

COMPANY NO: 02651828
CHARITY NO: 1023311

THE CITY HOSPICE TRUST LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2021

THE CITY HOSPICE TRUST LIMITED

Contents

Report of the Trustees	1 - 16
Report of the Independent Auditors	17 - 19
Statement of Financial Activities	20
Balance Sheet	21
Statement of Cash Flows	22
Notes to Financial Statements	23 - 44

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

CHAIR'S REPORT

An organisation's ability to survive a crisis is directly related to the quality of its leaders and of its people. 2020/ 21 was a year like no other, with a pandemic bringing immense pressures on all aspects of our services. The pandemic directly affected our ability to deliver service to those most in need in Cardiff and to raise the funds necessary to run our organisation. It also impacted upon the way in which we worked with our patients, creating more complex and stressful environments for the clinical team. Our leadership had to balance a diverse range of competing demands, least of all was the need to ensure that we protected the health and safety of our staff. I am pleased to report that City Hospice continued to provide end of life care to the people of Cardiff throughout the whole of the year, with no interruption of our services and no reduction in the quality of care provided. This is due to the amazing efforts of Liz Andrews, our CEO and all the team at City Hospice.

The Clinical team, led by our Clinical Director Margred Capel, worked in an ever changing and complicated environment as the pandemic unfolded. I would like to formally recognise the amazing job she did during these very challenging times. She ensured that the Hospice continued to plan, co-ordinate, and manage patient care services to enable us to meet our patients' needs.

The business support team also had a very difficult year. For some it meant coping with the uncertainty of furlough and for others the need to pivot from their main job and responsibilities to provide direct support to the clinical team during the early stages of the pandemic. They proved themselves as a very capable, flexible, and highly organised team and did an amazing job in support of the Hospice.

The Hospice is also immensely grateful to the on-going support provided by the people of Cardiff and the local business community. The variety of support they give, from direct financial contributions to the surprise provision of "fish and chips for lunch" to all staff, is what keeps us going. Thank you all for what you have done to help us during the last 12 months. The financial support of the local NHS, Cardiff Council and the Welsh Government is also acknowledged and gratefully received. We would not have come through this demanding year without the financial help and support provided by all of you.

During the year the Council of Trustees agreed our new Mission Statement, a strategic vision and priorities and our values. We will continue to work to achieve our Mission Statement and vision and embed our values over the coming years. We also expanded the membership of the Council, and I am very pleased to welcome our new Trustees, whose role is to help us further develop the range of services that we offer. Welcome to Amy, Emma, Cliff, Richard, and Paul.

We will continue to cope with the challenges that living with COVID-19 will bring. As Chair of the Council of Trustees, I am very confident that we are in a strong position to continue to provide excellent clinical services, develop as a leading charity in Cardiff and ensure our financial stability.

Michael Baker
Chair

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2021, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019). The report also complies with the Charities (Protection & Social Investment) Act 2016.

The trustees, directors and members of the company agreed at an extraordinary general meeting on 6 June 2017 to change the name of the company to The City Hospice Trust Limited and the Trust uses the working name of City Hospice.

RESPONDING TO THE COVID-19 PANDEMIC

This trustee report and the 2020/21 financial statements relate to the year ending 31 March 2021, and therefore includes activities during the global COVID 19 pandemic.

Our key virus control measures relate primarily to ensuring clinical staff are properly protected when visiting patients and working within Ty Hosbis, our business support staff are similarly protected with increased opportunities for working from homes, our retail activities follow guidance issued in relation to general retail and our fundraising activities are appropriately risk assessed.

In summary:

- We quickly adapted to continue prioritising patient care and support for their families. We suspended day centre sessions but implemented Health and Safety measures to continue to deliver face to face patient care, or digital and telephone support as appropriate.
- The 'lockdown' imposed by the Government meant that all our retail shops were closed from 23 March 2020, and all fundraising activity planned in March (and the immediate future after that) were either postponed (to an indefinite date later in the year) or cancelled;
- Government support for businesses and charities affected by the 'lockdown' – meant we have been able to apply for grants and funding to offset the impact of reduced retail and fundraising activity.
- We used the furlough scheme, so that many staff engaged in retail or fundraising activities were furloughed during the year.

Looking forward into 2021/22, whilst the position still remains uncertain, we have found new ways to operate and have met the challenges presented by the pandemic during 2020/21 and will take these learnings forward.

- patient referrals and palliative care requirements, we may see an increase in patients' needs and will monitor our clinical and other patient and family support services staffing requirements.
- We have received additional funds from the Welsh Government during 2020/21, for which we are extremely grateful.
- Surpluses raised during 2020/21 have been ring fenced to help the charity meet patient demands in 2021/22 with the recruitment of additional staff and additional resources.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

We are satisfied that the level of our reserves (particularly in terms of cash and short-term deposits), together with the additional funding and other financial support we have been able to access, are sufficient to ensure our on-going palliative care services can be continued for the 2021/22 financial year.

On that basis, we are satisfied that the 2020/21 financial statements can be prepared on a 'going concern' basis.

In terms of our investments, which we have always seen as having a long-term benefit (in terms of both annual income from dividends and interest, and investment value), we continue to review investment performance on a quarterly basis, taking into account market performance and the need to draw down 'cash' to meet future plans or requirements. We do not, however, see the need to withdraw from the level of our current investments in the immediate future.

OBJECTIVES AND ACTIVITIES

In preparing this report and reviewing our objectives and activities during the year, the trustees have had regard to the Charity Commission's general guidance on public benefit.

The charity is established for the public benefit by relieving sickness and pain to persons suffering from any chronic or terminal illness, irrespective of race, colour or creed and to provide moral and spiritual support to relatives of such persons. All services are free of charge. No individual is ever excluded.

As Cardiff's local hospice, our mission is to care for people with incurable illness in their own homes. We help patients stay symptom free and support them and their families so that they live life to the full and make the most of every day. Our priority is to ensure that our consultant-led Multi-Disciplinary Team (MDT) is properly resourced to meet a continually increasing workload and deliver a service that reflects best practice in palliative care.

The patient, and their family and carers, are the most important relationships we have, and we listen carefully to their views so that we fully understand and appreciate their particular requirements. The clinical service and holistic support that we provide is designed to allow patients to stay at home, supported by their carers, and to die in their preferred place of death, which is usually in their own home.

During 2020/21 the City Hospice team of staff, volunteers and trustees developed our Vision, Purpose and Values which are the guiding principles of the charity:

Purpose

We are Cardiff's local hospice team offering palliative care in the community for people with life-limiting conditions. We support them so that they can live their life in their place of choice, with dignity and in comfort and those close to them in their bereavement.

Vision

That our palliative care and bereavement counselling services are widely recognised as reflecting best practice in a centre of excellence; that the charity is embraced and supported by the people and institutions of Cardiff as their leading local charity; that the City Hospice Trust operates within a financially stable model.

Values

Passion and compassion

We work together with pride, compassion, purpose and dedication. Our charity keeps people at the heart of what we do and we recognise the vital role played by our volunteers and supporters in delivering our services to the people of Cardiff.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

Sharing and empowering

We focus on shared decision making with patients, people close to them and the wider communities to empower people with life-limiting conditions.

As a team we share and celebrate success and give people tools to do their job, empowering decision making and encouraging innovation.

Knowledgeable and responsible

We act with responsibility and professionalism as a team, to provide the highest care, comfort and support to our patients and people close to them.

During the year we also developed a new 5-year charity strategy which expands on the charity's vision, and prioritises clinical excellence, being Cardiff's leading charity and financial stability, whilst operating as one team.

APPROACH TO FUNDRAISING

This section of the report, in line with the reporting requirements set out in the Charities Act 2016, explains our approach to fundraising activities.

