



**HOSPICE CARE KENYA**  
**ANNUAL REPORT**  
**2016 – 2017**

**Hospice Care Kenya**  
**Annual Report and Financial Statements 2016 - 2017**

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**Hospice Care Kenya**  
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**Organisation Details**

**Patrons**

Lord Carey of Clifton  
Professor Sir Michael Richards

Archbishop Desmond Tutu  
Mr Michael Wooldridge, OBE

**Trustees**

Dr Sally Hull, Chair  
Mr David Worthington  
Dr Michael Hughes  
Dr Michael Smalley, Vice Chair  
Mr Paul Dawson, (Vice Chair resigned 07/12/2016)  
Mrs Angelika Kitching, Hon. Treasurer  
Ruth Ogier  
Julia Strong (appointed 21/06/2016)

**Staff**

Mrs Lee Barker, Director

**Registered Office**

Hospice House  
34 – 44 Britannia Street  
London  
WC1X 9JG

Telephone: 01723 890283  
Email: [hck@hospicecarekenya.com](mailto:hck@hospicecarekenya.com)  
Web: [www.hospicecarekenya.com](http://www.hospicecarekenya.com)

**Bankers**

CAF Bank Ltd,  
Kings Hill, West Malling, Kent ME19 4TA

**Examining Accountant**

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

## **Background**

Hospice Care Kenya (HCK) is a registered UK charity. It was founded in 1991 to support the newly-opened Nairobi Hospice, Kenya's first hospice for palliative care. Today there are more than 70 hospices and palliative care services in Kenya, and the Kenyan Government has begun to provide units in regional hospitals.

HCK raises funds in the UK to support the development and delivery of palliative care in Kenya by responding to specific requests for funding from hospices and other palliative care units.

## **Objectives and Activities**

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

- The work of the hospices and palliative care units in Kenya. In total there are now 72 hospices or palliative care units in Kenya, including PC units within 26 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.

In the year 2016 -17 we have reviewed our grant monitoring processes to ensure that our funds are used effectively to make a difference to people in Kenya who need palliative care.

In carrying out these objectives and planning activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and to the obligations placed upon us by Section 17 of the Charities Act 2011 and confirm that we have complied with the duty placed upon us by the Act.

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**Grants Given**

In carrying out our objectives in 2016 -17 we supported the following organisations:

		£
Busia Hospice	Training	4,821
KEHPCA KMTC	Sponsorship Diploma	5,670
Kitui Palliative Care Unit	Outreach, Drugs and Day Care	2,872
KMTC	Sponsorship Diploma Palliative Care	7,087
Laikipia PCC	Development of Existing Service	2,533
Laikipia PCC	Existing service development	1,986
Machakos Palliative Care Unit	Training community Health workers and volunteers, drugs and dressings	5,033
Malindi Palliative Care Unit	Enhancing Service Delivery	1,877
Meru Hospice	Strengthening Palliative Care in Rural Meru	2,556
Siaya Roselyn Hospice	Community Health Volunteer Training	2,123
Siaya Roselyn Hospice	Community Involvement and capacity building	3,152
Viagenco	Family Palliative Care Strengthening Project	3,539
Viagenco	Training and Education	2,281
<b>Total Grants Given</b>		<b>45,530</b>

**Kenya Hospice and Palliative Care Association/ Kenya Medical Training College**

For four years we have sponsored students to undertake the Diploma in Palliative Care run by KMTC. Previously KEHPCA applied on behalf of KMTC but we are now encouraging KMTC to make their own applications.

In September 2016 we provided a grant of £5,670 to support 14 students on the 2016 intake. All these students came from government hospitals. In order to encourage students from the voluntary hospices to access the course in February 2017 we allocated £7,087 to sponsor 15 students to start in September 2017. With the funds confirmed the sponsorship can be promoted to hospices and we hope that at least five hospice students will be sponsored.

