



**Report of the Trustees and  
Financial Statements for the year ended  
31 March 2021  
for**

**Wigan and Leigh Hospice**  
(A company limited by guarantee)

Registered Company Number: 01677155 (England and Wales)  
Registered Charity Number: 513400

**Wigan and Leigh Hospice**

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for the Year Ended 31 March 2021**

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## **Wigan and Leigh Hospice**

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## Wigan and Leigh Hospice

### Report of the Trustees for the Year Ended 31 March 2021

#### STRATEGIC REPORT

##### Achievement and performance

The Hospice has a robust Quality & Governance framework which enables the multi-disciplinary teams to mitigate risk and implement evidence-based practice. A good governance framework is a structure and set of rules that outlines how an organisation is managed and controlled. The Wigan & Leigh Hospice governance framework is built upon underlying principles: accountability, transparency and openness, integrity, stewardship, efficiency, and leadership. The governance framework set out below reflects the interrelated relationships, factors, and other influences upon Wigan & Leigh Hospice.



The following developments, which were included in the Trustees' short to medium term plans, have been achieved during the year: -

- Successful implementation of the Hospice Disaster Recovery and Business Continuity Policy & Procedure due to the healthcare crisis induced by the COVID-19 pandemic, ensuring all core clinical services continued throughout the year.
- Creation of Workplace COVID-19 Policy and Procedure, which required five reviews within the year and the Policy & Procedure for Infection Control of COVID-19, which required nine reviews within the year in line with changing national guidance.
- Implementation of staff COVID-19 risk assessments in line with national guidance.
- Implementation and monitoring of staff, volunteer, visitor and patient COVID-19 testing in line with national guidance.
- Implementation of staff COVID-19 vaccinations (98% staff and volunteers had first dose of the vaccine and 94% staff and 92% volunteers the second).
- Deepening of collaboration within the Greater Manchester Hospice Partnership and other Wigan Borough health and social care providers, optimizing the hospice, borough and regional response to the pandemic.
- Effective response to a hospice COVID-19 outbreak, supporting those staff directly affected, systematic track and trace, assessment & mitigating risk to ensure patient care continued and implementation of all recommendations by the Wigan Borough CCG Infection Prevention and Control Lead (including full hospice-wide deep clean and organisational cohorting). All staff affected by COVID-19 have returned to work and the organisation is implementing a phased approach to recovery.
- Implementation of video conferencing using AccuRx within the patient electronic records to enable protected remote assessment and support for patients and those people important to them in their own home or care home.
- Implementation of video conferencing to enable delivery of virtual education and training, Oak Centre support groups and hospice meetings.
- Implementation and oversight of digital telephone system, enabling all non-patient facing staff to work from home during the lockdown.



## Wigan and Leigh Hospice

### Report of the Trustees for the Year Ended 31 March 2021

- Relaunch of Oak Centre in June 2020 as a virtual service. Sadly, the evaluation of this service led to its closure in December 2020 due to reductions in patient referrals and numbers of participating clients alongside an unsuccessful application for Big Lottery funding.
- Relaunch of Hospice in your Care Home in May 2020 as a virtual service, funded until 31st March 2022. This revised service has offered training and support to all 52 care homes (previous model reached 14 nursing homes), supported living and extra care services, district nursing teams, GPs and learning disability teams across the borough. Since its launch in May, this service has provided over 1500 training sessions, nearly 500 residential status meetings that facilitate the anticipation of need in the coming months and offered over 400 advance care plans.
- Creation of Remembrance Service video, accessible via the hospice website for all people who are bereaved.
- Light for a Life service successfully delivered virtually.
- Expansion of retail online sales, allowing trading to continue whilst high street shops were closed.
- Delivery of a successful Emergency Appeal fundraising campaign.
- Initiation of data warehouse construction, and implementation of revised methods of recording clinical activity and outcomes with a view to improving the clinical intelligence available for the year 2021-22.
- Implementation of Hospice Staff Wellbeing newsletter.
- Completion of slip-resistant, wheelchair accessible pathway adjacent to hospice main entrance.
- Refurbishment of the inpatient unit kitchen, used by staff and volunteers.
- Reconfiguration of laundry area to optimise infection prevention and control.
- Upgraded all inpatient unit beds to better meet the needs of the medically complex patients we support.
- Commenced Fire Risk Assessments of hospice shops.
- Appointment of new Trustee to the Board, new Chief Executive and new Clinical Director.
- Continued associate membership of the Healthier Wigan Partnership Alliance, ensuring the hospice and end of life patient voice is heard during the major restructuring of health and social care over the course of 2021-22.
- Creation and implementation of service-user survey to enable the systematic collection of user experience of our services, with 76 responses between implementation in July 2020 to year end. Key findings:
  - 96% responded definitely that they would recommend to other people.
  - 95% strongly agreed they were treated in a sensitive way and with dignity.
  - 86% strongly agreed that they were involved enough in decisions made.
  - 82% strongly agreed that the information provided was clear and helpful.
  - 96% strongly agreed that the staff were caring.
- Completion of the annual survey of patient and family experience led by the Association of Palliative Medicine. An average of 82% of bereaved carers of those patients supported by our community services felt either satisfied or very satisfied and an average of 89% of bereaved carers of those patients cared for on the inpatient unit felt either very satisfied or satisfied.
- Comprehensive review of hospice lottery policy and procedure to evidence full compliance with the Gambling Commission.
- Review of hospice Risk Management Policy and Procedure.
- Access to the hospice 2 day course on palliative and end of life care delivered virtually in house by our Hospice in your Care Home team for all hospice staff.
- Implementation of the revised Greater Manchester Pain & Symptom Control Guidelines.
- Implementation of new Clinical Audit & Effectiveness Policy and Procedure to evidence the capture of relevant and appropriate guidelines.
- Completion of clinical audits on pressure ulcers, inpatient unit mattresses, infection prevention & control and the impact of Hospice in your Care Home training on Advanced Decisions to Refuse Treatments (ADRT) in care homes.
- Audit of best interest decision-making evidenced improvement in documentation of medical best interest decisions.
- Improved collaborative working between the hospice and hospital specialist palliative care teams.
- Implementation of housekeeper role on the inpatient unit.
- 3 Assistant Practitioner Apprenticeships successfully completed their course.
- Implementation of Advanced Clinical Practitioner Apprenticeship role on the inpatient unit.



