

HOSPICE CARE KENYA
ANNUAL REPORT AND ACCOUNTS
2018 – 2019

Company Number 07540244

Charity Number 1141469

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

Table of Contents

Background.....	2
Objectives and Activities.....	3
Achievement and Performance	4 - 8
Structure Governance and Management.....	9
Financial Review	9
Policy on Reserves	9
Acknowledgements.....	10
Independent Examiner’s Report	11
Statement of Financial Activity	12
Balance Sheet	13
Statement of Cash Flows	13
Notes to the Financial Statement	15 - 17

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

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
Mrs Angelika Kitching, Hon. Treasurer
Ruth Ogier
Julia Strong
Sarah Onyango

Staff

Mrs Lee Barker, Director
Mrs Catherine Nelson

Registered Office

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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

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 30 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 2018 - 19 we continued to review our grant making policy and the 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.

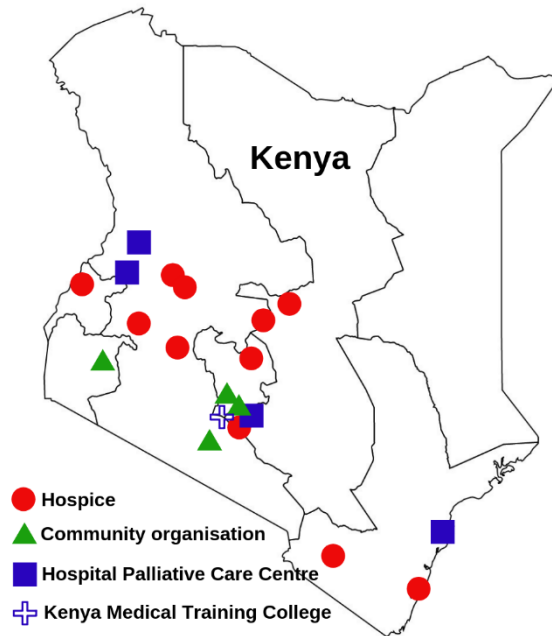
Achievement and performance

In carrying out our objectives in 2018-2019 the following organisations received or were allocated grants:

Meru Hospice	Home visits, drugs and hospice running costs	£3,377
Kiambu Cancer Support Group	Training Community Health Volunteers	£2,685
Kisumu Hospice	Training Community Health Volunteers	£5,597
Nyeri Hospice	Training Community Health Volunteers	£3,484
Ongata Ngong Palliative Care Community	Community Health Volunteer training and mentoring	£8,353
Hope for Cancer Kids	Funding for National Health Insurance cover for children with cancer	£2,038
Kimbilio Hospice	Home visits and community outreach	£2,557
Laikipia Hospice	Training Community Health Volunteers	£460
Machakos Palliative Care Unit	Training Community Health Volunteers	£4,178
Nairobi Hospice	Training Community Health Volunteers and sponsorship of palliative care diploma	£5,315
St Mary's Medical Centre	Developing community services	£2,807
Busia Hospice	Carrying out home visits	£2,426
Defence Forces Memorial Hospital	Training health professionals	£1,456
Kenya Medical Training College	Sponsoring Palliative Care Diploma students	£174
Malindi Palliative Care Unit	Home visits and patient support groups	£1,943
Taita Taveta County	Purchase of drugs and consumables	£1,749
Various hospices	Bursaries for hospice staff to attend KEHPCA conference	£1,248
Webuye Hospital	Training	£1,000
Bungoma Hospital	Training	£1,500
Total		£52,347

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

In 2018/19 we supported the development and delivery of palliative care across 16 of Kenya's 47 counties, by supporting 20 hospices, palliative care centres and training programmes.



We supported the training in basic palliative care of 513 Community Health Volunteers across 10 counties

Training Community Health Volunteers to provide home-based palliative care ensures that people living in remote rural areas can access vital palliative care services and essential pain relief.

The following feedback was recorded from participants of a course held for Community Health Volunteers working in Dagoretti slum of Nairobi:

"I feel empowered by the knowledge gained and being able to understand the needs of patients better"

"Before the course I did not know how to handle patients with incurable conditions. I used to provide false information and reassurance, but now I understand the importance of giving correct information"

"I will now identify the types of pains the patient is going through before deciding on the approaches in their care plans".

