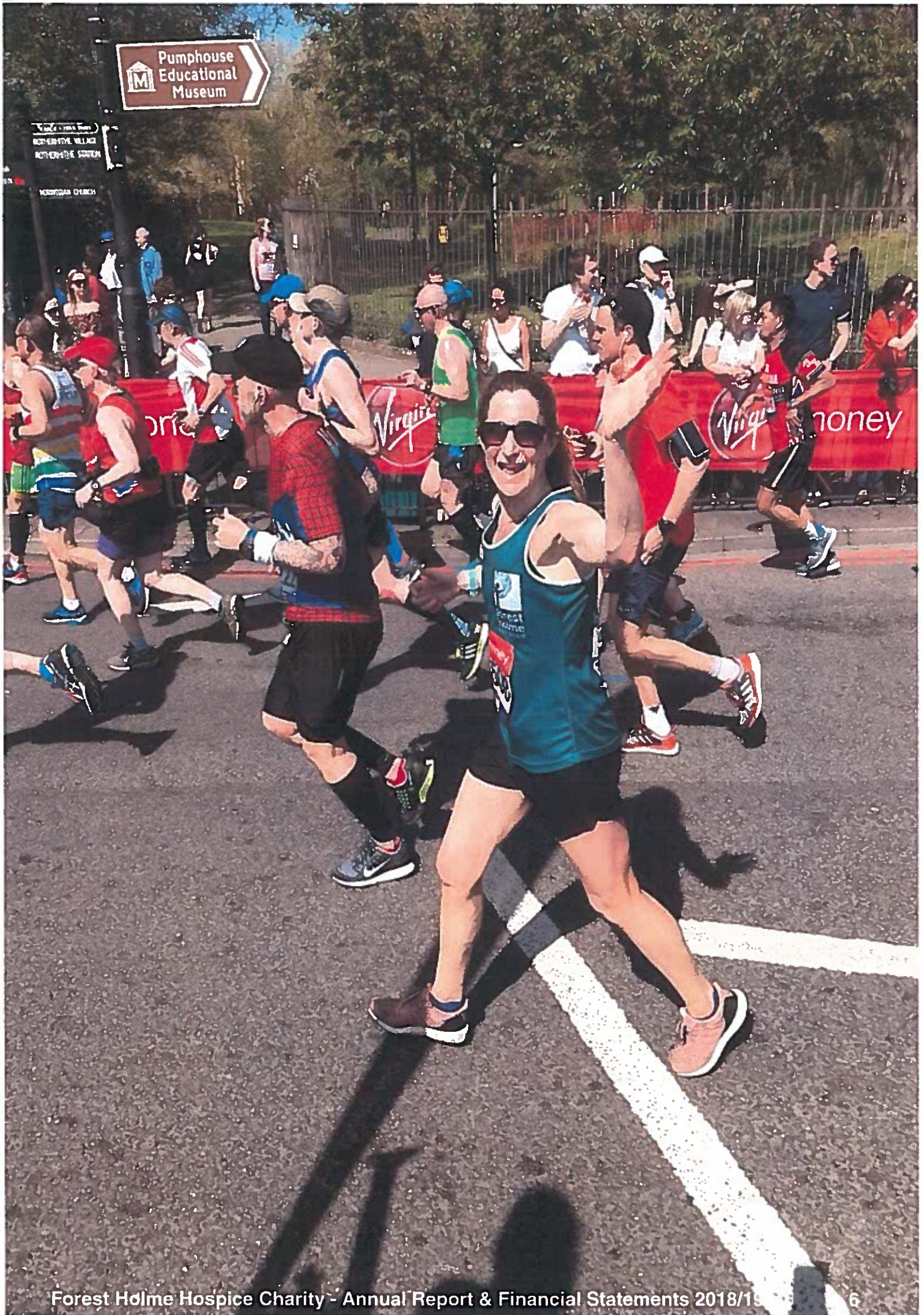
In their place we welcome Angie Smith, who has worked in social care and also health care, and brings knowledge of commissioning processes, and also Dr Beverley Lee, who is one of the consultants at Forest Holme, and provides an essential clinical input to the Board.

We look forward to celebrating our 25th Anniversary during 2019 and all the planned activities across the course of the year from our Secret Garden Party Ball, our £25 for 25 years appeal, our Celebration of Life tree for the hospice garden to our Supporter Social in December.

The Charity's Board of Trustees will also take the opportunity to work with volunteers, supporters, beneficiaries and staff to help shape its next five year plan. There is no doubt that many challenges lie ahead with greater demands on the services provided by Forest Holme, but there are also opportunities to work more collaboratively with other palliative and end of life care providers across Dorset to meet the ever growing need in a cohesive and integrated manner. When you are dying, there is only one chance to get it right.

As always, I thank all those who make the Charity what it is: donors, volunteers, Trustees, staff and colleagues both within Forest Holme and in other organisations.

Stephen Kirkham
Chair of Trustees



The Trustees present their report and financial statements for the year ended 31 March 2019. The reference and administrative information set out on pages 1 and 2 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 third 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:

- maintain a close working relationship with Poole Hospital NHS Foundation Trust;
- champion collaborative working to meet local need;
- establish political influence with key local decision makers;
- promote the Charity's case for support;
- raise the necessary funds to support our ambitions.

This year we have continued to build upon the wonderful support we receive from our local community to enable us to increase our level of contribution to the palliative and end of life care service based at Forest Holme Hospice.

We have financially supported all aspects of the hospice including two counsellors, two nurse development roles who work within the community, hospital and ward, complementary therapist, therapies technician, education co-ordinator, health care assistants, receptionist/ward clerk, transformation manager and staff nurse on the inpatient ward. All of these posts are integral to providing the best possible level of care the hospice can to its patients and their families.

