

TYNEDALE HOSPICE AT HOME

UNAUDITED  
FINANCIAL STATEMENTS

31 MARCH 2018

(A company limited by guarantee)

**TYNEDALE HOSPICE AT HOME**  
**(A company limited by guarantee)**

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**TYNEDALE HOSPICE AT HOME**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2018**

**Trustees**

Mrs A M Francis, Chairman  
Dr T A Carney  
Mr B W Massey (resigned 20 March 2018)  
Mrs G Robson  
Mr P Johnston  
Mr L Coleman  
Mr J Harrison, Vice Chair  
Mrs G Charlton  
Mrs L Deas  
Mrs E Harris  
Professor J Shucksmith

**Company registered number**

02870776

**Charity registered number**

1034170

**Registered office**

1 Legion House, Beaufront Business Park, Hexham, Northumberland, NE46 4TU

**Chief executive officer**

Alison Hands (resigned 30 June 2018)  
Alison Humble (appointed interim CEO 30 June 2018)

**Accountants**

Armstrong Watson Audit Limited, Milburn House, Hexham, Northumberland, NE46 3RU

**Bankers**

Barclays Bank Plc, Priestpopple, Hexham, Northumberland, NE46 1PE

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**TYNEDALE HOSPICE AT HOME**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

The Trustees, who are also Directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of Tynedale Hospice at Home for the period 1 April 2017 to 31 March 2018. 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 the Republic of Ireland (FRS 102) and follow the Charities SORP.

## **Objectives and Activities**

### **a. POLICIES AND OBJECTIVES (INCORPORATING PUBLIC BENEFIT)**

The aims and objectives set out in the Articles of Association remain key drivers for the Board of Trustees.

Our aim remains to enhance the development and delivery of high quality, patient centred end of life and palliative care in our local community in line with the NICE Guidelines (2017) Caring of dying adults in the last days of life. In offering our holistic services we aim to optimise the choice of a person to be cared for at home. In addition to providing nursing care we also offer emotional support to families before and after death has occurred and a hospital transport service. Our services are available free of charge to any person living in West Northumberland. Care is delivered in partnership with the 15 Primary Care Teams in West Northumberland Clinical Commissioning Group (CCG). We are fully committed to the West Northumberland Palliative Care Guidance in implementing the patient's personal Advanced Care wishes as documented in individualised care plans. We are required to meet the service specifications of our Clinical Commissioning Group (CCG), Prime Contractor (Northumbria Healthcare NHS Trust) service level agreement and the needs of those primary health care teams and other partners who refer patients to our services. It is also essential that we meet the objectives of our Big Lottery funded Rainbow Project as agreed with the Big Lottery Fund which ends on 30th April 2018.

The Trustees have considered the guidance issued by the Charity Commission in respect of public benefit and believe that their operations and activities adhere to this guidance.

### **b. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT**

Our Hospice at Home services provides a:

- Professionally led palliative and end of life home nursing service using qualified nurses and trained health care support workers.
- Family support service that offers support and a listening service to adults and children pre and post bereavement. This is provided by trained professionals and supervised volunteers.
- Hospital transport service to take patients to and from hospital appointments using volunteer drivers and their vehicles.

## **Strategic report**

### **a. REVIEW OF ACTIVITIES**

2018 has seen the development of services and growth in income. The Trustees continued to address areas identified in the 2016-2019 Strategic Plan. With seven focused areas of objectives, a number of which have been satisfied this year:

#### Financial stability

- surplus generated for a second successive year which contrasts to the deficit which occurred in the two previous years
- outsourced services have been brought in house

#### Good governance

- sub committees established with clear terms of reference

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

Communications

- website re-designed during the year
- increasing presence on social media
- publication of in-house newsletter "Chatterbox" to staff, volunteers and Trustees

Progress continues to develop integrated care services and maximise fundraising opportunities. Work began during the year to optimise income from the Hospice retail outlets.

During the period, the nursing service was able to offer for the first time a "fast track" referral service. This service aims for eligible patients to receive our care within 24 hours of the receiving the referral. A total of 67 patients benefitted from this service.

The Trustees are committed to continuing with improvements to patient care and recognise the significant work and commitment from staff and volunteers which is needed.

**Service Development and Delivery**

The Head of Care Services, continues to develop the integration of our services and to ensure the Charity responds promptly to those most in need of our services. The Head of Care Services is also the Registered Manager for the Hospice. We are registered with the CQC to provide the following regulated activities:

- Treatment of disease, disorder or injury
- Personal care

All of our staff for both nursing care and family support have regular supervision; both internally and externally.

