



HOSPICE CARE KENYA
ANNUAL REPORT
2015 – 2016

Company Number 07540244

Charity Number 1141469

Hospice Care Kenya
Annual Report and Financial Statements 2015 - 2016

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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 2016.

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. In total there are now 65 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.

Governance

This year we have improved procedures for allocating and monitoring the grants we provide. In September 2015 two trustees and the director of HCK visited Kenya to meet some of the organisations we fund, and to see for ourselves the enormous impact which small grants can have.

In the year we also wrote to all the donors on our database to verify that the information we held was still relevant, up to date and stored for essential purposes.

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Grants given

In carrying out our objectives in 2015 -16 we supported the following organisations:

Organisation	£
Kenya Hospice and Palliative Care Association	11,988
Coast Hospice	4,052
Garissa Palliative Care Centre	2,843
Kisumu Hospice	2,781
Living Room International (Kimbilio)	1,473
Laikipia Palliative Care Centre	4,220
Machakos Palliative Care Centre	4,517
Nakuru Hospice	6,604
Nyeri Hospice	3,054
Olkalou District Hospital	1,856
Siaya Hospice	2,054
Tenwek Hospice	1,854

Kenya Hospice and Palliative Care Association

KEHPCA is the umbrella association for hospice and palliative care in Kenya, and since its inception in 2005 has supported the growth in number of hospices and palliative care providers from 7 to 65 across the country.

Grants to KEHPCA include: Sponsorship for fourteen students taking the Higher Diploma in Palliative Care at the Kenya Medical Training College (KMTTC), Nairobi Campus. This is the third intake of students that HCK has sponsored.

A nurse we sponsored said "I have learnt a lot and, changed my attitude towards the care of the patients with life limiting illness. I am also grateful that the training has stimulated the administration to start a palliative care unit in our hospital which is picking up slowly. With your support, many more could benefit to gain the knowledge in order to reach a bigger number of suffering Kenyans."

HCK also supported the developing paediatric services in Kisii, Homa Bay and Naivasha, from restricted funds for paediatric palliative care. Dr Deborah Omeddo, a paediatrician at Kisii, says that *"paediatric palliative care has since been integrated in the hospital"*.

Funds from HCK also supported the hospital to buy toys, equipment and drugs.

Coast Hospice

Coast Hospice is the only hospice in the coastal region of Kenya. The Hospice sees 180 cancer and HIV/AIDS patients a month, and also offers attachment to students pursuing higher diploma studies. Coast Hospice continues to mentor Malindi hospice and upcoming Msambweni and Voi satellite hospices.

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For the past two years fundraising income at the hospice had been very low. A strategy has been put in place to recover this position, and in July we supported them with short term running costs to put this plan into action. We are receiving regular updates on progress.

Garissa Hospital

Garissa county referral hospital is the largest referral facility in northern Kenya. It is the only palliative unit in the area but the uptake of services is low, with only 32 clients in the first quarter of 2015. Garissa believes this was due to lack of awareness of palliative care among healthcare workers.

We gave a grant to support training for 50 service providers in the hospital, 50 within the locality and 100 in the neighbouring counties. The aim is to raise awareness among existing care services, with the possibility of starting palliative care units in the future.

Laikipia Palliative Care Centre

Laikipia palliative care centre started in 2009, to provide services across Laikipia East County. The project is administered by a Board, and palliative care is provided by three staff, one nurse and two volunteers. Two rooms are rented for day care services. Land to build a palliative care centre was purchased in August 2014.

Previously we have given grants to support training to raise awareness of palliative care in rural areas. This has been successful, and in November 2015 Laikipia approached us for funding to provide palliative care in these areas. They said *"in the five years of our existence, Laikipia Hospice home based care services have been widely seen and accepted, with the local community now self-referring when they are in need. The communities remain very low income, with food and education being their priorities. They cannot afford the cost of medical service or palliative care, hence our application for funding."*

Living Room International (Kimbilio)

In July we gave a grant to Kimbilio hospice to train Community Health Workers (CHW). Kimbilio will conduct 13 one-day awareness training sessions across the locality. A total of 338 CHWs will be trained by the end of the project, who will act as a link between Kimbilio Hospice and the community.