We have also purchased specialist medical equipment, fixtures and fittings for the inpatient unit and a variety of life-enhancing supplies to meet patient needs, both at home and in the hospice.

In 2019 / 20, we look forward to celebrating our 25th Anniversary taking time to reflect on all that has been achieved during the last quarter of a century, remember all those whose lives were touched by Forest Holme, thank everyone who has been a part of making the hospice what it is today and get ready for whatever the future might bring. And with our community's continued support and fundraising we hope to be here for the next 25 years helping people as they approach the end of their lives.

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.

byds Pharmacy Hospital O ship w

I ♥ FOREST HOLME

#IHeartForestHolme

#IHeartForestHolme



Section 2: Achievements and performance

Key Area 1: 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:

- supporting the 'Building on the Best' national initiative, through the provision of a Transformation Manager for Poole Hospital, to help improve the quality of end of life care with the acute hospital environment at both a local and national level;
- inviting Caroline Tapster, a non-executive director at Poole Hospital, to attend four of the Trustees' meetings a year to ensure that the charity and hospital have a link person in place at board level;
- meeting with a variety of colleagues to look at developing the initiatives highlighted by the transformation manager at the end of the two year 'Building on the best' programme such as the SWAN model of care, bereavement group model within the hospital and increasing specialist nurse resources within end of life care;
- meeting with members of the hospital's Senior Executive team to discuss the feasibility of further developing the services based at Forest Holme;
- holding awareness campaigns with Poole Hospital for Hospice Awareness Week and Dying Matters Week;
- participating in the 'Making life wonderful' workshops to share knowledge and learning across hospices, Poole and Bournemouth hospitals, Dorset Clinical Commissioning Group and those working within end of life care in East Dorset;
- 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;
- facilitating 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;
- holding a variety of meetings with the hospital's Chief Executive, Chief Operating Officer, Director of Finance and senior staff within the Oncology Department during the course of the year.

"The nurses and staff are fabulous. Their dedication and empathy was above and beyond. My husband was treated with the upmost respect, as were all our family. I cannot thank you at Forest Holme enough for making my husbands final journey so peaceful."

Donna

Results through relationships:

improving personalised care towards the end of life

Adrienne Rogers, Andi Stone, Andy Brogan, Anne Hackett, Fiona McEneaney, Jane Rickhett, Sarah Howland, Sara McCarthy, Saskia Dorman, Val Horn
 This work is a collaboration between Dorset CCG, NHS Personalised Care Group, Dorset End of Life Care Partnership (including experts by experience, primary and secondary health care, social services, charitable sector, ambulance services) the Poole North locality multidisciplinary team and local community, with coaching from Andy Brogan at Easier, Inc.

Context

Dying is something that comes to us all. Most of us would rather not think about it, most of the time. This means that death, when it comes, can be a shock, a crisis, we panic. We may spend our last days, weeks or months having investigations and treatments which are more burdensome than helpful.



In Spring 2018, NHS England invited Dorset Integrated Care System to act as a "demonstrator site" for end of life care July 2018-June 2019, to improve personalised care in the last year of life.

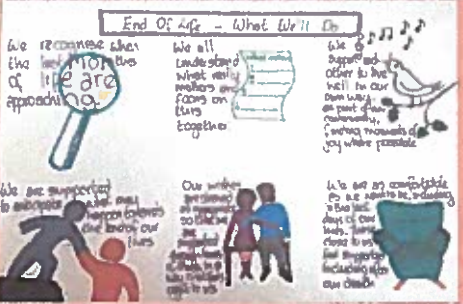
This is the story of what we've been doing, and what we're learning. It's a collaborative work in progress. We haven't got all the answers, but it's been a fascinating few months so far and we're hopeful the work will make a difference.

Our purpose: "In my last year of life, help me to live well until I die".

Stop

What did we do?
 A small group from the Dorset End of Life Care Partnership met, with facilitation from Easier Inc.

Taking time out together enabled us to think about what we mean by "in my last year of life, help me to live well until I die". What really matters? What do we need to be amazing at, consistently, to make sure that everyone has as good an experience as possible of their last months of life?

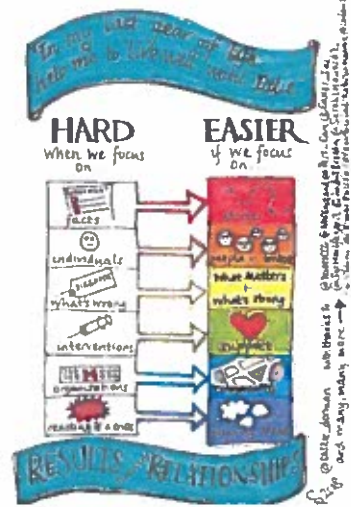


- What did we find?** We identified six core capabilities:
- We **RECOGNISE** when the last months of life are approaching.
 - We all **UNDERSTAND** what really matters, and focus on this together.
 - We **SUPPORT EACH OTHER** to live well in our own way, as part of our community, finding moments of joy where possible.
 - We are supported to **ANTICIPATE** what may happen towards the end of our lives. Our wishes are **SHARED** as appropriate, so that we are **SUPPORTED** through times of illness in a way which feels right to us.
 - We are as **COMFORTABLE** as we want to be, including in the last days of our lives.
 - Those close to us feel **SUPPORTED**, including after our death.

Listen

What did we do?
 All the while we have been listening to the views of lots of people who are important to this work, trying to find out what really matters and why. This has helped shape the work (for example refining the core capabilities) and continues to do so.

We all die, so everyone is a stakeholder in this work.



Look

What did we do?
 Learning workshops: we compared the core capabilities with reality, by bringing together services to map experiences of people and families in detail.
 Notes review of 20 people who had died (consecutive deaths in locality): advance care planning, investigations, treatments, admissions, length of stay, contacts with services in the last year of life, and place of death.