**Wigan and Leigh Hospice**  
**Report of the Trustees**  
**for the Year Ended 31 March 2021**

**STRATEGIC REPORT**

**Financial review**

**Income generation**

In 2020-21, 33% (2019-20: 61%) of the gross income of the Hospice came from charitable donations, fundraising activities and legacies. Gross income from fundraising activities and the Hospice lottery contributed £1,018,416 (2019-20: £1,059,583).

Traditional means of income generation has been significantly affected by the COVID-19 pandemic, with almost all fundraising events cancelled and shops closed for most of the year. Income generation has therefore focused on campaigns and online sales. The year began with 'Can't spend it? Send it!' online appeal, closely followed by our emergency appeal, which collectively raised £184,981.

This year, we aimed to improve our regular giving and in-memory income and to that end, received a total of £18,033 for Daisy Chain and Dedicate a Daisy (2019-20: £1,824). Despite the challenges, we were not deterred from running our popular Light for a Life and 5000 Lights in the hospice gardens, complete with a virtual service and switch-on. The Light for a Life campaign managed to generate broadly the same gross income it had achieved in previous years (£54,187 2021, compared with £54,409 2020), which is a good result given the challenges. Unfortunately the net surplus was approximately £4,000 down on the previous year due to increased postage costs, which were unavoidable due to COVID.

Door to door cash collections for the lottery ceased from March, due to the pandemic. All of these cash players who wished to continue playing the lottery were moved to alternative forms of payment by the end of the year. We have not recommenced cash payments and have no plans to do so for the foreseeable future. Face to face canvassing also ceased for the duration of this year due to lockdown restrictions. By the end of the year, the number of plays entering the weekly draw had decreased by 875 (9,233 plays in March 2021, compared to 10,108 in April 2020). The overall net income generated by the hospice lottery increased by £92,236 (£395,716 2020-21, compared to £303,480 2019-20). This increase was due to the lack of face to face canvassing and its associated upfront costs. Whilst this increase in net income appears positive it would only be temporary and without the reintroduction of canvassing to generate new members, the net income from lottery will decline.

Work began this year with a freelance grants fundraiser, which has proved very successful, raising a total of £116,739 across the year, including £84,999 of unrestricted funds.

In the retail department, online sales have continued throughout the year, based from the Hindley shop, with the overall takings of £46,390, (£27,150 2019-20). The shop workforce is made up almost entirely of volunteers, many of whom were in the clinically vulnerable group, bringing unique challenges to reopening our shops following the first lockdown. By the second lockdown in November 2020, we had re-opened all 11 shops, albeit operating condensed trading hours due to volunteer availability and the additional cleaning required to ensure the shops remain COVID secure. The shops re-opened on 2nd December, but were then forced to close again at Christmas and remained closed for the rest of the year. The total turnover from the shops (including online) was greatly reduced at £188,741 (£1,174,868 2019-20) with a deficit of £216,298 (£649,345 surplus 2019-20). However, this deficit was compensated by a Wigan Council Retail Grant, which totalled £401,624 for the year.

The Hospice maintains high ethical standards with regard to its fundraising activities and follows the guidance of the Fundraising Regulator, with whom the Hospice is registered. There is a robust complaints procedure in place which is published on the Hospice website and displayed in public areas throughout the Hospice. Any complaints received are thoroughly investigated following an established procedure which would result in lessons learned being implemented where appropriate and action taken following the Hospice disciplinary action should this prove necessary.

The Hospice conducts regular reviews of its fundraising activities and has robust systems of line-management and accountability. The Board can confirm that the Hospice is fully compliant with the regulations contained within the General Data Protection Regulation introduced in May 2018. A thorough review of all our activities has been conducted and enhanced systems introduced via our fundraising database to ensure that we protect any potential supporters from unreasonable intrusion or undue pressure. We have robust procedure in place to ensure that supporters who no longer wish to receive fundraising information from us can opt out of some or all paper and electronic communication.



## Wigan and Leigh Hospice

### Report of the Trustees for the Year Ended 31 March 2021

#### STRATEGIC REPORT

Income from donations, gifts and members' subscriptions was £665,755 this year (2019-20: £417,896). Income from legacies has reduced further to £97,877 (2019-20: £160,127, 2018-19: £643,718). Interestingly, the number of individual donors has increased to 23 (2019-20: 14, 2018-19: 13) with the average legacy value reducing substantially from £45,979.86 in 2018-19 to £12,317.46 in 2019-20 and £4,351.43 in 2020-21. We are very grateful to those people who have left us a gift in their Will and plan to place additional resources into raising awareness about this important income stream over the course of 2021-22.

In relation to income from the Wigan Borough Clinical Commissioning Group (CCG), the Hospice received £1,766,768 (2019-20: £1,533,449). Although, in previous years, the CCG provided this as a proportion of all hospice services, this year it wished to move to the allocation of funding to identified aspects of hospice care, specifically the cost of our Community Nurse Specialist team and Hospice in your Home Services, the cost of pharmacy cover and the funding for 4 of the 14 inpatient beds.

All other hospice clinical services are reliant on charitable income. The hospice received from the NHS England COVID-19 fund a total of £1.1m to allow the hospice to provide bed capacity and community support during the pandemic.

The Hospice also received £194,506 (2019-20: £178,332) from Wigan Council for the Hospice in your Care Home project and £54,560 from Wrightington, Wigan & Leigh NHS Foundation Trust for 2 permanent additional Nurse Specialist posts following completion of the two year Macmillan-funded project to enhance access to specialist palliative care services at weekends and public holidays. The trustees are grateful for the support given by NHS England, the CCG, Trust and Wigan Council and recognise the excellent working relationship that exists between the Hospice and these organisations.