A diverse and sustainable approach to income generation and fundraising is essential if City Hospice is to continue to expand and meet the needs of our patients. As a local charity embedded in its local community, and dependent on that local community for its support, we benefit from the high visibility of our services and of the work we do to support patients and their families/carers across the city. We have our own income generation team and spread our fundraising activities across a number of different income streams, including fundraising from the community, local businesses, gifts in wills, and applying for grants from trusts and foundations.

It is very important to City Hospice that our fundraising is carried out to the highest standard as any failure in those standards would be immediately evident to our supporters and would impact directly on the support we currently receive. We are registered with the Fundraising Regulator and Fundraising Preference Service and, additionally, we have developed a Supporters' Charter which sets out the principles by which we work with our supporters to raise money. Fundraising activities carried out on our behalf are monitored as closely as possible. Members of the public raising funds 'in aid of' City Hospice are asked to provide full information about their activity to us in advance of it taking place wherever possible.

City Hospice takes particular care to protect vulnerable people who may wish to donate in support of our work. Our approach to working with vulnerable supporters is outlined in our Fundraising Policy. Many of our supporters could be deemed to be in vulnerable circumstances due to current or previous bereavement. We have clear guidelines in place that stipulate the terms in which we may make contact with a patient / family member, which provides an element of reassurance regarding their vulnerability. However, wherever we suspect a supporter is in vulnerable circumstances or lacks capacity in our contact with them, our fundraisers must take steps to end that contact in a positive and kind manner that protects their dignity and any desire they have expressed to support City Hospice.

We recognise that everyone has the right to support their favourite causes and charities, but we also acknowledge that City Hospice has an obligation to protect those in vulnerable circumstances.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

It may be difficult in some situations for fundraisers to make a clear cut decision as to whether or not someone is in a vulnerable circumstance or lacks capacity, especially where the interaction is short lived, or the supporter is a stranger to the fundraiser, or the contact is not face to face. Therefore, we will always err on the side of caution and support our fundraisers to terminate contact as outlined above if they are in any doubt at all regarding the vulnerability of the supporter they are dealing with.

This approach has been informed by the Institute of Fundraising document 'Treating Donors Fairly – Guidance for fundraisers responding to the needs of people in vulnerable circumstances and helping donors make informed decisions'.

City Hospice's fundraising plans and related activities are overseen and monitored by a sub-Committee of the Board of Trustees, the Income Oversight Committee. During the financial year 2020/21 there was no failure to adhere to the Fundraising Standards Board Codes of Fundraising Practice, no opt out requests or complaints about fundraising were received during the year via the Fundraising Preference Service.

ACHIEVEMENTS AND PERFORMANCE

In reviewing our achievements and performance, we have considered:

- a. Clinical Excellence
- b. Leading Charity
- c. Financial Stability
- d. Our Team

a. Clinical Excellence

Our specialist palliative care Multi-Disciplinary Team (MDT) is directed by a full time medical consultant whose leadership, commitment and managerial skills enable us to provide care and comfort to a very high standard. During the year under review, all of the MDT have had to manage an increasing workload. The high morale evident across the team is testament to the quality and effectiveness of clinical and managerial leadership. The team is made up of Consultants, Clinical Nurse Specialists, an Occupational therapist, Welfare Rights Officer, Social Worker and a team of trained Counsellors, all of whom are supported by the clinical administration team.

Excellent palliative and end of life care for people suffering from every type of incurable condition is now recognised as an essential component of a modern 21st Century health service, and we are therefore proud to provide this critical element of Cardiff's healthcare system. Our service is fully integrated with hospital clinicians in the Velindre Cancer Centre, the University Hospital of Wales and Llandough hospitals, with community health staff across Cardiff, and with primary care practitioners, our principal referrers. We are grateful for all those organisations and individuals for their support and co-operation in helping us to achieve our common aspirations for our patients. We also work closely with Marie Curie Care in order to provide shared clinical nurse cover at weekends across Cardiff & the Vale of Glamorgan. Consultant medical cover out of hours is provided by a South East Wales-wide on call medical rota. We also provide training to other health care providers and support many of Cardiff's Nursing Homes.

Progress has been made to utilise Ty Hosbis to engage with patients and deliver care and support. Although because of social distancing this has been one to one, rather than in group sessions.

We are pleased to continue our working partnership with Gibraltar Cancer Centre, to provide their team with training and support, whilst also benefiting from sharing best practice.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

Time and funding is made available to allow for the continuing professional development for all members of our MDT. An important audit function is the collection of accurate activity data relating to the various components of our clinical service, and the quality of our work. In this respect we met the requirements of our Service Level Agreement (SLA) with the Cardiff and Vale UHB and seek to deliver the priorities identified in the Welsh Government's 'Palliative and End of Life Care Delivery Plan 2017 – 2020' as overseen by the End of Life Care Board.

The activity of our MDT is shown in Table 1 below.

Service Activity	2019/20	2020/21
New patient referrals	1149	1107
Social Worker & Welfare Rights Officer referrals	807	1031
Day Centre patient attendances	1054	0
Doctor home visits and digital consultations	1280	1357
Clinical Nurse Specialist visits and digital consultations	7486	5771
Bereavement & Counselling sessions & visits	1038	1352
Occupational Therapy referrals	474	536

A total of 933 patients known to the service died during 2020, with 667 of patients with a malignant diagnosis; with the most common cancer diagnoses being lung, colon, prostate and breast. 266 patients had a non-malignant disease. The majority of these deaths were due to dementia, respiratory diseases, heart failure and frailty.

86.8% of patients who wanted to die at their own home were able to achieve this preference in 2020, an increase from 79.3% in 2019.

Of those patients who had expressed a wish about their preferred place of death in 2020, 86.0% of patients were able to achieve this preference. This is an increase from the 80.4% in 2019.

- 86.8% of patients who wanted to die at their own home were able to achieve this preference.
- 73.2% of patients who wanted to die in the hospice were able to achieve this preference.
- 95.4% of patients who wanted to die in their nursing home and 71.4% of patients who wanted to die in their residential home were able to achieve this preference.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

Patient and carer satisfaction with the quality of our service

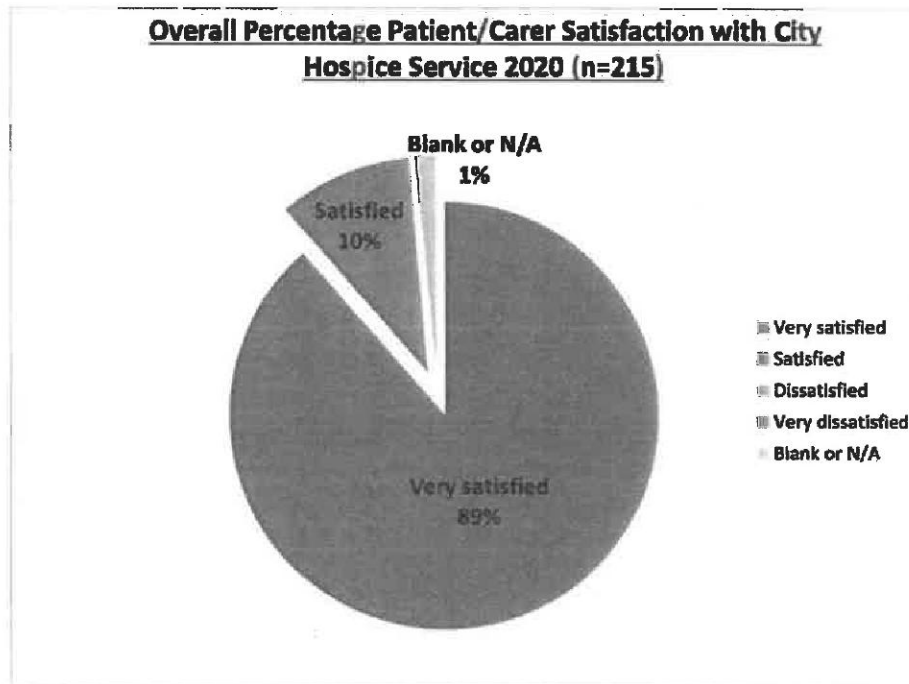


Chart 1 – Patient satisfaction

Counselling Services

We have adapted our services and looked to how we can offer even greater support to our community. We have expanded our bereavement services, so that in addition to providing counselling support to the families of our patients, we have been working with Welsh Government to now provide bereavement counselling to any individual who needs our help in Cardiff, Bridgend and parts of Rhondda Cynon Taf (up to 31 March 2021).