What did we find?
 We saw more evidence of:

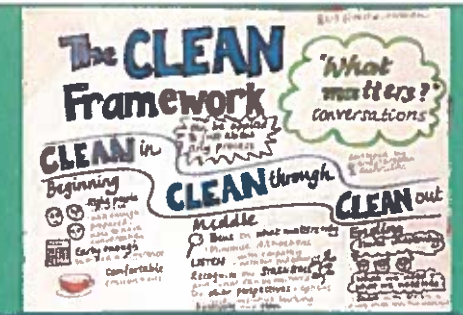
- reacting than anticipating or planning ahead
- staff reaching for interventions rather than support
- a focus on teams, services and organisations rather than community.

Barbara and John had remained relatively well throughout their lives and not needed to have much contact with healthcare services. They each attended an over 75s check, and no significant problems were apparent.
 A few months later Barbara became less well, lost her appetite and lost weight over the course of a few weeks. A GP visited and asked the nurse to visit the following day as she was concerned about Barbara and thought she may be in her last weeks of life. Barbara wanted to stay at home rather than go to hospital as she didn't want to be "poked and prodded about".
 When the nurse visited, she found Barbara imminently dying, in distress and wanted for her to go to the community hospital. The paramedics wanted to put up a drip but Barbara told them she didn't want this. She was taken to hospital where she became drowsy and died a few hours later. John arrived at the hospital shortly after she died.

Test

What are we doing?
 Rapid cycles of testing to find out what works well, in a team prototyping approach.
Key areas of focus:

- Discovering how best to "test" what really matters conversations.
- Share what really matters with others so that right care and support happens at all times.
- Make the best of people's strengths and capabilities to meet to support what matters and identify and enable barriers to achieving what matters (e.g. physical, cognitive, financial, etc.).

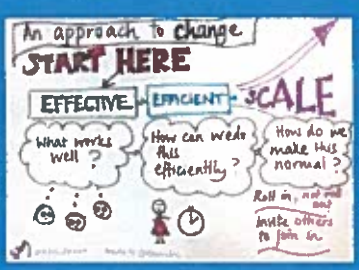


- What are we finding?**
- Focusing on a few key areas can help to make the best use of the time available.
 - Asking "what matters to you?" and "what does good support look like?" are simple ways to enable understanding which can be readily shared with others.
 - Structured reflection using the six core capabilities is helpful - they work synergistically from the person and family's perspective.
 - Structured reflection using confirmation statements is helpful (e.g. "We all have a clear, shared understanding of what really matters and why" - scored 3 to 5).

Respond

How we respond as a system
 We need to create the time, confidence, knowledge, freedom and support to respond in highly bespoke ways to the people and circumstances we find.

- This isn't always easy. Things which can help:
 - Shared sense-making
 - Continuous, structured reflection
 - Focus on "what really matters" at every level of our interactions and organisations



Section 2: Achievements and performance

Key Area 2: Champion collaborative working to meet local need

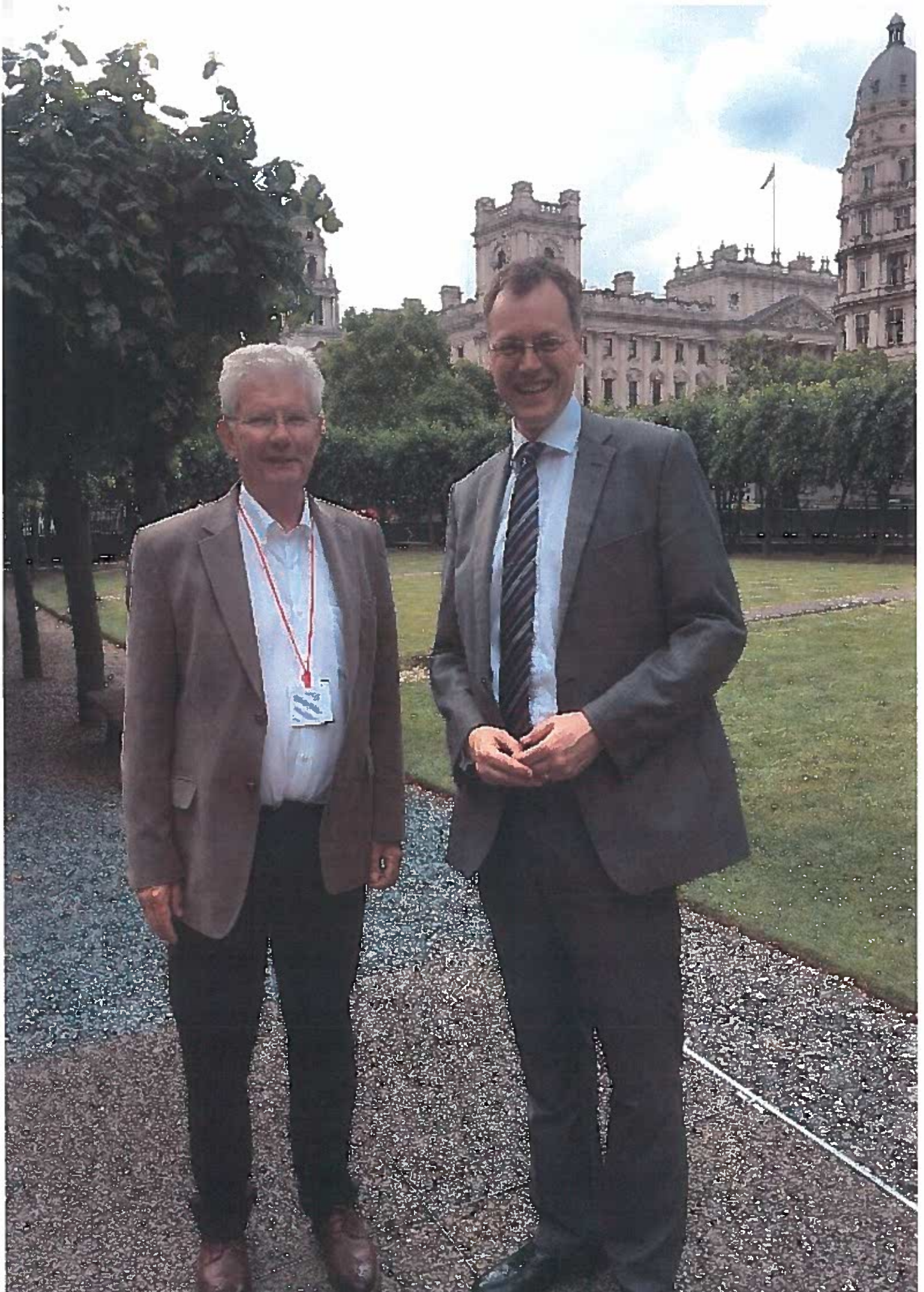
In order to realise part of our mission, we are keen to support and promote collaborative working with statutory and voluntary agencies in order to help improve the quality of Palliative and End of Life Care provided within a variety of settings.

