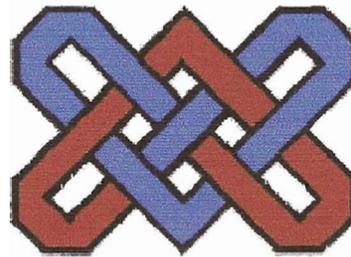


# Hospice Care Kenya

**TRUSTEES' REPORT AND FINANCIAL**

**STATEMENTS FOR THE PERIOD**

**23<sup>rd</sup> FEBRUARY 2011 – 31<sup>st</sup> MARCH 2012**



**Registered in England and Wales as Company number 07540244. Registered**

**Charity number 1141469**

**Hospice Care Kenya**  
**Annual Report and Financial Statements 2011--2012**

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## **Introduction**

Hospice Care Kenya Ltd is a company limited by guarantee, company number 07540244 and is registered in England as a charity, registration number 1141469. The Company was incorporated on 23<sup>rd</sup> February 2011 and is governed by its Memorandum and Articles of Association of the same date. On 1<sup>st</sup> April 2011 the Company took over the assets and liabilities of the former charity, Hospice Care Kenya, charity registration number 1001709. The company is managed by a Board of unpaid trustees, who act both as directors of the company for the purposes of the Companies Act 2006 and Trustees of the Charity for the purposes of the Charities Act 2011. All of the activities of the charity are classed as continuing. The trustees have pleasure in presenting their report and the independently-examined financial statements of the Company for period 23<sup>rd</sup> February 2011 to 31<sup>st</sup> March 2012.

## **Legal Status**

The company is limited by Guarantee.

## **Objectives of Hospice Care Kenya**

### **1. To raise funds and public awareness for:**

The work of the hospices in Kenya, which currently include the hospices at Nairobi, Nyeri, Eldoret, Kisumu, Siaya, Coast (Mombasa), Laikipia, Meru, Nakuru, Nyahururu, the palliative care units at Kijabe, Chogoria and Machakos hospitals, and the Kenya Hospices and Palliative Care Association (KEHPCA); in total there are at least 32 hospices or units in Kenya.

These are for the benefit of the residents of Kenya and directed towards the treatment care and counselling of persons who are terminally ill with cancer or other incurable diseases;

The counselling of their families and close associates;

The education and the training of those providing or involved with such treatment, care and counselling.

### **2. To act as an agency for UK grant-making bodies working through charities to support projects overseas.**

In setting our programme each year we have regard to both the Charity Commission's general guidance on public benefit and prevention and relief of poverty for the public benefit. The trustees always ensure that the programmes we undertake are in line with our charitable objects and aims.

## **Patrons**

Lord Carey of Clifton  
Professor Sir Michael Richards

Archbishop Desmond Tutu  
Mr Michael Wooldridge, OBE

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**Trustees**

Miss Elizabeth Salmon, Chairman  
Mr David Worthington, Deputy Chairman  
Dr Michael Hughes  
Ms Sue Russell

Mr Brian Lloyd FCA, Hon. Treasurer  
Mrs Sharron Catton  
Dr Sally Hull  
Dr Michael Smalley  
(Appointed 16<sup>th</sup> September 2011)

**Trustees' Responsibilities**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the period and of the incoming and outgoing resources for the period then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Recruitment and Appointment of Trustees**

When there is the requirement to appoint a trustee personal contacts are used to find suitable candidates. The appointment of a trustee has to have the unanimous agreement of the existing trustees. New trustees are briefed on the objects of the Trust and the Memorandum and Articles governing its activities.

**Staff**

Mr Patrick Villa      Office Manager

**Registered Office**

c/o St Peter's Hospice Office  
58 Royal York Crescent  
Clifton  
Bristol  
BS8 4JP

Telephone: 07990 511665  
Email: [hck@hospicecarekenya.com](mailto:hck@hospicecarekenya.com)  
Web: [www.hospicecarekenya.com](http://www.hospicecarekenya.com)

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**Bankers**

CAF Bank Ltd  
Kings Hill  
West Malling  
Kent  
ME19 4TA

**Examining Accountant**

Keith Wood FCCA, CPA (K)  
Cable Cottage, Beach Lane  
Weybourne, Holt  
Norfolk  
NR25 7SR

**Policy on Reserves**

The charity maintains reserves to meet at least the estimated support costs for one year. In addition funds may be held to meet commitments made but not disbursed. A commitment to fund a project is only made when the cash is in the bank.

**Commentary on the accounting period 23<sup>rd</sup> February 2011 to 31<sup>st</sup> March 2012**

The main activity of the charity was raising funds to support the provision of palliative care in Kenya. Total income was £65,785 compared with £91,254 in the previous year. We rely heavily on donations from individuals which this year amounted to £31,052 compared with £33,700 in the previous year. Given the economic circumstances we are very grateful for this continued support and in particular to those many donors giving regularly by standing order.