**Busia Hospice and Palliative Care Centre**

Busia Hospice has been providing palliative care services for two years in Busia county. It is staffed mainly by volunteers and operates from a room in Tanaka nursing home.

In 2017 we gave a grant of £4,821 to train and support 70 community health volunteers. . The grant has enabled them to raise awareness of cancer and the benefits of palliative care to a rural population

One of the participants who attended the leaders workshop said:

*“for a long time we had no information on cancer though we are aware of the challenges, we can now confidentially advocate early diagnosis and treatment of cancer”*.

Another said *“if pain can be controlled then cancer is manageable because it is the most disturbing problem with cancer patients”*

### **Kitui Palliative Care Unit**

Kitui PCU started in 2015 as a new palliative care service within the district hospital. We gave a grant of £2,872 to train community health workers. So far the project has supported 321 patients and the PCU report that:

*“The project has been successful. Creating awareness has been carried out and the number of patients has since increased. Kitui is a diverse county with remote dry areas, some of the palliative patients live in absolute poverty and the grant was helpful to buy medicines for patients who could not afford to go for radiotherapy. Training sessions took place with Hospital staff on pain management and palliative care concepts. This led to an increase in the patients referred to the PCU from various outpatient clinics by the doctors.”*

### **Laikipia Palliative Care Centre**

Laikipia palliative care provides palliative care services in Laikipia east county. Palliative care services are provided by one staff nurse, one volunteer nurse and one high school graduate volunteer. Two rooms are rented for day care services. Transport remains challenging and the centre is not able to afford a vehicle or driver, so relies on volunteers.

We provided two grants to Laikipia one for £2,533 and one for £1,986 to enable them to develop these existing services and support 77 patients. This included purchasing essential supplies, providing transport costs for outreach and training and also to support patients to attend day care. Laikipia reports that:

*“Home visits to our patients are carried out weekly in five different areas of Laikipia east. Our palliative care services are essential and welcomed by the community. Our ability to provide drugs, especially the morphine, makes a huge difference to the well being of patients and reduces the stress felt in the family.”*

They quote a patient as saying *“ before I joined the hospice I was very hopeless and even contemplated suicide, but when the hospice team visited my home and counselled me I have been able to complete my treatment and soldier on with life.”*

### **Machakos Palliative Care Unit**

We provided a grant of £5,033 to Machakos to support their outreach work and train community health workers. Machakos PCU is based within the district hospital and is a centre of mentoring and training for health workers in South Eastern Kenya.

So far they have provided much needed drugs and trained 41 community health volunteers and report that the community health volunteers' training has added value to a group of volunteers who have been providing care to cancer patients and families without any know how.

*“It was frustrating how to impart hope whenever we visited a cancer patient, but now we have power to counsel and give hope to the patient and the family”,* said a participant at the closing session.

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**Malindi Palliative Care Unit**

This unit started in 2014. We gave a grant of £1,877 to provide training within the hospital and to raise awareness of palliative care within community health volunteers.

Unfortunately the palliative care nurse funded by the hospital retired and medical staff have been on strike for three months so the project has not yet been initiated.

**Meru Hospice**

Meru Hospice is a charitable trust which began operating in 2003, since then offering palliative care to over 4000 cancer patients in addition to an extensive training programme. In February 2017 we gave a grant of £2,556 to support the development of home visits in five hard to reach areas of rural Meru. The project is due to start in May.

**Siaya Hospice**

Siaya Roselyne Hospice and Palliative care unit is a satellite unit supported by Kisumu hospice. Since 2013 they have had regular training sessions for community health workers (CHWs) to help respond to the need in rural areas. Of their previous training grants they say:

*“The grant has brought so much difference to the communities we have trained because Palliative care is being implemented and also community health volunteers are referring patients to the Hospice”*

In 2017 we gave two grants of £2,123 and £3,152 to continue this programme and support community capacity building.