**Nursing Care**

Tynedale Hospice at Home employs a nursing team comprised of 11 Registered Nurses, 6 Hospice Support Workers, and 2 Senior Nurses (one with a responsibility for training and staff development and the other responsible for ensuring the delivery of a quality service). Care is available to adults on the palliative care register and who are patients of any of the 15 GP practices within the West Northumberland locality of the Northumberland Clinical Commissioning Group (CCG). Care is primarily directed to those at end of life and can be provided in the home or place of residence. This service operates on a 24 hours basis and is free of charge to those who need it. Since the appointments of the 2 Senior Nurses we have devised a robust training matrix to record all mandatory training and the Senior Nurse for Training and Development has engaged with the Regional Educational Collaborative and participated in the delivery of some training sessions. The Senior Nurse for quality has devised an audit strategy and overseen a self-assessment of our progress in meeting the CQC's Key Lines of Enquiry.

**Nursing Care Delivery**

- During the reporting period we supported 99 patients, and took 97 new referrals to the service (a slight increase from the previous year). We had 94 deaths – 77 of the patients referred to us died in their own homes and 20% of those had a Hospice nurse present at the time of death.
- A total of 67 fast track referrals were undertaken during the reporting period as previously mentioned.
- We provided 4,250 hours of nursing care to patients (1,845 hours of Registered Nurse care and 2,405 hours of Hospice Support Worker care).

**Family Support Service**

The Family Support Service is an active listening service, provided by both fully trained professionals and trained volunteers. It is available to anyone who lives in our catchment area who may be referred by their Primary Health Care Team, the Macmillan service or Oncology Service or they may self-refer. We provide both pre and post bereavement support for adults, children and young persons.

**Child Family Support**

The Rainbow Project which was funded by The Big Lottery fund, and provides pre and post bereavement support to children, comes to an end on 30th April 2018. We have been fortunate in securing further funding from BBC Children in Need for three years to assist with funding our Family Support work with children. A total of 75 children and 53 families were supported in the last year of the Rainbow Project. During the reporting year 6

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

teenagers made a film talking about their experiences of grief and bereavement. The film will be used to raise awareness of our work and in support sessions with young people and their families. The film is also to be shown as part of bereavement training in local schools. We also held an activity day at Broomley Grange for children and young adults who we have supported and ran an after school club for children and their parents.

**Adult Family Support**

The Adult Family Support team and volunteers supported 112 clients during the year. Two adult support groups were held during the year. We are continuing to develop this service by offering differing support systems according to need.

**Hospital Transport Service**

This service is operated by volunteer drivers using their own vehicles supporting clients who need to attend hospital appointments for treatment directly related to their life limiting condition. During the year we provided transport for 92 clients of who 52 were newly referred. A total number of 577 journeys were undertaken by the volunteer drivers covering a total of 33,627 miles.

**Staffing and Volunteering**

The activities of the staffing and volunteering committee during the year have continued to focus on reviewing staffing needs as services grow; supporting the operational management and reporting lines introduced by the Chief Executive Officer and advising the Board of Trustees on all matters relating to the recruitment, selection and appointment of new staff.

A consultant Trust Fundraiser was engaged in June 2017 to provide support and guidance when applying for donations from trust and grant awarding organisations. This appointment was considered crucial in view of the impending cessation of The Rainbow Project which was funded by The Big Lottery fund.

A consultant Human Resources manager continues to be engaged for specific projects, this strengthens our ability to formulate and operate compliant HR policies, to offer effective contractual terms and employment practices.

There have been two new appointments during the period:

- A Human Resource and Volunteer Advisor was recruited whose main responsibilities are to provide in house support to the Human Resources Consultant and to ensure our volunteers are supported appropriately. The Advisor is also responsible for identifying training and development opportunities for both hospice staff and volunteers.
- A new post of Head of Finance was created, to strengthen our financial management. This is enabling the Hospice to bring services previously outsourced in house.

In 2018-19 250 volunteers contributed a total of 22,518 hours of support to the work of the Charity, providing their time for free in a number of key areas including our shops, transport service, administrative duties and the family support service. In addition volunteers contributed to many fundraising activities through coffee mornings, supermarket bag packs and other events.

**Fundraising and Publicity**

We have continued with the secondment of a fundraiser from St Oswald's Hospice to develop our fundraising capability. This is proving to be a very successful partnership. Our income from fundraising events continues to increase, it was 26% higher in comparison to the previous period.