In addition, we held our first Online Virtual Remembrance event on 13 December 2020, to provide individuals an opportunity to remember their loved ones at Christmas.

b. Leading Charity

2020/21 has been an immensely challenging year for everyone in society. If we cast our minds back to March 2020, we were all unsettled; uncertain about this new virus, its impact on people and even the true extent of the symptoms. However, during all of this uncertainty the City Hospice team kept doing what they do every day – care for our patients. Our team's number one priority continues to be the delivery of care and support to the people of Cardiff. We adjusted our working practices to keep our team and those in our care safe, we quickly implemented new technologies, but above all else we continued to see our patients, face to face.

The City Hospice team focused on establishing and maintaining strong communications with our patients, community and key stakeholders. Providing timely and accurate information during times of great uncertainty. We created a section on our website where the people of Cardiff could access useful information about the charity and the services available to them during the pandemic. We also worked with the local media including the Western Mail, the South Wales Echo and Effective Communication to share information of our work, the value of community palliative care, and to celebrate the contribution of our team.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

We continue to build upon our strong relationships with Cardiff & Vale University Health Board, Velindre Cancer Centre, The End of Life Care Board, Welsh Government, Hospices Cymru and Hospice UK.

c. Financial Stability

Like many charities, the City Hospice fundraising and retail team had created a plan for 2020/21 that became obsolete when the impact of the COVID 19 pandemic was felt in the UK and lockdowns commenced. The team quickly adjusted their focus and developed new ways to generate financial support for the charity. Greater emphasis was given to fundraising appeals, virtual events, community engagement, and grants and trusts, this includes:

Urgent Appeal

In April 2020, we launched our Urgent Appeal, and asked the people of Cardiff to donate to maintain our essential service. Thank you to every person who gave a donation to our charity. Your thoughtfulness has meant that our services can continue to make the world of difference to the families we care for throughout Cardiff.

Recovery Fund

The Urgent Appeal, developed into the City Hospice Recovery Fund. Here it asked the public to help as we moved into the next stage of the COVID world. Supporters gave one-off donations, established regular monthly gifts or took on their own personal challenges to raise funds.

100 Heroes Challenge

During January 2021 we launched a new campaign, where we set the ambitious target of recruiting 100 people to walk, run, cycle or take on a challenge of their choosing for City Hospice. Our community once again surpassed our expectations with hundreds of people supporting the charity, including the staff, pupils and alumni of Llanishen High School with their virtual Cardiff to Patagonia Challenge.

Legacies

Income from the kind donations that supporters have left to City Hospice within their Wills, came to £61,448. We are extremely grateful to those patients, families and members of the public who see fit to support us in this way.

Donations from trusts and foundations

Trusts and foundations help to enable the essential work of the charity. We received donations from trusts and foundations totalling £171,264 during the year.

Our principal benefactor remained the Hodge Foundation, which again made a total donation of £100,000. The Foundation are a crucial partner to the charity, and we greatly appreciate their commitment to our work. We are also extremely grateful to the South Wales Echo for their continued partnership of Light up a Life, and their sharing of City Hospice patient stories during the campaign.

Retail

In supporting our core activity, we manage 7 retail outlets. In all areas of our work, we rely heavily on our volunteers, who contribute their time, skills and energies to the charity. During 2020 we extended our retail portfolio to 8 shops, opening a new store in Rhiwbina, Cardiff. However, several lockdowns and our commitment to team and customer safety have meant that for much of the year 2020/21 our stores have been closed.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

d. Our Team

The City Hospice team is made up of staff, volunteers, and trustees.

The Trustees of City Hospice recognise that we have all had tough days during 2020/21. We have all at times been scared and yet we have all had the support of our team, knowing that we are all in this together.

The outcome is that every day during this most challenging of years we have continued to deliver our high standards of patient care, and support for their families.

Whether their role is patient facing, or not our team have all helped to make this outcome a reality.

- Our clinical team members have continued to deliver care and support to the same high standards, whilst adhering to government guidance, keeping our patients and themselves safe.
- Our fundraising and retail teams have found new ways to raise funds.
- We have adapted to fulfil government guidance within our operations, at Ty Hosbis and throughout our charity shops.
- The administrative teams have continued to ensure the building runs effectively, that governance is maintained, and we continue to achieve our high standards of financial management.
- Our Volunteers have worked tirelessly supporting clinical administration, reception duties, gardening and within our fundraising and retail departments.

The team's resilience, professionalism and dedication for our patients, has ensured the continued success of City Hospice.

The number of staff employed, together with our Consultant and other clinical staff, at the start of the year (1 April 2020) was 44 and this decreased to 43 by 31 March 2021.

The wellbeing of our team is of great importance to the charity. During 2020/21 we implemented several wellbeing initiatives to support our staff, including relaxation sessions, access to counselling and activities to demonstrate our thanks for their efforts. Moving forward we will maintain our focus on team wellbeing, and plan to hold several volunteer activities to demonstrate our continued appreciation.

Our volunteers continue to be valued and crucial members of the City Hospice team. The commitment, and energy these individuals bring to the charity enables our essential work to continue. At the beginning of the first lockdown, most of our volunteering was suspended as our priority remained the safety of all. We maintained regular contact with our volunteers, and we were very pleased to welcome them back later in the year. During 2020, we also established a new Volunteering subcommittee in recognition of the essential role of our volunteers.

The CEO and Trustees took the decision in March 2020 to limit the number of team members within the Ty Hosbis building, to ensure the safety of our staff and patients. We are grateful to staff who quickly adapted to work from home and for the understanding of those who were placed on furlough.

The City Hospice trustees quickly adapted to using Zoom for all meetings, which included the Annual General Meeting, chaired by our President Sir Norman Lloyd Edwards.

During 2020/21, we also recruited 5 new trustees, increasing the number of our council of management to 14 (formally appointed in May 2021). We are pleased to welcome Emma James, Amy Hill, Paul Evans, Richard Thomas and Clifford Jones. These individuals bring a wealth of skills and experience to the Board, and we look forward to collectively achieving our new strategic aims in the future.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

FINANCIAL REVIEW

Last year, just at the start of the COVID-19 pandemic, we reported an overall reduction in reserves of £298,017, with a large proportion of that (£128,105) relating to the fall in market value of our investments.

Our initial budget planning for 2020/21 highlighted a significant reduction in retail and fundraising activity as a result of the 'lockdown' regulations. However, the level of support from the Welsh and UK Governments has mitigated the financial risks for hospice (and other) charities through:

- the furlough scheme;
- business rate support and retail sector grants; and
- additional funding specifically for hospice charities (through the Welsh Government's End of Life Care Board (EOLCB) and from the Cardiff & Vale University Health Board.

In addition, the Cardiff public, and our regular supporters have responded generously to our in-year fund raising appeals and we continue to owe an enormous debt of gratitude to the general public and members of the Cardiff business community for their generosity in supporting us in a multitude of ways.

