

**Charity number: 1089306**

**FRIENDS OF SUSSEX HOSPICES  
TRUSTEES' REPORT AND UNAUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2018**

# FRIENDS OF SUSSEX HOSPICES

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## FRIENDS OF SUSSEX HOSPICES

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2018

<b>Trustees</b>	Kathy Gore OBE DL, Chairman Edouard Altenhoven, Treasurer Tony Bridger Christine Field Dr Ian Gough Dr Heather Mercer Michael Phillips Phyllida de Salis DL Dr David Scott Marion Shepherd DL, Vice Chairman Daphne Slator Dianne Steele Lisa Welton (appointed: 5 <sup>th</sup> April 2018) Chantal Wilson DL
<b>Charity number</b>	1089306
<b>Principal office</b>	Framfield Grange Framfield East Sussex TN22 5PN
<b>Independent Examiner</b>	Lucy Hammond 57 Hillview Crescent East Preston West Sussex BN16 1RG
<b>Bankers</b>	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA  Metro Bank PLC One Southampton Row London WC1B 5HA

# FRIENDS OF SUSSEX HOSPICES

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## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018

The Trustees present their annual report together with the financial statements of Friends of Sussex Hospices (the charity) for the year ended 31 March 2018. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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).

### Structure, governance and management

#### a. Constitution

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Declaration of Trust, which was adopted in August 2001 and amended in June 2012.

#### b. Method of appointment or election of Trustees

The charity's constitution requires at least three trustees. Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at a Special Meeting of the Trustees and the appointment would be made at this meeting.

The trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the charity are made by the Trustees at these meetings.

### Objectives and Activities

Friends of Sussex Hospices is a charity whose objects are to raise funds and invite and encourage contributions to relieve patients of hospices which treat patients in Sussex and to support the charitable work of these hospices.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

### Achievements and performance

The charity continued its programme of fund raising activities during the year and total incoming resources amounted to £521,294 (2017: £413,781). These included donations of £138,134 (2017: £166,162) and the final tranches of a legacy which amounted to £107,115 (2017: £175,000).

The contribution made by all our supporters enabled £420,000 (2017: £400,000) to be distributed to the hospices during the year.

### Financial review and Reserves policy

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's reserves should be at the level of at least £10,000. As at 31 March 2018 the charity had reserves of £83,515 which exceeds the level required. Distribution of some of these excess funds has taken place since 31 March 2018.

### Trustees' responsibilities statement

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).

## FRIENDS OF SUSSEX HOSPICES

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

The law applicable to charities in England & 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 judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and 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.

This report was approved by the Trustees on 28 September 2018 and signed on their behalf by:



**Kathy Gore OBE DL, Chairman**

## FRIENDS OF SUSSEX HOSPICES

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### CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 MARCH 2018

The past year has been another busy one for Friends of Sussex Hospices (FSH) on many fronts. We had a full calendar of fundraising events which included our annual summer concert, an open-air Shakespeare performance, an "Expensive Mistakes" sale, another successful Bridge lunch at Glyndebourne, our 23rd Christmas Fair and our third Christmas Concert with The Sixteen at Glyndebourne. We also had a black tie dinner at Arundel Castle. In addition, supporters took part in marathons, fashion boutique Elizabeth Rose hosted a fashion show for us, and David Bathurst undertook a hymnathon, singing all 400 hymns from the Songs of Praise Hymn Book from memory!

In May, with the wonderful support of Chichester Cathedral and the collaboration of all of the Sussex hospices, FSH organised a Service of Thanksgiving to mark the 50th Anniversary of the founding of the modern hospice movement by Dame Cicely Saunders. The cathedral was full, the sun shone and the music, combined with readings from Dame Cicely's writings, read by Virginia McKenna and David Robb, were poignant and moving. It was a very special occasion and one I shall remember for a long, long time.

In June we were fortunate to again be chosen as the Official Charity Partner of the Eastbourne Tennis which gave us a great opportunity to raise awareness of Sussex Hospices - and the hospice movement in general - with some 35,000 tennis fans. As well as raising funds, we heard stories from many people whose lives had been touched by hospice care all over the United Kingdom.