**Retail**

The Hospice occupies, on lease, three retail premises, two are in Hexham with the third in Ponteland. Following the resignation of the Manager of the two Hexham shops, we recruited on secondment from St Oswald's Hospice two experienced retail managers. They introduced a number of changes including a new pricing structure and putting the rag out to tender. Income from retail increased by 15% compared to the previous period, and is continuing to grow in the current financial year.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

The Ponteland shop was refurbished towards the end of the period. We are grateful for the support from local businesses who at Ponteland contributed towards the refurbishment, and in Hexham, enabled us to upgrade equipment and install CCTV.

We could not run the shops without the support of our loyal volunteers who gave us 17,622 hours of their time during 2017-18.

**b. INVESTMENT POLICY AND PERFORMANCE**

At the end of the period our ethically based investment portfolio was valued at £324,153 (2017: £321,796). The Trustees are satisfied with the investment performance.

**Financial review**

**a. GOING CONCERN**

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. FINANCIAL REVIEW**

A surplus of £58,608 was generated, this is the second consecutive year a surplus of funds has been generated. The surplus arose as a result of an increase in income (excluding investment income) of £103,180 (14%) compared to the previous period and careful monitoring of costs.

The surplus includes £42,505 of donations, mainly from successful applications to trusts, requesting funding for the next financial period, the year to 31 March 2019.

The Trustees, aware the Charity would lose £108,507 of income at the end of year when the Rainbow Project funding from the Big Lottery Fund ceased, appointed a consultant Trust Fundraiser to seek alternative funding. The Trustees consider this a very successful appointment, reflected by the receipt of £101,012 grant and trust income during the period and the award of funding from BBC Children in Need. The BBC Children in Need award of £84,655 over 3 years, provides funding for the salary of a Family Support Practitioner specialising in children, trips, activities and associated costs, commenced in May 2018.

**c. RESERVES POLICY**

The Board of Trustees has considered the financial position of the Charity. They recognise that it is critically dependent on the support of the local community. The Trustees regularly review the financial risks of the Charity to ensure there are sufficient reserves to meet any of the risks should they occur.

Trustees have assessed the costs of doing this and concluded that liquid reserves (excluding restricted reserves) of between £250,000 and £400,000 are needed to meet these requirements. The level of reserves shown in the accounts from which fixed assets of £30,692 should be deducted is in excess of this.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**Structure, governance and management**

**a. CONSTITUTION**

Tynedale Hospice at Home is a company limited by guarantee, and a registered charity governed by its Memorandum and Articles of Association dated 10th November 1993 and amended by special resolution dated 24th February 1994. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

The Management Committee membership comprises a mix of traditional business, professional and medical skills.

**c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Most trustees are familiar with the practical work of the charity before joining the Management Committee. New trustees are given a copy of the Tynedale Hospice at Home service user guide together with the Statement of Purpose and set of the latest published accounts.

New trustees are invited to attend a series of induction meetings, led by the Chair of the Management Committee. The meetings deliver operational information from presentations by senior staff and the Chief Executive Officer. Strategic governance issues are supported by presentations from legal, financial and investment consultants.

Further guidance is provided by the Charity Commission document titled 'The Essential Trustee: What you need to know', together with the Help the Hospices 'The Trustee Induction Pack' and the 'Twenty Minute Guide to being a Hospice Trustee'.

The Chair and all Trustees are invited to attend local and national conferences

**d. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board of Trustees meets bi-monthly and administers the Charity. In the period the Board reviewed its structure and made changes to the sub-committee structure. Four sub-committees remain, but there has been a re-organisation of the responsibilities and new terms of reference set to ensure strategic rather than operational leadership is developed.

Where relevant each sub-committee convenes sub-groups to manage specific operational aspects of the work of the strategic committee.

The committees are:

- Service Development and Delivery
- Human Resources and Community Engagement
- Finance
- Income and Communications

The Chief Executive Officer is a member of each sub-committee and is responsible for ensuring that decisions made by the Board are carried out within the organisation.



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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

Our relationship with St Oswald's, as agreed in a Memorandum of Understanding has continued this year.

**e. RISK MANAGEMENT**

The Trustees have a register of the main risks which the Charity faces. The risk register is regularly reviewed in staff management meetings, sub committees and at Board level.

The Charity purchased, as it is within its remit through powers granted by the Charity Act, insurance for the Board of Trustees and employees during the year. This included an amount to indemnify them against liabilities arising in the course of the performance of their duties provided the liability does not arise from fraud, wrong doing or wilful neglect or default on the part of the Board of Trustees and employees.