Our year end position was also significantly improved by specific hospice funding from the EOLCB and by the return to prior year values of our investments, where we saw an overall gain in the year of £153,887.

In summary, our income for the year was £2,388,418 with expenditure totalling £2,195,605. This surplus of £192,812 on operational activities was increased by £153,887, as a result of the increase in investment market value of investments. A net increase in reserves of £346,700. Of this, we have earmarked additional 'designated funds' of £346,441 to fund palliative care costs on 2021/22 (which we predict will be another difficult year financially).

In overall terms, our 'free reserves' (the general fund and designated funds not related to fixed assets) now stand at £2,688,957, an increase from last year's figures of £2,284,073.

a. Investment powers and policy

Our Memorandum of Association allows the trustees to invest the monies of the charity not immediately required in investments, securities or property. All monies are therefore invested except for that portion retained as working capital in cash necessary to meet our day-to-day cash flow requirements. Over half of our reserves are held in bank deposits for varying terms and as part of our financial risk management approach, these bank deposits are spread across several different banks.

With the Bank of England's Monetary Policy Committee keeping interest rates at a historically low level, we have seen income from funds deposited with banks reduce considerably, and we have therefore sought a higher rate of return, through investments with fund managers Brewin Dolphin. Our Investment policy is to earn dividend and interest that exceeds inflation and bank account interest, and to maintain a level of investments that at least match the movement in the FTSE 100 index.

During 2020/21, income from investments through dividends (which we draw down as a direct contribution to overall income for the year) was £37,294 representing 3.06% of the opening investment value.

As reported above, the increase in market value of £153,887 more than made up for the decrease last year, although we recognise that the stock market remains volatile at the moment, and that our investments are held for the long term.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

b. Reserves policy

Reserves are defined as that part of our income funds that are freely available. They do not include funds that are restricted (generally by the expressed wish of the donor). Funds designated by the Trustees for future spending plans, or which are considered as essential for operational purposes form part of our 'useable reserves', as the Trustees are able to determine how these designated funds are to be spent.

As part of the financial monitoring during the year, and looking forward to next year, we have regularly reviewed our reserves and designated funds policy. Our reserves policy, approved last year, has continued unchanged, set at £1.6 million (based on the costs of providing hospice services for a 12 month period), and, as reported above, we have earmarked additional designated funds to contribute to our palliative care costs in 2021/22.

Our total reserves therefore now stand at £4,777,273 and can be summarised as:

- Restricted funds £1,521,936 (of which £1,510,000 relates to the original hospice centre funding)
- Tangible fixed assets designated funds £566,380
- Other designated funds £594,440
- General purpose funds £2,094,516
- Total reserves £4,777,273

Therefore, at present our 'useable reserves' the general purpose and 'other' designated funds exceed the trustees' ideal level of reserves of £1.6 million.

c. Going concern

Our funding from Cardiff & Vale University Health Board is now subject to a three-year agreement until 2020/21, and during the year this was extended for another year until 31 March 2022. The charity reported an overall increase in reserves of £346,700 for 2020/21, setting most of this aside to fund costs in 2021/22 and has set a budget that anticipates using less than an additional £100,000 to break-even position on operational activities for the year.

The trustees are therefore of the view that the charity is a going concern and the financial statements have been prepared on that basis.

d. Risk Management

The trustees fully recognise their responsibility for managing risk and the need for identifying, assessing and minimising the major risks to which the charity is exposed. Through the various committees all risks which the charity faces are properly identified, reviewed and evaluated, and systems and processes are then put in place to mitigate these risks.

The key risks, and our proposed responses, include:

- I. **COVID 19 Pandemic** - There is still a great deal of uncertainty surrounding the impact of the COVID 19 Pandemic. At this stage we do not know in the longer term how the pandemic will impact our services, our patients and our team. Nor do we fully understand the impact on our society or economy. With this in mind it is vital that City Hospice remains flexible as we navigate this new situation and maintain strong relationships with our key stakeholders.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

- II. Financial Sustainability. Our principal risk is to our financial sustainability and our ability to generate increasing levels of income in line with unavoidable cost pressures and the expansion of our clinical service. This will be achieved by a range of initiatives to broaden our appeal, increase participation in our fund-raising events, increase income from legacies, and improve our retail operations.
- III. Increasing Demand on our Service. The level of unmet need amongst patients in Cardiff diagnosed with non-malignant life-limiting conditions will translate into increasing demand for our services. The level of our reserves allows us to respond to increasing demand without having to wait until the corresponding level of additional income has been secured.
- IV. Clinical Staff Recruitment. The quality of our service depends upon our ability to recruit staff of the right quality in the face of NHS-wide shortages of staff in the relevant professions. This will require us to maintain our current standing and reputation within the local health community continue to provide care that reflects leading edge practice and offer our staff terms and conditions which match the NHS.
- V. Recruitment of Volunteers. The extent and scope of our services very much depends on our ability to recruit, motivate and retain our volunteer work force, including our vital shop volunteers. We will therefore continue to provide wide ranging opportunities for volunteers across our clinical, administrative and income generation activities, and use an extensive range of recruitment methods.

PLANS FOR THE FUTURE

a. The Clinical Service

Our Patients are, and will always be our key stakeholder. Their wellbeing is the purpose of this charity and should influence every strategic decision. We will continue to deliver our high standards of care. We will maintain appropriate Health and Safety Measures as stipulated by Welsh Government. When it is safe to do so we will reestablish our day centre and group sessions.

Our intention is and will remain to ensure that our consultant-led MDT is adequately resourced and can continue to care for our patients to the very high standards which we have set for ourselves, and which also meet our Commissioner's and regulator's requirements.

Counselling

Our Counselling and Bereavement services continue to be a vital part of the care and support we provide to patients and their families. During 2020/21 we expanded our services to anyone living in Cardiff, Bridgend and Rhondda Cynon Taf. This Welsh Government funding came to an end in March 2021. However, City Hospice will continue to offer bereavement counselling services to anyone living in Cardiff for at least the time being. We are truly aware that many people have been suffering with their grief during the pandemic, and whilst we are in a position to offer this support, we will continue to do so.

b. Income Generation

Our income generation activity for 2021/22 will remain flexible as the government restrictions related the pandemic unfold. We will concentrate our efforts on building our community, corporate and where it is safe to do so, event income streams.

During the year we will consider how we can safely open our stores to meet new government guidance around social distancing and creating COVID safe environments. Our priority remains the safety of our volunteers, staff and customers.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Governing document

The George Thomas Memorial Trust was registered as a charity on 30th June 1983 and incorporated as a company limited by guarantee on 7th October 1991. The change of name to The City Hospice Trust Limited was registered at Companies House on 20 June 2017 and approved by the Charity Commission on 7 September 2017.

The charity benefits from the patronage of His Royal Highness The Prince of Wales; a President and 8 Vice Presidents. We greatly value the work of the holders of these offices and thank them for their splendid support which forms a most important link with the community we serve.

b. Appointment of trustees

As set out in the Articles of Association, the number of trustees (members of the charity) shall not be less than 6, or more than 15. The Articles also provide for a regular rotation of members on an annual basis, which ensures that collectively there is a broad range of skills and experience at the charity's disposal. Recruitment is carried out in accordance with our governing document and statutory requirements and are carried out by public advertisement.

We expect our trustees to bring time, understanding and effort to the role of governance. Their various skills embrace governance, strategic planning, performance management, compliance, finance, estates, accountability and creating overarching policies and standards.

c. Trustee induction and training

New trustees undergo orientation to brief them on their legal obligations under charity and company law, Charity Commission guidance and the content of the Memorandum and Articles of Association. Trustees are also encouraged to attend appropriate external training events where these facilitate the understanding of their role.

d. Organisation

The Board of Trustees, known as the Council of Management, administers the charity. The Council usually meets every 3 months and is supported by the following sub-committees:

- Finance, Risk, Audit & Investment Committee
- Clinical Governance Committee
- Income Oversight Committee
- HRFM Committee
- Volunteering Committee

The Committees meet between 4 and 6 times a year and report on their work to the Council of Management.