In their application they said *"Kimbilio Hospice has offered palliative care services in western Kenya since 2010. Though Kimbilio has served over 1,000 individuals, as well as their family members, since its existence, it is evident that there are many more individuals in rural communities who are suffering from life-threatening illnesses who need palliative care."*

Kisumu Hospice

Kisumu Hospice was established in 1998 to provide services to Nyanza and Western Provinces. As well as developing palliative care services in their own region Kisumu have been instrumental in training doctors and nurses across in the wider community. They also have pioneered the systematic training and deployment of community health volunteers.

This year we supported them with a grant to provide drugs and essential medical supplies.

Machakos Palliative Care Centre

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Machakos is a designated centre for the development of paediatric palliative care. The unit is a centre of excellence for palliative care, popular with students on placement, and is mentoring upcoming satellite clinics in the region.

Our grant in July was to enable Machakos to renovate a room to provide palliative care specifically for children and adolescents and to follow up these paediatric patients in the community.

Nakuru Hospice

Nakuru Hospice was established in June 2009. There has been tremendous growth in the service, with the number of referred patients continuing to grow annually. Although the government has seconded staff to the unit, the hospice requires permanent, dedicated nursing staff.

In February 2016 Nakuru applied to us for the third year of funding for a nurse to manage the Palliative Care Programme. The activities and progress of this nurse have been monitored, and we have encouraged Nakuru to ensure that a fundraising strategy is in place to provide the salary for this nurse in the future.

Nyeri Hospice

Nyeri Hospice, founded in 1995, cares for terminally ill cancer and HIV/AIDS patients in Central Kenya. The number of patients have steadily increased over the years. Their services include home based care, day care, outpatient services, bereavement support, training, education and fundraising.

In November we supported Nyeri to provide training for 20 community health volunteers to raise awareness of palliative care in their community and refer back in to the hospice.

Olkalou District Hospital

Olkalou District Hospital, in Nyandarua county in central Kenya, has recently developed a palliative care unit. In their application to us Olkalou said *“After a year of operating palliative care we realise that the community is not aware of palliative care services being provided in Olkalou hospital, as many are still seeking these services outside the county while others stay at home unattended due to financial constraints leading to undignified death.”* They plan to train ten community health workers to provide home based care, and refer to the hospital as needed.

In November we gave a grant to train Community Health Workers

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. In 2013, they trained 40 CHWs, and in 2015 Kisumu supported them in further training.

In November we gave them a grant to train a further 10 CHWs.

Tenwek Hospice

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Tenwek Hospice is a home-based programme attached to Tenwek hospital in a rural area with long trips for essential home visits. Approximately 120 patients are seen monthly at home, clinic or as inpatients.

In July they applied to us for support in providing essential drugs for home care patients. In their application they said, *"Our services are free to patients and our budget is covered through donations from friends of Tenwek, World Gospel Mission, and from support from the Tenwek Hospital general operating budget. We struggle to provide drugs and supplies to patients. We would like funding to obtain a continuous supply of essential drugs for palliative care and to purchase long acting pain controlling drugs and supplies needed for home care of palliative patients."*

Patrons

Lord Carey of Clifton

Archbishop Desmond Tutu

Professor Sir Michael Richards

Mr Michael Wooldridge, OBE

Trustees

Miss Elizabeth Salmon, Chair (resigned 31/12/15)

Dr Sally Hull, Chair

Mr David Worthington

Dr Michael Hughes

Dr Michael Smalley

Mr Paul Dawson, Vice Chair

Mrs Angelika Kitching, Hon. Treasurer

Dr Mary Andhoga (resigned 22/11/2015)

Ruth Ogier (appointed 12/02/16)

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

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trustees. New trustees are briefed on the objects of the Trust and the Memorandum and Articles governing its activities.

Staff

Mrs Lee Barker, Director

Registered Office

Hospice House
34 – 44 Britannia Street
London WC1X 9JG

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

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 2015 to 31st March 2016

The main activity of the charity was raising funds to support the provision and delivery of palliative care in Kenya. Total income was £44,714 compared with £41,382 in the previous period. We rely heavily on donations from individuals which this year amounted to £19,296 compared with £21,417 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 also receives funding from Trusts and Foundations and was grateful to receive £15,085 (2015: £14050) in the year.