**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

Major initiatives:

- Continue to develop an integrated approach to provide patient and family centred care and support,
- Continue to develop the fast track referral scheme for patients approaching end of life,
- Delivery against the fundraising strategy that will develop a more robust approach to income generation,
- Continue development of the risk register into a meaningful and workable document
- Delivery against the retail strategy that will develop financial performance and seek opportunities for expansion

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

**POST BALANCE SHEET EVENTS**

The Trustees regrettably accepted the resignation of Alison Hands, as Chief Executive Officer after the end of the reporting period. Alison successfully steered the Hospice through a period of substantial change and earned much respect from staff, volunteers and Trustees. Recruitment of her successor is in hand.

This report was approved by the Trustees, on 18 September 2018 and signed on their behalf by:

**Mrs A M Francis**  
Chair

**TYNEDALE HOSPICE AT HOME**  
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**TRUSTEES' RESPONSIBILITIES STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

The Trustees (who are also directors of Tynedale Hospice at Home for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgments and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TYNEDALE HOSPICE AT HOME (the 'company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2018.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**INDEPENDENT EXAMINER'S STATEMENT**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;  
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Dated: 5 October 2018

Karen A Rae FCCA

**Armstrong Watson Audit Limited**

Chartered Accountants

Hexham

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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2018**

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	<i>Total funds 2017 £</i>
<b>INCOME FROM:</b>					
<b>Donations &amp; legacies:</b>					
Donations and legacies	2	34,409	79,085	113,494	28,210
Other donations	2	251,837	110,197	362,034	399,440
Other trading activities	3	354,059	2,163	356,222	300,920
Investments	4	192	-	192	1,322
<b>TOTAL INCOME</b>		<b>640,497</b>	<b>191,445</b>	<b>831,942</b>	<b>729,892</b>
<b>EXPENDITURE ON:</b>					
Raising funds		253,902	-	253,902	199,904
Charitable activities		359,986	167,010	526,996	490,335
<b>TOTAL EXPENDITURE</b>	7	<b>613,888</b>	<b>167,010</b>	<b>780,898</b>	<b>690,239</b>
<b>NET BEFORE INVESTMENT GAINS</b>		<b>26,609</b>	<b>24,435</b>	<b>51,044</b>	<b>39,653</b>
Net gains on investments		7,564	-	7,564	16,589
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>34,173</b>	<b>24,435</b>	<b>58,608</b>	<b>56,242</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>34,173</b>	<b>24,435</b>	<b>58,608</b>	<b>56,242</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		496,608	15,944	512,552	456,310
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>530,781</b>	<b>40,379</b>	<b>571,160</b>	<b>512,552</b>

The notes on pages 13 to 28 form part of these financial statements.

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**REGISTERED NUMBER: 02870776**

**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

	Note	£	2018 £	£	2017 £
<b>FIXED ASSETS</b>					
Intangible assets	10		3,760		5,170
Tangible assets	11		26,932		34,183
			30,692		39,353
<b>CURRENT ASSETS</b>					
Debtors	12	36,924		75,290	
Investments	13	324,572		321,796	
Cash at bank and in hand		236,703		149,947	
		598,199		547,033	
<b>CREDITORS:</b> amounts falling due within one year	14	(57,731)		(73,834)	
<b>NET CURRENT ASSETS</b>			540,468		473,199
<b>NET ASSETS</b>			571,160		512,552
<b>CHARITY FUNDS</b>					
Restricted funds	15		40,379		15,944
Unrestricted funds	15		530,781		496,608
<b>TOTAL FUNDS</b>			571,160		512,552

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 18 September 2018 and signed on their behalf, by:

**Mrs A M Francis**  
**Chair**

The notes on pages 13 to 28 form part of these financial statements.

**TYNEDALE HOSPICE AT HOME**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

**1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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

**1.4 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Shop income is recognised at point of sale.

Voluntary income is received by way of donations and fundraising activities, and is included in full in the Statement of Financial Activities when received.

Interest receivable is included when received.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

All expenditure is inclusive of irrecoverable VAT.

**1.6 Intangible fixed assets and amortisation**

Intangible assets capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Intangible assets are initially recognised at cost and are subsequently measured at cost net of amortisation and any provision for impairment.

Amortisation is provided on intangible fixed assets at rates calculated to write off the cost of each asset, less their estimated residual value, over their expected useful lives on the following bases:

Patents	-	20% straight line
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**1.7 Tangible fixed assets and depreciation**

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold Property	-	10% straight line
Improvements	-	
Equipment	-	20% reducing balance
Fixtures and Fittings	-	15% reducing balance



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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

**1.8 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

**1.9 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

**1.10 Operating leases**

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

**1.11 Stocks**

Stock gifted to the charity shops has no cost value to the Hospice and is therefore not accounted for.