A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity and has delegated authority within a scheme of delegation approved by the trustees for operational matters. The Chief Executive is supported by the Clinical Director and consultant in palliative medicine in respect of all clinical and patient orientated services.

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

e. Pay policy for senior staff

The pay of senior staff is reviewed annually and increased in accordance with the National Health Service (NHS) pay award and (for those clinical staff on Agenda for Change terms and conditions) based on the NHS Agenda for Change Pay Scales.

e. Related parties and co-operation with other organisations

The trustees consider that the Council (made up of the Trust's trustees), and the senior management team (made up of the Chief Executive, the Clinical Director, Head Nurse and the General Manager), comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Trust on a day to day basis. Any connection between a trustee or senior manager of the charity with a sponsor, donor or supplier to the charity must be disclosed to the full Council in the same way as any other contractual relationship with a related party.

No related party transactions were reported.

All trustees give of their time freely and no trustee received remuneration in the year, although in some instances, travel expenses have been paid. Details of trustees' expenses are disclosed in note 19.1 to the financial statements.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number:	1023311
Company number	02651828
Registered Office:	Ty Hosbis, Whitchurch Hospital Grounds, Park Road Cardiff CF14 7BQ

Our advisers:

Auditors	Azets Audit Services
Bankers	Lloyds Bank
Solicitors	Eversheds, Cardiff
Investment managers	Brewin Dolphin

Patron:

HRH Prince Charles The Prince of Wales

President:

Captain Sir Norman Lloyd Edwards

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

Vice Presidents:

Dr Peter Beck CVO MA MD FRCP
Dr Mike Bloomfield
Mr Robert Hodge
Mrs Morfydd Meredith HM Lord-Lieutenant of South Glamorgan
The Most Reverend Dr Barry Morgan
Mrs Julie Morgan AM
Mrs Margaret Pritchard MBE
Rabbi Michael Rose, Cardiff United Synagogue

Key management personnel: trustees and directors (as at 31 March 2021)

Chair: Mr Michael Baker
Vice Chair: Mr John Lord
Company Secretary: Mr Andrew Burns
Treasurer: Mr John Dwight

Trustees:

Dr Diana Evans
Mr Paul Evans (appointed May 2021)
Mrs Amy Hill (appointed May 2021)
Mrs Emma James (appointed May 2021)
Dr Clifford Jones (appointed May 2021)
Dr Elinor Knapp
Mrs Kathryn Knowles
Mrs Helen Miller
Mr Gerry Puttock
Mr Richard Thomas (appointed May 2021)

Key management personnel: officers

Chief Executive:	Miss Liz Andrews
Clinical Director & consultant in palliative medicine:	Dr Margred Capel
Consultant:	Dr James Davies
Head Nurse:	Terri Gazi
General Manager:	Frances Burgess

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature: 

Name: Michael Baker
Position: Chair
Date: 28-7-2021

THE CITY HOSPICE TRUST LIMITED
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

Trustees' responsibilities in relation to the financial statements

The trustees, who are also the directors of The City Hospice Trust Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Council (the Board of trustees)

M Baker (Chair)

Date of approval of the report and financial statements: 28-7-2021

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
THE CITY HOSPICE TRUST LIMITED
FOR THE YEAR ENDED 31 MARCH 2021**

Opinion

We have audited the financial statements of The City Hospice (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, 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 Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- 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) (ISAs (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 the 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 that fact.

We have nothing to report in this regard.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
THE CITY HOSPICE TRUST LIMITED
FOR THE YEAR ENDED 31 MARCH 2021**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, 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 the trustees 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 ISAs (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 the 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 is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
THE CITY HOSPICE TRUST LIMITED
FOR THE YEAR ENDED 31 MARCH 2021**

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Sarah Case FCA DChA
Azets Audit Services
Chartered Accountants & Statutory Auditors
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB

24-8-2021

Azets Audit Services is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

THE CITY HOSPICE TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

Full comparative Statement of Financial Activities for the prior year is included at the back of the financial statements

	<u>Notes</u>	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Totals</u>	<u>Totals</u>
		<u>Undesignated</u>	<u>Designated</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
<u>Income</u>		£	£	£	£	£
<i>Donations and legacies</i>	3.1	467,234	-	11,750	478,984	535,045
<i>Incoming from charitable activities</i>						
Operation of Hospice care	3.3	1,622,204	-	111,373	1,733,577	747,741
<i>Incoming from other trading activities</i>						
<i>Other Trading Activities</i>	3.2	57,767	-	-	57,767	208,662
Gross Shop Sales		63,772	-	-	63,772	353,542
<i>Investment income</i>	3.4	43,676	-	-	43,676	46,212
<i>Other Income</i>	3.4	10,642	-	-	10,642	25,804
Total		2,265,295	-	123,123	2,388,418	1,917,006
Expenditure on;						
<i>Raising funds</i>						
Costs of running shops	4	284,738	-	24,351	309,089	285,206
Fundraising & voluntary income	4	251,596	-	14,929	266,525	301,438
		536,334	-	39,280	575,614	586,644
<i>Charitable activities</i>						
Hospice care	4	1,531,742	-	88,249	1,619,991	1,502,568
Total		2,068,076	0	127,529	2,195,605	2,089,210
Net (loss)/gains on investment	8	153,887	-	-	153,887	(128,105)
Net (loss)/gains on sale of assets		0	-	-	0	2,292
Net expenditure		351,106	-	(4,406)	346,700	(298,017)
Transfers between funds	17	(292,663)	309,968	(17,305)	-	-
Net movement in funds		58,443	309,968	(21,711)	346,700	(298,017)
Reconciliation of funds						
Total funds brought forward (restated)		2,036,073	850,853	1,543,647	4,430,573	4,728,590
Total funds carried forward		2,094,516	1,160,821	1,521,936	4,777,273	4,430,573

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities

THE CITY HOSPICE TRUST LIMITED

BALANCE SHEET - 31 MARCH 2021


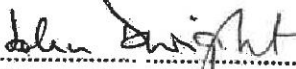
COMPANY NO: 2651828
 CHARITY NO: 1023311

	Notes	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	7		2,078,494		2,132,272
Investments	8		<u>1,363,841</u>		<u>1,219,728</u>
			3,442,335		3,352,000
CURRENT ASSETS					
Debtors and prepayments	10	452,943		148,289	
Stock	9	696		0	
Cash in hand and bank	14	<u>1,120,354</u>		<u>1,080,782</u>	
		1,573,993		1,229,071	
CREDITORS - amounts falling due within one year					
	11		<u>239,055</u>		<u>150,498</u>
NET CURRENT ASSETS			1,334,938		1,078,573
NET ASSETS			<u>4,777,273</u>		<u>4,430,573</u>
Unrestricted funds					
General Reserves	17.1	2,094,516		2,036,073	
Designated funds	17.6	<u>1,160,821</u>		<u>850,853</u>	
			3,255,337		2,886,926
Restricted funds					
	17.3		<u>1,521,936</u>		<u>1,543,647</u>
Total Funds			<u>4,777,273</u>		<u>4,430,573</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011. The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The notes form part of these financial statements.

