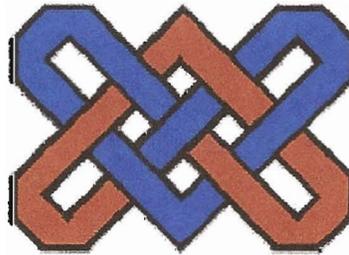


Hospice Care Kenya

**TRUSTEES' REPORT AND FINANCIAL
STATEMENTS FOR THE PERIOD
1st APRIL 2012 – 31st MARCH 2013**



Registered in England and Wales as Company number 07540244

Registered Charity number 1141469

Hospice Care Kenya
Annual Report and Financial Statements 2012--2013

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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 2013.

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 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, 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.

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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
Mr Brian Lloyd FCA
Mrs Sharron Catton
Dr Michael Hughes
Dr Sally Hull
Dr Michael Smalley
Mr Paul Dawson (appointed 30 November 2012)
Mrs Nicola Thorne FCA Hon. Treasurer (appointed 17 August 2012)

Brian Lloyd stepped down as Honorary Treasurer on 30 November 2012 to be replaced by Nicola Thorne. He acted as Honorary Treasurer since February 2001, giving almost 12 years of service and financial guardianship, direction and advice to the charity, he continues as a trustee. Brian developed and redesigned HCK's financial IT package and on several occasions has provided financial and IT training to hospices during visits to Kenya at his own expense. The Charity is immensely grateful for his 12 years of voluntary service and dedication to the charity to date.

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

Mr Patrick Villa, Office Manager

Registered Office

CAN Mezzanine

Telephone: 07990 511665

Hanover House

Email: hck@hospicecarekenya.com

Queen Charlotte Street

Web: www.hospicecarekenya.com

Bristol

BS1 4EX

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 1st April 2012 to 31st March 2013

The main activity of the charity was raising funds to support the provision of palliative care in Kenya. Total income was £175,650 compared with £65,785 in the previous period. We rely heavily on donations from individuals which this year amounted to £39,465 compared with £31,052 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.

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The charity was very fortunate to receive a Legacy Grant from The Diana, Princess of Wales Memorial Fund, awarded in advance of its closure at the end of 2012. This fund has provided valued support to the charity over the years and the legacy grant will go some way to fill the gap left by the closure of the Fund. The grant received will be applied to projects, assisting hospices to become established, as they arise.

In September 2012 the charity ran an appeal on BBC Radio 4. The appeal was to assist a project to help boost the paediatric palliative care service in Kenya. To date this fund has received in excess of £18,000. Project funding of £10,288 has been paid from these funds during the year.

During the year we disbursed £51,820 (2012: £46,100) and a full list of the grantees is shown at note 7 (pages 10 and 11) of the financial statements.

In September 2012 our Chair and another trustee visited Kenya at their own expense and with the help of a travel grant from the Diana, Princess of Wales Memorial Fund to attend KEHPCA's Third National Palliative Care Conference in Nairobi and to meet with the management and staff at several hospices or palliative care units. They were very encouraged by the dedication and enthusiasm they encountered.

During the year 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. This arrangement came to an end after the year end and a new registered office has been found.

Acknowledgements

The following trusts and organisations have made welcome and substantial donations

The Diana, Princess of Wales Memorial Fund	Friends of St Martins in the Fields
Offenheim Charitable Trust	The Hawthorne Charitable Trust
The Arimathea Charitable Trust	The Paget Charitable Trust
Michael and Harriet Maunsell Charitable Trust	
The Willoughby Harry Thompson Charitable Trust	

Signed on behalf of the trustees



N Thorne Honorary Treasurer

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

I report on the accounts of the Company for the year ended 31 March 2013, which are set out on pages 7 to 11, 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 1st March 2012 to 31st March 2013

	<u>Note</u>	Unrestricted £	Restricted £	<u>TOTAL FUNDS</u> £	Period from 23 rd February 2011 to 31 March 2012
Incoming resources from generated funds					
<i>Voluntary income:</i>					
Grants and donations	(3)	146,736	19,662	166,398	57,352
Tax refund (Gift Aid)		2,898	2,298	5,196	4,788
<i>Donations in Kind</i>	(9)	3,000	-	3,000	3,000
<i>Sale of Goods</i>		956	-	956	572
<i>Investment income</i> – bank interest		100	-	100	73
Total incoming resources		153,690	21,960	175,650	65,785
Resources expended					
<i>Costs of generating funds:</i>					
Fund raising costs of grants and donations	(4)	11,822	288	12,110	11,563
<i>Charitable activities:</i>					
Grants made to Kenya	(7)	39,420	12,400	51,820	46,950
Support costs		-	1,500	1,500	-
<i>Governance costs:</i>					
	(4)	6,558	-	6,558	7,089
Total resources expended		57,800	14,188	71,988	65,602
Net incoming resources – being net movement of funds in year		95,890	7,772	103,662	183
<i>Reconciliation of funds:</i>					
Prior year adjustment		-	-	-	190
Total funds brought forward		31,746	1,500	33,246	32,873
Total funds carried forward		127,636	9,272	136,908	33,246

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HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244

BALANCE SHEET AT 31st March 2013

	<u>Note</u>	2013	2012
		£	£
Current assets			
Debtors and Payments in Advance	(5)	5,100	4,600
Cash at Bank		<u>131,904</u>	<u>28,646</u>
		137,004	33,246
Creditors: amounts falling due within one year	(6)	(96)	-
		<u>136,908</u>	<u>33,246</u>
Net current assets			
		<u>136,908</u>	<u>33,246</u>
Net assets		<u>136,908</u>	<u>33,246</u>
 Which represent :-			
Unrestricted Funds		127,636	31,746
Restricted Funds		<u>9,272</u>	<u>1,500</u>
Total charity funds		<u>136,908</u>	<u>33,246</u>