**1.12 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.13 Cash at Bank and in hand**

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

**1.14 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.15 Financial instruments**

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

**1.16 Taxation**

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

**1.17 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**2. INCOME FROM DONATIONS AND LEGACIES**

	<b>Unrestricted funds 2018 £</b>	<b>Restricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<i>Total funds 2017 £</i>
Grants	23,432	79,085	102,517	23,500
Legacies	10,977	-	10,977	4,710
	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal detailed disclosure	<b>34,409</b>	<b>79,085</b>	<b>113,494</b>	28,210
	<hr/>	<hr/>	<hr/>	<hr/>
General donations	168,628	-	168,628	196,527
The Rainbow Project	-	1,690	1,690	11,974
Northumberland Care Trust	64,562	-	64,562	64,661
Big Lottery Fund	-	108,507	108,507	107,621
Dorothy Moore Legacy	18,647	-	18,647	18,657
	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal	<b>251,837</b>	<b>110,197</b>	<b>362,034</b>	399,440
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	<b>286,246</b>	<b>189,282</b>	<b>475,528</b>	427,650
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total 2017</i>	284,555	143,095	427,650	
	<hr/>	<hr/>	<hr/>	

**TYNEDALE HOSPICE AT HOME**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**3. RETAIL, FUNDRAISING AND EVENT INCOME**

	<b>Unrestricted funds 2018 £</b>	<b>Restricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<i>Total funds 2017 £</i>
Shop income	244,190	-	244,190	211,975
Fundraising events	109,869	2,163	112,032	88,945
	<u>354,059</u>	<u>2,163</u>	<u>356,222</u>	<u>300,920</u>
<i>Total 2017</i>	<u>300,920</u>	<u>-</u>	<u>300,920</u>	

**4. INVESTMENT INCOME**

	<b>Unrestricted funds 2018 £</b>	<b>Restricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<i>Total funds 2017 £</i>
Bank interest receivable	192	-	192	1,322
	<u>192</u>	<u>-</u>	<u>192</u>	<u>1,322</u>
<i>Total 2017</i>	<u>1,322</u>	<u>-</u>	<u>1,322</u>	

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**5. DIRECT COSTS**

	Nursing Care £	Family Support £	Patient Transport £	Total 2018 £	Total 2017 £
Rent	16,009	10,186	1,455	27,650	14,502
Rates and water	610	387	55	1,052	2,146
Repairs and maintenance	557	1,383	-	1,940	-
Motor and travel costs	9,595	1,537	17,278	28,410	38,595
Light and heat	1,461	929	133	2,523	3,174
Telephone	4,687	2,910	416	8,013	8,233
Office expenses	637	352	43	1,032	5,079
Courses and training	2,310	285	-	2,595	4,056
Other expenses	4,096	635	254	4,985	1,623
Compliance and regulations	1,867	-	-	1,867	2,122
Advertising	286	168	-	454	976
Legal and professional fees	4,700	868	-	5,568	9,713
Wages and salaries	221,320	5,195	846	227,361	213,158
National insurance	9,704	288	70	10,062	10,295
Pension cost	849	136	6	991	471
Depreciation	1,709	307	-	2,016	2,292
	<u>280,397</u>	<u>25,566</u>	<u>20,556</u>	<u>326,519</u>	<u>316,435</u>
<i>Total 2017</i>	<u>260,617</u>	<u>32,350</u>	<u>23,468</u>	<u>316,435</u>	

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**6. SUPPORT COSTS**

	Service Provision £	Fundraising expenses £	Total 2018 £	Total 2017 £
Rent	1,455	43,724	45,179	46,919
Rates and water	380	7,027	7,407	3,856
Repairs and maintenance	3,661	5,947	9,608	7,433
Motor and travel costs	168	2,303	2,471	3,243
Light and heat	133	7,437	7,570	6,204
Insurance	3,737	222	3,959	4,548
Telephone	415	2,316	2,731	2,259
Office expenses	26,495	5,619	32,114	29,220
Courses and training	908	180	1,088	1,450
Other expenses	1,049	1,199	2,248	2,238
Advertising	258	2,946	3,204	2,531
Irrecoverable Value Added Tax	2,250	-	2,250	(15,485)
External accountancy fees	30,244	-	30,244	-
Agency staff	-	46,434	46,434	35,318
Legal and professional fees	14,583	23,930	38,513	35,546
Independent examination fees	1,975	-	1,975	1,975
General overheads and financial costs	80	1,603	1,683	1,282
Amortisation of intangibles	1,410	-	1,410	1,410
Wages and salaries	99,476	70,012	169,488	166,633
National insurance	7,558	4,377	11,935	5,601
Pension cost	899	421	1,320	960
Depreciation	3,343	4,461	7,804	4,662
	<u>200,477</u>	<u>230,158</u>	<u>430,635</u>	<u>347,803</u>
<i>Total 2017</i>	<u>173,900</u>	<u>173,903</u>	<u>347,803</u>	