We have achieved this by:

- being part of the Dorset Integrated Care System which was invited by NHS England's Personalised Care Group to be one of the three demonstrator sites for improving personalised care towards the end of life. In 'Results through relationships' (July 2018 - July 2019) we have developed a deep understanding of the local context, systematic issues and key levers for improvement. Easier Inc. have acted as facilitator, coach and thinking partner in this work;
- working with CQC and NHSE/NHSI national end of life care leads so that what we've been learning can be used nationally. We're part of the national mini-collaborative on end of life care, developing summary guidance and we're working with the National Lung Cancer Audit team to explore the potential to use this approach in that context;
- participating in a group which is sharing learning throughout hospice and end of life services in East Dorset - "Making life wonderful". This is enabling us to work much more effectively with partners locally, overcoming organizational boundaries;
- working with the Macmillan Unit and Macmillan Caring Locally to introduce a new end of life care training programme for volunteers who are starting to support people approaching the end of life in both Forest Holme and also Medicine for the Elderly wards within Poole Hospital NHS Foundation Trust;
- taking part in Hospice UK's project to help benchmark the general public's awareness/ understanding of the Government's six commitments to end of life care. The aim of the project was to utilise data, patient/family feedback and learnings of the information taken from this project on the charity's website to help inform and shape the collaborative website for Dorset's end of life care providers, www.dyingwellDorset.

"My daughter spent her final 3 weeks in the hospice. Nothing was too much trouble for the staff and not just for my daughter, but the whole family. Even when during the last few days my daughter became agitated and touchy, the care she received was so wonderful. The building itself was a wonderful oasis and having places to retreat to when necessary was brilliant. As a family we could not have asked for anything better than we received. I would recommend every member of staff too."

Liz



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:

- our Patron, Dame Annette Brooke, meeting with the Chief Executive of Dorset Clinical Commissioning Group and the Joint Chief Executive of Poole and Royal Bournemouth and Christchurch Hospitals;
- meeting with Michael Tomlinson MP for Mid Dorset and North Poole to discuss the provision of palliative and end of life care within East Dorset;
- attending an oral evidence session of the All Party Parliamentary Group on Hospice and Palliative Care at the Houses of Parliament looking at improving access to Hospice and Palliative Care across the country;
- inviting external speakers to present at four of the six Board of Trustees' meetings in order to understand the opportunities and challenges to the wider system of providing good palliative and end of life care for all those who need it;
- meeting with the Joint Senior Leadership Team for Social Care (Poole and Bournemouth) to discuss training opportunities for the social workers in end of life care;
- undertaking a very successful 'Living Well, but Dying Matters' week within Poole Hospital which received excellent footfall, engagement and good, local media coverage;
- taking part in a South West Hospices' workshop on widening the access to hospice care.

"Forest Holme cared for my Great Aunt Norrie who sadly passed away. Her wishes were to be in Forest Holme and comfortable and then to pass there. She got her wishes and the nurses, HCAs and doctors went above and beyond to keep her happy and comfortable.

Not only did the staff do everything they could for my aunt, but they also cared for me too. They kept me updated constantly, they supported me and I think I cried on 90% of the staff there and every single one of them were compassionate and kind. The staff took the weight of caring for my aunt off of my shoulders and took that on so that I could become a relative again.

To all of the staff who I met and the staff I didn't meet but who were a part of my aunt's care, I thank you so very much. You have been incredible. I can't express my appreciation enough. Xxx

Natasha



Section 2: Achievements and Performance (continued)

Key Area 4: Promote the Charity's case for support

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:

- increasing our total contribution, by six percent, to Poole Hospital NHS Foundation Trust for palliative and end of life care;
- implementing and adhering to the new GDPR regulations and ensuring that our supporters' communication preferences are respected resulting in very minimal impact to the level of support on our database;
- working with all the clinical and nursing teams to help establish where the need for support lies for patients and their families and to develop a 'wish list' for funding;
- agreeing our three main funding priorities for the year ahead: end of life care within the acute hospital setting; non-malignant disease and continuing to support the development of an integrated service based at Forest Holme;
- undertaking our annual training session with volunteers to update them on the impact their support is making to beneficiaries, fundraising activities and regulations and plans for the Charity's 25th Anniversary year;
- producing a quarterly newsletter and monthly E-newsletter to thank our supporters and update them on the difference their donations have made to patients and their families across East Dorset;
- increasing our local media coverage by 63%, year on year, by sharing good news stories and the community's support of the Hospice's life-enhancing work;
- agreeing a calendar of events/activities for the Charity's 25th Anniversary during 2019 which includes a 'Thank you' afternoon tea for staff past and present, a Secret Garden Party Ball, £25 for 25 years appeal and a Supporter Conference.