For the year ended 31st March 2013 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 2013, as set out on pages 7 to 11, were approved by the Trustees on 22 July 2013 and signed on their behalf by



Elizabeth C Salmon
Chairman



N Thorne FCA
Honorary Treasurer

Hospice Care Kenya
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st March 2013

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

	2013	23/2/2011- 31/3/2012
	£	£
Grants from Trusts	124,933	15,300
Donations – Gift Aided	23,211	18,970
Donations – non Gift Aided	16,254	12,082
Legacies	2,000	11,000
	166,398	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	Charitable Activities	Governance	Total	Period from 23/2/2011 to 31 March 2012
	£	£	£	£	
Independent Examiner's Fee	-	-	-	-	652
Bank Charges	-	-	127	127	220
Communications	-	-	66	66	48
Capital Item(Lap top)	-	-	-	-	350
Fundraising Costs	504	-	-	504	1,447
Maintenance & Insurance	-	-	223	223	220
Newsletters	800	-	-	800	912
Office Rent (Note 9)	-	-	3,000	3,000	3,000
Travel	-	1,500	951	2,451	761
Staff Costs – Salary	8,426	-	2,107	10,533	10,535
NIC	336	-	84	420	478
Website	2,044	-	-	2,044	29
	12,110	1,500	6,558	20,168	18,652

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HOSPICE CARE KENYA

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2013
(Continued)

5. DEBTORS

The amount of £5,100 (2012: £4,600) is the tax refund due, calculated on Gift Aided donations for the period.

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

At the year end the charity owed £96 in other taxes and social security (2012: £nil).

7. GRANTS MADE TO KENYA

	2013	Period from 23 rd February 2011 to 31 st March 2012
	£	£
<u>Murang'a Hospice</u>		
Second nurse post	4,150	-
Drugs	1,540	-
	<u>5,690</u>	<u>-</u>
<u>Coast Hospice</u>		
Training health managers	-	2,500
<u>Garissa Hospital</u>		
Lap top computer for diploma student	-	280
<u>Kenya Hospices and Palliative Care Association</u>		
Radio 4 Paediatric Palliative Care Project	10,000	-
Liverpool training the trainers	1,600	-
Strategic planning meeting	-	2,250
Malindi Hospice PC Toolkits	160	-
2012 Conference	6,250	-
Specific funds raised through Just Giving	200	200
Drugs	-	2,300
Set up costs for Garissa Palliative Care Centre	-	2,500
Contribution to cost of vehicle	-	7,500
	<u>18,210</u>	<u>14,750</u>
<u>Laikipia Palliative Care Centre</u>		
Contribution to 4WD vehicle	-	4,600
Second nurse post	2,400	2,400
	<u>2,400</u>	<u>7,000</u>
<u>Kisumu Hospice</u>		
Drugs	-	4,000
<u>Siaya Hospice</u>		
Two nurses' posts	-	5,000
<u>Machackos Palliative Care Centre</u>		
Laptop and Projector	480	-
Nurse, administrator and driver	5,280	-
Contribution towards costs of vehicle	7,340	-
Set up costs for Palliative Care Centre	-	3,320
	<u>13,100</u>	<u>3,320</u>
<u>Nairobi Hospice</u>		
OBU Diploma Course	12,420	-
Building refurbishment	-	1,600
Specific funds raised through Just Giving	-	650
	<u>12,420</u>	<u>2,250</u>

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HOSPICE CARE KENYA

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2013
(Continued)

7 GRANTS MADE TO KENYA (continued)

	2013	Period from 23 rd February 2011 to 31 st March 2012
	£	£
<u>Nakuru Hospice</u>		
CEO post	-	2,000
Driver post	-	850
Senior nurse post	-	3,500
Set up costs	-	1,500
	-	7,850
<u>Total Disbursed to Kenya</u>	<u>51,820</u>	<u>46,950</u>

8. Trustees and staff were reimbursed £951 (2012: £761) for Travel Expenses to meetings in the year.

9. Donations in kind consist of a rent free office £3,000 (2012: £3,000) provided at no charge to the charity.

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

11. RESTRICTED FUNDS

	At 1 April 2012	Incoming Resources	Resources Expended	At 31 March 2013
	£	£	£	£
Travel expenses	1,500	-	1,500	-
BBC Radio 4 Appeal	-	18,094	10,288	7,806
Laikipia Palliative Care Centre	-	2,866	2,400	466
Nairobi Hospice	-	1,000	-	1,000
	<u>1,500</u>	<u>21,960</u>	<u>14,188</u>	<u>9,272</u>

The travel expenses fund, provided in the previous period, was utilised during the year by Trustees who travelled to Kenya. Some of the costs of this trip were supported by this Fund, the remainder of the costs were borne by the Trustees themselves.

£18,094 was raised from a BBC Radio 4 Appeal for the provision of paediatric palliative care in Kenya, £10,000 of this fund has been forwarded at the year end (see note 7 above). £288 of expenditure was incurred in administering the collection of these donations via the BBC.

Donations were received in the year specifically for Laikipia Palliative Care Centre. A grant of £2,400 was made to the centre during the year from these donations.

£1,000 was received during the year for Nairobi hospice. This fund had not been distributed at the year end.