During the year ended 31 March 2018, the company incurred the following Governance costs:  
£47,072 (2017 - £34,111) included within the table above in respect of service provision.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**7. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE**

	Staff costs 2018 £	Depreciation 2018 £	Other costs 2018 £	Total 2018 £	Total 2017 £
Retail, fundraising & event expenses	74,810	4,461	174,631	253,902	199,904
<b>Costs of raising funds</b>	<b>74,810</b>	<b>4,461</b>	<b>174,631</b>	<b>253,902</b>	<b>199,904</b>
Nursing Care	339,806	5,052	136,016	480,874	434,517
Family Support	5,619	307	19,640	25,566	32,350
Patient Transport	922	-	19,634	20,556	23,468
<b>Charitable activities</b>	<b>346,347</b>	<b>5,359</b>	<b>175,290</b>	<b>526,996</b>	<b>490,335</b>
	<b>421,157</b>	<b>9,820</b>	<b>349,921</b>	<b>780,898</b>	<b>690,239</b>
<i>Total 2017</i>	397,118	6,954	286,167	690,239	

Of the £780,898 expenditure in 2018 (2017 - £690,239), £613,888 was charged to unrestricted funds (2017 - £547,638) and £167,010 to restricted funds (2017 - £142,601).

**8. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets: - owned by the charity	9,819	6,955
Amortisation of intangible fixed assets	1,410	1,410

During the year, no Trustees received any remuneration (2017 - £NIL).  
During the year, no Trustees received any benefits in kind (2017 - £NIL).

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**9. STAFF COSTS**

Staff costs were as follows:

	<b>2018</b>	2017
	£	£
Wages and salaries	<b>396,849</b>	379,791
Social security costs	<b>21,997</b>	15,896
Other pension costs	<b>2,311</b>	1,431
	<u><b>421,157</b></u>	<u>397,118</u>

The average number of persons employed by the company during the year was as follows:

	<b>2018</b>	2017
	No.	No.
Retail, fundraising and administrative staff	<b>10</b>	10
Family support staff	<b>6</b>	5
Nursing staff	<b>26</b>	27
	<u><b>42</b></u>	<u>42</u>

No employee received remuneration amounting to more than £60,000 in either year.

Remuneration and benefits received by key management personnel amounted to wages and salaries of £90,105 (2017 - £94,312) and pension contributions of £505 (2017 - £442).

**10. INTANGIBLE FIXED ASSETS**

	<b>Computer Software</b>
	£
<b>Cost</b>	
At 1 April 2017 and 31 March 2018	<u><b>7,050</b></u>
<b>Amortisation</b>	
At 1 April 2017	<b>1,880</b>
Charge for the year	<b>1,410</b>
At 31 March 2018	<u><b>3,290</b></u>
<b>Carrying amount</b>	
At 31 March 2018	<u><b>3,760</b></u>
At 31 March 2017	<u><b>5,170</b></u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**11. TANGIBLE FIXED ASSETS**

	Equipment £	Fixtures and fittings £	Leasehold Property Improv'mnts £	Total £
<b>Cost</b>				
At 1 April 2017	23,214	58,793	22,007	104,014
Additions	1,042	1,527	-	2,569
At 31 March 2018	<u>24,256</u>	<u>60,320</u>	<u>22,007</u>	<u>106,583</u>
<b>Depreciation</b>				
At 1 April 2017	12,591	45,074	12,166	69,831
Charge for the year	3,494	4,125	2,201	9,820
At 31 March 2018	<u>16,085</u>	<u>49,199</u>	<u>14,367</u>	<u>79,651</u>
<b>Net book value</b>				
At 31 March 2018	<u>8,171</u>	<u>11,121</u>	<u>7,640</u>	<u>26,932</u>
At 31 March 2017	<u>10,623</u>	<u>13,719</u>	<u>9,841</u>	<u>34,183</u>