"My Dad died peacefully this year at the hospice. From the moment my mum and I arrived, the stress abated. They are so respectful and compassionate, even when my dad was unconscious. Speaking to him, rubbing his head, saying good morning and giving him the dignity that we gave him. Any time we panicked, they were there. Anytime he felt pain, they took it away. Anytime we got irrational and scared, they comforted us. The outside space is a life saver. And there is lots of it. I think my husband must have eaten his body weight in custard creams but that was no issue. The whole terrible, frightening and devastating process was managed in a compassionate, caring and dignified manner. I can never thank you enough."

Caroline



Section 2: Achievements and Performance (continued)

Key Area 5: 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:

- delivering an income of £958,000 whilst operating at an overall 4:1 income / expenditure ratio;
- producing a calendar of well attended community events such as our Wareham River Cruise, Hospice Hike, Fire Walk, Bingo and Quiz Nights, Barn Dance, Light up a Life appeal and Trolley Dash raising £39,000;
- holding our fourth annual successful Sunflower Ball in the Harbour Heights Hotel which raised a net profit of £5,000;
- increasing our number of volunteers, year on year, by 33% especially within the area of general fundraising activities;
- increasing the income level from regular givers to the Charity by 9% year on year;
- reviewing our investment portfolio to look at securing greater returns on the Charity's mid-to-long term investments;
- increasing our online donations by 50% to £17,000 through the Charity's website by revamping the layout of the website's main page and links to other social media platforms such as Facebook and Twitter;
- receiving continued annual support from companies such as Colten Care Group, Stackhouse Poland, Accessorize, White Stuff, Elite Fabrication, Farrow & Ball, Sainsbury's, Barclays, Towergate Insurance, The Lord Nelson, The Co-op to raise £40,000 for the Hospice's teams;
- increasing our income from Trusts & Grants by 92%, year on year, due largely to a grant from Mazars Charitable Trust towards the funding of our counselling service;
- supporters raising £146,000 through a variety of fundraising events across Poole, Wimborne and the Isle of Purbeck;
- receiving substantial legacy income for a second year running which has helped to offset a slight decrease in the levels of donation and fundraising income for the year.

"My husband spent the last week of his life being cared for in the hospice, nothing was too much trouble for the lovely staff and all the family were welcomed and cared for, we were even allowed to bring in his dog to say goodbye. I couldn't have wished for better care and compassion as that given to my husband in his last few days of life. "

Sue



Section 3: The Future

The Charity's focus of work for the period (2016 - 2020) is 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 2019/20 we will aim to focus on:

- working with the hospital and/or other organisations to help identify and address need in the development of Palliative and End of Life Care services across East Dorset;
- continuing to deliver Hospice UK's Department of Health project on the six point choice commitments to end of life care in order to inform pan Dorset awareness work;
- exploring any potential areas of collaborative working with Macmillan Caring Locally looking at future models of care, fundraising and merger of both acute hospitals;
- continuing to represent the charity on the Dorset End of Life Care Partnership, part of the NHS Vanguard programme, with particular focus on patient/carer involvement and information provision and accessibility for the general public and health and social care providers alike;
- continuing to develop a relationship with senior Social Care contacts in the local authority;
- using the 25th Anniversary to help raise profile, build reputation, engage further with the community to develop new support whilst strengthening and rewarding supporter loyalty;
- working with our local community to ensure equal access to our life-enhancing services, consistency of service provision and identification of collaborative projects to meet need.

"A beautiful final few days and hours my mother spent with you. Staff were fabulous - they continued to care for her, talk to her even though she had lost consciousness in her active dying stage. They were so understanding with us her family, coming from all ends of the country they put us up and we had an abundance of sandwiches fruit, beverages and biscuits.

We will always be thankful for your care and love towards my mother and the rest of us. Thank you. God bless you all ."