Despite our forecasted deficit budget of £700,942 for 2020-21, we have ended the year with a surplus of £1.04m. This is due to the generous NHS England and Wigan Council COVID-19 grants, both of which have now ceased. Job Retention Scheme claims of £64k were also made during the year.

During the year, the Hospice's cash and investment balances have increased by £937,162 to £4,803,482.

As the Hospice strives to continue to deliver its services with current pressures on statutory and charitable funding, deficits are expected to return to at least pre-pandemic levels. The executive team continue to hold regular meetings with both the CCG and the Council to advocate for additional support for the Hospice in terms of a fair and sustainable multi-year funding settlement supplemented by additional service-specific contracts.

Work also continues through the Greater Manchester Hospice Partnership, a strategic alliance of seven adult and two children's hospices in Greater Manchester. The alliance employs a project manager, who facilitates our ambition for improved collaboration and a common approach to our negotiations at GM level, which is likely to lead on palliative and end of life commissioning following the implementation of Integrated Care Systems from April 2022.

In the past the difference between surpluses and deficits has often been due to unexpected sources of income such as higher than expected legacy income or 'windfalls' from other sources. When deficits occur, we rely on our reserves to enable us to continue our work. The level of reserves is constantly under review through the finance subcommittee. However at present the Hospice continues to operate within its reserves policy which requires these to be maintained at a level that represents a range of between 6 and 12 months running costs.

In the short term, the Coronavirus pandemic has had severe implications on our ability to raise funds. However, we are adapting our income generation work streams to meet with the challenges of this transformed world. The executive team in conjunction with the Board continue to monitor the financial situation closely to ensure we are fully prepared for what lies ahead. Over the coming years the Board is committed to 'balancing the books' and avoiding large deficits so that the future of the Hospice is not put at risk. Ultimately this can only come about through increasing our income and/or reducing our costs. If the former cannot be achieved we may be faced with decisions around the contraction of our current range and scope of services provided.



**Wigan and Leigh Hospice**  
**Report of the Trustees**  
**for the Year Ended 31 March 2021**

**STRATEGIC REPORT**

**Financial review**

**Reserves and investment policy**

Under the Memorandum and Articles of Association, the charity has the power to make any investment that the Board of Trustees sees fit. However, funds are invested in line with the reserves and investment policy in order to produce reasonable income and capital appreciation over time. This is achieved by a spread of investments which includes predominantly cash-based deposits and a proportion of equity-based funds.

The Hospice investment policy was reviewed in 2020 by the Board of Trustees. The trustees decided that the recommended proportion of investment funds and equities that can be held at any one time should be no more than 25% and that the general policy should remain one of a cautious approach. The equity-based investments are held in a Discretionary Portfolio managed by Quilter Cheviot Investment Management. The performance of this portfolio is reviewed by the finance subcommittee of the Board via half-yearly reports produced by Quilter Cheviot. The performance of these investments is benchmarked with wider market returns.

The like-for-like investment funds, equities and gilts increased in value by £254,250 (2019-20: decrease of £69,775).

The Board of Trustees also reviewed the Hospice reserves policy in 2020 which states that the trustees will endeavour to maintain reserves at a level of between 6 and 12 months running costs (excluding the costs of any service which receives 100% statutory funding). The Board consider that this policy on reserves offers some protection to the Hospice from the variability and uncertainty of other income streams, such as legacy income. In the event that reserves reduce to below the minimum as stated above, it also provides time for the ordered restructure of services without putting the organisation in jeopardy.

The freely available reserves of the Hospice increased by £1,493,062 to £4,828,164 (2019-20: £3,335,102) as detailed in Note 24 to the Accounts. At the current level, the Board feel that they would be able to continue the current activities of the Hospice. The current approach of careful financial management will be maintained.

As part of our commitment to make allowance for the cost of planned maintenance necessary to ensure the quality of our services is maintained, the trustees have designated funds from free reserves. An analysis of the current position regarding designated funds is as follows:

**Designated funds used in the current year:**

Wellbeing Centre (including Oak Centre)	£234,425
Inpatient unit and reception improvements	£0
Dilapidations and refurbishment fund	£8,769

**Designated funds for future years:**

Dilapidations and refurbishment fund *1	£300,000
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\*1 This designated fund is maintained at £300,000 which is earmarked for future dilapidation costs.



## Wigan and Leigh Hospice

### Report of the Trustees for the Year Ended 31 March 2021

#### STRATEGIC REPORT

##### Future plans

The pandemic has transformed our lives. There is expected to be substantial rises in demand for palliative and end of life care services with reduced resources as we grapple with the enormous consequences of 2020-21. In addition, traditional means of income generation for hospices, such as retail and events are likely to remain challenging.

The past year has placed a great strain on the health and social care sector and Wigan and Leigh Hospice is no exception. In addition to the pandemic, the NHS is undergoing a radical transformation, with CCGs to be replaced by Integrated Care Systems (for us, Greater Manchester ICS) and increased place-based collaborative commissioning with local authorities. We are unclear how hospices will be commissioned following the cessation of CCGs on 31st March 2022, but are updated with progress made from our Healthier Wigan Partnership Alliance Board membership.

It is in this uncertain climate that we begin our recovery from COVID restrictions, negotiate our place in the ICSs and redesign services and income generation models fit for this rapidly evolving world. We must continue to place the needs of our patients and those people important to them at the heart of our plans. However, to achieve this aim we must support the wellbeing of our staff and volunteers to enable them to adapt and contribute to the complexities of a being a sustainable hospice. Difficult decisions have already been made with the cessation of our Oak Centre, and in the absence of increased income, more may have to be made in the future.