Grace (right) is a Community Health Volunteer in Kisumu County, western Kenya. Hospice Care Kenya supported her training in palliative care in 2018. Grace has already put her training into practice. Joseph (left) lives in her village and when Grace heard he had been unwell she visited him. From her training she knew that his symptoms suggested cancer, so she referred him to Kisumu Hospice. Joseph was diagnosed with prostate cancer and started on hormone therapy. Grace visits Joseph every day to check on his health. Without her help his cancer would have remained undiagnosed as Joseph cannot afford to pay for a doctor. Grace's care and free support from Kisumu Hospice have been a life-line for him.



With our support 84 health professionals received palliative care training

We provided partial sponsorship for 11 nurses who enrolled on the Diploma in Palliative Care at Kenya Medical Training College in September 2018. The students all passed their end of module one examinations in January 2019 and continue to progress in the course.

A student told us, "I am very grateful that I was able to enrol on the course with assistance from Hospice Care Kenya. In Baringo County we don't have any Palliative Care Unit. I am only the second person from there to be trained in palliative care. As a nurse I go out to villages with my church to assist people in need and I noticed that many were suffering, so when I heard about palliative care, I wanted to do the course. It is my dream that one day we open a palliative care unit in Baringo County."

We supported training in basic palliative care for 73 general health professionals from government hospitals. This improves understanding of the importance of palliative care and the availability of services within the health system, facilitating prompt referral of patients in need of palliative care.

As a result of training 30 health professional across Bungoma County, Dr Hussein from Webuye County Hospital Palliative Care Unit told us, *"We have increased our linkage with 14 different medical facilities within the county by training participants at those facilities. As a result, we have started receiving more referrals from the peripheries."*

Through training health professionals in Kajiado County, our partner Ongata Ngong Palliative Care Community (ONPACC), is facilitating the integration of palliative care into the county health system, contributing to long-term improvements in palliative care provision.

"Palliative care is new in our county as no nurse or doctor in the county is trained. We are working closely with ONPACC to reach our community. We are putting together plans and budgets for palliative care support and encouraging nurses to train in palliative care", Mr. Saingilu-Kajiado, County Health Promotion Officer.

Home-visits to house-bound and isolated patients were supported from 11 hospices, providing access to palliative care across large areas of 10 counties. Hospice nurses carried out over 400 home visits.

Sister Ngozi Callista from Saint Mary’s Medical Centre told us, “Our hospice team used to have to trek to visit patients. This took a lot of time and energy and we achieved little. Support from Hospice Care Kenya enables us to pay for transport. Referral for care and follow up of patients has become easier and more effective than before.”

Peter lives with breast cancer and has been receiving palliative care from Kimbilio Hospice since 2015. When Peter is well enough to be at home, he is visited and followed up by the hospice community team. He is full of gratitude for the care he receives; managing his pain, cleaning his wound, listening to his worries.

“Thank you for visiting me in my home. Thank you for listening to me and referring me for readmission to Kimbilio Hospice when I feel I need more help. Thank you for helping me to sometimes forget that I have serious challenges”, Peter Omeri.



We helped four hospices to buy morphine and other essential medicines

Managing pain is a vital part of palliative care. Supporting palliative care providers to buy morphine and other drugs enables them to greatly improve quality of life for their patients.

Richard Sumba (64) lives with his wife Winnie and their daughter Dorcas in Ruai, on the edge of Nairobi. He has advanced rectal cancer causing him a lot of pain and discomfort, and he is unable to sit. It would be too painful for Richard to travel to the hospice to receive care and medication so home visits by Nairobi hospice nurse Mercy are vital. The hospice is providing him with morphine and advising him on how to take it to best relieve his pain and help him to sleep.

Richard told us, *“I had been sleepless for so long, but with the morphine I can sleep. I get a few more hours of sleep than before which is good. If I don’t take the morphine the pain comes back and strikes hard, like a volcano. With the morphine I can walk around and do things. I feel strong enough, I can walk, I eat well. I am happier now.”*

The support from the hospice to control Richard’s symptoms and keep him comfortable have made a huge difference in improving his quality of life and keeping him comfortable.



We supported two hospices to conduct day-care sessions for their patients

Hospice day-care sessions bring together patients with diverse needs, their families and carers, for peer support, counselling and information sharing. Over 400 patients benefitted from this service.