Julia

FUNDRAISING GOAL
£850,000

100%

90%

80%

70%

60%

50%

40%

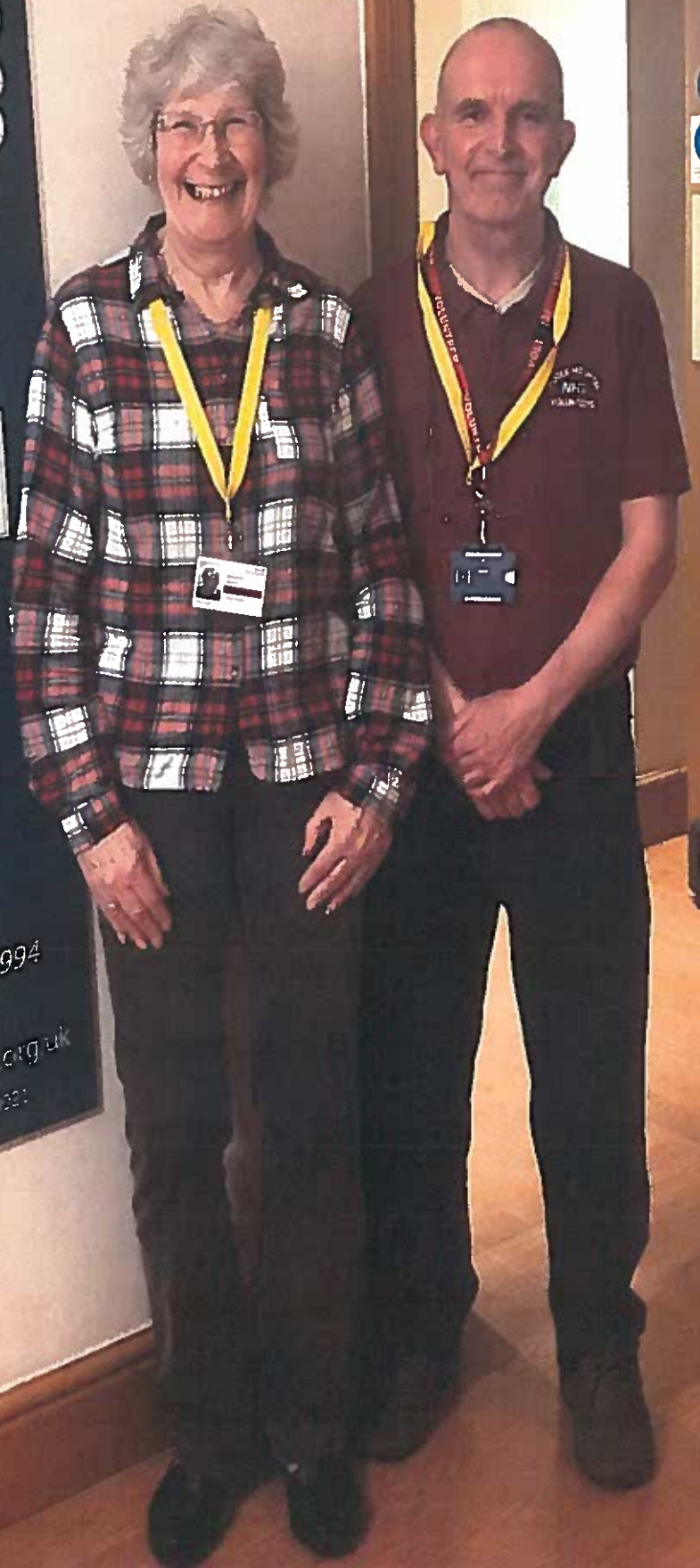
30%

20%

10%

Forest Holme Hospice Chanty
fundraising target for
April 2018–April 2019
is **£850,000**

Enhancing Lives since 1994
T: 01202 670644
www.forestholmehospice.org.uk
Registered charity number: 1058321



Section 4: Financial Summary

Income for the year totalled £958,000 (2017/18 £969,000) mainly from activities for generating funds £198,000 (2017/18 £207,000); donations £294,000 (2017/18 £307,000); legacies £371,000 (2017/18 £372,000); grants £23,000 (2017/18 £12,000), trading income £64,000 (2017/18 £64,000) and £8,000 (2017/18 £7,000) received from dividends and interest on investments.

Expenditure totalled £742,000 (2017/18 £673,000). The Trustees decided during the year to contribute a total amount of £89,000 (2017/18 £76,000) to Poole Hospital NHS Foundation Trust towards the running costs of Forest Holme Hospice. An amount of £318,000 (2017/18 £294,000) was spent on nursing, complementary therapies and counselling provision and £231,000 (2017/18 £192,000) on the cost of generating funds and trading costs. Patient and staff welfare and amenities amounted to £104,000 (2017/18 £111,000).

Cash balances amount to £1,102,000 (2017/18 £1,042,000) and represent 85.6% (2017/18 85.8%) 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 14.4% (2017/18 14.2%) of all the funds invested. Approximately 87% (2017/18 86%) of these CIF's are invested in equities with the remaining 13% (2017/18 14%) invested in fixed interest securities. During the year the CIF Equity Fund showed an increase in value of 7.9% (2017/18 increase of 1.8%). The CIF fixed interest fund showed a total annual loss of 0.4% (2017/18 loss of 2.65%).

£185,000 (2017/18 £173,000), representing 14.4% (2017/18 14.2%) of the total funds is invested on behalf of the Charity by CCLA (COIF) in Common Investment Funds. £172,000 (2017/18 £165,000), representing 13.4% (2017/18 13.6%) 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 71% in 2017/18) . Expenditure on administration and fundraising represented 31% of total expenditure (compared to 29% in 2017/18).



Section 5: Governance

Organisational Structure

During 2018/19 Forest Holme Hospice Charity was governed by a board of 9 Trustees who met formally six times during the year. One Trustee resigned from the Board during this period (Christine Shakesby), one retired (Peter Moody), two were elected (Angie Smith) and (Beverley Lee) and one was re-elected (Stephen Kirkham).

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 receive introductory training to the Charity and an annual update on good governance. 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.

The Trustees would expect to hold reserves of a minimum of twelve months' 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 2019 were £1,592,000 (2017/18 £1,362,000). 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 having designated £600,000 for the development of the Hospice's services within the community. The Trustees review this policy annually.



Section 5: Governance (continued)

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, 2, 3 & 5), the clarity and parity of NHS commissioning arrangements (being addressed by Key Area 1 & 3) and the relatively low profile of the Charity within the geographical area it serves (being addressed by Key Areas 2, 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.

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.

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.

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.

SignedStephen Kirkham

Date: 19th September 2019

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 2019 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 ACCA, 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.

