

ANNUAL REPORT AND ACCOUNTS 2017/18



CHAIR'S REPORT

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Overgate Hospice has had another highly successful year providing specialist end of life care of the highest quality, guiding patients and those closest to them at one of the most difficult stages in their lives, and supporting them at each step or phase of their illness.

Sadly, our President, Sylvia Graucob died in November 2017. Sylvia was crucial to the inception of Overgate Hospice with the late Dr Brian Quinn and Mr Geoffrey Hyman. It was through her generosity in donating her former family home in 1979 that enabled Inpatient care to be provided at Overgate from 1981 and the development of specialist palliative care services over the years.

Despite moving to Jersey, Sylvia kept in regular contact with Overgate and usually visited us at least twice every year, often bringing gifts for patients, staff and volunteers. Her generosity of spirit and interest in the Hospice were exceptional. Sylvia was a keen gardener and she was an advocate of the importance of the garden for the wellbeing of patients, families, staff and volunteers. Sylvia was also a lover of music and she was an ever-present member of the audience at Overgate Choir's Christmas Concert.

Sylvia's involvement will be sorely missed but the gift of Overgate will live on in memory of her.

LOOKING TO THE FUTURE

We have reported the need to improve Inpatient facilities at Overgate in recent annual reports. The overall population is growing and over the next 25 years the need for expert end of life care will also increase. We are aware we have a responsibility to prepare for the



increasing demand for high quality Hospice care in Calderdale whether it is delivered in the Hospice or the community.

We were delighted to announce in January that we purchased an adjacent property which will enable us to expand our facilities and services for adults towards the end of life and their loved ones.

This significant development will not happen overnight but is the start of a major project that could take up to five years. As part of the project the Hospice will be engaging with staff, volunteers, patients, families and our neighbours to ensure that as many ideas as possible are captured to allow us to improve the already wonderful care provided.

THANK YOU

The amazing contribution of our staff, volunteers, supporters and donors is highlighted later in this report. Overgate could not exist without these wonderful people. We want to express our gratitude to each and every one of them...

Because you care, we can.

Chair, Board of Trustees

CHIEF EXECUTIVE'S STATEMENT



Hello everyone and welcome to this year's Annual Report which look a bit different this time as we have amalgamated our annual review report with the accounts to produce one document that captures the highlights of the year, our plans for the future as well as meeting the statutory requirement of producing our annual accounts.

I hope you enjoy reading each of the sections and hearing about the year when we have reached a key milestone in our plans to improve the overall facilities at the Hospice and in particular a new inpatient unit fit for future generations!

One of our main strategic objectives is to seek and explore ways in which the Hospice can reach more people in Calderdale and we have had a successful year in achieving this by increasing the number of people accessing all our services for example by introducing a new Day Hospice Drop-in service, improving how patients can be admitted outside normal working hours and running more training and education events. In 2018/19 we will be introducing nurse led beds which will further increase access into the Inpatient Unit.

We are working closely with local health and social care partners to develop an integrated end of life care model across Calderdale. We recognise as separate organisations the delivery of services for patients can be fragmented, so we are committed to working together to agree how we can improve the care we provide to ensure care for patients is better co-ordinated and is delivered in the right place, at the right time by the right people.

We remain forever grateful to all our supporters for their commitment and enthusiasm in raising much needed funds to enable us to care for as many people as we can. We never take this support for granted. On behalf of everyone at the Hospice a huge thanks to you all! I look forward to updating you next year on how we are getting on with our exciting building redevelopment plans.

OUR YEAR IN NUMBERS



261
PATIENTS
ADMISSIONS TO
INPATIENT UNIT



12 DAYS
AVERAGE
LENGTH
OF STAY

**6 DAYS AVERAGE
LENGTH OF STAY**



**FOR
RESPIRE
PATIENTS**



2135
Attendances at
Day Hospice

**OVER
9,000**
PEOPLE AND THEIR
FAMILIES CARED FOR
SINCE WE OPENED IN
~1981~



34%
OF OUR PATIENTS
ARE DISCHARGED

760

COUNSELLING
SESSIONS

OUR AVERAGE ADMISSION
WAIT TIME IS LESS THAN
24
HOURS

IT'S ALL ABOUT OUR PEOPLE... TEAM OVERGATE



Overgate Hospice would not be able to provide the service it does without the support of those that donate to the charity, but equally without the commitment of our highly skilled staff and volunteers, who provide care and support to those who need it 24 hours a day, seven days a week.

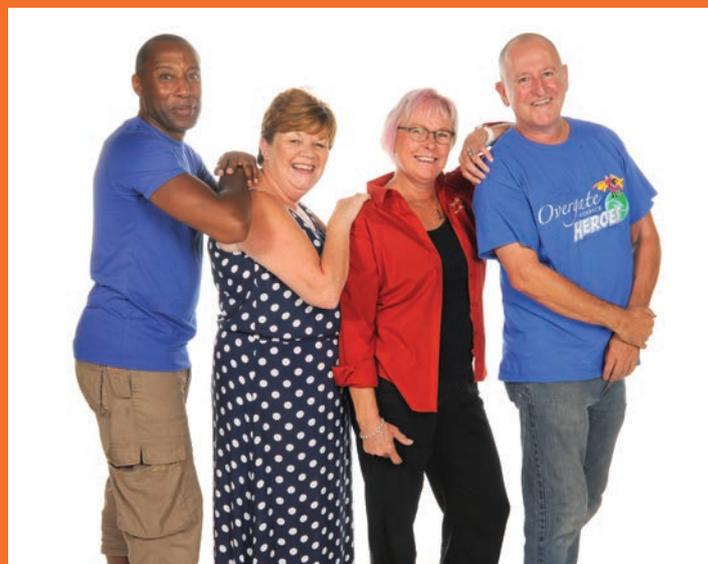
In the last year we have been fortunate to attract new staff and volunteers to join Team Overgate. This has enhanced our current team and allows us to move forward and continue to provide a great service for Calderdale.

The number of registered volunteers has increased from 590 in 2017 to 638. We have introduced a number of new roles to the list of opportunities available to volunteers including: Hospice Biographers; Vinyl record experts; Physiotherapy Assistants and Nurses. We also recruited

extra Shop Assistant volunteers to help run our new Little Stars shop and our existing 12 shops throughout Calderdale.

In October we reduced the age of retail volunteers to 14 to encourage our younger members of the community to get involved. This has already generated a lot of interest and we look forward to welcoming new members to the team. We estimate that our wonderful volunteers gave over 70,000 hours to the Hospice during the year.

“My experience from volunteering at the Hospice has been valuable as it has allowed me to develop essential personal skills e.g communicating effectively when dealing with a range of issues.”



“Having worked for the NHS for over 30 years (many as a District Nurse) in Calderdale, I am aware how hospice care and support can make such a difference to so many people – not only to patients but also to their friends, families and loved ones. I know personally how much this can mean as the team at Overgate were there providing reassurance, support and advice when I needed it whilst caring for my mum in the last days of her life. Consequently, volunteering as a nursing assistant has given me the opportunity to not only use my skills but also to give something back to an organisation I am passionate about and proud to be a part of.”

TRUSTEES' STRATEGIC REPORT

OVERGATE'S OBJECTIVE

Overgate exists to improve the quality of life of adults in Calderdale with a life limiting illness. Overgate's vision is that hospice care will be available for every adult in Calderdale who needs it.

EXPLAINING OUR STRATEGY

We, along with hospices across the country, have been set an ambitious challenge to prepare for radical change. How we think about and define our communities is changing, and the number of people who will die in the next ten years and beyond is projected to rise, so the number of people who will need our support will grow.

We have looked again at our strategy so we can be in the best position possible to meet those challenges. We are committed to delivering on the national challenge, and on goals that we have set for ourselves, too.

We want to enable more people in Calderdale to live well towards the end of their life, and to die in a place of their choice, being mindful of the role of carers, family, friends and communities in making that choice.

We will continue to work in a more joined-up way with different agencies and communities so that we can be ready to care for those at the end of their life in all settings.

We'll also keep a particular focus on family carers, to ensure there is a joined up approach not only with other agencies, but with support and training for carers.

We are working to better understand the needs of our diverse communities in Calderdale so that we can extend and develop our services within Overgate Hospice and within those communities. We need to build capacity and resilience, being ready for when things don't go to plan, into

our services and within partnerships with other organisations, making sure that our patients and those who care about them remain at the centre of all we do.

We will work hard to develop and evolve our services to support more people. In order to achieve this we will ensure that our staff and volunteers are supported and trained to carry out their roles, and that we engage with and support all the people who work so hard to raise money on our behalf.

To achieve this we will ensure that our governance arrangements are robust and that the Senior Management Team and the Board of Trustees make sure we are financially sustainable and resilient, and that we share good practice and learn from others.

We will continue to develop and build on our achievements to date and also look for new approaches to deliver on our strategy so that together we can meet those challenges set by Hospice UK to extend our reach, tackle inequality, work with communities and provide a strong, dynamic and responsive service for all the people in Calderdale who need our support.

OUR PLANS FOR 2018/19:

During the year we plan to:

- continue to provide high quality specialist palliative care for adults in Calderdale
- finalise our Hospice strategy for the next four years and progress early priorities
- submit plans to improve the Hospice site to Calderdale Council
- continue to work in partnership with local organisations to improve end of life care and
- attract income of £4.1m to maintain current services and use any above that level for new developments.