The charity was fortunate to receive a legacy of £5,035 (2015 £1,000) and we are very grateful for all those who remember us in their will in this way and thereby leave a lasting legacy.

In 2012 the charity ran an appeal on BBC Radio 4. To raise funds for a project to help boost the paediatric palliative care service in Kenya. The remaining £7,806 was paid out in this year.

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 £3,000 of this designated grant.

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During the year we disbursed £47,296 (2015: £74,957) and a full list of the grantees is shown at note 7 (pages 13 and 14) of the financial statements.

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
Paget Charitable Trust

The charity is grateful to those individuals 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:

G Sloan
S Newton
G J Davies
J Jordan
I Mylam
R Glover
E Read

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.

In the year Elizabeth Salmon resigned as Chairman and Trustee. Elizabeth had been a Trustee since 2000 and became Chair in 2002. The charity wishes to acknowledge and thank Liz for all she has done to facilitate and support the development of palliative care in Kenya.

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 2016, which are set out on pages 7 to 12, 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.



26th July 2016

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 April 2015 to 31st March 2016

	<u>Note</u>	Un- restricted £	Restricted £	TOTAL FUNDS £	Year ended 31 March 2015
Income and endowments					
<i>Income from donations and legacies:</i>					
Grants and donations	(3)	38,540	876	39,416	36,467
Tax refund (Gift Aid)		2,780	-	2,780	3,120
Events		1,358	-	1,358	949
Sale of Goods		893	-	893	520
Refund rent overpaid previous year		40	-	40	-
<i>Investment income</i> – bank interest		227	-	227	326
Total income and endowments		43,838	876	44,714	41,382
Expenditure On:					
<i>Expenditure on raising funds:</i>					
Fund raising costs of grants and donations	(4)	13,980	-	13,980	9,074
<i>Expenditure on Charitable activities:</i>					
Governance costs	(4)	4,831	-	4,831	4,694
Grants made to Kenya	(7)	38,614	8,682	47,296	74,957
Support costs		3,213	-	3,213	346
Total Expenditure		60,638	8,682	69,320	89,071
Net income/(expenditure)		(16,800)	(7,806)	(24,606)	(47,689)
<i>Reconciliation of funds:</i>					
Total funds brought forward		74,930	7,806	82,736	130,425
Total funds carried forward		58,130	-	58,130	82,736

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HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244

BALANCE SHEET AT 31st March 2016

	<u>Note</u>	2016	2015
		£	£
Current assets			
Debtors and Payments in Advance	(5)	261	3,020
Cash at Bank		59,260	79,801
		<u>59,521</u>	<u>82,821</u>
Creditors: amounts falling due within one year	(6)	<u>(1,391)</u>	<u>(85)</u>
Net current assets		<u>58,130</u>	<u>82,736</u>
Net assets		<u>58,130</u>	<u>82,736</u>
Which represent :-			
Unrestricted Funds			
- General funds		22,130	35,930
- Designated funds		36,000	39,000
Restricted Funds	(7)	<u>-</u>	<u>7,806</u>
Total charity funds		<u>58,130</u>	<u>82,736</u>

For the year ended 31st March 2016 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 2016, as set out on pages 7 to 11, were approved by the Trustees on _____ and signed on their behalf by

Sally Hull
Chairman

Angelika Kitching
Honorary Treasurer

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st March 2016

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

	2016	2015
	£	£
Grants from Trusts	15,085	14,050
Donations – Gift Aided	13,470	13,229
Donations – non Gift Aided	5,826	8,188
Legacies	5,035	1,000
	39,416	36,467

4. SUPPORT COSTS

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

	Fund-raising	Charitable Activities	Governance	Total	2015
	£	£	£	£	£
Bank Charges	-	280	-	280	346
Office equipment	-	-	-	-	129
Fundraising Costs	3,624	-	-	3,624	539
Prof fees & Insurance	-	-	353	353	354
Newsletters	823	-	-	823	729
Recruitment	-	-	-	-	208
Office Costs	-	-	972	972	931
Travel	-	-	1,236	1,236	1,132
Staff Costs –Salary & Pension	9,533	2,933	2,200	14,666	9,700
NIC	-	-	-	-	-
Website	-	-	70	70	46
	13,980	3,213	4,831	22,024	14,114

5. DEBTORS

The amount of £261 (2015:£3,020) is the tax refund due calculated on Gift Aid still to claim (£184) and a tax refund (£77).