Michelle Love FCCA

Signed: M Love

A Director of

PKF-Francis Clark

Chartered Accountants

Towngate House

Poole

BH15 2PW

Date: 23rd September 2019

Statement of Financial Activities for the year ended 31 March 2019

Income:	Note	Unrestricted Funds		Total Funds £000	Prior Year Total Funds £000
		General £000	Restricted £000		
Donations and legacies:					
Donations	2	293	1	294	307
Legacies	3	371	-	371	372
Grants	4	3	20	23	12
		667	21	688	691
Income from trading activities:					
Shops	5	64	-	64	64
Lottery		-	-	-	-
Fundraising events	6	198	-	198	207
		262	0	262	271
Investment income	7	8	-	8	7
Total income		937	21	958	969
Cost of raising funds	10	177	-	177	152
Fundraising trading: costs of goods sold and other costs	5	54	-	54	40
Costs of raising funds		231	-	231	192
Nursing		242	-	242	222
Counsellors		57	19	76	72
Contribution to Poole Hospital for Hospice running costs		89	-	89	76
Patient welfare and amenities		85	4	89	98
Staff welfare and amenities		8	-	8	6
Miscellaneous		7	-	7	7
Expenditure on charitable activities		488	23	511	481
Total expenditure	8+9	719	23	742	673
Net income for the year before gains and losses on investments		218	-2	216	296
Net gains/(losses) on investments		12	-	12	2
Net income/ (expenditure) for the year		230	-2	228	298
Net movement in funds		230	-2	228	298
Reconciliation of funds:					
Total funds brought forward		1,362	5	1,367	1,069
Total funds carried forward		1,592	3	1,595	1,367

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 2019.

	Notes	Current Year £000	Prior Year £000
Fixed assets			
Investments	13	185	173
		185	173
Current assets			
Stock		0	1
Debtors	14	314	156
Cash at bank and in hand		1,102	1,042
		1,416	1,199
Liabilities			
Creditors: amounts falling due within one year	15	-6	-5
		1,410	1,194
		1,595	1,367
The funds of the charity:			
Restricted income funds	16	3	5
Unrestricted funds			
General funds	17	1,592	1,362
Total unrestricted		1,592	1,362
		1,595	1,367

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

Dr Stephen Kirkham
Chair of Trustees

Date: 19th September 2019

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

Statement of cash flows as at 31 March 2019

	Notes	Current Year £000	Prior Year £000
Cash flows from operating activities			
<i>Net cash provided by/(used in) operating activities</i>	22	<u>52</u>	<u>166</u>
Cash flows from investing activities			
<i>Dividends, interest and rents from investments</i>		8	7
<i>Net cash provided by/(used in) investing activities</i>		<u>8</u>	<u>7</u>
Change in cash and cash equivalents in the reporting period		<u>60</u>	<u>173</u>
Cash and cash equivalents at the beginning of the reporting period		1,042	869
Cash and cash equivalents at the end of the reporting period	23	<u>1,102</u>	<u>1,042</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).

b) Legal status of the Charity

Forest Holme Hospice Charity was established by a Declaration of Trust.

c) 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 to 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.

d) 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.

e) 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 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.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/ executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

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.

f) 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.

g) 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.

Support costs are allocated to each of the activities on one of the following 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.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) 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.

i) 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. 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.

j) Stock

Purchased 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.

k) 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.

l) Cash at bank and in hand

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

m) 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.

n) Pensions

Employees of the Charity are entitled to join the NHS Pension Scheme, a defined benefit scheme. The scheme is not designed to be run in a way that enables bodies to identify their share of the underlying scheme assets and liabilities. Therefore, the scheme is accounted for as if it were a defined contribution scheme: the cost to the charity of participating in the scheme is taken as equal to the contributions payable to the scheme for the accounting period. There were no outstanding contributions at the year end. The costs of the 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	142	183
In memoriam	142	116
Standing orders and direct debits	10	8
	<u>294</u>	<u>307</u>

Of the total donations received £293k (2018: £301k) was attributed to unrestricted funds and £1k (2018: £6k) was attributed to restricted funds.

3 Legacies

	Current Year	Prior Year
	£000	£000
	<u>371</u>	<u>372</u>
	<u>371</u>	<u>372</u>

The income from legacies was £371k (2018: £372k) of which £371k was unrestricted (2018 year: £306k).

4 Grants received

	Current Year	Prior Year
	£000	£000
Core funding grants	<u>23</u>	<u>12</u>
	<u>23</u>	<u>12</u>

The income from grants received was £23k (2018: £12k) of which £3k was unrestricted (2018: £4k).

5 Shops

	Current Year	Prior Year
	£000	£000
Income from sale of donated goods	63	63
Income from sale of bought in goods	1	1
Total income from shops	<u>64</u>	<u>64</u>
Costs of buying in goods	0	1
Staff costs	44	29
Property costs	-	-
Other costs	10	10
Total expenditure from shops	<u>54</u>	<u>40</u>
Net Profit arising from shops	<u>10</u>	<u>24</u>
Number of shops	<u>1</u>	<u>1</u>

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

The Charity's sole retail outlet ceased trading on 31/3/19.

6 Fundraising events	Current Year			Prior Year		
	£000 Income	£000 Expenditure	£000 Net income	£000 Income	£000 Expenditure	£000 Net income
Abseil	-	-	-	-	-	-
Barn Dance	3	1	2	3	1	2
Bingo Night	3	1	2	3	1	2
Christmas Raffle	5	1	4	6	1	5
Firewalk	4	2	2	-	-	-
Light up a Life	7	-	7	8	-	8
Quiz Night	5	1	4	4	1	3
Sunflower Ball	10	5	5	11	5	6
Tie a Yellow Ribbon	5	-	5	5	-	5
Trolley Dash	2	-	2	2	-	2
Hospice Hike	5	-	5	-	-	-
Wareham Cruise	3	1	2	3	1	2
Volunteer events	146	-	146	162	-	162
	198	12	186	207	10	197

Of all fundraising event income received £198k (2018:£205k) was attributed to unrestricted funds and £0k (2018: £2k) was attributed to restricted funds.