OUR CLINICAL TEAM

Our specialist multi-disciplinary palliative care clinical team consists of Doctors, Nurses and Nursing Assistants, and our Patient and Family Support staff; Social Workers, Complementary Therapists, Counsellors, Chaplains and a Physiotherapist, helped in many areas by Volunteers.

All our staff work across both our Inpatient Unit and the Day Hospice to provide support and care for patients and their families. Our philosophy of care is we care for the whole person and their family, friends and carers. We respect each patient's priorities and strive to enable them to achieve their personal goals.

The wishes of each patient, and their family, is carefully assessed with relevant members of the multi-disciplinary team so that they can be supported in the way that they want, be it physically, socially, emotionally, psychologically and/or spiritually.

“...even though the unit may be busy, we will always make time to listen and provide each person with the very best care”



“One minute you may be assisting a patient with a bath then in the next breath you may be asked to decorate a room for an urgent wedding”

In addition to the clinical team, our housekeepers, catering and administrative staff and volunteers also play key roles in ensuring that patients and their families have the best possible care at Overgate.

INPATIENT CARE

The Inpatient Unit has continued to develop and improve over the last year. We again increased our admissions and bed occupancy in part by enabling patients to be admitted outside normal working hours.

We had 261 admissions in 2017/18; there were 225 patients, some of whom required more than one admission. 180 people had a cancer diagnosis and a further 45 were admitted due to other life limiting conditions.

Our respite bed, which is available for patients with terminal illness to be admitted to the unit for 6 days on a booking basis whilst families take a short break, has continued to be fully utilised and valued by those involved. We believe this is an important part of Overgate's role in supporting both patients and their families during terminal illness.

BEST PRACTICE

In November 2017, our Practice Development Sister showcased a poster at the Hospice UK National conference about unpleasant odour from wounds and the distress caused to patients when they occur, including the effect on their body image. This formed part of the work undertaken by the Practice Development Sister for a University Master's Degree module on Investigating How to Improve Care for Patients.



The findings have been shared with other members of the Nursing and Multidisciplinary team and a group is working together to ensure that the learning from the project is applied consistently within the Inpatient Unit when patients have wounds which cause distress especially with respect to the odour they produce. The group's work will include the development of a specific care plan for patients with these problems.

NURSE LED BEDS

As reported previously, the Hospice has been working towards increasing accessibility to services and ensuring as many patients as possible requiring hospice care can benefit from it. Following investigation of developments regionally and nationally, and collaboration with partners locally, we have begun the preparatory work for implementation of nurse led beds. The beds will be accessible to people who may not have specialist palliative care symptoms but are dying and require non-complex end of life care.

We have recently recruited to a post which will be the clinical lead for our nurse led services and develop the service. The new post holder is a qualified Independent Nurse Prescriber with over 20 years of experience in palliative care and this exciting development will significantly extend and improve our offer of services to patients and their families

This service will be supported by other experienced staff who have also completed their training as non-medical prescribers and the team will be working alongside our Community and hospital colleagues to set up and run this great new service.

CONTROLLED DRUGS

We reported plans last year to source a new provider for our Controlled drugs. This is due to changes in the current Controlled Drug legislation. Calderdale and Huddersfield NHS Foundation Trust is supporting us during this transition period. We expect this to progress over the coming months and look forward to working with Bradford Teaching Hospitals NHS Foundation Trust to provide this new service. Unfortunately this change has been delayed by circumstances outside our control but the funding required to support the change has been identified for next year.

IPU Sister:

“ The IPU has had a great year, the staff have worked together at such a busy time to ensure the best care is always delivered to our patients and families, we are aware that we are all very privileged to do the work we do where we do and we hold that in the forefront of our minds, every day.”

“ My husband was looked after with dedicated care, respect and dignity by everyone during his time with you.”

“ All the doctors and nurses we met were excellent. They were all very kind and always had time for us. They made Dad comfortable and he was no longer in distress. We could not ask for more.

So refreshing to meet such caring and kind people. The staff have been amazing with my Grandad, even creating a candle lit dinner for him and my Gran. They really have been amazing. I can't thank them enough.”

“ The Hospice is the best place to be for your loved one at the end of life. We were not able to care for our mum at home ourselves, as much as we tried. You took all the cares and worries away, you just let us be there for her in those precious last days.”



DAY HOSPICE

The Day Hospice Service supports patients by promoting a sense of well-being and a positive approach to living with their illness. It also offers the opportunity for patients to meet other people who are going through a similar experience enabling them to share concerns in a supportive environment. A specialist Doctor is always available alongside our specialist clinical team to give advice to patients and their family on symptom control and to discuss their illness and treatment.

“As a newcomer to this wonderful place I feel very lucky. It’s nice to chat to other patients, the complementary services are wonderful and the activities I find very rewarding. I can honestly say I would be lost without my one day a week. Thank you very much.

It was quite hard to come to terms with coming to the Hospice at first. I have found the Hospice staff very helpful with some medical problems and have enjoyed meeting other patients. The staff are supportive and helpful and I always look forward to coming to see everyone.”

There were 2135 attendances during the year; most of the patients attending were suffering from cancer but people with other conditions also benefited from the service. There was a dip in attendance due to the “Beast from the East” and prolonged cold weather which prevented some patients from attending in February and March.



DROP-IN SERVICE

We introduced a multi-disciplinary Drop-in session within the Day Hospice in January 2018 following consultation with patients and evidence from other hospices. This means that patients and carers who have been told there is no further treatment available can attend together for practical and clinical advice on an ad-hoc basis. This type of approach can empower patients to achieve their own personal goals in a friendly environment and it also gives carers the opportunity to meet others who are in a similar situation and access support and advice if they wish.

Since January 2018 there were 127 attendances and in view of its success we are looking to extend our Drop-in Service to reach and support more patients and their carers in 2018/19.

“Fantastic – allows more people to access Overgate and all it has to offer (Patient)”

A BREATH OF FRESH AIR

This programme supports patients with chronic lung diseases, A Breath of Fresh Air, has continued to run successfully within the Day Hospice. The seven week course, run in partnership with the Specialist Respiratory Team at Calderdale and Huddersfield Foundation NHS Trust, comprises advice, education and information for patients and their carers to help them cope and learn strategies to manage the illness more effectively and regain control of their lives. Attendance also helps patients to understand how the Hospice can help them into the future.

“ A useful and informative course. I have enjoyed meeting staff and learning about my condition
(Patient) ”

“ I can't pick any specific part I enjoyed most as I found each week helpful in its own way. Every week was enjoyable as everyone involved made it welcoming. We will miss coming and seeing everyone
(Carer) ”



“ (It is) very helpful to talk to people who understand how difficult caring can be. The kindness shown here is more helpful than you can ever know. ”

CARER SUPPORT GROUP

A regular support group for relatives and friends of patients is run on an evening and is supported by our Day Hospice staff. This provides the opportunity for carers to meet other carers and gain both practical and emotional support

PATIENT AND FAMILY SUPPORT

The Patient and Family Support Team are part of the multi-disciplinary team within the Hospice working within the Inpatient Unit, Day Hospice and Drop-in. We strive to meet everyone's physical, social, emotional and spiritual needs and are supported by a small number of trained and experienced volunteers.



COUNSELLING SERVICE

Whilst the focus of our services is towards the individual, we recognise the importance of the wellbeing of close family and friends. The stress of watching a loved one towards the end of life is enormous and often very lonely and isolating. The subsequent loss is one of the most challenging experiences we will ever face.

The care we offer therefore does not end when the patient dies. Our counselling service supports our patients, their families and carers, from diagnosis through to end of life and beyond if needed.

During 2017 Overgate Hospice delivered 760 counselling sessions within our picturesque garden rooms where privacy and peace are plentiful.

Members of our Patient and Family Support Team continue to run a highly valued bereavement support group 'What Happens Next' every four weeks, to support relatives emotionally and psychologically for up to six months following the death of their loved one. These relaxed and informative sessions provide the opportunity for people to talk about their feelings and also discuss more practical issues they may be coming to terms with since the loss of their loved one.

“The quality of the counselling offered, has been so positive and helped me greatly.”

“It's reassuring to know I'm not alone”

SOCIAL WORK

Our Specialist Social Workers contribute to our patient-focused approach to care. They provide emotional, practical, social support for patients and access to financial support as well as helping their families and carers. They are crucial, for example, in supporting patients and families in complex discharges where a range of challenges need to be overcome to meet patients' wishes and needs and addressing financial issues that can place patients and relatives/friends/carers under additional strain.

Our Social Workers have strong links with their colleagues in Calderdale Social Services and this helps to ensure patients experience joined up social care throughout their involvement with Overgate.

They are the experts in key legal frameworks for the protection of patients including the Mental Capacity Act, Deprivation of Liberty Safeguards and Safeguarding Adults and Children. These laws are complex and the Social Workers provide expert training, advice and support to clinical team colleagues in the Inpatient Unit and Day Hospice. They have also worked collaboratively with colleagues in Education to provide training to community End of Life Care Champions in Calderdale.

The team are currently working with volunteers to enable patients to be referred to social groups and activities in the community to reduce social isolation.



COMPLEMENTARY THERAPY



Our Complementary Therapies at Overgate are well received by our patients and their families. The treatments we offer improve quality of life alongside receipt of conventional medical care for those with a life limiting illness.