Eunice Ndiritu, CEO of Nyeri Hospice told us, *“It helps the patients, carers and relatives greatly. The presence of the psychological counsellor helped to enhance coping mechanisms. Day care support helps in motivating each other to face the challenges positively. It promotes quality of life due to the empowerment and knowledge dispatched by different facilitators who we are able to invite. Our facilitators included a nutritionist, spiritual leaders, occupational therapists, psychological counsellors and pro bono lawyers. One patient said, “if it were not for the information I have acquired during legal aid day care, some of my relatives could have taken my properties rather than my children. Thanks to Nyeri Hospice team I now have my will in place”.*

We helped 207 children with cancer to receive curative treatment

Working with Kenyan organisation Hope for Cancer Kids, we covered the cost of national health insurance premiums for 207 children and their families over three months. Hope for Cancer Kids conducts financial assessments of families with children diagnosed with cancer, then pays the insurance premiums of families facing financial hardship and unable to pay for cancer treatment. National health insurance entitles these families to receive some types of cancer treatment for free.

We supported 9 staff members from different independent hospices to attend Kenya’s 5th National Palliative Care Conference, hosted by the Kenya Hospices and Palliative Care Association (KEHPCA), in Nairobi.

The conference theme “Investing in Palliative Care for Universal Health Coverage” brought together professionals working with both children and adults, hospices and policy makers from Kenya, Africa and the world. It was an opportunity for sponsored delegates to enhance their knowledge on current palliative care practice, share their experiences, and enabled them to implement improvements in their own facilities and share knowledge with their colleagues.

The lives of more than 4,000 people were improved with our support

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 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 2019 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 and networking 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. All new Trustees are required to sign a Trustee Declaration and Code of Conduct.

Financial review of the accounting period 1st April 2018 to 31st March 2019

The main activity of the charity was raising funds to support the provision and delivery of palliative care in Kenya. Total income was £57,187 compared with £55,490 in the previous period. We rely heavily on donations from individuals which this year amounted to £30,149 compared with £28,855 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.

Due to the efforts of our fundraiser the charity received more income from Trusts and Foundations this year and was grateful to receive £25,815 (2018: £19,250) in the year.

We have received support from Friends of Hospice Care Kenya who have helped us to raise funds including Poetry in the Crypt Events organised by Nancy Mattson and Mike Bartholomew-Biggs. Total event income in the year was £885 (2018 £4,418).

During the year we approved grants of £52,347 (2018: 41,612) and a full list of the grantees is shown at note 6 (page 14) of the financial statements.

Policy on Reserves

The Trustees reviewed the Reserves Policy in the year and decided 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	Michael and Harriet Maunsell Charitable Trust
Hawthorne Charitable Trust	Willoughby-Thompson Trust
Arimathea Trust	Souter Trust
Penny Cress Trust	Sir H and Lady Huntington-Whitely Charitable Trust
James Tudor Foundation	Mildenhall Charitable Trust
Rest Harrow Trust	Cumber Family Trust

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

I & G Sloan	S Newton
R Glover	A Good
S Hull	R Codling
B Sayers	B C Lloyd
I Mylam	C Norton

Mike Biggs and Nancy Mattson who run Poetry in the Crypt
Cerne Abbas

Signed on behalf of the trustees

A Kitching Honorary Treasurer

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

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 2019, 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.



27th April 2019

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

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)
FOR THE PERIOD 1st April 2018 to 31st March 2019

	<u>Note</u>	Un- restricted £	Restricted £	TOTAL FUNDS £	Year ended 31 March 2018
Income and endowments from					
<i>Donations and Legacies</i>					
Donations		30,149	-	30,149	29,855
Legacy		30	-	30	895
<i>Charitable Activities</i>					
Trust Income		6,200	19,615	25,815	19,250
<i>Other Trading Activities</i>					
Events		885	-	885	4,418
Sale of Goods		274	-	274	1,049
Investment Income – bank interest		34	-	34	23
Total Income and Endowments		37,572	19,615	57,187	55,490
Expenditure on:					
<i>Raising funds:</i>					
Fund raising costs of grants and donations	3	8,463	-	8,463	8,852
<i>Charitable activities:</i>					
Grants made to Kenya	6	32,732	19,615	52,347	41,612
Other Expenditure	3	12,963	-	12,963	10,578
Total resources expended		54,158	19,615	73,773	61,042
Net income (expenditure) being Net movement in funds		(16,586)	-	(16,586)	(5,552)
<i>Reconciliation of funds:</i>					
Total funds brought forward		32,343	6,154	38,497	44,049
Transfer from restricted		6,154	(6,154)	-	-
Total funds carried forward		21,911	-	21,911	38,497