Also in June a group of young people at Lurgashall in West Sussex held a "Farm Fest" for us which included elephant racing (not real elephants). It was a smashing family evening with visitors ranging in ages from 6 to 95.

Another highlight of the year was our Walk the Hospice Trail event in September, which saw the entire 200 mile trail covered by teams of walkers in a simultaneous relay. We viewed it as a pilot event to launch the trail and it was a phenomenal achievement. It was superbly executed and fantastically supported by all the hospices who had teams taking part and volunteers who marshalled each of the 26 sections. Money raised could be either directed to individual hospices or to FSH. I'd like to say a huge thank you to everyone involved and to CPJ Field, who sponsored and spearheaded the event. The Sussex Hospices Trail was the brainchild of Sue Korman and is a permanent, lasting legacy which will be enjoyed by thousands of walkers in the years to come.

The Mad March Pub Quiz, another initiative where funds could be directed to individual local hospices, saw its fourth successful year with growing participation by some of the hospices. The FSH Ladies' Luncheon Club, which meets quarterly, continues to thrive. As well as being a delightful social forum and a means of promoting some of our events, it raises around £5,000 each year.

In August FSH had a "gathering", a sort of away day, where we reviewed where we were as a charity. We've grown and evolved, as have the hospices we support, over the past 23 years. FSH is a much bigger organisation than the 12-strong committee that ran its first Christmas Fair in 1995. We currently have 14 Trustees, 33 fundraising committee members and around 130 volunteers we can call on for various events.

All of the above events have happened thanks to the hard work and many meetings by committees of volunteers. At our gathering in August we discussed our fundraising strategy and agreed that a major value to the hospices we support lay in facilitating events in which all the hospices could participate and from which they could receive direct sponsorship or donations - such as the Mad March Pub Quiz and the Walk the Hospice Trail event. These events also demonstrate the collaboration evident at the quarterly meetings we hold with the Hospice Fundraisers.

In our first year we raised just over £2,500. In the fiscal year ending 31 March 2018 we distributed £420,000 (of which £107,615 was a legacy). To date FSH has distributed £2.3 million. This growth has meant increased administration and there has been an intense focus on governance by the Charities Commission which has meant a great deal of work to make sure we are compliant. We are incredibly fortunate to have the support of some very knowledgeable, skilled and generous individuals who have helped us negotiate these hurdles. Over the past year we have created committees to deal with finance, publicity and marketing, corporate strategy and governance.

We continue to meet annually with each of the Hospice CEOs - we have a link trustee for each of the hospices - so that we feel confident we're raising awareness about the things that matter to them.

## FRIENDS OF SUSSEX HOSPICES

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### CHAIRMAN'S REPORT.(continued) FOR THE YEAR ENDED 31 MARCH 2018

We are grateful to the Lund Trust (the charitable fund of Peter Baldwin and Lisbet Rausing), The Peter Stormonth Darling Charitable Trust, Buxted Construction, CPJ Field, Local Fuels, Batcheller Monkhouse, Harvey's Brewery, Rieker Shoes, Scip IT Services and the many donors and supporters and committee members that have contributed to another successful year for FSH.



Kathy Gore  
Chairman  
31<sup>st</sup> March 2018

## FRIENDS OF SUSSEX HOSPICES

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### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF SUSSEX HOSPICES FOR THE YEAR ENDED 31 MARCH 2018

I report on the financial statements of the charity for the year ended 31 March 2018 which are set out on pages 7 to 11.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

#### Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 30 September 2018

Lucy Hammond



## FRIENDS OF SUSSEX HOSPICES

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### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 £	2017 £
<b>Income on:</b>			
Incoming resources from generated funds:			
Voluntary income	2	138,134	166,162
Legacy	2	107,615	175,000
Activities for generating funds	3	275,522	72,530
Investment income	4	23	89
<b>Total incoming resources</b>		<b>521,294</b>	<b>413,781</b>
<b>Expenditure on:</b>			
Fundraising expenses and other costs	3	101,191	140,475
Distributions to hospices	5	420,000	400,000
<b>Total resources expended</b>		<b>521,191</b>	<b>540,475</b>
<b>Movement in total funds for the year</b>			
Net income (loss) for the year	6	103	(126,694)
Total funds at 1 April 2017		83,412	210,106
<b>Total funds at 31 March 2018</b>		<b>83,515</b>	<b>83,412</b>

All funds are unrestricted.