Our team of dedicated and experienced therapists, including volunteers, offer individual therapeutic care plans. Our treatments at Overgate are Aromatherapy, Reflexology, Reiki and the use of Flower Essences. The therapies can help to alleviate the side effects from treatments and help patients to manage symptoms such as pain, nausea, breathlessness and anxiety. Crucially, our Complementary Therapy treatments provide people with the comfort of touch and the one-to-one time spent helps patients to relax, feel supported, and thereby manage their worries and cope better with their illness.

PHYSIOTHERAPY

We extended specialist physiotherapy provision in May 2017 and this has benefited patients, relatives and clinical colleagues.

The current aim of the service is to provide patients and carers with support, education, advice and instruction to enable them to regain some independence and enjoy quality time with their loved ones whilst managing their own conditions as much as they are able. In the past year, 100 patients received Physiotherapy input.

We have developed services to help patients to achieve their goals, including support to return home where possible. In collaboration with Nursing staff, and Social Workers and we have developed a streamlined discharge planning process wherein the Physiotherapy Service conducts access visits and home visits to enable safe provision of appropriate equipment.

With demand on the service increasing it has become apparent that more assistance is needed to keep the service functioning efficiently.

The Physiotherapist has therefore designed a training package encompassing all core tasks relevant to the volunteer therapy assistant role along with literature to support the training for future reference. The volunteers involved were interviewed prior to undertaking the role to ascertain the level of education that would be required.

The training package has since been sent to the regional lead for the Association of Chartered Physiotherapists in Oncology and Palliative Care for onward sharing with physiotherapists in other hospices as many have found themselves in similar situations.

The Volunteer Therapy Assistants now work alongside the Physiotherapist across Inpatient Unit and Day Hospice settings and we aim to develop this role further.



CHAPLAINCY

The Chaplaincy team offer support to patients and their families on both a pastoral and human level.



The team is available to patients in the Inpatient Unit and in Day Hospice, as well as to staff, relatives and friends regardless of whether or not a person has a religious faith.

Recently, the Lead Chaplain, and two volunteers have been trained as 'Hospice Biographers'. This service offers patients the chance to record (orally) their life story and gives them two copies of the recording for them and their families.

Another new service called 'Safe Space' has been created which is an opportunity for staff and volunteers to talk about how working in a hospice can affect them and is a source of support for them.

We once again had four Light Up A Life (LUAL) services with hundreds of people attending. The services offer an opportunity for bereaved families to remember those who have died and celebrate the time they had with them.

In the Garden Room (our spiritual space) we've provided a number of reflective activities for families and patients and the space continues to be somewhere for people to sit and enjoy the surroundings in comfort, away from the main building of the Hospice.

“One memory that sticks in my mind is the wedding blessing of a patient's granddaughter, which we did at the bedside of the patient. There was a lot of music, laughter, singing and clinking of champagne glasses, and the patient's family rang me just minutes after the blessing to say she had just died peacefully. They said how much she loved having her family around her, and it will be a memory they will always cherish.”
Lead Chaplain

“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.”
Maya Angelou.

EDUCATION AND TRAINING



The Hospice is committed to community engagement in Calderdale through education and communication with the aim of ensuring those affected by a life-limiting illness receive quality care wherever they are. To this end the Hospice provides a diverse programme of evidence and practice-based education. Courses are delivered across many sites, free of charge and are designed to attract professionals from different disciplines and are promoted widely to community health and social care professionals.

“I work very proactively in my role to prevent unnecessary hospital admissions, so this course has proved invaluable to my role. I now feel more confident in having difficult discussions surrounding end of life care”

**Community
Matron**

END OF LIFE CARE CHAMPIONS

Our Clinical Educator in End of Life Care, Karen Hagreen works collaboratively with End of Life Care Facilitators from other partner organisations such as Calderdale and Huddersfield NHS Foundation Trust and together they have developed an ‘End of Life Care Champions’ programme, designed to develop the confidence and skills of professionals in community roles who care for and support patients in the last year of life. Evaluation of the programme shows participants have found it extremely successful.



THE HORIZON GROUP

The Horizon Group, made up of representatives from Overgate Hospice, the Calderdale and Huddersfield NHS Foundation Trust, Calderdale Council and the Calderdale Council of Mosques was established to address the low take-up of end of life care services by Calderdale residents of South Asian background.

As part of the project, three information events were held in partnership with the Council of Mosques at the Madni Mosque in Halifax with over 250 people attending. Feedback from the events was very positive regarding better understanding of the issues and it will inform future development and delivery of end of life care.

The shared project was submitted to the national Skills for Care 2018 Awards where it was one of three finalists. It was highly commended in the “Most effective approach to integrated new models of care” category.

We have continued to support local Dying Matters campaigns encouraging us all to stop considering death as a taboo subject so that we and our families understand our loved one’s wishes when the time comes.

“Big step forward in working together and meeting needs”

“I liked the open way all the speakers spoke on a sensitive subject”

“Thank you for bringing the doctors and the nurses to the mosque I feel as though I have learnt so much”

We will continue to value our staff and volunteers by providing high quality education, training and support to ensure that as a charity we function as effectively as possible in achieving our aims.

FUNDING OUR FUTURE

To continue to provide our excellent specialist end of life care at Overgate Hospice we need to raise £4.1m each year. The fundraising and retail teams, supported by our wonderful volunteers, are crucial in ensuring we can continue to offer care to patients and their families.

FUNDRAISING TEAM

The Fundraising team organised many events and campaigns during 2017/18 engaging with over 4,000 supporters in the community. Excluding legacies, £1.1m was raised through voluntary income alongside the £1m grant we receive from the Calderdale Clinical Commission Group.

The Board of Trustees made an important decision in early 2018 to invest in the Fundraising Team to increase income and grow engagement with the community. The team has recently been restructured to introduce additional capacity to enable us to concentrate on new income streams as well as increasing the income raised from our current campaigns and events.

The Overgate Hospice Lottery was rebranded in late 2017 and raised £140,000 in 2017/18. Income from the lottery declined slightly from the previous year which highlights the need for the greater focus that the investment in the Fundraising Team will provide. We aim to grow the Hospice Lottery in 18/19 to ensure we receive a higher level of regular income to enable us to plan for future services.

Corporate support for the Hospice comes in many forms. As well as raising over £50,000 in donations from businesses and their staff fundraising, the Hospice continues to run a successful corporate membership scheme and sponsorship and partnership packages with local businesses.

The Hospice Friends groups and Overgate Hospice Choir continue to be a great source of support to the Hospice whilst raising vital income. In 2017/18 they collectively



raised £49,000 for the Hospice from various events and concerts in the community, including one of Calderdale's biggest music festivals; Brodstock.

The Midnight Walk, one of Overgate's largest events, celebrated its 10th anniversary in 2017 with 1182 participants walking through the night past the Hospice in memory of loved ones; it was our biggest walk to date. Over £100,000 was raised which is a fantastic achievement and we hope the event will continue to grow.

The fundraising team will be instrumental in raising funds to redevelop the Inpatient Unit but for now, will concentrate their efforts on raising funds to continue our current excellent care. With the new staff in post, extra focus will be given to corporate support, grants, charitable trusts and the Calderdale community.

We would like to thank every single one of our supporters and volunteers in the community. Without your continued fundraising and dedication we would not be celebrating our 37th anniversary this year.





THE FUNDRAISING APPROACH TAKEN BY OVERGATE HOSPICE

We fundraise ethically and do not carry out telephone asks, cold calling or door to door fundraising. When we write to people, we target those who have supported the Hospice previously and who we believe want to hear about the Hospice's key developments and future fundraising. We always give an opportunity for recipients to opt out of future contact from us and follow the latest General Data Protection Guidelines.

We have signed up to the Fundraising Regulator and follow their guidelines throughout our fundraising practices.

Our Income Generation Director lead is Laura Golding and we welcome feedback and ideas about opportunities to develop and improve the way we raise income. We are very aware that all our services are provided free of charge. However, they are not free of cost to the Hospice and it is thanks to all our supporters that we are able to provide these services.



OVERGATE HOSPICE TRADING COMPANY – OVERGATE HOSPICE SUPPORT LTD

Overgate Hospice Support Ltd (OHS) is our retail trading ‘arm’ which includes all our charity shops and our lottery. OHS achieved excellent sales in this last year with a 1% increase in total income to £1,434k, when compared on a like for like basis with the previous year. This was achieved despite a difficult and unpredictable trading climate where staff costs, rents and utility costs have challenged profits. OHS was created to contribute to the charitable works at the Hospice, and in 2017/18 has donated a substantial £646,207.



Our aim last year was to strengthen our retail operation, to build infrastructure and develop sustainability for the future. This meant increasing capacity within retail by adding an Area Manager and extra retail support staff which, as anticipated, resulted in a slight fall in profits. However, by building our infrastructure we expect to see growth over the next few years.

Gift aid contributed to our retail success this year; it has continued to grow since it was implemented in 2015 and total income reached over £86k in 2017/18, our highest to date.

We were fortunate to acquire a small property above our Brighthouse Designer shop during the year and took the opportunity to turn it into a bridal room selling wedding clothes, including wedding dresses, suits and mother of the bride outfits. This exemplifies our retail strategy of diversifying our charity shops.