The following are the strategic goals approved during 2020-21 by the board: -

#### HOSPICE STRATEGIC GOALS (2019-22)

##### **1. SERVICE DELIVERY: delivering the best possible services for our patients and those most important to them**

- 1.1 Maintain the highest achievable quality and value for money across all our existing services
- 1.2 Develop new services to meet emerging needs and local palliative and end of life care priorities
- 1.3 Review and, where necessary, redesign services to maximise outcomes and reach
- 1.4 Foster an evidence-led innovation culture

##### **2. COMMISSIONING: engaging with and responding to the changing commissioning environment**

- 2.1 Engage proactively with commissioning bodies (including CCG, Council and GM Health & Social Care Partnership)
- 2.2 Demonstrate the impact of Hospice services through robust data and outcome measures
- 2.3 Develop an understanding of unmet need and our role in meeting this need

##### **3. PARTNERSHIPS: reaching more people through working in partnership**

- 3.1 Work with partners across the statutory and voluntary sectors to improve service delivery and community engagement
- 3.2 Improve understanding of palliative and end of life care and the Hospice amongst professionals and the general public
- 3.3 Engage with stakeholder and partner forums to identify and work on shared agendas and priorities
- 3.4 Maintain a leading role in the Greater Manchester Hospice partnership

##### **4. SUSTAINABILITY: ensuring our services are sustainable in the current statutory and charitable environment**

- 4.1 Develop strategies to maximise income and encourage volunteering
- 4.2 Develop robust business cases to ensure continued statutory support
- 4.3 Ensure the key messages about hospice care are communicated effectively to all our stakeholders
- 4.4 Ensure the annual budget is aligned to the level of reserves with variances monitored and efficiency savings continually sought
- 4.5 Ensure effective procurement processes that deliver 'value for money' whilst minimising our impact on the environment



## Wigan and Leigh Hospice

### Report of the Trustees for the Year Ended 31 March 2021

#### STRATEGIC REPORT

##### **5. GOVERNANCE: ensuring the hospice is compliant and is effectively managing risk.**

- 5.1 Ensure compliance with regulatory standards including the development of appropriate recording and monitoring systems
- 5.2 Ensure robust systems are in place to enable proper governance and risk management
- 5.3 Ensure robust financial systems are in place to enable proper accountability and control

##### **6. PEOPLE & INFRASTRUCTURE: ensuring the hospice has a competent and motivated workforce working safely and effectively.**

- 6.1 Recruit, retain, develop, train and support our staff and volunteers
- 6.2 Develop and sustain an open culture where Hospice values are translated into everyday actions
- 6.3 Review and implement the maintenance and renewal plan for all buildings and equipment
- 6.4 Ensure robust systems are in place for health & safety in the Hospice and in our shops
- 6.5 Develop strategies to ensure effective communication across the Hospice and in its shops.

In the short to medium term therefore, our priorities will be as follows: -

##### **Strategic Goal 1: Delivering the best possible care for our patients and those people important to them**

1. All clinical services continue to adapt effectively to the challenges of and recovery from the COVID-19 pandemic
2. Continue to drive improvements through learning from audits, guidance and incidents
3. Patient outcomes resulting from admission to the hospice inpatient unit are recorded and analysed
4. Enhance service user involvement in hospice decision making

##### **Strategic Goal 2: Engaging with and responding to the changing commissioning environment**

1. Continue executive involvement in Healthier Wigan Partnership Alliance
2. Support GM Hospice Partnership to constructively engage with Greater Manchester Health and Social Care Partnership as the Integrated Care System is formalised
3. Clinical Key Performance Indicators are recorded consistently across the organisation and analysed regularly

##### **Strategic Goal 3: Reaching more people through working in Partnership**

1. Integrate the Hospice Nurse Specialist service into the Primary Care Networks
2. Reduce duplication of clinical work between different organisations and facilitate the patient experience as a seamless service
3. Expand the reach of the hospice education service across Wigan Borough
4. Work with the Borough Bereavement Strategy Group to identify gaps in bereavement service provision and develop proposals for service development
5. Enhance the partnership between hospice and hospital specialist palliative care services

##### **Strategic Goal 4: Ensuring our services are sustainable in the current statutory and charitable environment**

1. Continuation of online campaigns and gradual return of fundraising events
2. Raise awareness of the benefits and simplicity of living the hospice gifts in Wills
3. Increase overall numbers of hospice lottery plays
4. Enable the shop workforce to recover from the impact of the pandemic
5. Develop business intelligence and stewardship programme
6. Develop online presence across key social media mediums

##### **Strategic Goal 5: Ensuring the Hospice is compliant and is managing risk**

1. Continued revision of relevant policies and procedures
2. Implementation of the Lessons Learned Policy and Procedure
3. Implementation of the revised Risk Management Policy and Procedure at board, organisation and departmental levels
4. Patient Safety Audits automated via Ulysses

##### **Strategic Goal 6: Ensuring the Hospice has a competent and motivated workforce working in a safe and effective environment**

1. Develop the new Clinical Skills Educator role and integrate the new roles of Advanced Clinical Practitioner, Assistant Practitioner and FY2 doctor on the inpatient unit
2. Hospice clinical staff to feel their education and training needs are met



## Wigan and Leigh Hospice

### Report of the Trustees for the Year Ended 31 March 2021

#### STRATEGIC REPORT

3. Creation and implementation of regular staff surveys, with associated actions
4. Creation of Strategic Workforce Committee
5. Continue to develop effective internal communication pathways

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The organisation is a charitable company, incorporated in England and Wales on 10 November 1982, limited by guarantee under clause 6 of its Memorandum of Association. The company has no share capital, being a company limited by guarantee. Liability is limited to £5 for each member in the event of its being wound up. The number of members registered at 31 March 2021 is 63. The charitable company is governed by its Memorandum and Articles of Association. The company was registered as a charity by the Charity Commissioners for all purposes on 8 January 1983 (certificate number 513400).