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HOSPICE CARE KENYA

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2016

(Continued)

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

At the year end the charity owed £167 in other taxes and social security (2015: £nil).

At the year end the charity had accrued £118 for pension costs (2015 £51) and Fundraising Consultancy costs of (£570) (2015: nil).

At the year end the charity had received £500 paid twice in error from the Arimathea Trust and this was to be repaid. The charity had deferred income of £36 towards an event taking place in April.

There were no grants outstanding (2015 nil).

7 GRANTS MADE TO KENYA

	2016 £	2015 £
<u>Busia Hospice</u>		
Drugs		508
Community Project	-	602
		1,110
<u>Coast Hospice</u>		
Running costs of existing service	4,052	-
	4,052	-
<u>Embu Mbeere Hospice</u>		
Vehicle	-	13,406
		13,406
<u>Garissa PCC</u>		
Training of health service workers	2,843	-
	2,843	-
<u>Kenya Hospices and Palliative Care Association</u>		
Scholarships for KMTC course Fees	6,305	8,744
Paediatric Palliative Care Specific Fund from 2014 Conference	5,683	-
Hope for Cancer Kids National Insurance	-	4,309
	-	3,425
	11,988	16,478
<u>Laikipia Palliative Care Centre</u>		
Drugs	1,314	204
Running costs of vehicle	1,353	900
Equipment for Day Care	-	738
Equipment for outreach training	-	431
Transport for outreach training	-	214
Training volunteers and community health workers	677	838
Specific funds raised by UK Supporters	876	-
	4,220	3,325
<u>Living Room International (Kimbilio)</u>		
Training community health workers	1,473	-
	1,473	-

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<u>Kisumu Hospice</u>		
Drugs	2,781	448
Training seminars	-	1,762
Training community health workers	-	7,100
	2,781	9,310
<u>Machackos Palliative Care Centre</u>		
Small equipment	-	297
Patient Lunches at community clinics	-	684
Running costs of vehicle	-	1,415
Paediatric palliative care	4,517	-
	4,517	2,396
<u>Malindi</u>		
2 Day Training on Palliative Care	-	1,520
	-	1,520
<u>Mwanga Hospice</u>		
Drugs	-	2,729
	-	2,729
<u>Nairobi Hospice</u>		
Training community health workers	-	7,550
Vehicle	-	8,874
	-	16,424
<u>Nakuru Hospice</u>		
Senior nurse post	6,604	6,879
	6,604	6,879
<u>Nyeri Hospice</u>		
Training community health volunteers	3,054	-
	3,054	-
<u>Olkalou District Hospital</u>		
Training community health workers	1,856	-
	1,856	-
<u>Siaya Hospice</u>		
Training community health volunteers	2,054	-
	2,054	-
<u>Tenwek Hospice</u>		
Drugs and Supplies	1,854	-
	1,854	-
<u>Thika Level 5</u>		
Training community health workers	-	1,380
	-	1,380
<u>Total Disbursed to Kenya</u>	47,296	74,957

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8. Trustees and staff were reimbursed £1,221 (2015: £1,132) 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 2015 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 March 2016 £
RESTRICTED FUNDS					
BBC Radio 4 Appeal	7,806	-	(7806)	-	0
	7,806		(7806)		0
UNRESTRICTED FUNDS					
General fund	35,930	-	(13,800)	-	22,130
Designated funds	39,000	-	(3,000)	-	36,000
	82,736	-	(24,606)	-	58,130

£7,806 was the balance remaining from a BBC Radio 4 Appeal for the provision of paediatric palliative care in Kenya. These funds were distributed in the year.

The Trustees have designated £24,000 to hold as one years running costs in reserve and £12,000 (2015 15,000) for fundraising in order to fulfil the strategy to grow income.