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244

BALANCE SHEET AT 31st March 2019

	<u>Note</u>	2019 £	2018 £
Current assets			
Debtors and Payments in Advance	4	194	353
Cash at Bank		30,575	44,435
		30,769	44,788
Creditors: amounts falling due within one year	5	(8,858)	(6,291)
Net current assets		21,911	38,497
Net assets		21,911	38,497
Which represent :-			
Unrestricted Funds			
- General funds		14,000	14,000
- Designated funds		7,911	18,343
Restricted Funds		-	6,154
Total charity funds	7	21,911	38,497

STATEMENT OF CASH FLOWS for the Year Ending 31st March 2019

	£
Opening Cash Balance	44,435
<u>Operating Activities</u>	
Receipts from raising funds	53,005
Gift aid received	4,284
Payments made	(21,323)
Grants paid to Kenya	(49,860)
Movement from operating activities	(13,894)
Investing activities – bank interest	34
Net movement	(13860)
Closing Cash Balance	30,575

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

For the year ended 31st March 2019 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 2019 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

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st March 2019

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.

	Fund-raising	Charitable Activities	Total	2018
	£	£	£	£
Bank Charges	460	-	460	380
Office equipment	-	-	-	40
Fundraising Costs	1,846	-	1,846	1,101
Prof fees & Insurance	-	293	293	370
Newsletters	292	-	292	675
Office Costs	365	357	722	714
Travel	122	880	1,002	1,457
Staff Costs –Salary & Pension	5,350	9,667	15,017	14,614
Website	28	28	56	79
Monitoring Visit	-	1,738	1,738	-
	8,463	12,963	21,426	19,430

4. DEBTORS

The amount of £194 (2018:£354) is a salary overpayment of £20 and the tax refund due calculated on Gift Aid still to claim of £174 (2018:£309)

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

At the year end the charity had accrued £202 for pension costs (2018 :£139) and £17 PAYE (2018 £0), The charity had an amount of £8,639 for grants approved but not yet paid (2018: £6,154)

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2019

(Continued)

6. GRANTS MADE TO KENYA

	2019 £	2018 £
<u>Armed Forces Memorial Hospital</u>		
Training	1,456	-
<u>Bungoma County Referral Hospital</u>		
Training	1,500	-
<u>Busia Hospice</u>		
Training and running costs	2,426	11,549
<u>Hope for Cancer Kids</u>		
NHIF funds	2,038	-
<u>KEHPCA</u>		
Sponsorship of conference	1,248	-
<u>Kenya Medical Training College</u>		
Scholarships for Diploma Palliative Care	174	4,000
<u>Kiambu Cancer Support Group</u>		
Training	2,685	-
<u>Kimbilio Hospice</u>		
Outreach	2,557	-
<u>Kisumu Hospice</u>		
Drugs	5,597	4,674
<u>Kitale Hospital</u>		
Development of palliative care unit	-	4,365
<u>Laikipia Palliative Care Centre</u>		
Existing Services	460	-
<u>Malindi PCU</u>		
Developing Community Services	1,943	-
<u>Meru Hospice</u>		
Running costs	3,377	1,560
<u>Machackos Palliative Care Centre</u>		
Training community health workers	4,178	-
<u>Nairobi Hospice</u>		
Training	5,315	2,413
<u>Nyeri Hospice</u>		
Training	3,484	1,997
<u>ONPAC</u>		
Training	8,353	4,064
<u>Siaya Hospice</u>		
Training of health volunteers	-	3,177
<u>St Mary's Medical Centre</u>		
Developing community services	2,807	-
<u>Taita Taveta County Hospital</u>		
Drugs and consumables	1,749	-
<u>Webuye Hospital</u>		
Training	1,000	724
<u>Total Disbursed to Kenya</u>	52,347	41,612

Hospice Care Kenya
Annual Report and Financial Statements 2018 -2019

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2019
(Continued)

No Trustee received remuneration in the year. Four Trustees were reimbursed £342 (2018: £714) 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 £15,017 (2018 : £14,614)

7. MOVEMENT IN FUNDS

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Designated</u>	<u>Total</u>
As at 1 April 2018	14,000	6,154	18,343	38,497
Incoming Funds	-	19,615	37,572	57,187
	14,000	25,769	55,915	95,684
Outgoing Funds	-	(19,615)	(54,158)	(73,773)
Transfers between Funds	-	(6154)	6154	-
As at 31 March 2019	14,000	-	7,911	21,911

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