In late 2017 we were able to rent a second shop in Elland. Following research in the community and feedback from customers we made the innovative decision to open a dedicated children’s shop, initially on a short-term lease to test the market. The shop, “Little Stars” sells items from “bump”, baby and beyond. It is showing signs of success despite well publicised difficulties in the high street in Elland and could pave the way for future “Little Stars” shops throughout Calderdale.

OHS could not operate without the dedication and passion showed by the retail team, including volunteers. Their commitment, and the support of our loyal customers, means we continue to raise fantastic levels of income from our shops to ensure the Hospice services can continue.



KEY RISKS

Overgate and Overgate Hospice Support use our risk management strategy to identify, report and manage key risks. The risk registers are regularly reviewed and updated and are standard agenda items at each Board, Sub-Committee and Senior Management Team meeting.

RISK	RISK MITIGATION
OVERGATE HOSPICE	
Insufficient funding to redevelop the hospice site including a new inpatient unit	Design phase commenced February 2018 with agreed budget Reserves policy Investment policy 3 year financial plan in development Investment will be made in a Capital Appeal Team during 2018
Insufficient income (including grants, legacy, lottery income)	Financial controls Accurate and timely financial monitoring and reporting Income Generation strategy in place Investment made in strengthening fundraising team Reserves policy Investment policy 3 year financial plan in development
OVERGATE HOSPICE SUPPORT	
Challenging retail environment	Strengthened retail structure Accurate and timely reports and monitoring Training and support for the Overgate Retail team

FINANCIAL REVIEW

We have successfully managed the running costs of the Hospice within the budgets set for 2017/18 without compromising any aspect of the quality care we provide. The Trustees are pleased to report that this was achieved during 2017/18 and sincerely thank all those involved, including staff and volunteers that have made this possible. In October 2017 we welcomed our new Director of Finance and Support Services.

An overall surplus of £240k (2016/17 £340k) was achieved, mainly due to the additional income achieved through donations and legacies whilst maintaining the cost base at 2017 levels. We saw an unusual improvement in the value of our investments during 2016/17 which we were able to maintain during 2017/18, and which

allowed us to withdraw £600k in cash to support our future development plans. This has been shown as designated funds. We continue to work hard to improve our efficiency and effectiveness, ensuring that we use our income in the best ways possible to achieve the aims of Overgate Hospice.

INCOME

During 2017/18 Overgate's income was £4.2m compared with £4.1m for the previous year. Through the generosity of local people we received £1.3m in legacies and donations (2016/17 £1.2m). Our trading arm which runs our Overgate shops generated £1.2m (2016/17 £1.2m) which is down to the hard work of our shop staff and volunteers and represents an excellent position in the generally difficult retail environment. Our lottery continued to make an important contribution to our income and again generated £140k (2016/17 £140k). We also

generated investment income of £40k (2016/17 £50k) and received grants of £80k (2016/17 £90k).

We continued to receive a significant contribution of £1.05m (2016/17 £1.05m) from the Calderdale Clinical Commissioning Group (CCCG) towards our costs of running the Hospice. This equates to 24% of our overall income.

Our remaining income came from areas such as catering, VAT refunds and other miscellaneous sources.

EXPENDITURE

Overall expenditure for Overgate and its trading subsidiary was £4.1m compared with £4.0m in 2016/17. Our expenditure on providing charitable activities increased slightly to £2.7m (2016/17 2.6m).

Expenditure on raising funds remained relatively constant at £1.4m (2016/17 £1.4m). Our fundraising expenditure consists mainly of the costs of running our retail shops and other trading activities of £900k (2016/17 £860k), and raising donations and legacies of £490k (2016/17 £500k).

A surplus of £240k (2016/17 £340k) was achieved, mainly due to the surplus of net income over expenditure for the year.

During the year we have worked hard to improve our economy, efficiency and effectiveness to continue to ensure that we use our income in the best ways possible to achieve the aims of Overgate Hospice.



INVESTMENTS AND RESERVE POLICY

Investments are managed on a discretionary basis on behalf of the trustees by Investec Wealth and Investment within the parameters of an agreed policy. All investments are made in accordance with the provisions of the Trustee Act 2000 and subsequent amendments. Funds are invested with the balancing objective of providing both income and long-term growth, with provisions to allow sufficient flexibility for Overgate Hospice to effectively manage its cash flow. Investec Wealth and Investment understand the objectives and ethos of Overgate Hospice and the investment policy requires it to advise the charity should any potential investments be at odds with the ethos.

During the year, the total return, including dividends and interest was £38k (2016/17 £52k).

Overgate Hospice is committed to providing continued service to people with life limiting illnesses in Calderdale. It cannot operate in the same way as charities that are project-based or grant making in nature, therefore vary their delivery and expenditure depending on the level of income received in one year. Overgate has a high level of “fixed” costs and cannot reduce its commitments in the event of a poor year in terms of fundraising. Much of its income is fortuitous, including legacies and donations and is dependent on the support of the local population. The trustees ideally consider it prudent that Overgate Hospice has a policy of retaining free reserves equivalent to a minimum of 12 months forward expenditure budget. The specific objectives of this policy continue to be to:

“ ...provide a reasonably secure and predictable income stream for the charity from investments; underwrite annual fluctuations in fortuitous income; secure the provision of an appropriate level of service for the foreseeable future. ”

At 31 March 2018, Overgate Hospice held free unrestricted reserves of £2.4m (2016/17 £2.6m) which represents 46 weeks (2016/17 51 weeks) of the Hospice’s charitable activities costs. The trustees aim is to maintain a level of reserves that allow the Hospice to plan service developments and ensure the long-term future of the charity for the benefit of patients and their families.

The trustees calculate those free reserves as that part of the charity’s general reserves that are represented by readily realisable investments and net current assets. Funds that have been restricted or otherwise earmarked for specific building or major projects are excluded. We have increased that amount designated for these reasons to £1.1m from £0.5m the previous year.

The Strategic Plan is carefully monitored by trustees and the senior management team and revised annually to accommodate changing circumstances and maintain financial viability. We are currently reviewing our policy for holding reserves in light of the planned development of the Overgate site including the expansion of the Inpatient unit. We are doing this to ensure that we maintain the financial stability and viability of Overgate, whilst at the same time ensuring that we maximise the use of our resources to ensure that the development of the Overgate site can be progressed in a timely manner.

OVERGATE HOSPICE

(A company limited by guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of Overgate Hospice for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including FRS102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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 and the group and of the incoming resources and application of resources, including income and expenditure, of the charitable group for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that auditors are aware of that information.

Approved by the Board of Trustees on 01/10/2018 and signed on its behalf by



Steven Brennan – Trustee

STRUCTURE, GOVERNANCE AND MANAGEMENT

Overgate Hospice is a Charitable Company Limited by Guarantee, registered in England and Wales. The Registered number is 1510521 and the Registered Charity number is 511619. It was incorporated in 1980, originally as “The Calderdale Society for Continuing Care Limited”; the name was changed to Overgate Hospice in 2002. The Charity’s Articles and Memorandum of Association provide the framework through which it is governed.

The Charity is governed by a Board of Trustees who are responsible for the strategic direction of the Hospice and ensuring that Charitable funds are used appropriately. The Articles allow for not less than five and up to 15 Trustees who are also Directors under company law. One third of the trustees retire each year and can stand for re-election.

The Overgate Association comprises up to 50 members, including the Trustees. Members are responsible for ensuring that the Annual Accounts provide an accurate reflection of the Charity’s work.

The Board of Trustees met six times in 2017/18 plus an additional development session. The Board was supported in its work by 5 Sub-Committees and regular Senior Management (executive) Team meetings. The Sub-Committees were Care, Quality and Safety, Facilities, Finance, Human Resources and Income Generation.

The Board of Trustees appointed Richard Goodwin, an experienced senior retail manager as a Director of Overgate Hospice Support, a subsidiary of Overgate Hospice.

THE BOARD OF TRUSTEES DURING 2017/18

Paul Andrews – started 01/11/17

Steve Brennan

Brian Craven

Elizabeth Dixon

Tanya Jackson

Dr Anne Moncrief – resigned 16/01/18

Jackie Murphy

Dr Grahame Smith-Moorhouse

Val Steele

Dr Rod Taylor – started 01/11/17

Raj Unsworth

Jodie Wielgus

Dr Susan Wishart

SENIOR MANAGEMENT TEAM:

The Board delegate operational management of Overgate Hospice and Overgate Hospice Support to the Chief Executive and Senior Management Team. A scheme of delegation clarifies the responsibilities reserved and those delegated to Sub-Committees and the Senior Management Team.

Senior Management Team:

Chief Executive	Janet Cawtheray
Director of Clinical Services	Angela Walton
Director of Finance and Support Services	Karen Crowther
Director of Income Generation	Laura Golding
Medical Director	Dr Rachel Sheils

REMUNERATION:

The Finance Sub-Committee advises the Board about the affordability and overall sum available to increase staff pay. The Human Resources Sub-Committee are responsible for ensuring the methodology for determining pay and awarding increases is appropriate. The final decision regarding increased expenditure on staff salaries rests with the Board.

