



HOSPICE CARE KENYA
ANNUAL REPORT
2014 – 2015

Company Number 07540244

Charity Number 1141469

Hospice Care Kenya
Annual Report and Financial Statements 2014—2015

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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 23rd February 2011 and is governed by its Memorandum and Articles of Association of the same date. On 1st 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 year ended 31st March 2015.

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 and palliative care units in Kenya, currently including assistance to the hospices at Busia, Nairobi, Nyeri, Eldoret, Kijabe, Kisumu, Siaya, Coast (Mombasa), Meru and Nakuru, the palliative care units at Laikipia and at Chogoria, Garissa, Machakos, Korogocho, Embu-Mbeere, Garissa, Thika and Murang'a Government hospitals, and to the Kenya Hospices and Palliative Care Association (KEHPCA). In total there are now at least 44 hospices or palliative care units in Kenya, including PC units within 12 Government hospitals. 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

Trustees

Miss Elizabeth Salmon, Chairman
Mr David Worthington, Deputy Chairman
Dr Michael Hughes
Dr Sally Hull
Dr Michael Smalley
Mr Paul Dawson
Mrs Nicola Thorne FCA Hon. Treasurer (resigned 21/11/2014)
Mrs Angelika Kitching Hon. Treasurer (appointed 21/11/2014)
Dr Mary Andhoga (appointed 21/11/2014)

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 charitable company as at the balance sheet date and of the incoming and outgoing resources, including income and expenditure, for the financial year.

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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

Mrs Lee Barker, Director (appointed 08/06/2014)

Registered Office

Hospice House
34 – 44 Britannia Street
London
WC1X 9JG

Telephone: 01723 890308
Email: hck@hospicecarekenya.com
Web: www.hospicecarekenya.com

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Bankers

CAF Bank Ltd
Kings Hill
West Malling
Kent
ME19 4TA

Examining Accountant

B C Lloyd FCA
Ashfield, Bradley Lane
Bradley
Stafford
ST18 9DP

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. The current designated funds are made up of the residue of a grant of £100,000 from the Diana, Princess of Wales Legacy Fund.

Commentary on the accounting period 1st April 2014 to 31st March 2015

The main activity of the charity was raising funds to support the provision and delivery of palliative care in Kenya. The previous Office Manager left the charity on the 31st March 2014 and a new Director did not start until mid-way through June. Total income was £41,382 compared with £51,336 in the previous period although this included legacies of £8,894. We rely heavily on donations from individuals which this year amounted to £21,417 compared with £25,926 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.

The charity was fortunate to receive a legacy of £1,000 (2014 £8,894) and we are very grateful for all those who remember us in their will in this way.

In 2012 the charity ran an appeal on BBC Radio 4. for a project to help boost the paediatric palliative care service in Kenya. The appeal raised £18,094 and £10,288 was paid from the funds last year. The project did not draw down on the funds in this year and the remaining £7,806 was carried forward to 2015 – 16 and has since been drawn down.

During the year we disbursed £74,957 (2014: £42,231) and a full list of the grantees is shown at note 7 (pages 10 and 11) of the financial statements.

During the year HCK moved to a new registered office.

Acknowledgements

The following trusts and organisations have made welcome donations

Offenheim Charitable Trust
The Arimathea Charitable Trust
Michael and Harriet Maunsell Charitable Trust
The Willoughby Harry Thompson Charitable Trust

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The charity also received significant individual support from

I&G Sloan

S Newton

H Dale

P&R Codling

G J Davies

J&K Jordan

I Mylam

Signed on behalf of the trustees

A Kitching Honorary Treasurer

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

My report on the accounts of the Company for the year ended 31 March 2015, which are set out on pages 7 to 11, 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.



B C Lloyd
Ashfield, Bradley Lane
Bradley, Stafford
ST18 9DP

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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 1st March 2014 to 31st March 2015

	<u>Note</u>	Un- restricted £	Restricted £	TOTAL FUNDS £	Year ended 31 March 2014
Incoming resources from generated funds					
<i>Voluntary income:</i>					
Grants and donations	(3)	36,467	-	36,467	46,260
Tax refund (Gift Aid)		3,120	-	3,120	4,165
<i>Events</i>		949	-	949	-
<i>Sale of Goods</i>		520	-	520	664
<i>Investment income</i> – bank interest		326	-	326	247
Total incoming resources		41,382	-	41,382	51,336
Resources expended					
<i>Costs of generating funds:</i>					
Fund raising costs of grants and donations	(4)	9,074	-	9,074	10,594
<i>Charitable activities:</i>					
Grants made to Kenya	(7)	74,957	-	74,957	42,231
Support costs		346	-	346	
<i>Governance costs:</i>	(4)	4,694	-	4,694	4,994
Total resources expended		89,071	-	89,071	57,819
Net (outgoing)/ incoming resources – being net movement of funds in year		(47,689)	-	(47,689)	(6,483)
<i>Reconciliation of funds:</i>					
Total funds brought forward		122,619	7,806	130,425	136,908
Total funds carried forward		74,930	7,806	82,736	130,425

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HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244