The notes on pages 9 to 11 form part of these financial statements.

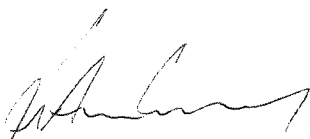
## FRIENDS OF SUSSEX HOSPICES

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### BALANCE SHEET AS AT 31 MARCH 2018

	Note	2018 £	2017 £
<b>Current assets</b>			
Stock (wine)		673	694
Debtors	7	38,449	16,804
Cash at bank		45,753	89,646
		<b>84,875</b>	<b>107,144</b>
<b>Creditors: falling due within one year</b>	8	(1,360)	(23,732)
<b>Net current assets</b>		<b>83,515</b>	<b>83,412</b>
<b>Net assets</b>		<b>83,515</b>	<b>83,412</b>
<b>Charity funds</b>			
Unrestricted funds	9	83,515	83,412
<b>Total funds</b>		<b>83,515</b>	<b>83,412</b>

The financial statements were approved by the Trustees on 28 September 2018 and signed on their behalf, by:



**Edouard Altenhoven, Treasurer**

The notes on pages 9 to 11 form part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 1. Accounting policies

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Friends of Sussex Hospices meets the definition of a public benefit entity under FRS102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Friends of Sussex Hospices ability to continue as a going concern.

#### 1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

#### 1.3 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### 1.4 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

## FRIENDS OF SUSSEX HOSPICES

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

#### 2. Voluntary income

	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Donations	138,134	166,162
Legacy	107,615	175,000

#### 3. Fundraising activities

	<b>Voluntary income £</b>	<b>Fundraising income £</b>	<b>Fundraising expenditure £</b>	<b>Surplus 2018 £</b>	<b>Surplus 2017</b>
	245,749	275,522	(101,191)	420,080	273,217

#### 4. Investment income

	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Interest received	23	89

#### 5. Distribution to hospices

	<b>2018 £</b>	<b>2017 £</b>
Chestnut Tree House Children's Hospice	9,779	11,791
St Catherine's Hospice	46,337	46,432
St Wilfrid's Hospice - Eastbourne	56,772	53,839
Hospice in the Weald	17,713	17,145
The St. Peter and St. James Hospice & Continuing Care Centre	36,031	30,829
The Martlets Hospice	50,836	45,154
St Michael's Hospice	49,238	58,797
Demelza Hospice Care for Children	3,168	3,240
Leo House at Home	501	734
The Sussex Snowdrop Trust	8,047	7,190
St Barnabas House	84,466	74,468
St Wilfrid's Hospice - Chichester	57,113	50,382
<b>Total</b>	<b>420,000</b>	<b>400,000</b>

## FRIENDS OF SUSSEX HOSPICES

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

#### 6. Net income

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2017 - £NIL).

#### 7. Debtors

	2018	2017
	£	£
Event debtors	27,673	6,415
Gift aid receivable	10,776	10,389
Deferred expenditure	0	0
	<hr/> 38,449	<hr/> 16,804

#### 8. Creditors:

##### Amounts falling due within one year

	2018	2017
	£	£
Event creditors	1,000	14,076
Deferred income	360	9,656
	<hr/> 1,360	<hr/> 23,732

Deferred income and deferred expenditure (note 7) relate to income and expenditure for events which take place after the financial year end.

#### 9. Statement of funds

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
<b>Unrestricted funds</b>				
General funds	83,412	521,294	(521,191)	83,515