RELATIONSHIP WITH OTHER ORGANISATIONS:

Patients attending Overgate Hospice and their families benefit from integrated working arrangements in End of Life Care with partner organisations, including Calderdale Clinical Commissioning Group, Calderdale Social Services, Calderdale and Huddersfield Foundation Trust (CHFT) and Marie Curie. CHFT employs a team of Specialist Community Nurses in End of Life Care and they are based within the Hospice which helps communication about, and coordinated care of, patients, helping them to receive the right care at the right time and in the right place.

The Charity, White Knights transport blood products to the Hospice outside normal working hours.

Overgate team members are involved in hospice regional network groups which help in the sharing of best practice, benchmarking and mutual support.

PUBLIC BENEFIT:

Consideration of public benefit is a key factor in Board decisions.

Overgate Hospice provides direct benefit to local patients and their families enabling them to access specialist palliative care. It also provides education and training about high quality end of life care to professionals working across Calderdale, thereby helping patients and their families indirectly. In addition, the Charity provides employment and volunteering opportunities that offer individual and wider social benefit to the Calderdale community.

TRUSTEE RECRUITMENT AND TRAINING

RECRUITMENT OF TRUSTEES

Board members use a skills matrix to inform future Board recruitment. Trustee vacancies identifying the areas of expertise required are advertised locally, through electronic platforms and publications, with the aim of reaching all areas of Calderdale and broadening the diversity of the Board. The Board may invite applications from individuals with specialised skills when it is considered there will be benefit to the Charity.

A formal application, shortlisting and interview process is followed. A minimum of two Trustees and the Chief Executive undertake the interviews and make recommendation to the Board about appointment. Offers to join the Board are subject to references. New Trustees are co-opted to the Board until the AGM when members are formally requested to ratify appointment.

TRUSTEE INDUCTION AND TRAINING:

An induction programme is in place for new Trustees to familiarise them with Overgate's purpose, and current issues, including those pertaining to finance. Relevant induction material includes clarification of Trustee's legal responsibilities, The Essential Trustee (Charity Commission, 2015), Overgate's Articles and Memorandum of Association, Overgate's strategic direction, annual plan and governance issues.

Meetings are arranged with the Chief Executive and all Members of the Senior Management Team to enable new Trustees to gain greater insight into key areas of the Charity.

New Trustees also attend a minimum of 2 different Sub-Committees during induction.

The development needs of Trustees are identified during individual review meetings between the Chair and each Trustee. A Board Development session for Trustees is organised annually and Trustees access training externally as required.

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS AND TRUSTEES OF OVERGATE HOSPICE

We have audited the financial statements of Overgate Hospice for the year ended 31 March 2018 which comprise the Consolidated Statement of Financial Activities (including Income and Expenditure Account, the Consolidated and Parent Company Balance Sheets, the Consolidated Cash Flow Statement and the related notes to the financial statements on pages 27 to 39 including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and parent company's affairs as at 31 March 2018 and of the group's income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice ;
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISA's (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISA's (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate
- or the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report on that fact.

We have nothing to report in this regard.

OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (including strategic report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or;
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITY OF THE TRUSTEES

As explained more fully in the trustees' Responsibilities Statement set out on page 22 the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

OUR RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISA's (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities This description forms part of our auditor's report.

Graham Atkinson FCA (Senior Statutory Auditor)
For and on behalf of Walter Dawson & Son
Chartered Accountants and Statutory Auditor
7 Wellington Road East
Dewsbury
WF13 1HF



01/10/2018

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(incorporating a consolidated income and expenditure account and statement of total recognised gains and losses)

FOR THE YEAR ENDED 31 MARCH 2018

Income:	Note	Unrestricted £	Restricted £	Endowment £	Total £	2017 £
<i>Income from donations and legacies:</i>						
Donations	2	750,697	-	-	750,697	722,499
Legacies		585,081	-	-	585,081	443,276
Grants	3	4,090	78,905	-	82,995	88,528
		1,339,868	78,905	-	1,418,773	1,254,303
<i>Income from other trading activities:</i>						
Retailing	4	1,163,506	-	-	1,163,506	1,151,564
Lottery	5	138,235	-	-	138,235	144,800
Fundraising events		383,996	-	-	383,996	393,921
		1,685,737	-	-	1,685,737	1,690,285
Investment income	6	38,211	-	-	38,211	52,484
Total income from generated funds		3,063,816	78,905	-	3,142,721	2,997,072
Income from charitable activities	7	1,167,829	-	-	1,167,829	1,132,416
Total Income		4,231,645	78,905	-	4,310,550	4,129,488
Expenditure:						
Costs of raising funds:						
Expenditure on raising donations and legacies						
		485,436	4,535	-	489,971	498,219
Expenditure on other trading activities						
		904,028	-	-	904,028	856,558
Investment management costs						
		6,749	-	-	6,749	9,741
Total expenditure on raising funds		1,396,213	4,535	-	1,400,748	1,364,518
<i>Expenditure on charitable activities:</i>						
Inpatient care		2,239,045	121,327	-	2,360,372	2,341,577
Day care		257,161	11,999	-	269,160	258,025
Bereavement and family support		25,424	-	-	25,424	26,647
Governance costs		10,000	-	-	10,000	13,989
Total expenditure on charitable activities		2,531,630	133,326	-	2,664,956	2,640,238
Total expenditure	8	3,927,843	137,861	-	4,065,704	4,004,756
Net income for year before investment gains/(losses) and Taxation	11	303,802	(58,956)	-	244,846	124,732

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(incorporating a consolidated income and expenditure account and statement of total recognised gains and losses)

FOR THE YEAR ENDED 31 MARCH 2018

Income:	Note	Unrestricted £	Restricted £	Endowment £	Total £	2017 £
Net income for year before investment gains/(losses)		303,802	(58,956)	-	244,846	124,732
Net gains/(losses) on Investments	15	(1,568)	(15)	-	-	215,685
Tax Charge for Year						
Deferred Taxation		(15)	-	-	(15)	(68)
Net income for the year		302,219	(58,956)	-	243,263	340,349
Transfers Between Funds	18	-	-	-	-	-
Reconciliation of funds		302,219	(58,956)	-	243,263	340,349
Total funds brought forward		4,651,128	1,057,511	85,000	5,793,639	5,453,290
Total funds carried forward	18-20	4,953,347	998,555	85,000	6,036,902	5,793,639

There were no recognised gains or losses other than those shown above and there were no acquisitions or discontinued operations in either this or the preceding year.

Under the provisions of Section 408, Companies Act 2006 a separate statement of financial activities for the parent company alone is not required.

There were no movements on Endowment Funds during the year therefore no separate statutory summary income and expenditure account has been prepared.

The notes on pages 31 to 39 form part of these financial statements.

CONSOLIDATED AND PARENT COMPANY BALANCE SHEETS AS AT 31 MARCH 2018

	Notes	Group		Charity	
		2018 £	2017 £	2018 £	2017 £
Fixed assets					
Tangible	13	1,489,525	1,557,352	1,458,666	1,527,724
Investment property	14	701,810	-	701,810	-
Investments	15	985,005	1,592,010	985,006	1,592,011
		3,176,340	3,149,362	3,145,482	3,119,735
Current assets					
Debtors	16	675,643	283,564	870,482	888,114
Short term deposits		311,666	311,666	311,666	311,666
Cash at bank and in hand		2,201,118	2,310,776	1,985,151	1,679,514
		3,188,427	2,906,006	3,167,299	2,879,294
Creditors: amounts falling due within one year	17	(327,782)	(261,661)	(275,979)	(205,407)
Net current assets		2,860,645	2,644,345	2,891,320	2,673,887
Provision for Liabilities					
Deferred Taxation		(83)	(68)	-	-
Net assets		6,036,902	5,793,639	6,036,802	5,793,622
Represented by Funds:					
Restricted and endowment					
Restricted	18	998,555	1,057,511	998,555	1,057,511
Permanent endowment	19	85,000	85,000	85,000	85,000
		1,083,555	1,142,511	1,083,555	1,142,511
Unrestricted					
General funds	20	3,560,458	3,657,065	3,560,358	3,657,048
Designated funds		1,093,951	500,000	1,093,951	500,000
Revaluation reserve		298,938	494,063	298,938	494,063
		4,953,347	4,651,128	4,953,247	4,651,111
Total funds	21	6,036,902	5,793,639	6,036,802	5,793,622

Company Registration No. 1510521

Approved by the trustees on 01/10/2018 and signed on their behalf by:



Steven Brennan – Trustee and Treasurer

The notes on pages 31 to 39 form part of these financial statements.

CONSOLIDATED CASH FLOW STATEMENT AS AT 31 MARCH 2018

	2018 £	2017 £
Reconciliation of net incoming resources to operating cash flows		
Net incoming resources for the year before investment gains/(losses)	244,846	124,732
Investment income	(38,211)	(52,484)
Investment management charges paid	7,100	8,446
Depreciation charge	105,260	103,638
Profit on disposal of fixed asset	(1,600)	-
Decrease/(Increase) in debtors	(392,079)	169,826
Increase/(Decrease) in creditors	66,121	42,173
Net cash inflow from operating activities	(8,563)	396,331
Returns on investments		
Interest received	1,326	10,462
Dividends received	36,885	42,022
	38,211	52,484
Investing activities		
Payments to acquire tangible fixed assets		
Payments to acquire new investment funds	(37,433)	(37,186)
	(1,663)	(1,430)
Payments to acquire investment property	(701,810)	-
Proceeds on disposal of tangible fixed assets	1,600	-
Withdrawal of investment funds	600,000	-
Net cash inflow/(outflow) for the year	(109,658)	410,199
	2018 £	2017 £
Analysis of change in cash during the year		
Short term deposits, cash and bank balances		
At 1 April 2017	2,622,442	2,212,243
Increase in balances	(109,658)	410,199
At 31 March 2018	2,512,784	2,622,442

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

(a) Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Hospice meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

(b) Legal status of the Charity

The charity is a company limited by guarantee and has no share capital.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. At 31 March 2018 there were 43 members (2017: 39).