Signed  Mr M Baker, Chair of trustees, on behalf of the trustees
 Signed  Mr J Dwight, Treasurer

Approved by the trustees on 28/7/2021

THE CITY HOSPICE TRUST LIMITED

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash operating activities	20.1	<u>(82,670)</u>	<u>72,359</u>
Cash flows from investing activities			
Interest received		43,423	46,368
Purchase of tangible fixed assets		(3,399)	(43,337)
Net cash from investing activities		<u>40,024</u>	<u>3,031</u>
Increase in cash and cash equivalents in the year		<u>(42,646)</u>	<u>75,390</u>
Cash and cash equivalents at the beginning of the year	20.2	1,184,440	1,109,051
Total cash and cash equivalents at the end of the year	20.2	<u>1,141,794</u>	<u>1,184,441</u>

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

Charity information

The City Hospice Trust Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Ty Hosbis, Whitchurch Hospital Grounds, Park Road, Whitchurch, Cardiff, Wales, CF14 7BF.

Note 1 - Basis of preparation

1.1 Basis of accounting

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of draft these financial statements, we have an agreed extension to our service level agreement with the Cardiff & Vale University Health Board for one year, although the value of this has yet to be finalised.

We have been able to designate funds received in 2020/21 to contribute to additional costs anticipated in 2021/22, and have received some assurances about on-going support from the Welsh Government for charities adversely affected by the COVID-19 pandemic, and hospices in particular. Our budget assumptions for 2021/22 have been revised accordingly and we are confident that our general reserves and cash backed designated funds are sufficient to manage us through the current situation.

The trustees are therefore of the view, and as expressed in the trustees report, that the charity is a going concern and the financial statements have been prepared on that basis.

1.3 Change in accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in Note 2.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

Note 1 - Basis of preparation (continued)

1.5 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of restricted funds are set out in the notes to the financial statements.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

Note 2 - Accounting policies

2.1 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that the income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are only included in the Statement of Financial Activities when the general income recognition criteria are met. In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met. Where the performance related conditions have not been met the income is deferred. Capital grants are released to the Statement of Financial Activities in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Clothing and other items donated for resale through the charity's shops are included as incoming resources within the activities for generating funds when they are sold.

Donated professional services and donated facilities are recognised as income 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 by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Fundraising income is recognised when the event takes place.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from interest and dividends is included in the financial statements when receipt is probable and the amount receivable can be measured reliably.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

Note 2 - Accounting policies (continued)

2.2 Resources expended

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. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise of direct costs associated with attracting grants and fundraising income, being the proportion of time spent for direct headcount costs
- Charitable expenditure comprises the costs incurred by the charity in the delivery of its activities, being both costs directly attributable and indirect support costs
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

2.3 Governance and support costs

Support costs have been allocated between governance costs and other support.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources. Property costs by floor areas, staff costs per capita (based on hours worked) and other costs by their usage.

Repairs and renewals to rented properties are written off in the period in which they are incurred.

2.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. These are capitalised if they can be used for more than one year, and cost at least £1,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land	-	No depreciation
Buildings	-	2% straight line on original cost 10% straight line on components relating to second floor conversion, hearing loops, solar panels and boiler.
Office equipment	-	10% straight line
Medical and other equipment	-	20% straight line
Mini bus and van	-	25% reducing balance
Computer equipment	-	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/expenditure for the year.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

Note 2 - Accounting policies (continued)

2.5 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/expenditure for the year. Transaction costs are expensed as incurred.

2.6 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Net realisable value is estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

2.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

2.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

2.9 Basic financial assets

Basic financial assets, which included debtors and cash and bank balances, are initially measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised. Where amortisation is appropriate, subsequent carrying values are amortised using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

Note 2 - Accounting policies (continued)

2.10 Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled

2.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

2.12 Termination benefits

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due

2.14 Leases

Rental charges are charged on a straight line basis over the term of the lease.

2.15 Taxation

As a registered charity, The City Hospice Trust Limited is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

Note 2 - Accounting policies (continued)

2.16 Deferred income

Income received in advance is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

2.17 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

3 Analysis of income

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2020</u> £
3.1 Donations, legacies and other income				
Donations from foundation & trusts	159,514	11,750	171,264	163,957
Donations from community groups & individuals	246,032		246,032	166,177
Subscriptions	240	-	240	190
Legacies	61,448	-	61,448	204,721
	<u>467,234</u>	<u>11,750</u>	<u>478,984</u>	<u>535,045</u>
3.2 Fundraising				
Gala dinner concert and other fundraising events	57,767	0	57,767	208,662

3.3 Grants and other incoming resources from activities to further the Charity's objects

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2021</u>	<u>Total</u> <u>2020</u>
BIG Lottery	-	48,428	48,428	74,097
Children in Need	-	9,675	9,675	16,304
Cardiff and Vale ULHB	788,243	-	788,243	619,277
End of Life Board	649,961	-	649,961	28,000
Other grants	184,000	53,270	237,270	10,063
	<u>1,622,204</u>	<u>111,373</u>	<u>1,733,577</u>	<u>747,741</u>

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2,020</u> £
3.4 Interest received and miscellaneous income				
Deposit interest and Dividend income	43,423	-	43,423	46,367
Surplus/(Deficit) on sale of shares	253	-	253	(155)
Other	10,642	-	10,642	25,804
	<u>54,318</u>	<u>-</u>	<u>54,318</u>	<u>72,016</u>

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

4 Analysis of expenditure

4.1 Costs directly allocated to activities

	Basis of allocation	Shops	Fundraising and voluntary income	Palliative care	Boardroom & Counselling	Governance	Total 2021	2020
		£	£	£	£	£	£	£
Shops	Direct	126,687	-	-	-	-	126,687	153,790
Fundraising	Direct	268	34,931	-	-	-	35,199	74,818
Staff costs	Direct	80,279	188,357	868,417	98,440	2,300	1,237,793	1,150,259
Consultant/SPR/Physio	Direct	-	-	282,033	-	12,033	294,066	260,077
Palliative Care Equipment and supplies	Direct	-	2,489	28,541	2,908	-	33,938	25,393
Volunteer and client costs	Direct	139	-	1,125	-	-	1,264	15,138
Audit and Accounts	Direct	-	-	-	-	5,750	5,750	11,300
Refurbishment & other costs	Direct	80,000	-	-	-	-	80,000	286
4.2 Support Costs allocated to activities								
Admin Salaries	Per Capita	16,708	16,708	116,956	16,708	13,497	180,577	172,356
Premises and other running costs	Floor area	5,008	24,040	151,252	20,031	-	200,331	225,793
		309,089	266,525	1,448,324	138,087	33,580	2,195,605	2,089,210

Due to the nature of the organisation all expenditure is directly attributable to direct costs of activities other than the following apportioned costs.

Administration salaries are allocated based on staff time (per capita) as follows: 13% shops, 10% fundraising and 77% palliative care. (17%, 13% and 70% respectively in 2018/19). The costs associated with the administration and running costs of Ty Hosbis are allocated based on floor area, as follows: 2.5% shops, 12% fundraising and 85.5% palliative care (the same as last year).

Governance costs include officer time spent supporting and attending Council and Committee meetings; audit and Trustee travel costs and represents 1.6% of total expenditure (1.4% last year).

As cost of generating voluntary income and donations is inexorably linked to fundraising event costs the charity has decided not to attempt to apportion these costs as significant amounts of the donations arise directly out of the fundraising activities

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

5 Details of certain items of expenditure

Fees paid examination of the accounts

	<u>2021</u>	<u>2020</u>
	£	£
The deficit is stated after charging: -		
Auditor's fees - external auditors examination	5,750	8,550
Auditor's fees - other professional fees	-	2,750

6 Paid employees

6.1 Staff costs

	<u>2021</u>	<u>2020</u>
	£	£
Gross salaries and expenses	1,054,907	1,007,313
Social security costs	88,145	79,954
Pension & life assurance	106,731	108,135
	<u>1,249,783</u>	<u>1,195,402</u>
Consultant/Physio expenditure	294,066	260,077
	<u>1,543,849</u>	<u>1,455,479</u>

Consultant expenditure represents the charge made on the City Hospice Trust Limited by Velindre University NHS Trust in respect of our full time consultants and other consultant support sessions.