During the year we disbursed £46,100 and a full list of the grantees is shown at note 7 (page10) of the financial statements.

In May 2011 two of our trustees visited Kenya at their own expense to meet with the management and staff at several hospices and were very encouraged at the dedication and enthusiasm they encountered.

HCK continued to receive free use of office space kindly provided by St Peter's Hospice, Bristol, under a Memorandum of Understanding signed between the two charities and the estimated notional value of this space (£3,000 p.a.) is reflected in the financial statements published below.

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On 4<sup>th</sup> July 2011 the Diana, Princess of Wales Memorial Fund kindly hosted a film showing and fundraising reception for HCK at their offices at County Hall in London. The reception was attended by a good number of HCK's supporters from the London area. Dr Zipporah Ali, Chief Executive of the Kenya Hospices and Palliative Care Association (KEHPCA) was also in London for meetings at the Fund the following day and spoke at the reception about developments in palliative care services in Kenya.

On 12<sup>th</sup> December 2011, Jamhuri Day (Kenya's Republic Day), HCK held a reception in Bristol with the kind support of St Peter's Hospice, Bristol, the Kenyan Association in Bristol and the Clifton Club, to raise funds and awareness of its activities. The reception was attended by the Lord Mayor and Lady Mayoress of Bristol and other supporters and friends from the region and elsewhere. .

On a sad note, we have to report the death of Gwen Cottrell in October 2011. Gwen was a founder member of the charity and until very recently was a trustee. When resident in Kenya she was closely involved in setting up the first hospice in the country at Nairobi and as a professional architect was responsible for the design of the present building.

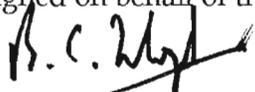
### **Acknowledgements**

The following trusts and organisations have made welcome and substantial donations

Friends of St Martins in the Fields  
The Hawthorne Charitable Trust  
The Willoughby Harry Thompson Charitable Trust  
Michael and Harriet Maunsell Charitable Trust

Offenheim Charitable Trust  
The Arimathea Charitable Trust  
The Paget Charitable Trust

Signed on behalf of the trustees



B C Lloyd Honorary Treasurer

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOSPICE CARE KENYA**

I report on the accounts of the Company for the period 23<sup>rd</sup> February 2011 to 31st March 2012, which are set out on pages 6 to 9, is in respect of an examination carried out under s.43 of the Charities Act 1993.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The charity's trustees (who are the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and
- to 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 accounts present a "true and fair view" and the report is limited to those 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 respects the requirements
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and to comply with the requirements of the Charities Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Keith Wood FCCA, CPA (K)  
Cable Cottage, Beach Lane  
Weybourne, Holt, Norfolk  
NR25 7SR

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**HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244**

**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)**  
**FOR THE PERIOD 23<sup>rd</sup> February 2011 to 31st March 2012**

	<u>Note</u>	Unrestricted £	Restricted £	<u>TOTAL FUNDS</u> £
<b>Incoming resources from generated funds</b>				
<i>Voluntary income:</i>				
Grants and donations	(3)	56,502	850	57,352
Tax refund (Gift Aid)		4,788	-	4,788
<i>Donations in Kind</i>	(10)	3,000	-	3,000
<i>Sale of Goods</i>		572	-	572
<i>Investment income</i> – bank interest		73	-	73
<b>Total incoming resources</b>		<b>64,935</b>	<b>850</b>	<b>65,785</b>
<b>Resources expended</b>				
<i>Costs of generating funds:</i>				
Fund raising costs of grants and donations	(4)	11,563	-	11,563
<i>Charitable activities:</i>				
Grants made to Kenya	(7)	46,100	850	46,950
<i>Governance costs:</i>	(4)	7,089	-	7,089
<b>Total resources expended</b>		<b>64,752</b>	<b>850</b>	<b>65,602</b>
<b>Net incoming / (outgoing) resources – being net movement of funds in year</b>		<b>183</b>	<b>-</b>	<b>183</b>
<i>Reconciliation of funds:</i>				
Prior year adjustment	(6)	190	-	190
Total funds brought forward		31,373	1,500	32,873
<b>Total funds carried forward</b>		<b>31,746</b>	<b>1,500</b>	<b>33,246</b>

**Hospice Care Kenya**  
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**HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244**

**BALANCE SHEET AT 31st March 2012**

	<u>Note</u>	£
<b>Current assets</b>		
Debtors and Payments in Advance	(5)	4,600
Cash at Bank		28,646
<b>Net current assets</b>		<u>33,246</u>
<b>Net assets</b>		<u><u>33,246</u></u>
Which represent :-		
Unrestricted Funds		31,746
Restricted Funds		1,500
<b>Total charity funds</b>		<u><u>33,246</u></u>