##### Recruitment and appointment of Trustees

The Board of Trustees is made up of between seven and fifteen members. They are elected from members of the Hospice Association at its Annual General Meeting. One third of the trustees retire on a rolling basis after three years in office, these members are then eligible for re-election to the Board at the next Annual General Meeting. The Chairman is elected annually by the trustees at their first meeting following the Annual General Meeting. Recruiting and retaining the right trustees is an important aspect of governing the Hospice. It is important that the Board of Trustees has a balance of people with a range of skills and backgrounds who are able to contribute to the governance process.

##### Organisational structure

The Board of Trustees meets at least four times a year to direct and manage the governance of the Hospice. In addition supplementary 'away days' are held to discuss the broader aspects of Hospice strategy. The trustees have ultimate responsibility for setting the direction of the Hospice and their role is to ensure that the Hospice is financially viable, well run and that it meets the needs for which it was set up. This work includes agreeing the Hospice strategy, service developments and finances and reviewing and ratifying appropriate Hospice policies and procedures. Day to day management is delegated by the Board to the members of the executive team. A number of subcommittees meet on a quarterly basis including Risk & Performance, Audit & Clinical Guidelines, Medicines Management, Health & Safety and Finance. All of these committees have trustee membership.

The Board of Trustees considers current initiatives, service developments and strategic issues at its scheduled quarterly Board meetings. Comprehensive written reports are provided by the executive team which are discussed and considered at the meetings.

In addition to the executive team, which consists of the Chief Executive, Clinical Director and Medical Director, a broader senior management team meets regularly. This consists of the executive team members, the Head of Finance & Support Services, Head of Income Generation, Quality & Governance Lead, HR Manager and PR & Communications Lead. Departmental Heads are responsible to the appropriate member of the executive team.

##### Induction and training of new trustees

New trustees receive a comprehensive induction to acquaint themselves with the Hospice, its aims and objectives and its organisational structure. Hospice UK produce a '20 minute guide' for new trustees and the Charity Commission produce a number of excellent documents for new and existing trustees including 'The essential trustee' guide which explains what is expected of trustees in respect of charity law and how effective governance is best achieved. New trustees are encouraged to meet members of staff within the organisation to gain a wider understanding of the work of the Hospice. The Chief Executive ensures that all trustees are kept up to date with the wider issues around hospice and end of life care through the circulation of key documents. All trustees are encouraged to sign up to the weekly online Leader's Briefing from Hospice UK and to attend relevant training courses as and when these are felt appropriate.

##### Key management remuneration

Executive team remuneration is agreed by the finance subcommittee in consultation with the Chief Executive and by reference to the annual Hospice Rewards survey facilitated by Hospice UK together with data on salary levels for vacant posts advertised through the hospice network. The salaries currently being paid are commensurate with these roles in similarly sized hospices.



**Wigan and Leigh Hospice**  
**Report of the Trustees**  
**for the Year Ended 31 March 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Public benefit**

The trustees have considered the Charity Commission's guidance on public benefit and, in particular, the guidance on the relief of those in need by reason of ill-health. The trustees believe this charity provides a public benefit as its principal activity is to provide palliative and end of life care services which seek to enhance the quality of life of individuals living with a life limiting condition through the provision of in-patient, community and day therapy care and through education, training and support within the Hospice and to the wider health and social care economy.

**Fundraising standards and GDPR**

In 2016 the Fundraising regulator was established and the following year the Fundraising Preference Service was launched to strengthen the system of charity regulation and restore public trust in fundraising. The General Data Protection Regulation also came into force in 2018 and the Hospice established a working party with representatives from all areas of the Hospice and trustee representation to work through the requirements. Systems and processes have been established to ensure compliance. The trustees are satisfied that the Hospice is compliant with these regulations.

**Risk management**

The executive team and delegated departmental heads have conducted a review of the major risks to which the Hospice is exposed and systems have been established to mitigate those risks. A full risk assessment exercise is carried out annually as part of the Hospice's Health and Safety policy review by its advisors, Croner Consulting. The Hospice holds quarterly meetings of the Risk & Performance Management Committee which includes all members of the executive team, departmental heads (clinical and non-clinical) and trustees as part of its wider Quality and Governance processes. This committee analyses and responds to risk across a number of domains. Corrective action is taken where appropriate to limit the potential for reoccurrence. A comprehensive risk register is maintained and updated with the register being reviewed by the board annually. Internal financial risks are minimised by the implementation of procedures for the authorisation of financial transactions.

All staff and appropriate volunteers are required to complete annual mandatory training covering health and safety issues such as fire safety, moving and handling, basic food hygiene, equality & diversity and infection control. The Hospice Infection Control Team carries out regular audits and provides more advanced training to clinical staff. The Care Quality Commission and the Food Standards Agency carry out regular inspections of the Hospice. The CQC carried out its last inspection in 2016 at which the Hospice received an 'Outstanding' rating.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

01677155 (England and Wales)

**Registered Charity number**

513400

**Registered office**

Kildare Street  
Hindley  
Wigan  
Lancashire  
WN23HZ



**Wigan and Leigh Hospice**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**Trustees**

P Payne  
P F Carroll  
C Morley  
W Brown  
M S Evans  
Dr S E Fisher  
Dr S E Kenward  
J C Law  
D P Mayes  
P R Williams

Chair  
Vice Chair  
Honorary Treasurer

**Executive Team**

Dr A Baron  
J Carby  
Dr A Murray

Chief Executive  
Clinical Director  
Medical Director (employed by Wrightington, Wigan and Leigh NHS  
Foundation Trust from 1.7.19)

**Company Secretary**

G Dennett

**Auditors**

Styles and Co JFC Limited  
Heather House  
473 Warrington Road  
Culcheth  
Warrington  
WA3 5QU

**Bankers**

HSBC Bank plc  
21 The Grand Arcade  
Wigan  
Lancashire  
WN1 1BH

**Solicitors**

Platt & Fishwick  
The Old Bank  
47 King Street  
Wigan  
WN1 1DB

**Investment Managers**

Quilter Cheviot  
4<sup>th</sup> Floor  
The Pinnacle  
73 King Street  
Manchester  
M2 4NG

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Wigan and Leigh Hospice for the purposes of company law) are responsible for preparing the Report of the Trustees 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 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 those

**Wigan and Leigh Hospice**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**  
financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

In so far as the trustees are aware:

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

**AUDITORS**

The auditors, Styles and Co JFC Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 28/10/2021 and signed on the board's behalf by:

*Pauline Payne*

.....  
P Payne - Trustee



## **Report of the Independent Auditors to the Members of Wigan and Leigh Hospice**

### **Opinion**

We have audited the financial statements of Wigan and Leigh Hospice (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and 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 (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, including its income and expenditure, 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 charitable company'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 trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether 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.

### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of  
Wigan and Leigh Hospice**

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes 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 charitable company'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.



## **Report of the Independent Auditors to the Members of Wigan and Leigh Hospice**

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management and those charged with governance, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
  - Identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected, or alleged fraud;
  - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
- We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
- We reviewed any reports made to regulators.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

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.

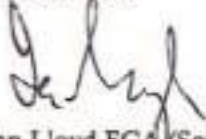
The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud often involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of  
Wigan and Leigh Hospice**

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Mr Ian Lloyd FCA (Senior Statutory Auditor)  
for and on behalf of Styles and Co JFC Limited  
Heather House  
473 Warrington Road  
Culcheth  
Warrington  
WA3 5QU

Date: 28.10.2021



**Wigan and Leigh Hospice**

**Statement of Financial Activities  
for the Year Ended 31 March 2021**

		Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	630,832	132,840	763,672	578,023
<b>Charitable activities</b>	5				
Grants and Contracts for the provision of care		2,261,069	1,688,487	3,949,556	1,786,777
Other trading activities	3	1,207,157	-	1,207,157	2,234,451
Investment income	4	<u>44,732</u>	<u>-</u>	<u>44,732</u>	<u>44,633</u>
<b>Total</b>		<b>4,143,790</b>	<b>1,821,327</b>	<b>5,965,117</b>	<b>4,643,884</b>
 <b>EXPENDITURE ON</b>					
Raising funds	6	688,465	-	688,465	992,733
<b>Charitable activities</b>	7				
Grants and Contracts for the provision of care		<u>2,647,356</u>	<u>1,838,410</u>	<u>4,485,766</u>	<u>4,282,318</u>
<b>Total</b>		<b>3,335,821</b>	<b>1,838,410</b>	<b>5,174,231</b>	<b>5,275,051</b>
Net gains/(losses) on investments		<u>247,983</u>	<u>-</u>	<u>247,983</u>	<u>(69,775)</u>
<b>NET INCOME/(EXPENDITURE)</b>		<b>1,055,952</b>	<b>(17,083)</b>	<b>1,038,869</b>	<b>(700,942)</b>
 <b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>7,545,185</u>	<u>1,632,533</u>	<u>9,177,718</u>	<u>9,878,660</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>8,601,137</u></b>	<b><u>1,615,450</u></b>	<b><u>10,216,587</u></b>	<b><u>9,177,718</u></b>

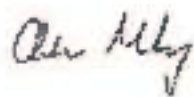
The notes form part of these financial statements

**Wigan and Leigh Hospice**

**Balance Sheet  
31 March 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	15	3,472,973	1,464,559	4,937,532	5,102,367
Investments	16	<u>1,293,803</u>	<u>-</u>	<u>1,293,803</u>	<u>1,039,553</u>
		4,766,776	1,464,559	6,231,335	6,141,920
<b>CURRENT ASSETS</b>					
Stocks	17	5,218	-	5,218	6,194
Debtors	18	705,111	-	705,111	439,274
Investments	19	1,298,997	-	1,298,997	2,049,655
Cash at bank		<u>2,052,389</u>	<u>158,293</u>	<u>2,210,682</u>	<u>777,112</u>
		4,061,715	158,293	4,220,008	3,272,235
<b>CREDITORS</b>					
Amounts falling due within one year	20	<u>(227,354)</u>	<u>(7,402)</u>	<u>(234,756)</u>	<u>(236,437)</u>
<b>NET CURRENT ASSETS</b>		<u>3,834,361</u>	<u>150,891</u>	<u>3,985,252</u>	<u>3,035,798</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>8,601,137</u>	<u>1,615,450</u>	<u>10,216,587</u>	<u>9,177,718</u>
<b>NET ASSETS</b>		<u>8,601,137</u>	<u>1,615,450</u>	<u>10,216,587</u>	<u>9,177,718</u>
<b>FUNDS</b>	21				
Unrestricted funds				8,601,137	7,545,185
Restricted funds				<u>1,615,450</u>	<u>1,632,533</u>
<b>TOTAL FUNDS</b>				<u>10,216,587</u>	<u>9,177,718</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 28.10.2021 and were signed on its behalf by:



.....  
C Morley - Trustee

The notes form part of these financial statements



**Wigan and Leigh Hospice****Cash Flow Statement  
for the Year Ended 31 March 2021**

	Notes	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	I	<u>769,259</u>	<u>(219,569)</u>
Net cash provided by/(used in) operating activities		<u>769,259</u>	<u>(219,569)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(116,312)	(154,432)
Purchase of fixed asset investments		(328,963)	(326,374)
Sale of tangible fixed assets		3,500	-
Sale of fixed asset investments		322,696	317,875
Receipts from the sale of investments		750,658	184,845
Interest received		12,241	20,191
Dividends received		<u>20,491</u>	<u>22,442</u>
Net cash provided by investing activities		<u>664,311</u>	<u>64,547</u>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>1,433,570</b>	<b>(155,022)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u><b>777,112</b></u>	<u><b>932,134</b></u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><b>2,210,682</b></u>	<u><b>777,112</b></u>