BALANCE SHEET AT 31st March 2015

	<u>Note</u>	2015	2014
		£	£
Current assets			
Debtors and Payments in Advance	(5)	3,020	3,124
Cash at Bank		79,801	131,042
		<hr/> 82,821	<hr/> 134,166
Creditors: amounts falling due within one year	(6)	(85)	(3,741)
		<hr/> 82,736	<hr/> 130,425
Net current assets			
		<hr/> 82,736	<hr/> 130,425
Net assets		<hr/> <hr/> 82,736	<hr/> <hr/> 130,425
Which represent :-			
Unrestricted Funds			
- General funds		35,930	72,538
- Designated funds		39,000	50,081
Restricted Funds		7,806	7,806
Total charity funds		<hr/> <hr/> 82,736	<hr/> <hr/> 130,425

For the year ended 31st March 2015 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 year ended 31st March 2015, as set out on pages 7 to 11, were approved by the Trustees on _____ and signed on their behalf by

Elizabeth C Salmon
Chairman

Angelika Kitching
Honorary Treasurer

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st March 2015

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

	2015	2014
	£	£
Grants from Trusts	14,050	11,440
Donations –Gift Aided	13,229	12,387
Donations – non Gift Aided	8,188	13,539
Legacies	1,000	8,894
	<u>36,467</u>	<u>46,260</u>

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	Charitable Activities	Governance	Total	2014
	£	£	£	£	
Bank Charges	-	346	-	346	160
Office equipment	-	-	129	129	100
Fundraising Costs	539	-	-	539	216
Prof fees & Insurance	-	-	354	354	13
Newsletters	729	-	-	729	1,142
Recruitment	-	-	208	208	
Office Costs	-	-	931	931	1,504
Travel	-	-	1,132	1,132	919
Staff Costs –Salary & Pension	7,760	-	1,940	9,700	10,535
NIC	-	-	-	-	955
Website	46	-	-	46	44
	<u>9,074</u>	<u>346</u>	<u>4,694</u>	<u>14,114</u>	<u>15,588</u>

5. DEBTORS

The amount of £3,020 (2014: £3,097) is the tax refund due, calculated on Gift Aided donations for March £735 together with an Inland Revenue tax refund due of £2,285.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2015

(Continued)

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

At the year end the charity owed £nil in other taxes and social security (2014: £431).

At the year end the charity had accrued £34 for room hire and £51 for pension costs (2014 £nil). There were no grant outstanding (2013 – grants approved not paid £3,310)

7 GRANTS MADE TO KENYA

	2015 £	2014 £
<u>Busia Hospice</u>		
Drugs	508	-
Community Project	602	-
	1,110	-
<u>Embu Mbeere Hospice</u>		
Vehicle	13,406	-
<u>Kenya Hospices and Palliative Care Association</u>		
Scholarships for KMTC course Fees	8,744	10,580
Palliative Care training for Level 4 hospitals	-	5,700
Specific Fund from Tayport Charity Shop	-	200
2014 Conference	4,309	-
Hope for Cancer Kids National Insurance	3,425	-
	16,478	16,480
<u>Laikipia Palliative Care Centre</u>		
Drugs	204	-
Running costs of vehicle	900	-
Equipment for Day Care	738	834
Equipment for outreach training	431	-
Transport for outreach training	214	-
Training volunteers and community health workers	838	-
Specific funds raised by UK Supporters	-	466
	3,325	1,300
<u>Kisumu Hospice</u>		
Drugs	448	2,500
Training seminars	1,762	2,500
Training community Health workers	7,100	-
	9,310	5,000
<u>Machackos Palliative Care Centre</u>		
Small equipment	297	-
Patient Lunches at community clinics	684	-
Running costs of vehicle	1,415	-
	2,396	-
<u>Malindi</u>		
2 Day Training on Palliative Care	1,520	-
<u>Mwanga Hospice</u>		
Drugs	2,729	-

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2015

(Continued)

7 GRANTS MADE TO KENYA (continued)

	2015	2014
<u>Nairobi Hospice</u>		
Training community health workers	7,550	-
Vehicle	8,874	-
Specific funds raised by UK Supporters	-	1,000
	16,424	1,000
<u>Nakuru Hospice</u>		
Senior nurse post	6,879	3,321
	6,879	3,321
<u>Nyahururu Hospice</u>		
Drugs	-	4,270
	-	4,270
<u>Nyeri Hospice</u>		
Second Vehicle	-	7,550
	-	7,550
<u>Thika Level 5</u>		
Training community health workers	1,380	-
	1,380	-
<u>Educational Grants</u>		
Stella Khatambi – 3rd yr BSC Palliative Care	-	3,310
	74,957	42,231

8. Trustees and staff were reimbursed £1,132 (2013: £919) for Travel Expenses to meetings in the year.

9. No member of staff has earned more than £60,000 in the year or the previous period.

10. MOVEMENT IN FUNDS

	At 1 April 2014 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 March 2015 £
RESTRICTED FUNDS					
BBC Radio 4 Appeal	7,806	-	-	-	7,806
	7,806				7,806
UNRESTRICTED FUNDS					
General fund	72,538		(36,608)		35,930
Designated funds	50,081		(11,081)		39,000
	122,619		(47,689)		82,736

£7,806 was the balance remaining from a BBC Radio 4 Appeal the previous year for the provision of paediatric palliative care in Kenya. No further funds were distributed in the year although they have subsequently been distributed in 2014-15.

The Trustees have designated £24,000 to hold as one years running costs in reserve and £15,000 for fundraising in order to fulfil the strategy to grow income.