**12. DEBTORS**

	2018 £	2017 £
Other debtors	29,259	59,572
Prepayments and accrued income	7,665	15,718
	<u>36,924</u>	<u>75,290</u>

**13. CURRENT ASSET INVESTMENTS**

	2018 £	2017 £
Investments	<u>324,572</u>	<u>321,796</u>



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**NOTES TO THE FINANCIAL STATEMENTS**  
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**14. CREDITORS: Amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>9,846</b>	12,026
Other taxation and social security	<b>6,909</b>	8,656
Accruals and deferred income	<b>40,976</b>	53,152
	<b>57,731</b>	73,834
	<b>57,731</b>	73,834
		<b>£</b>
<b>Deferred income</b>		
Deferred income at 1 April 2017		<b>9,192</b>
Resources deferred during the year		<b>9,026</b>
Amounts released from previous years		<b>(9,192)</b>
		<b>9,026</b>
Deferred income at 31 March 2018		<b>9,026</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**15. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2017 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2018 £
<b>Designated funds</b>					
Dorothy Moore Legacy	440,860	-	-	-	440,860
<b>General funds</b>					
General Funds - all funds	55,748	640,497	(613,888)	7,564	89,921
Total Unrestricted funds	496,608	640,497	(613,888)	7,564	530,781
<b>Restricted funds</b>					
Big Lottery Fund	-	108,507	(108,507)	-	-
The Rainbow Project	6,529	1,690	(6,657)	-	1,562
Dickon Trust	659	-	(659)	-	-
EC Graham - Belford Trust	8,756	5,000	(2,702)	-	11,054
Rothley Trust	-	2,000	(2,000)	-	-
Winter Family Trust	-	2,330	(2,072)	-	258
Albert Hunt Trust	-	10,000	(10,000)	-	-
CN Group Charitable Trust	-	1,000	(1,000)	-	-
Garfield Weston Foundation	-	20,000	(20,000)	-	-
The J H Burn Charity Trust	-	250	(250)	-	-
The R W Mann Trust	-	1,000	(1,000)	-	-
1989 Willan Charitable Trust	-	5,000	(5,000)	-	-
Hadrian Trust	-	1,000	(1,000)	-	-
Hedley Denton Charitable Trust	-	1,000	(1,000)	-	-
Henry Bell Trust	-	500	(500)	-	-
Hospital of God at Greatham	-	1,000	(1,000)	-	-
The Lynn Foundation	-	500	(500)	-	-
Greggs Foundation	-	1,000	(1,000)	-	-
Patricia J Arnold & Co	-	163	(163)	-	-
Howdens Joinery	-	2,000	(2,000)	-	-
Barbour Foundation	-	20,000	-	-	20,000
St James Place	-	1,000	-	-	1,000
February Foundation	-	5,000	-	-	5,000
Family Support Appeal - donations	-	1,505	-	-	1,505
	15,944	191,445	(167,010)	-	40,379
Total of funds	512,552	831,942	(780,898)	7,564	571,160

**Designated funds**

The trustees have designated the assets received from the Dorothy Moore Legacy towards the future strategic developments of the charity.

**TYNEDALE HOSPICE AT HOME**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**15. STATEMENT OF FUNDS (continued)**

**Restricted funds**

Big Lottery Fund - monies received towards the work of the Children's Bereavement Service (Rainbow Project).

The Rainbow Project - donations received in the year towards the Children's Bereavement Service (Rainbow Project).

Dickon Trust - funding towards the cost of providing basic medical kits to volunteer drivers transporting patients to and from hospital.

E C Graham – The Belford Trust – a donation towards resources to enhance the work of the Children's Bereavement Service (Rainbow Project).

The CN Group – a donation towards nursing costs.

Rothley Trust – a donation towards nursing care costs.

Winter Family Trust - a donation towards fundraising and marketing materials.

Albert Hunt Trust - a donation towards the fast track and end of life nursing service.

Garfield Weston Foundation – a donation towards nursing travel and care costs.

The J H Burn Charity Trust – a donation towards nursing care costs.

The R W Mann Trust – a donation towards nursing care costs.

1989 Willan Charitable Trust - a donation towards the costs of the patient transport service.

Hadrian Trust - a donation towards the costs of the patient transport service.

Hedley Denton Charitable trust- a donation towards the costs of the patient transport service.

Henry Bell Trust - a donation towards the costs of the patient transport service.

Hospital of God at Greatham - a donation towards the costs of the patient transport service.

The Lynn Foundation – a donation towards the costs of the patient transport service.

Greggs Foundation - a donation towards the retail shops refurbishment.