(c) Going concern

The trustees consider that there are no material uncertainties about Overgate Hospice's ability to continue as a going concern. The most significant areas of adjustment and key assumptions that affect items in the accounts are to do with estimating legacies receivable in these accounts. With regard the following year, the most significant areas of uncertainty of the charity are the level of donation income which needs to be raised each and every year and is covered in more detail in the performance and risk sections of the trustees' annual report.

(d) Group financial statements

The financial statements consolidate the results of the charity and its wholly owned subsidiary Overgate Hospice Support Ltd on a line-by-line basis.

A separate Statement of Financial Activities and Income and Expenditure Account for the charity has not been presented because the charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

(e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements.

Restricted funds are donations where the donor has specified they should only be used for particular areas of the Hospice's work. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each material designated and restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent.

(f) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably. Where income has related expenditure (as with fundraising or contract income), the income and related expenditure are reported gross in the Statement of Financial Activities. Donations, grants and gifts are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period. Income from Gift Aid tax reclaims is recognised for any donations with relevant Gift Aid

certificates recognised in income for the year. Any amounts of Gift Aid not received by the year end are accounted for in income and accrued income in debtors.

Income from NHS contracts, government and other grants, whether 'capital' grants or 'revenue' grants, are recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken on a case by case basis as the earlier of the date on which:

the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. If the legacy is in the form of an asset other than cash or an asset listed on a recognised stock exchange, recognition is subject to the value of the asset being able to be reliably measured and title to the asset has passed to the charity. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance for a future fundraising event or for a grant received relating to the following year are deferred until the criteria for income recognition are met.

Interest on deposit funds held is included on an accruals basis provided that the amount can be measured reliably by the charity. Dividends are recognised upon notification by our investment advisor of the dividend yield of the investment portfolio.

Sponsorship from events, fundraising and events registration fees are recognised in income when the event takes place. Lottery income is accounted for in respect of those draws that have taken place in the year. Trading income is recognised on point of sale for both donated and purchased goods.

(g) Donated goods and services

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

(h) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes the costs of providing specialist palliative care and support undertaken to further the purposes of the charity and their associated support costs.

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are allocated to each of the activities to best allocate the costs to each attributable heading. More detail on the analysis and basis of allocation is given in note 9 to the financial statements.

(i) Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in the Trustees report.

(j) Fixed assets

Depreciation is provided to write off the cost or revalued amount, less an estimated residual value, of all fixed assets evenly over their expected economic useful lives on a straight line basis as follows:

Freehold property	2% per annum
Leasehold improvements	over term of lease
Equipment	20% per annum
Motor vehicles	25% per annum

The need for any impairment of a fixed asset write-down is considered if there is concern over the carrying value of an asset and is assessed by comparing that carrying value against the value in use or realisable value of the asset when appropriate

(k) Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price, except for the shares in the trading subsidiary which are carried at cost. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

(l) Stock

Donated items of stock for resale or distribution are not included in the financial statements until they are sold or distributed because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which record these items until they are sold. Stocks of bought in retail goods for resale are not included as there are no perpetual stock records and undertaking a stock take would incur undue cost for the charity which far outweigh the benefits.

(m) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

(n) Short term deposits

Short term deposits are short term highly liquid investments with a maturity of three months or more from the date of acquisition or opening of the deposit or similar account.

(o) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(p) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

(q) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at

transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(r) Pensions

NHS Pension Scheme

Employees who join Overgate Hospice who are currently contributing to an NHS pension scheme and who are eligible to remain in their scheme as per their offer letter, are entitled to remain members of that scheme which provides benefits based on final pensionable pay. The NHS Pension Scheme is an unfunded, defined benefit scheme that covers NHS employers, General Practices and other bodies, allowed under the direction of Secretary of State, in England and Wales. As a consequence it is not possible to identify the Hospice's share of the underlying scheme liabilities. Therefore, the scheme is accounted for as a defined contribution scheme and the cost of the scheme is equal to the contributions payable to the scheme for the accounting period.

Employers' pension costs contributions are charged to operating expenses as and when they become due. Employer contribution rates are reviewed every four years following a scheme valuation carried out by the Government Actuary. On advice from the actuary the contribution may be varied from time to time to reflect changes in the scheme's liabilities.

The last valuation on which contribution rates were based (31 March 2012) was published in June 2014 and noted a notional deficiency of £10.3bn (4.5% of notional fund valuation). The recommendation of the Government Actuary was that employer contribution rates could be maintained at 14% of pensionable pay from 1 April 2015. The next full actuarial valuation to be used for funding purposes will be as at 31 March 2016 and is currently being prepared by the Scheme Actuary.

The next revision to the employer contribution rate is expected to take effect from 1 April 2019.

Royal London Pension Scheme

Other employees are entitled to join a defined contribution 'money purchase' scheme. The costs of the defined contribution scheme are included with the associated staff costs and allocated therefore to raising funds, charitable activities, support and governance costs and charged to the unrestricted funds of the charity.

The money purchase plan is managed by Royal London and the plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan. The pension fund is then converted into a pension upon the employee's normal retirement age which is defined as when they are eligible for a state pension. The expenses of the plan are deducted from the investment fund annually. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

(s) Operating leases

Operating leases are recognised over the period of which the lease falls due. Any benefit receivable as an incentive to sign an operating lease is recognised on a straight line basis over the period of the lease.

(t) Investment property

Investment property is shown at its most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in the statement of financial activities.

(u) Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2. DONATIONS

	2018 £	2017 £
General	304,997	306,825
In memoriam	186,040	166,885
Event participant sponsorship	133,141	130,732
Corporate support	56,104	55,824
Collecting boxes	21,305	21,073
Friends groups including choir (see analysis)	49,110	41,160
	750,697	722,499

	2018 £	2017 £
Gift Aid included in above total donations	137,545	117,431

	2018 £	2017 £
Friends Groups	34,610	23,160
Overgate Choir	14,500	18,000
	49,110	41,160

3. GRANTS RECEIVED

	2018 £	2017 £
Unrestricted funds:		
General purpose grants	4,090	2,218
Restricted funds:		
Capital equipment	1,500	3,500
End of Life education	57,807	66,154
Equipment renewals	3,181	-
Staff education	630	2,000
Palliative care electronic co-ordination systems	-	-
Patient care	10,546	9,838
Macerator hire	-	4,000
Others	5,241	818
	78,905	86,310
Total	82,995	88,528

4. RETAILING

	2018 £	2017 £
Income from sale of goods	1,080,849	1,072,993
Recycling credits	82,657	78,571
Total income derived from retailing	1,163,506	1,151,564
Direct cost of sales	28,582	22,071
Staff costs	415,551	385,641
Other staff and volunteer costs	1,858	5,660
Property costs	201,193	199,391
Motor running	12,198	13,109
Till and IT costs	13,522	10,861
Other costs	46,206	49,687
Total expenditure	719,110	686,420
Net profit arising from retail activities	444,396	465,144
Gift Aid recoverable	85,862	85,905
Donations within shops	4,459	15,281
Shop event income	22,947	11,436
Other Income	12,433	8,030
Total net income arising through retail activities	570,097	585,796
Number of shops	13	12

All shop income in both the current and previous year relates to unrestricted funds.

5. LOTTERY

	2018 £	2017 £
Income from lottery sales	138,235	144,800
Prize money	(52,000)	(53,750)
Other lottery costs	(16,608)	(5,334)
Net profit arising from lottery	69,627	85,716
Donations through lottery	6,581	3,273
Total net income arising through lottery operations	76,208	88,989

6. INVESTMENT INCOME

	2018 £	2017 £
Income from listed investments	36,885	42,022
Bank interest	1,326	10,462
	38,211	52,484

7. INCOME FROM CHARITABLE ACTIVITIES

	Government funding £	Other funding £	Total 2018 £	Total 2017 £
Hospice funding	1,050,120	-	1,050,120	1,050,120
Canteen	-	35,861	35,861	35,257
VAT Refund Scheme	30,000	-	30,000	30,000
Sundry Income	-	51,848	51,848	17,039
	1,080,120	87,709	1,167,829	1,132,416

8. ANALYSIS OF RESOURCES EXPENDED

	Direct costs £	Support costs (note 9) £	Total costs £	2017 £
Cost of generating voluntary income	361,857	128,114	489,971	498,219
Fundraising trading costs	520,730	383,298	904,028	856,558
Investment management costs	6,749	-	6,749	9,741
Cost of generating funds	889,336	511,412	1,400,748	1,364,518
Inpatient care	1,888,274	472,098	2,360,372	2,341,577
Day care	221,949	47,211	269,160	258,025
Bereavement and family support	20,178	5,246	25,424	26,647
Charitable activities	2,130,401	524,555	2,654,956	2,626,249
Governance costs	-	10,000	10,000	13,989
Total	3,019,737	1,045,967	4,065,704	4,004,756

9. ANALYSIS OF SUPPORT COSTS

	Establishment, light and heat £	Management & IT £	Other costs £	Total 2018 £	Total 2017 £
Cost of generating voluntary income	35,802	12,621	79,691	128,114	131,290
Fundraising trading: Costs of goods sold and other costs	201,193	13,522	168,583	383,298	378,095
Cost of generating funds	236,995	26,143	248,274	511,412	509,385
Charitable services	163,090	57,497	303,968	524,555	479,017
Governance costs	-	-	10,000	10,000	13,989
Total	400,085	83,640	562,242	1,045,967	1,002,391

10. WAGES AND SALARIES

	2018 £	2017 £
Wages and salaries	2,482,012	2,419,254
Employer's national insurance	200,226	195,553
Pension costs	201,196	196,476
Employee costs	2,883,434	2,811,283
Other:		
Medical Consultant	140,056	143,056
	3,023,490	2,954,339

The average monthly head count of payroll employees (excluding temporary employed staff) in the year was 120 (2017: 115). The average monthly full time equivalent (FTE) of paid employees (excluding temporary employed staff) in the year was 93 (2017: 89). As at 31 March 2018 there were 34 (2017: 23) bank staff being utilised.