The notes form part of these financial statements

**Wigan and Leigh Hospice**

**Notes to the Cash Flow Statement  
for the Year Ended 31 March 2021**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2021 £	2020 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	1,038,869	(700,942)
Adjustments for:		
Depreciation charges	278,711	280,734
(Gain)/losses on investments	(247,983)	69,775
Profit on disposal of fixed assets	(1,064)	-
Interest received	(12,241)	(20,191)
Dividends received	(20,491)	(22,442)
Decrease in stocks	976	667
(Increase)/decrease in debtors	(265,837)	247,386
Decrease in creditors	<u>(1,681)</u>	<u>(74,556)</u>
<b>Net cash provided by/(used in) operations</b>	<u><b>769,259</b></u>	<u><b>(219,569)</b></u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.20 £	Cash flow £	At 31.3.21 £
<b>Net cash</b>			
Cash at bank	<u>777,112</u>	<u>1,433,570</u>	<u>2,210,682</u>
	<u>777,112</u>	<u>1,433,570</u>	<u>2,210,682</u>
<b>Liquid resources</b>			
Deposits included in cash	*	*	*
Current asset investments	<u>2,049,655</u>	<u>(750,658)</u>	<u>1,298,997</u>
	<u>2,049,655</u>	<u>(750,658)</u>	<u>1,298,997</u>
<b>Total</b>	<u><b>2,826,767</b></u>	<u><b>682,912</b></u>	<u><b>3,509,679</b></u>



## **I. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

### **Income**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued

**Income**

amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold Property	-2% on cost
Short leasehold property	-2% on cost
Fixtures, fittings and equipment	-12.5% on cost
Groundworks	-12.5% on cost
Computer hardware and software	-25% on cost
Motor vehicles	-25% on reducing balance

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cost is calculated using the first-in, first-out formula.

**Taxation**

As a registered charity the company is not liable to corporation tax on its income.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are unrestricted funds earmarked by the Board of Trustees for particular purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Unless stated otherwise in the notes to the financial statements, income and expenditure is unrestricted.



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**1. ACCOUNTING POLICIES - continued**

**Investments**

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

Investments in subsidiaries are measured at cost less impairment.

Current asset investments are short term highly liquid investments and are held at fair value. These include cash on deposit and cash equivalents with a maturity of less than one year.

**Hire purchase and leasing commitments**

Rentals applicable to leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**Debtors and creditors receivable/ payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates defined contribution and stakeholder pension plans for the benefit of its employees. Contributions are expensed as they become payable.

**Judgements and key sources of estimation uncertainty**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

**Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue as a going concern.

**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**2. DONATIONS AND LEGACIES**

	2021	2020
	£	£
Donations	665,755	417,846
Legacies	97,877	160,127
Member's subscriptions	<u>40</u>	<u>50</u>
	<b><u>763,672</u></b>	<b><u>578,023</u></b>

**3. OTHER TRADING ACTIVITIES**

	2021	2020
	£	£
Fundraising events	489,408	522,818
Charity shops	188,741	1,174,868
Lottery income	<u>529,008</u>	<u>536,765</u>
	<b><u>1,207,157</u></b>	<b><u>2,234,451</u></b>

**4. INVESTMENT INCOME**

	2021	2020
	£	£
Rents received	12,000	2,000
Dividends	20,491	22,442
Deposit account interest	<u>12,241</u>	<u>20,191</u>
	<b><u>44,732</u></b>	<b><u>44,633</u></b>

**5. INCOME FROM CHARITABLE ACTIVITIES**

		2021	2020
	Activity	£	£
Wigan Borough Clinical Commissioning Group	Grants and Contracts for the provision of care	1,766,768	1,533,449
Covid Grant Income	Grants and Contracts for the provision of care	1,968,216	-
Education Fees income	Grants and Contracts for the provision of care	(2,275)	8,204
Hospice in your Care Home	Grants and Contracts for the provision of care	194,506	178,332
Macmillan 7 Day Service Project income	Grants and Contracts for the provision of care	<u>22,341</u>	<u>66,792</u>
		<b><u>3,949,556</u></b>	<b><u>1,786,777</u></b>

Income from charitable activities was £3,949,556 (2020: £1,786,777) of which £1,688,487 (2020: £253,328) was attributable to restricted funds and £2,261,069 (2020: £1,533,449) was attributable to unrestricted funds.



**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**6. RAISING FUNDS**

**Raising donations and legacies**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Fund raising costs	135,910	219,983
Shop operating costs	405,039	525,523
Lottery operation costs	<u>133,292</u>	<u>233,284</u>
	<b><u>674,241</u></b>	<b><u>978,790</u></b>

Included within fund raising costs are wages costs of £77,761 (2020 - £118,869).

Included within shop operating costs are wages costs of £154,795 (2020 - £164,786).

Included within lottery operation costs are wages costs of £20,451 (2020 - £39,145).

**Investment management costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Portfolio management	<u>14,224</u>	<u>13,943</u>
	<b><u>688,465</u></b>	<b><u>992,733</u></b>

**7. CHARITABLE ACTIVITIES COSTS**

	<b>Direct Costs (see note 8) £</b>
Grants and Contracts for the provision of care	<b><u>4,485,766</u></b>

**8. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Staff costs	3,483,612	3,263,595
Travel costs	23,209	32,998
Insurance	42,100	40,031
Rates, light and heat	55,633	50,663
Telephone	27,731	21,874
Postage, stationery & printing	28,274	29,971
Laundry	13,991	17,302
Sundry expenses	8,682	18,615
Medical supplies	50,785	46,830
Catering	23,890	23,278
Cleaning	112,644	129,214
Repairs and renewals	111,426	98,977
Recruitment costs	5,715	6,064
Bank charges	6,462	8,308
Education and training	8,115	17,196
Drugs costs	<u>102,584</u>	<u>90,992</u>
Carried forward	<b>4,104,853</b>	<b>3,895,908</b>