7 Investment income

	Current Year £000	Prior Year £000
Dividends - equities	8	7
	8	7

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

8 Analysis of expenditure	Direct Costs	Support costs (note 9)	Total Costs	Prior Year
	£000	£000	£000	£000
Shops costs	53	-	53	40
Events costs	12	-	12	10
Fundraising costs	166	-	166	142
Raising funds	231	-	231	192
Nursing	229	13	242	222
Counsellors	71	5	76	72
Contribution to PHFT	59	30	89	76
Patient welfare / amenities	82	7	89	98
Staff welfare / amenities	6	2	8	6
Miscellaneous	6	1	7	7
Charitable activities	453	58	511	481
Total	684	58	742	673

Of the total expenditure of £742k (2018: £673k), all raising funds expenditure of £231k (2018: £192k) was unrestricted.

Of the charitable activities expenditure of £511k (2018: £481k); £23k (2018: £16k) was restricted.

9 Analysis of support costs

	Management	HR	Finance	IT	Governance	Total	Prior Year	
	£000		£000		£000		£000	£000
Nursing	6	1	5	-	1	13	12	
Counsellors	1	2	1	-	1	5	5	
Contribution to PHFT for	16	1	11	1	1	30	26	
Patient welfare / amenities	4	1	1	-	1	7	8	
Staff welfare / amenities	1	-	-	-	1	2	2	
Miscellaneous	1	-	-	-	-	1	1	
Charitable services	29	5	18	1	5	58	54	
Total	29	5	18	1	5	58	54	

Governance costs total £5k (2018: £5k) including independent examination fees.

10 Analysis of staff costs and key management personnel

	Current Year	Prior Year
	£000	£000
Wages and salaries	184	157
Social security costs	17	15
Pension costs	27	22
	<u>228</u>	<u>194</u>

The Charity Trustees have received no remuneration from the Charity in the current year, with no Trustees' expenses being claimed in the preceding year.

There were no staff employed directly by the Charity. Staff are employed by Poole Hospital NHS Foundation Trust (PHFT) and the costs shown above relate to the reimbursement of these staff costs to PHFT. The average monthly head count was 7 (2018: 7), with an interim maternity cover position starting in March 2018, and analysis of staff employees in the year were:

	Actual number	Current Year Full time equivalent	Prior Year Actual number	Prior Year Full time equivalent
Fundraising services	6	7	6	7
Support services	2	1	2	1
Total	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

There were no employees whose total employee benefits excluding pension contributions were over £60,000.

There are three key management personnel of the Charity whose employee benefits total £99k. (2018: £77k)

The Charity has an average of 117 volunteers during the year (2018: 88), of which 36 (2018: 32) worked in our retail operations and 81 (2018: 56) 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
	£000	£000
Net income resources is stated after charging:		
Independent Examination	<u>3</u>	<u>3</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	173
Unrealised Gains on Revaluation	<u>12</u>
At the end of the year	<u>185</u>

b)

Analysis of investments	Current Year £000	Prior Year £000
Equities	161	149
Fixed interest securities	24	24
Total charity	<u>185</u>	<u>173</u>

All investments are held in the UK.

The historical cost of the investments is £120k. (2018: £120k)

14 Debtors

	Current Year	Prior Year
	£000	£000
Taxation recoverable	11	13
Other debtors	1	4
Prepayments	2	.
Accrued income	300	139
	<u>314</u>	<u>156</u>

15 Creditors: amounts falling due within one year

	Current Year	Prior Year
	£000	£000
Trade creditors	3	3
Other creditors	3	2
	<u>6</u>	<u>5</u>

16 Restricted funds	Balance as stated	Income	Expenditure	Transfers	Balance at
	at the end				end of the year
	of the year				of the year
	£000	£000	£000	£000	£000
	5	21	23	-	3
Total	5	21	23	-	3

The £3k (2018: £5k) of restricted funds at year end are allocated to patient welfare and amenities.

17 Unrestricted funds	Balance as stated	Income	Expenditure and gains	Transfers	Balance at
	at the end				end of the year
	of the year				of the year
	£000	£000	£000	£000	£000
General fund	1,362	937	707	-600	992
Designated funds	-	-	-	600	600
Total unrestricted funds	1,362	937	707	0	1,592

18 Net assets by funds	General funds	Restricted	Designated	Total funds
	£000	£000	£000	£000
Investments	185	-	-	185
Current assets	813	3	600	1,416
Creditors falling due in less than a year	-6	-	-	-6
	992	3	600	1,595

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 £511k (2018: £481k) towards the general running costs of Forest Holme Hospice during 2018/19.

The following Trustees of the Charity, during the accounting year, were employed by Poole Hospital: Dr Beverley Lee, Consultant in Palliative Medicine and Christine Shakesby, Counsellor.

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 £2k (2017: £1k) for the year.

20 Contingent assets - legacy income

As at 31 March 2019 the Charity had been notified of four residuary legacies and a total of £299k has been accrued in respect of three of these legacies. Three pecuniary legacies which total £1k have also been accrued. (2018: £72k)

21 Financial performance of the Charity.

The summary performance of the Charity is as follows:

	Current Year	Prior Year
	£000	£000
Income	958	969
Total Expenditure	-742	-673
Net gains/losses on investments	12	2
Net income	228	298
Total funds brought forward	1,367	1,069
Total funds carried forward	1,595	1,367

Represented by:

Restricted funds	3	5
Unrestricted funds	1,592	1,362
	1,595	1,367

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)	228	298
Adjustments for:		
Gains/losses on investments	-12	-2
Dividends, interest and rents from investments	-8	-7
(Increase)/decrease in debtors	-158	-123
Increase/(decrease) in creditors	1	-
Increase/(decrease) in stock	1	-
Net cash provided by/ (used in) operating activities	52	166

23 Analysis of cash and cash equivalents

	Current Year	Prior Year
	£000	£000
Cash in hand	1,102	1,042
Total cash and cash equivalents	1,102	1,042