The number of employees whose remuneration (excluding employer pension contributions) fell into the band between £60,001 and £70,000 during the year was 3 (2017: 2). Employer pension cost payments in the year in respect of employees earning above £60,000 was £25,532 (2017: £16,456).

The trustees received no remuneration or other financial benefit for their services during the year (2017: £nil).

Insurance cover is provided through a trustee indemnity insurance policy.

The Hospice consider that the key group management personnel comprise the trustees and the directly employed members of the senior management team comprising the Chief Executive and 4 other employees. The total gross remuneration of those remunerated members of the senior management team was £224,866 (2017: £211,183) and the total of employer pension contributions paid was £24,765 (2017: £25,570). The total cost of those employed members of the senior management team was therefore £249,631 (2017: £236,753). A further member of the senior management team is the Medical Consultant and the costs charged to the Hospice for the services provided are shown above.

Functional analysis of the average numbers of employees of the group:

	2018 Actual number	2018 Full time equivalent	2017 Actual number	2017 Full time equivalent
Direct charitable services	70	50	72	51
Fundraising	37	33	31	28
Governance	1	1	1	1
Administrative services	12	9	11	9
Total	120	93	115	89

11. NET INCOMING RESOURCES

Net incoming resources before investment gains/(losses) is stated after charging:

	2018 £	2017 £
Depreciation	105,260	103,638
Auditors remuneration:		
- For audit services	10,000	13,665
- For other services	-	324
Operating lease rentals – retail properties	145,712	148,885

12. TAXATION

The company is a registered charity and as such is exempt from taxation on its income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that its income and gains are applied for charitable purposes.

All of the profits of the trading subsidiary are donated to the Hospice resulting in there being no amounts chargeable to taxation in the subsidiary.

13. TANGIBLE FIXED ASSETS

a) Group

	Freehold property £	Leasehold property improvements £	Medical and other equipment £	Motor vehicles £	Total £
Cost					
At 1 April 2017	2,615,289	21,263	543,531	24,000	3,204,083
Additions	-	-	30,783	6,650	37,433
Disposals	-	-	-	(2,750)	(2,750)
At 31 March 2018	2,615,289	21,263	574,314	27,900	3,238,766
Net book value					
31 March 2018	1,372,633	-	111,411	5,481	1,489,525
31 March 2017	1,421,377	-	135,975	-	1,557,352

b) Charity

	Freehold property £	Medical and other equipment £	Total £
Cost			
At 1 April 2017	2,615,289	497,488	3,112,777
Additions	-	27,300	27,300
At 31 March 2018	2,615,289	524,788	3,140,077
Depreciation			
At 1 April 2017	1,193,912	391,141	1,585,053
Charge for the year	48,744	47,614	96,358
At 31 March 2018	1,242,656	438,755	1,681,411
Net book value			
31 March 2018	1,372,633	86,033	1,458,666
31 March 2017	1,421,377	106,347	1,527,724

14. INVESTMENT PROPERTY

	Group £	Charity £
Cost or valuation		
At 1 April 2017	-	-
Additions	701,810	701,810
At 31 March 2018	701,810	701,810
Net book value		
31 March 2018	701,810	701,810
31 March 2017	-	-
Valuation at 31 March 2018	701,810	701,810

The investment property is the next door property which has been purchased for the sole purpose of using the site for future redevelopment of the Hospice, to update the existing inpatient services and to continue to provide services into the 21st century.

15. INVESTMENTS

a)

	Group £	Charity £
At 1 April 2017	1,592,010	1,592,011
New funds added	1,663	1663
Withdrawal of funds	(600,000)	(600,000)
Net gains on disposals	10,998	10,998
Net gains on revaluation	(12,566)	(12,566)
Investment management charges paid	(7,100)	(7,100)
At 31 March 2018	985,005	985,006

b) Analysis of investments

	2018 £	2017 £
Managed listed investments and authorised unit trusts	958,215	1,533,799
Cash held as part of the investment portfolio	26,790	58,211
Total Group	985,005	1,592,010
Investment in subsidiary	1	1
Total Charity	985,006	1,592,011

Investments in equities and fixed interest securities are all traded in quoted public markets, primarily the London Stock Exchange and are carried at fair value which is equivalent to market value using bid price.

Historical cost of the investments excluding cash and subsidiary is £659,277 (2016: £1,039,736).

Investment risks are mitigated by retaining expert advisors and an investment policy that provides for a high degree of diversification of holdings within asset classes that are quoted on recognised stock exchanges. No use is made of derivatives and similar complex financial instruments as the view is taken that investments are held for longer term yield and historic studies of quoted financial instruments have shown that volatility in any five year period will normally be corrected.

The investment property was purchased by liquidating £600,000 of the managed listed investments and authorised unit trusts.

c) Trading subsidiary

The Hospice has a wholly owned subsidiary, Overgate Hospice Support Ltd, whose main purpose is to sell goods to raise funds for the charity.

The summarised accounts of the subsidiary are as follows:

Subsidiary's profit and loss account

	2018 £	2017 £
Turnover	1,433,673	1,420,289
Cost of sales	(518,872)	(472,803)
Gross profit	914,801	947,486
Operating expenses	(268,846)	(272,701)
Grants received	350	-
Operating profit before charitable donations	646,305	674,785
Taxation	(15)	(68)
Gift Aid donation to the Hospice	(646,207)	(674,700)
Retained profit/(loss) for the year	83	17

Subsidiary's balance sheet

	2018 £	2017 £
Fixed assets	30,859	29,628
Current assets	282,942	708,378
Current liabilities	(313,617)	(737,920)
Provision for liabilities	(83)	(68)
Total assets less (liabilities)	101	18

Represented by:

Capital	1	1
Reserves	100	17
	101	18

16. DEBTORS

	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Trade debtors	58,191	49,687	57,903	49,687
Group debtors	-	-	261,814	6,966
Group donation receivable	-	-	-	674,700
Other debtors	4,092	1,735	3,339	-
Taxation recoverable	100,676	65,527	97,000	62,350
Legacies receivable	361,632	29,422	361,632	29,422
Prepayments and other accrued income	151,052	137,193	88,794	64,989
	675,643	283,564	870,482	888,114

The profits of Overgate Hospice Support Limited are paid over to Overgate Hospice under a deed of covenant. As a result of a change in legislation the amount owed to Overgate Hospice is shown as an intercompany balance due rather than as accrued income included as an other debtor. In 2017, none of the profits of Overgate Hospice Support Limited were paid over to Overgate Hospice. In 2018, the profits were paid over on a regular basis.

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Trade creditors	75,924	57,782	66,873	45,174
Other taxation and social security	55,276	49,240	55,276	49,240
Sundry creditors and deferred income	196,582	154,639	153,830	110,993
	327,782	261,661	275,979	205,407

18. RESTRICTED FUNDS

Group and Charity:	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Funding for capital asset acquisitions:					
Property redevelopment	915,808	-	(50,337)	-	865,471
DoH – holistic funding	81,886	-	(2,254)	-	79,632
Medical equipment and chair	5,054	-	(1,543)	1,100	4,611
Funding of revenue costs:					
End of Life educator	29,934	57,807	(54,103)	(33,638)	-
Staff training	13,733	11,176	(17,744)	-	7,165
Patient care and others	11,096	9,922	(11,880)	(1,989)	7,149
Wish list items	-	-	-	34,527	34,527
	1,057,511	78,905	(137,861)	-	998,555

Restricted fund balance carried forward at 31 March 2018 is represented by

Unexpended capital funding	£
Unexpended revenue funding	949,714
	48,841
	998,555

19. ENDOWMENT FUNDS

At 1 April 2017 and 31 March 2018:	£
1981 Property Fund	70,000
Halifax District Nursing Charity Fund	15,000
	85,000

20. UNRESTRICTED FUNDS

	At 1 April 2017	Income	Expenditure	Transfers	At 31 March 2018
	£	£	£	£	£
Group:					
General fund	3,657,065	4,231,645	(3,923,377)	(404,875)	3,560,458
Designated fund	500,000	-	(6,049)	600,000	1,093,951
Revaluation reserve	494,063	-	-	(195,125)	298,938
	4,651,128	4,231,645	(3,929,426)	-	4,953,347
Charity:					
General fund	3,657,048	3,443,828	(3,135,643)	(404,875)	3,560,358
Designated fund (see below)	500,000	-	(6,049)	600,000	1,093,951
Revaluation reserve	494,063	-	-	(195,125)	298,938
	4,651,111	3,443,828	(3,141,692)	-	4,953,247

An amount of £600,000 has been transferred out of general funds to a designated fund as the board of trustees agreed that this is the amount allocated to the redevelopment project.