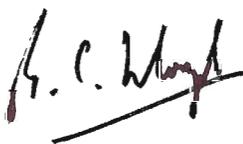
For the period 23rd February 2011 to 31st March 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

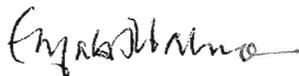
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed on behalf of the board of directors



These financial statements for the period 23rd February 2011 to 31st March 2012, as set out on pages 7 to 10, were approved by the Trustees on 11th May 2012 and signed on their behalf by



Liz Salmon  
Chairman



B C Lloyd FCA  
Honorary Treasurer

**Hospice Care Kenya**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 23<sup>rd</sup> February 2011 to 31<sup>st</sup> March 2012**

1. INCORPORATION

The company was incorporated on 23rd February 2011, registered number 07540244, limited by guarantee. It took over the assets and liabilities of the former charity, registered number 1001709 on 1st April 2011. The former charity was de-registered and the company was registered as a new charity, registered number 1141469. The name of the former charity, Hospice Care Kenya, has been retained.

2. ACCOUNTING POLICIES

a. Basis of Accounting

The financial statements have been prepared under the historical cost convention and on the accrual basis. They comply with the Statement of Recommended Practice.

b. Donations and Voluntary Income

All cash income is accounted for at the time of receipt.

c. Gift Aid

The estimated tax refund on Gift Aid donations is accounted for in the year of the receipt of the donations.

3. INCOME FROM GRANTS AND DONATIONS

	£
Grants from Trusts	15,300
Donations – Gift Aided	18,970
Donations – non Gift Aided	12,082
Legacies	11,000
	57,352

4. SUPPORT COSTS

The trust allocates its support costs between those incurred for raising funds and for the governance of the trust as shown below.

	Fund-raising	Governance	Total
	£	£	£
Independent Examiner's Fee	-	652	652
Bank Charges	-	220	220
Communications	-	48	48
Capital Item(Lap top)	175	175	350
Fundraising Costs	1,447	-	1,447
Maintenance & Insurance	-	220	220
Newsletters	912		912
Office Rent ( <b>Note 10</b> )	-	3,000	3,000
Travel	-	761	761
Staff Costs – Salary	8,700	1,835	10,535
Employer's NI	300	178	478
Website	29	-	29
	11,563	7,089	18,652

5. DEBTORS

The amount of £4,600 is the tax refund due, calculated on Gift Aided donations for the period 6<sup>th</sup> April 2011 to 31<sup>st</sup> March 2012.

6. PRIOR YEAR ADJUSTMENT

The costs of incorporation were overestimated by £190 at 31<sup>st</sup> March 2011.

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**HOSPICE CARE KENYA**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2012**  
**(Continued)**

7. GRANTS MADE TO KENYA

	<b>£</b>
<b><u>Coast Hospice</u></b>	
Training health managers	2,500
<b><u>Garissa Hospital</u></b>	
Lap top computer for diploma student	280
<b><u>Kenya Hospices and Palliative Care Association</u></b>	
Strategic planning meeting	2,250
Specific funds raised through Just Giving	200
Drugs	2,300
Set up costs for Garissa Palliative Care Centre	2,500
Contribution to cost of vehicle	7,500
	14,750
<b><u>Laikipia Palliative Care Centre</u></b>	
Contribution to 4WD vehicle	4,600
Second nurse post	2,400
	7,000
<b><u>Kisumu Hospice</u></b>	
Drugs	4,000
<b><u>Siaya Hospice</u></b>	
Two nurses' posts	5,000
<b><u>Machackos Palliative Care Centre</u></b>	
Set up costs for Palliative Care Centre	3,320
<b><u>Nairobi Hospice</u></b>	
Building refurbishment	1,600
Specific funds raised through Just Giving	650
	2,250
<b><u>Nakuru Hospice</u></b>	
CEO post	2,000
Driver post	850
Senior nurse post	3,500
Set up costs	1,500
	7,850
<b>Total Disbursed to Kenya</b>	<b>46,950</b>

8. Restricted Funding consists of £1,500 to be utilised for staff travel to Kenya, from the Diana, Princess of Wales Memorial Fund which is held in the bank deposit account at the 31st March 2012. In addition £850 was raised on the Just Giving website for specific projects which has been forwarded to Kenya (see note 7 above).
9. Trustees and staff were reimbursed £761 for Travel Expenses to meetings in the year.
10. Donations in kind consist of a rent free office £3,000 provided at no charge to the charity.
11. No member of staff has earned more than £60,000 in the year.