**Viengco Community Development and Support Organisation**

Viengco is a charitable organisation providing palliative care services in Mbita sub-county. In 2017 we provided two grants of £2,281 and £3,539 to train community health volunteers and family members. Ten volunteers were initially trained who now look after 50 patients. Viengco said:

*“ The grant has made a wonderful improvement as the community health volunteers can now understand palliative care and provide basic care, knowledge and skills to palliative care patients and their families.”*

**Structure Governance and Management**

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 year ended 31<sup>st</sup> March 2017 in accordance with the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice 2015.

## **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.

## **Financial review of the accounting period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017**

The main activity of the charity was raising funds to support the provision and delivery of palliative care in Kenya. Total income was £56,619 compared with £44,714 in the previous period. We also recorded a gift in kind donation of £2,000 for the building of the web-site. We rely heavily on donations from individuals which this year amounted to £35,237 compared with £19,296 in the previous year thanks to a very generous donation of £11,000 from Mr HW Thompson. 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 also receives funding from Trusts and Foundations and was grateful to receive £13,509 (2016: £15,085) in the year.

We did not receive any legacies this year (2016: £5,035) and conducted a campaign to raise awareness of the importance to the charity of legacy giving.

Demand for our support is growing and the Trustees had designated £15,000 from the £100,000 Diana Princess of Wales Legacy Grant received in 2012 to employ a fundraising consultant in order to look at raising additional income. In the year we spent £5,558 (2016: £3,000) of this designated grant and have now removed the remaining funds from such designation.

During the year we disbursed £45,530 (2016: £47,296) and a full list of the grantees is shown at note 6 (pages 14 and 15) of the financial statements.

## **Policy on Reserves**

The Trustees reviewed the Reserves Policy in the year and decided that The Trustees believe that it is prudent to hold an amount equivalent to six months running costs in reserves. Funds over this amount will be held in a designated reserve from which grants will be paid.



## **Acknowledgements**

The following trusts and organisations have made welcome donations

Ofenheim Charitable Trust  
The Arimathea Charitable Trust  
Michael and Harriet Maunsell Charitable Trust  
The Willoughby Harry Thompson Charitable Trust  
Hawthorne Charitable Trust

The charity particularly wishes to acknowledge the support of Mr W H Thompson CMG CBE who has not only supported us through his charitable Trust but has made a very generous personal donation as well.

The charity is grateful to those individuals and organisations who have given us significant financial support during the year either through personal donations or raising funds on our behalf as Friends of Hospice Care Kenya:

E Salmon our ex Chair who continues to run events and make and sell marmalade for us  
Malvern College and G Sloan  
S Newton  
B Calder  
G J Davies who holds an annual coffee morning on our behalf  
J Jordan  
I Mylam  
S Hull  
A R Good  
A Vernon  
R Clark  
Mike Biggs and Nancy Mattson who run Poetry in the Crypt

The charity acknowledges the support of the Brandenburg Choral Festival series which each year supports the charity through ticket sales and collections at linked concerts.

The charity acknowledges the support of Ross Hewitt of Secret Pie who rebuilt our web-site for us free of charge and provides pro-bono ongoing support.

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 2017, which are set out on pages 10 to 15, 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.



10th May 2017

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 1<sup>st</sup> April 2016 to 31st March 2017**