21. NET ASSETS BY FUNDS

	Unrestricted £	Restricted £	Endowment £	Total £
Investments	985,005	-	-	985,005
Investment Property	701,810	-	-	701,810
Tangible fixed assets	454,811	949,714	85,000	1,489,525
Current assets	3,139,586	48,841	-	3,188,427
Creditors due in less than one year	(327,782)	-	-	(327,782)
Provision for liabilities	(83)	-	-	(83)
Total at 31 March 2018	4,953,347	998,555	85,000	6,036,902

22. FINANCIAL PERFORMANCE OF THE HOSPICE

The consolidated statement of financial activities includes the results of the wholly owned trading subsidiary and no separate statement of financial activities or income and expenditure account has been shown for the Charity alone as permitted by section 408 of the Companies Act 2006 and paragraph 397 of the Charities SORP.

The summarised results of the charity for the year are as follows:

	2018 £	2017 £
External income	2,941,532	2,697,363
Expenditure	(3,277,986)	(3,259,252)
Surplus/(deficit) before other income	(336,454)	(561,889)
Donation from trading subsidiary	646,207	674,700
Surplus for the year before investment gains and losses	309,753	112,811
(Loss)/profit on sale of investments	10,998	4,521
Unrealised investment gains/(losses)	(12,566)	211,164
Total increase in reserves	308,185	328,496

23. OPERATING LEASE COMMITMENTS

Group annual commitments under non-cancellable operating leases are as follows:

	2018 £	2017 £
Expiry date:		
Within one year	101,062	101,223
Between two and five years	47,951	44,106
In more than five years	4,871	-

24. CONTROLLING INTEREST

Overgate Hospice is managed by the Board of Directors, the members of which are the trustees of the charity.

Legal and Administrative Details

Status

Registered Charity No 511619

Company No 1510521

Registered Office

Overgate Hospice
30 Hullen Edge Road
Elland
West Yorkshire
HX5 0QY

Patrons

K F Marshall

O J Hirst

C R Woodward

B Whitaker

Board of Trustees

P B Andrew (appointed 1 November 2017)

S P Brennan (appointed 19 September 2017) (Treasurer)

B Craven

S Dent

E Dixon

T J Jackson

J A Murphy

G P Smith-Moorhouse (appointed 16 January 2018)

A B Moncrieff (resigned 16 January 2018)

V A Steele (Chairman)

R Taylor (appointed 1 November 2017, resigned 30 April 2018)

R R Unsworth (appointed 19 September 2017)

J Weiglus (appointed 19 September 2017)

S L Wishart

Senior Team

J Cawtheray – Chief Executive Officer

K Crowther – Director of Finance and Support Services

R Sheils – Medical Director

L Golding – Director of Income Generation

A Walton – Director of Clinical Services

Bankers

Lloyds Bank plc
Commercial Street
Halifax
HX1 1BB

Yorkshire Bank
16 Bradford Road
Brighouse
HD6 1RN

Auditors

Walter Dawson & Son
7 Wellington Road East
Dewsbury
WF13 1HF

Investment Brokers

Investec Wealth & Investment
Quayside House
Canal Wharf
Leeds
LS1 5PU

The following does not form part of the audited financial statements:

**DETAILED INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2018**

	Charity £	2018 Subsidiary £	Total £	2017 Total £
Income				
Legacies and bequests	585,081	-	585,081	443,276
Donations in lieu of flowers	186,040	-	186,040	166,885
Other fortuitous giving	219,132	6,581	225,713	251,627
Gift aid	51,683	85,862	137,545	117,431
Patient care	14,689	-	14,689	14,664
Fund raising, other donations and sundry income	494,190	22,947	517,137	524,653
Retail shop operations incl. recycling credits	-	1,163,506	1,163,506	1,151,564
Catering	35,861	-	35,861	35,257
Calderdale CCG grant	1,050,120	-	1,050,120	1,050,120
Restricted grants released to match costs in year	143,910	-	143,910	74,474
Other grant income	3,740	350	4,090	2,218
VAT refund scheme	30,000	-	30,000	30,000
Friends of Overgate and Overgate Choir	49,110	-	49,110	41,160
Overgate Hospice lottery	-	138,235	138,235	144,800
Sundry Income	39,765	16,542	56,307	17,039
	2,903,321	1,434,023	4,337,344	4,065,168
Investment portfolio income	36,885	-	36,885	42,022
Bank interest	1,326	-	1,326	10,462
	38,211	-	38,211	52,484
Income sub-total	2,941,532	1,434,023	4,375,555	4,117,652
Operating expenditure	(3,277,986)	(787,718)	(4,065,704)	(4,004,756)
Donation to Overgate Hospice	646,207	(646,207)	-	-
Net income before investment gains/(losses)	309,753	98	309,851	112,896
Gain/(Loss) on realised investments	10,998	-	10,998	4,521
Unrealised investment gain/(loss)	(12,566)	-	(12,566)	211,164
Net income for the year before taxation	308,185	98	308,283	328,581
Net income for the year before taxation as above	308,283			
Excess of expenditure over restricted grant income received in year	(58,956)			
Expenditure on designated funds in the year	(6,049)			
Increase in deferred taxation provision	(15)			
Increase in Net Assets in year	243,263			
	Charity £	Subsidiary £	2018 Total £	2017 Total £
Expenditure				
Care expenses				
Staff costs and Doctors fees	1,961,670	-	1,961,670	1,964,251
Catering	45,360	-	45,360	41,033
Sundry nursing and medical expenses	53,831	-	53,831	57,231
Travel expenses	36,173	-	36,173	48,031
Cleaning and laundry	14,623	-	14,623	20,909
Depreciation	18,744	-	18,744	15,777
	2,130,401	-	2,130,401	2,147,232

Hospice establishment expenses

Staff costs	50,054	-	50,054	43,136
Heating and lighting	35,543	-	35,543	37,485
Council tax, water charges and insurance	31,164	-	31,164	30,835
Repairs and maintenance	33,386	-	33,386	28,203
Recruitment and training	-	-	-	306
Depreciation	48,744	48,744	48,541	198,891
	198,891	-	198,891	188,506

Fundraising and publicity

Staff costs	231,640	415,551	647,191	617,513
Recruitment and training	1,294	1,858	3,152	6,792
Expenses, event and other costs	128,923	2,754	131,677	139,932
Retailing costs	-	31,959	31,959	22,071
Shop rent, rates, light, heat and Insurance	-	189,026	189,026	181,812
Shop repairs and maintenance	-	12,167	12,167	17,579
Overgate Hospice lottery	-	68,608	68,608	59,084
Cash collection handling charges	13,232	17,081	30,313	27,726
Legal	-	875	875	167
(Profit) Loss on disposal of fixed asset	-	(1,600)	(1,600)	-
Depreciation	-	8,902	8,902	10,840
	375,089	747,181	1,122,270	1,083,516

Administrative expenses

Staff costs	364,575	-	364,575	329,439
General recruitment, training and staff benefits	21,497	12,198	33,695	42,223
Postage, printing and stationery	32,613	8,214	40,827	38,283
Telephone	6,377	1,699	8,076	8,294
HR, investment and legal	26,799	-	26,799	22,380
IT costs	70,118	13,522	83,640	77,099
Sundry expenses	12,013	(1,351)	10,662	18,084
Subscriptions	4,743	2,255	6,998	7,231
Accountancy charges	-	-	-	324
Auditors' remuneration	6,000	4,000	10,000	13,665
Depreciation	28,870	-	28,870	28,480
	573,605	40,537	614,142	585,502

Total expenditure

	3,277,986	787,718	4,065,704	4,004,756
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HOSPICE:

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FUNDRAISING:

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fundraising@overgatehospice.nhs.uk

OVERGATE HOSPICE SHOPS:

Brighouse, 45 Bethel Street, HD6 1JR | 01484 723147

Designer Shop, 49 Bethel Street, HD6 1JR | 01484 723147

Brighouse Furniture Shop, 5A Park Street, HD6 1AD | 01484 718346

Elland, 35 Southgate, HX5 0BW | 01422 310170

Overgate Little Stars, Elland, 54A Southgate, HX5 0DQ

Hebden Bridge, 1/3 Crown Street, HX7 8EH | 01422 844995

Hebden Bridge Furniture and Vintage, Valley Road

Halifax, 50 Southgate, HX1 1DL | 01422 366056

King Cross, 218 King Cross Road, HX1 3JP | 01422 340502

Ovenden, 26 Keighley Road, HX2 8AL | 01422 365650

Todmorden, 13 Halifax Road, OL14 5AG | 01706 839555

West Vale, 5 Stainland Road, HX4 8AD | 01422 377992

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