Staff numbers	<u>2021</u>	<u>2020</u>
The average number of employees analysed by function was;		
Hospice Care	26	26
Governance & administration	15	15
	<u>41</u>	<u>41</u>

No employees had employee benefits (excluding employer pension costs in excess of £60,000 (2020: nil).

The key management personnel of the Trust, comprise the trustees and the senior management team (the Chief Executive, Consultants, Lead Nurse and General Manager). The total employee benefits of the key management personnel of the Trust (including the three consultants employed by Velindre University NHS Trust) were £411,437 (2020: £366,488).

The charity operates a defined contribution pension scheme for all qualifying employees, although clinical staff are eligible to take part in the NHS Pension scheme. The assets of the defined contribution scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of the pension schemes was £174,319 (2020 £170,879). Amounts outstanding at the year end totalled £13,857 (2020 £15,128)

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

7 Tangible fixed assets

	Land £	Office Equipment £	Medical Equipment £	Buildings, Plant & Machinery £	Computer Equipment £	Mini Buses £	Total £
Cost							
At 31 March 2020	1,110,000	207,639	8,665	1,460,445	57,675	50,860	2,895,284
Additions	-	-	-	3,399	-	-	3,399
Less Disposals	-	(204,383)	(2,865)	-	-	-	(207,248)
At 31 March 2021	1,110,000	3,256	5,800	1,463,844	57,675	50,860	2,691,435
Depreciation							
At 31 March 2020	-	206,645	7,509	487,140	41,946	19,772	763,012
Less Disposals	-	(204,383)	(2,865)	-	-	-	(207,248)
Charge for year	-	324	1,156	32,141	10,836	12,720	57,177
At 31 March 2021	-	2,586	5,800	519,281	52,782	32,492	612,941
Net book value							
At 31 March 2021	1,110,000	670	-	944,563	4,893	18,368	2,078,494
Net book value							
At 31 March 2020	1,110,000	994	1,156	973,305	15,729	31,088	2,132,272

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

8 Investment assets

Fixed asset investments

	2021	2020
Listed investments	£	£
Carrying (fair) Value 1.04.2020	1,116,070	1,303,007
Additions to investments at cost	353,741	322,242
Disposals at carrying value	(281,297)	(381,074)
Net gain/(deficit) on revaluation	153,887	(128,105)
Carrying (fair) Value 31.03.2021	<u>1,342,401</u>	<u>1,116,070</u>
Cash in portfolio	21,440	103,658
Total investments	<u>1,363,841</u>	<u>1,219,728</u>

An analysis of the investment portfolio is as follows;

UK equities, UK bonds, property & cash	68%	75%
Overseas equities & overseas bonds	32%	25%

9 Stocks

Stock for sale

	2021	2020
	£	£
Trading activities:		
Opening	-	1,272
Added in period	3,058	8,345
Expensed in period	(2,362)	
Impaired		(9,617)
Closing	<u>696</u>	<u>0</u>

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

10 Debtors and prepayments

	<u>2021</u>	<u>2,020</u>
Amounts due within one year	£	£
Trade debtors	240,168	6,873
Prepayments & accrued income	207,452	131,982
VAT refund due	5,323	9,434
	<u>452,943</u>	<u>148,289</u>

11 Creditors and accruals

	<u>2021</u>	<u>2020</u>
Amounts due within one year	£	£
Deferred income	20,860	73,795
Trade creditors	54,606	39,005
Accruals	65,214	37,698
Provisions	98,375	-
	<u>239,055</u>	<u>150,498</u>

11.1 Deferred income

Deferred income represents income received during the year which will be recognised in 2021/22 and relates to income towards fundraising events, to be held in 2021/22.

Movement in deferred income account	<u>2021</u>	<u>2020</u>
Balance at start of the year	73,795	41,414
Amounts added during the year	67,970	73,795
Amounts released to income from the previous year	<u>(120,905)</u>	<u>(41,414)</u>
Balance at the end of the year	<u>20,860</u>	<u>73,795</u>

12 Financial instruments

Financial instruments and their measurement are as follows:

Financial Instrument	Measurement
Cash	Cash held (£287 petty cash)
Debtors, (including trade debtors)	Settlement amount after any trade discounts (£240,168)
Creditors (including trade creditors)	Settlement amount after any trade discounts (£54,606)
Bank and short term investment deposits	Cash amount of deposit (£1,120,351 bank and short term deposit plus £21,440 cash in investment portfolio)
Listed Investments	Initially measure at transaction price (cost) but then measured at fair value based on listed value as at the year end (£1,342,401).

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

13 Contingent liabilities and assets

The Charity has no contingent liabilities or assets at the year end.

14 Cash at bank and in hand

	2021 £	2020 £
Short term cash investments (less than 3 months maturity date)	756,493	280,485
Short term deposits	284,856	789,739
Cash at bank and on hand	79,005	10,558
Total	<u>1,120,354</u>	<u>1,080,782</u>

15 Fair value of assets and liabilities

15.1 Exposure to risk

The charity's exposure to risk is as follows:

- credit risk (the risk of incurring a loss due to a debtor not paying what is owed) is low, the value of trade and individual debtors carried on the balance sheet is £240,168.
- liquidity risk (the risk of not being able to meet short term financial demands) is low

- market risk (the risk that the value of an investment will fall due to change in the market) is significant at present, given the volatility in stock markets . This risk is managed through regular dialogue with our investment fund managers.

15.2 Change in fair value

Instruments measure at fair value (investments) through profit and loss are £1,342,401 (2020: £1,116,069)

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

16 Events after the end of the reporting period

This year's financial statements reflect changes to income and expenditure as a result of the UK and Welsh Government's responses to the COVID-19 pandemic and the impact this has had on the work of the charity.

There are no events after the end of the 2020/21 reporting period that need to be reported here.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

17 Charity funds

17.1 Analysis of net assets between funds for the current reporting period

	Fixed assets £	Investments £	Net current assets £	Total £
Restricted funds	1,512,116	-	9,820	1,521,936
Unrestricted funds;				
Designated				
Tangible fixed assets	566,380	-	-	566,380
Capital Programme	-	-	111,525	111,525
Future Plans & Commitments	-	-	482,916	482,916
	566,380	0	594,441	1,160,821
General purpose	-	1,363,841	730,675	2,094,516
Total	2,078,496	1,363,841	1,334,936	4,777,273

17.2 Analysis of net assets between funds for the previous reporting period

Restated - see note 1.5

	Fixed assets £	Investments £	Net current assets £	Total £
Restricted funds	1,529,420	-	14,227	1,543,647
Unrestricted funds;				
Designated				
Tangible fixed assets	602,852	-	-	602,852
Capital Programme	-	-	111,525	111,525
Future Plans & Commitments	-	-	136,475	136,475
Total designated funds	602,852		248,000	850,852
General purpose		1,219,728	816,346	2,036,074
Total	2,132,272	1,219,728	1,078,573	4,430,573

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

17 Charity funds (continued)

17.3 Analysis of restricted funds for the current reporting period

	Opening balance Restated	Income	Expenses	Transfers	Closing balance
	£	£	£	£	£
Fixed Assets					
Welsh Government	1,000,000	-	-	-	1,000,000
Big Lottery Fund	525,000	-	-	(15,000)	510,000
End of Life Board	11,193	-	(1,568)	(2,305)	7,320
Revenue Expenditure					
Waterloo Foundation	1,929	11,750	(11,888)	-	1,791
Children in Need	2,084	9,675	(11,759)	-	(0)
The Big Lottery	616	48,428	(49,044)	-	0
The Craft Group	2,825	-	-	-	2,825
Job Retention Scheme	-	53,270	(53,270)	-	0
	<u>1,543,647</u>	<u>123,123</u>	<u>(127,529)</u>	<u>(17,305)</u>	<u>1,521,936</u>