	<u>Note</u>	Un- restricted £	Restricted £	TOTAL FUNDS £	Year ended 31 March 2016
<b>Income and endowments from</b>					
<b><i>Donations and Legacies</i></b>					
Donations		29,479	11,000	40,479	22,076
Legacy		-	-	-	5,035
Gift in Kind		2,000	-	2,000	-
<b><i>Charitable Activities</i></b>					
Trust Income		13,509	-	13,509	15,085
<b><i>Other Trading Activities</i></b>					
Events		1,502	-	1,502	1,358
Sale of Goods		1,046	-	1,046	893
<b>Investment Income</b> – bank interest		83	-	83	227
<b>Other Income</b> – Refund rent overpaid previous year		-	-	-	40
<b>Total Income and Endowments</b>		<b>47,619</b>	<b>11,000</b>	<b>58,619</b>	<b>44,714</b>
<b>Expenditure on:</b>					
<b><i>Raising funds:</i></b>					
Fund raising costs of grants and donations	<b>3</b>	9,425	-	9,425	13,980
Fundraising consultancy	<b>3</b>	5,518	-	5,518	2,518
<b><i>Charitable activities:</i></b>					
Grants made to Kenya	<b>6</b>	34,530	11,000	45,530	47,296
Other Expenditure	<b>3</b>	12,227	-	12,227	5,526
<b>Total resources expended</b>		<b>61,700</b>	<b>11,000</b>	<b>72,700</b>	<b>69,320</b>
<b>Net income (expenditure) being Net movement in funds</b>		<b>(14,081)</b>	<b>-</b>	<b>(14,081)</b>	<b>(24,606)</b>
<b><i>Reconciliation of funds:</i></b>					
Total funds brought forward		<b>58,130</b>	<b>-</b>	<b>58,130</b>	<b>82,736</b>
Transfer to restricted		(7,087)	7,087	-	
<b>Total funds carried forward</b>		<b>36,962</b>	<b>7,087</b>	<b>44,049</b>	<b>58,130</b>

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**BALANCE SHEET AT 31st March 2017**

	<u>Note</u>	2017 £	2016 £
<b>Current assets</b>			
Debtors and Payments in Advance	4	262	261
Cash at Bank		52,492	59,260
		<b>52,754</b>	<b>59,521</b>
<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<b>(8,705)</b>	<b>(1,391)</b>
<b>Net current assets</b>		<b>44,049</b>	<b>58,130</b>
<b>Net assets</b>		<b>44,049</b>	<b>58,130</b>
<b>Which represent :-</b>			
Unrestricted Funds			
- General funds		14,000	22,130
- Designated funds		22,962	36,000
Restricted Funds		7,087	-
<b>Total charity funds</b>	<b>7</b>	<b>44,049</b>	<b>58,130</b>

**STATEMENT OF CASH FLOWS for the Year Ending 31<sup>st</sup> March 2017**

	£
Opening Cash Balance	59,260
<u>Operating Activities</u>	
Receipts from raising funds	51,377
Gift aid received	5,150
Payments made	(24,935)
Grants paid to Kenya	(38,443)
Movement from operating activities	(6,851)
Investing activities – bank interest	83
Net movement	(6,768)
Closing Cash Balance	<b>52,492</b>

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For the year ended 31st March 2017 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 2017 as set out on pages 10 to 15, were approved by the Trustees on                      and signed on their behalf by

Sally Hull  
Chair

Angelika Kitching  
Honorary Treasurer

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st March 2017**

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. SUPPORT COSTS

The trust allocates its support costs between those incurred for raising funds and those incurred for carrying out the charitable activities of the trust as shown below.

	<b>Fund- raising</b>	<b>Charitable Activities</b>	<b>Total</b>	<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank Charges	-	293	<b>293</b>	<b>280</b>
Office equipment	-	602	<b>602</b>	-
Fundraising Costs	727	-	<b>727</b>	<b>1,106</b>
Fundraising Consultancy	5,558	-	<b>5,558</b>	<b>2,518</b>
Prof fees & Insurance	-	359	<b>359</b>	<b>353</b>
Newsletters	737	-	<b>737</b>	<b>823</b>
Recruitment	476	-	<b>476</b>	-
Office Costs	-	724	<b>724</b>	<b>972</b>
Travel	150	955	<b>1,105</b>	<b>1,236</b>
Staff Costs –Salary & Pension	5,795	8,692	<b>14,487</b>	<b>14,666</b>
Website	1,500	602	<b>2,102</b>	<b>70</b>
	<b>14,943</b>	<b>12,227</b>	<b>27,170</b>	<b>22,024</b>

4. DEBTORS

The amount of £262 (2016:£261) is the tax refund due calculated on Gift Aid still to claim of £92 (2016:£184) and a refund of duplicate pension contributions due of £170 (2016: nil).