Patricia J Arnold & Co – a donation towards the purchase of a new shop till.

Howdens Joinery – a donation towards the retail shops refurbishment.

Barbour Foundation – a donation towards the family support service.

St James Place – a donation towards the cost of the family support service.

February Foundation – a donation towards the fast track and end of life nursing service.

Family Support Appeal – donations towards the family support service.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**15. STATEMENT OF FUNDS (continued)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	<i>Balance at 1 April 2016</i>	<i>Income</i>	<i>Expenditure</i>	<i>Gains/ (Losses)</i>	<i>Balance at 31 March 2017</i>
	£	£	£	£	£
Dorothy Moore Legacy	440,860	-	-	-	440,860
General Funds - all funds	-	586,797	(547,638)	16,589	55,748
<b>Restricted funds</b>					
Big Lottery Fund	1,488	107,621	(109,109)	-	-
Sele Lions Donation	-	9,225	(9,225)	-	-
The Rainbow Project	8,962	2,749	(5,182)	-	6,529
Building Capabilities	5,000	-	(5,000)	-	-
Barbour Foundation	-	2,000	(2,000)	-	-
Dickon Trust	-	2,000	(1,341)	-	659
Thornton Family Trust	-	500	(500)	-	-
EC Graham - Belford Trust	-	10,000	(1,244)	-	8,756
Sir James Knott Trust	-	5,000	(5,000)	-	-
William Leech Trust	-	2,000	(2,000)	-	-
Rothley Trust	-	1,000	(1,000)	-	-
Winter Family Trust	-	1,000	(1,000)	-	-
	15,450	143,095	(142,601)	-	15,944

**SUMMARY OF FUNDS - CURRENT YEAR**

	<b>Balance at 1 April 2017</b>	<b>Income</b>	<b>Expenditure</b>	<b>Gains/ (Losses)</b>	<b>Balance at 31 March 2018</b>
	£	£	£	£	£
Designated funds	440,860	-	-	-	440,860
General funds	55,748	640,497	(613,888)	7,564	89,921
	496,608	640,497	(613,888)	7,564	530,781
Restricted funds	15,944	191,445	(167,010)	-	40,379
	512,552	831,942	(780,898)	7,564	571,160

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**15. STATEMENT OF FUNDS (continued)**

**SUMMARY OF FUNDS - PRIOR YEAR**

	<i>Balance at 1 April 2016</i>	<i>Income</i>	<i>Expenditure</i>	<i>Gains/ (Losses)</i>	<i>Balance at 31 March 2017</i>
	£	£	£	£	£
Designated funds	440,860	-	-	-	440,860
General funds	-	586,797	(547,638)	16,589	55,748
	<u>440,860</u>	<u>586,797</u>	<u>(547,638)</u>	<u>16,589</u>	<u>496,608</u>
Restricted funds	15,450	143,095	(142,601)	-	15,944
	<u>456,310</u>	<u>729,892</u>	<u>(690,239)</u>	<u>16,589</u>	<u>512,552</u>

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	<b>Unrestricted funds 2018</b>	<b>Restricted funds 2018</b>	<b>Total funds 2018</b>
	£	£	£
Intangible fixed assets	3,760	-	3,760
Tangible fixed assets	26,932	-	26,932
Current assets	548,791	49,408	598,199
Creditors due within one year	(48,702)	(9,029)	(57,731)
	<u>530,781</u>	<u>40,379</u>	<u>571,160</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	<i>Unrestricted funds 2017</i>	<i>Restricted funds 2017</i>	<i>Total funds 2017</i>
	£	£	£
Intangible fixed assets	5,170	-	5,170
Tangible fixed assets	32,247	1,934	34,181
Current assets	523,832	23,202	547,034
Creditors due within one year	(64,640)	(9,192)	(73,832)
	<u>496,609</u>	<u>15,944</u>	<u>512,552</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**17. PENSION COMMITMENTS**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £2,311 (2017 - £1,431). There were contributions included in creditors at the balance sheet date of £299 (2017 - £313).

**18. OPERATING LEASE COMMITMENTS**

At 31 March 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	<b>Land and buildings</b>		<b>2018</b>	<b>Other</b>
	<b>2018</b>	<b>2017</b>		
	£	£	£	£
<b>Amounts payable:</b>				
Within 1 year	<b>64,839</b>	64,839	<b>7,595</b>	7,595
Between 1 and 5 years	<b>135,404</b>	197,551	<b>14,718</b>	22,313
Total	<b>200,243</b>	262,390	<b>22,313</b>	29,908