17.4 Analysis of restricted funds for the previous reporting period

Restated - see note 1.5

	Opening balance Restated	Income	Expenses	Transfers	Closing balance
	£	£	£	£	£
Fixed Assets					
Welsh Government	1,000,000	-	-	-	1,000,000
Big Lottery Fund	540,000	-	-	(15,000)	525,000
End of Life Board	16,340	-	(2,842)	(2,305)	11,193
Mini Bus funding (from Hodge found/Big Lottery	-	35,857	0	(35,857)	0
Revenue Expenditure					
Waterloo Foundation	4,429	-	(2,500)	-	1,929
Children in Need	-	16,304	(14,220)	-	2,084
The Big Lottery	-	64,097	(63,481)	-	616
The Craft Group	787	2,250	(212)	-	2,825
	<u>1,561,556</u>	<u>118,508</u>	<u>(83,255)</u>	<u>(53,162)</u>	<u>1,543,647</u>

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

17 Charity funds (continued)

17.5 Details of restricted funds

Restricted fund	Purpose
Welsh Government	Funding to purchase land for the hospice centre in 2005, subject to clawback arrangement over an 80 year period.
Big Lottery Fund	Funding towards building the hospice centre in 2005, subject to clawback arrangements over a 20 year period and being written down by the rate of depreciation (2%) over that period.
The End of Life Board	Funding to ensure improved connection and accessibility for hospices with Canisc IT system and its eventual replacement. £2,116 of the closing balance relates to fixed assets, to be written off over the life of the assets.
Waterloo Foundation	Grant funding towards carer services.
Children in Need	Grant funding to enable palliative sessions to be undertaken.
The Big Lottery	Grant funding to enable the charity to expand its current counselling service
The Craft Group	Donation received for the benefit of the users of the hospice
Job Retention Scheme	Government funding under COVID-19 furlough arrangements.

THE CITY HOSPICE TRUST LIMITED

NOTES ON THE ACCOUNTS - 31 MARCH 2020

17 Charity funds (continued)

17.6 Analysis of designated funds for the current reporting period

	At April 2020 Restated £	Income	Expenditure	Transfers	At March 2021 £
Capital Programme	111,525	-	-	-	111,525
Future Plans & Commitments	136,475	-	-	346,441	482,916
Tangible fixed asset fund	602,853	-	-	(36,473)	566,380
	<u>850,853</u>	<u>-</u>	<u>-</u>	<u>309,968</u>	<u>1,160,821</u>

17.7 Analysis of designated funds for the previous reporting period

Restated - see Note 1.5

	At April 2019 £	Income	Expenditure	Transfers	At March 2020 £
Capital Programme	128,000	-	(4,432)	(12,043)	111,525
Future Plans & Commitments	386,370	-	(114,507)	#####	136,475
Tangible fixed asset fund	601,794	-	-	1,059	602,853
	<u>1,116,164</u>	<u>-</u>	<u>(118,939)</u>	<u>#####</u>	<u>850,853</u>

The tangible fixed asset fund represents the investment in fixed assets for use by the charity. The capital programme and future plans & commitments designated funds represent costs set aside to ensure our buildings and other assets, and our service provision arrangements are sufficient to meet an anticipated increase in demand.

Money invested in the designated funds as shown in these accounts is not freely available for the day to day operations of the charity.

During the year our capital programme and future plans and commitments were put on hold as we responded to the COVID 19 pandemic. Consequently we did not use any of our designated funds, which have been maintained at the same level for next year. In addition, year end funding from the Welsh Government (through the End of Life Care Board) has been designated to contribute to additional patient care costs anticipated as we develop our plans and commitments for 2021/22. This is shown as a transfer from the General Fund to Designated Funds in the Statement of Financial Activities.

THE CITY HOSPICE TRUST LIMITED

NOTES ON THE ACCOUNTS - 31 MARCH 2021

18 Obligations under leases

At 31 March 2021, the company had annual commitments under non-cancellable operating leases as set out below:

	2021	2020
	£	£
	Land and Buildings	
Operating leases which expire:		
Between one and five years	338,734	74,409
More than 5 years	29,281	310,875

19 Transactions with trustees and related party

19.1 Trustee remuneration, benefits and expenses

The charity trustees were not paid or received any other benefits from employment with the Trust. (2020: £nil). No trustees were reimbursed for travel expenses during the year (2020: £1,204). No charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

19.2 Transactions with related parties

There are no related party transactions or outstanding balances with related parties.

THE CITY HOSPICE TRUST LIMITED

NOTES TO THE ACCOUNTS

20 Notes to the cashflow statement

20.1 Reconciliation of deficit to cash flow from operating activities

	2021	2020
	£	£
(Deficit) for the year	346,700	(298,017)
Add back depreciation charge	57,177	59,583
Deduct interest income shown in investing activities	(43,423)	(46,367)
Decrease(increase) in listed investments	(226,331)	186,937
Decrease(increase) in stock	(696)	1,272
Decrease(increase) in debtors	(304,654)	119,374
Increase(decrease) in creditors	88,557	49,577
Cash generated from operations	<u>(82,670)</u>	<u>72,359</u>

20.2 Cash and Cash Equivalents

The amounts disclosed on the Cash Flow Statement in respect of cash and cash equivalents are in respect of these balance sheet amounts:

	31.3.21	31.3.20
Year ended 31st March 2021	£	£
Cash and cash equivalents (includes investment cash in portfolio)	<u>1,141,794</u>	<u>1,184,440</u>
	31.3.20	1.4.19
Year ended 31st March 2020	£	£
Cash and cash equivalents (includes investment cash in portfolio)	<u>1,184,440</u>	<u>1,109,051</u>

20.3 Analysis of changes in net debt

The charity had no net debt during the year.

THE CITY HOSPICE TRUST LIMITED

FULL COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR THE PRIOR YEAR

	<u>Notes</u>	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Totals</u>
		<u>Undesignated</u>	<u>Designated</u>	<u>Funds</u>	<u>2020</u>
<u>Income</u>		£	£	£	£
<i>Donations and legacies</i>	3.1	506,938	-	28,107	535,045
<i>Incoming from charitable activities</i>					
Operation of Hospice care	3.3	657,340	-	90,401	747,741
<i>Incoming from other trading activities</i>					
<i>Other Trading Activities</i>	3.2	208,662	-	-	208,662
Gross Shop Sales		353,542	-	-	353,542
<i>Investment income</i>	3.4	46,212	-	-	46,212
<i>Other Income</i>	3.4	25,804	-	-	25,804
Total		1,798,498	-	118,508	1,917,006
Expenditure on;					
<i>Raising funds</i>					
Costs of running shops	4	282,431	2,775	-	285,206
Fundraising & voluntary income	4	301,438	-	-	301,438
		583,869	2,775	-	586,644
<i>Charitable activities</i>					
Hospice care	4	1,303,147	116,164	83,255	1,502,566
Total		1,887,016	118,939	83,255	2,089,210
Net (loss)/gains on investment	8	(128,105)	-	-	(128,105)
Net (loss)/gains on sale of assets		2,292			2,292
Net expenditure		(214,331)	(118,939)	35,253	(298,017)
Transfers between funds	17	199,534	(146,372)	(53,162)	-
Net movement in funds		(14,797)	(265,311)	(17,909)	(298,017)
Reconciliation of funds					
Total funds brought forward (restated)		2,050,870	1,116,164	1,561,556	4,728,590
Total funds carried forward		2,036,073	850,853	1,543,647	4,430,573