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

At the year end the charity owed £118 in other taxes and social security (2016:£167).

At the year end the charity had accrued £232 for pension costs ( 2016 :£118), and £999 for salary costs (2016: £nil).

The charity had accrued expenses of £269 (2016:£570)

The charity had an amount of £7,087 for grants approved but not yet paid (2016: nil)

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2017**  
**(Continued)**

6. GRANTS MADE TO KENYA

	2017 £	2016 £
<b><u>Busia Hospice</u></b>		
Training	<u>4,821</u>	-
<b><u>Coast Hospice</u></b>		
Running costs of existing service	<u>-</u>	4,052
<b><u>Garissa PCC</u></b>		
Training of health service workers	<u>-</u>	2,843
<b><u>Kenya Hospices and Palliative Care Association</u></b>		
Scholarships for KMTC course Fees	5,670	6,305
Paediatric Palliative Care	<u>-</u>	5,683
	<u>5,670</u>	11,988
<b><u>Kenya Medical Training College</u></b>		
Scholarships for Diploma Palliative Care	<u>7,087</u>	-
<b><u>Laikipia Palliative Care Centre</u></b>		
Existing Services	4,519	2,667
Training volunteers and community health workers	-	677
Specific funds raised by UK Supporters	<u>-</u>	876
	<u>4,519</u>	4,220
<b><u>Living Room International (Kimbilio)</u></b>		
Training community health workers	<u>-</u>	1,473
<b><u>Malindi PCU</u></b>		
Enhancing Service Delivery	<u>1,877</u>	-
<b><u>Meru Hospice</u></b>		
Strengthening rural palliative care	<u>2,556</u>	-
<b><u>Kisumu Hospice</u></b>		
Drugs	<u>-</u>	2,781
<b><u>Kitui Hospice</u></b>		
Outreach, drugs and daycare	<u>2,872</u>	-
<b><u>Machackos Palliative Care Centre</u></b>		
Paediatric palliative care	-	4,517
Training community health workers and equipment	<u>5,033</u>	-
<b><u>Nakuru Hospice</u></b>		
Senior nurse post	<u>-</u>	6,604

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2017**  
**(Continued)**

**GRANTS MADE TO KENYA (Continued)**

	2017 £	2016 £
<b><u>Nyeri Hospice</u></b>		
Training community health volunteers	-	3,054
<b><u>Olkalou District Hospital</u></b>		
Training community health workers	-	1,856
<b><u>Siaya Hospice</u></b>		
Training of health volunteers	5,275	2,054
<b><u>Tenwek Hospice</u></b>		
Drugs and Supplies	-	1,854
<b><u>Viagenco</u></b>		
Training and Education	5,820	-
<b><u>Total Disbursed to Kenya</u></b>	<b><u>45,530</u></b>	<b><u>47,296</u></b>

No Trustee received remuneration in the year. Four Trustees were reimbursed £602 (2016: £705) for Travel Expenses to meetings in the year.

There were no related party transactions

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

The aggregate amount of employee benefits for key management personnel was £14,487 (2016 : £14,666)

**7. MOVEMENT IN FUNDS**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Designated</u>	<u>Total</u>
As at 1 April 2016	22,130	-	36,000	58,130
Incoming Funds	47,619	11,000	-	58,619
	69,749	11,000	36,000	116,749
Outgoing Funds	(48,662)	(11,000)	(13,038)	(72,000)
Transfers between Funds	(7,087)	7,087	-	-
As at 31 March 2017	14,000	7,087	22,962	44,049

The Trustees have designated £14,000 to hold as six months running costs in reserve in general funds. The remaining funds are designated for grant distribution.