**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**8. DIRECT COSTS OF CHARITABLE ACTIVITIES - continued**

	2021	2020
	£	£
Brought forward	4,104,853	3,895,908
Computer consumables & website	77,790	78,708
Subscriptions and journals	6,099	13,977
Legal fees	26,426	18,363
Auditor's remuneration	13,000	13,000
Venue Hire	-	42
Development costs	10,553	8,933
Depreciation	248,109	253,387
Loss on sale of assets	<u>(1,064)</u>	<u>-</u>
	<b><u>4,485,766</u></b>	<b><u>4,282,318</u></b>

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

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	278,711	280,734
Surplus on disposal of fixed assets	<u>(1,064)</u>	<u>-</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**11. STAFF COSTS**

	31.03.21	31.03.20
	£	£
Wages and salaries	3,127,406	3,013,048
Social security costs	260,634	240,190
Other pension costs	<u>348,578</u>	<u>333,157</u>
	<b><u>3,736,618</u></b>	<b><u>3,586,395</u></b>

The average monthly head count was 121 staff (2020: 114 staff) and the average number of whole time equivalent employees during the period was as follows:

	31.03.21	31.03.20
Clinical services	70	62
Support services	6	6
Income generation	6	8
Administration	14	13



**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**11. STAFF COSTS - continued**

<u>96</u>	<u>89</u>
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The number of employees who received total employee benefits of more than £60,000 per annum is as follows:

	31.03.21	31.03.20
£60,001-£70,000	1	1
£70,000-£80,000	1	1

The key management personnel of the charity during the year comprised the trustees, the Chief Executive Officer, the Clinical Director and the Consultant Medical Director. The employee benefits of key management personnel of the charity was £167,866 (2020: £192,877).

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	517,617	60,406	578,023
<b>Charitable activities</b>			
Grants and Contracts for the provision of care	1,533,449	253,328	1,786,777
Other trading activities	2,234,451	-	2,234,451
Investment income	<u>44,633</u>	<u>-</u>	<u>44,633</u>
<b>Total</b>	4,330,150	313,734	4,643,884
<b>EXPENDITURE ON</b>			
Raising funds	992,733	-	992,733
<b>Charitable activities</b>			
Grants and Contracts for the provision of care	3,985,455	296,863	4,282,318
<b>Total</b>	4,978,188	296,863	5,275,051
Net gains/(losses) on investments	<u>(69,775)</u>	<u>-</u>	<u>(69,775)</u>
<b>NET INCOME/(EXPENDITURE)</b>	(717,813)	16,871	(700,942)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	8,262,996	1,615,664	9,878,660
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>7,545,183</u>	<u>1,632,535</u>	<u>9,177,718</u>

## Wigan and Leigh Hospice

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 13. SUPPORT COSTS

Support costs incurred in the year in relation to charitable activities were as follows:

	31.3.21	31.3.20
	£	£
Staff costs	289,285	268,967
Postage, stationery and printing	8,482	7,344
Telephone	8,319	6,562
Rates, light and heat	8,547	7,761
Recruitment	1,715	1,819
Cleaning	16,895	19,382
Insurance	6,315	6,005
Sundries	773	1,839
Repairs and maintenance	16,193	14,672
Professional fees	43,441	35,604
Audit fees	13,000	13,000
	<u>412,965</u>	<u>382,955</u>

#### 14. GOVERNANCE COSTS

	31.3.21	31.3.20
	£	£
Professional fees	1,933	1,933
Audit fees	13,000	13,000
	<u>14,933</u>	<u>14,933</u>



Wigan and Leigh Hospice

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

15. TANGIBLE FIXED ASSETS

	Freehold property £	Short leasehold £	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>					
At 1 April 2020	678,261	5,466,034	2,034,429	107,474	8,286,198
Additions	-	8,956	107,356	-	116,312
Disposals	-	-	-	(29,500)	(29,500)
At 31 March 2021	<u>678,261</u>	<u>5,474,990</u>	<u>2,141,785</u>	<u>77,974</u>	<u>8,373,010</u>
<b>DEPRECIATION</b>					
At 1 April 2020	70,564	1,482,383	1,538,755	92,129	3,183,831
Charge for year	13,564	111,453	150,469	3,225	278,711
Eliminated on disposal	-	-	-	(27,064)	(27,064)
At 31 March 2021	<u>84,128</u>	<u>1,593,836</u>	<u>1,689,224</u>	<u>68,290</u>	<u>3,435,478</u>
<b>NET BOOK VALUE</b>					
At 31 March 2021	<u>594,133</u>	<u>3,881,154</u>	<u>452,561</u>	<u>9,684</u>	<u>4,937,532</u>
At 31 March 2020	<u>607,697</u>	<u>3,983,651</u>	<u>495,674</u>	<u>15,345</u>	<u>5,102,367</u>

16. FIXED ASSET INVESTMENTS

	Shares in group undertakings £	Listed investments £	Totals £
<b>MARKET VALUE</b>			
At 1 April 2020	2	1,039,551	1,039,553
Additions	-	328,963	328,963
Disposals	-	(294,048)	(294,048)
Revaluations	-	219,335	219,335
At 31 March 2021	<u>2</u>	<u>1,293,801</u>	<u>1,293,803</u>
<b>NET BOOK VALUE</b>			
At 31 March 2021	<u>2</u>	<u>1,293,801</u>	<u>1,293,803</u>
At 31 March 2020	<u>2</u>	<u>1,039,551</u>	<u>1,039,553</u>

There were no investment assets outside the UK.

Cost or valuation at 31 March 2021 is represented by:

	Shares in group undertakings £	Listed investments £	Totals £
Valuation in 2021	-	1,293,801	1,293,801
Cost	<u>2</u>	<u>-</u>	<u>2</u>
	<u>2</u>	<u>1,293,801</u>	<u>1,293,803</u>

**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**16. FIXED ASSET INVESTMENTS - continued**

The company's investments at the balance sheet date in the share capital of companies include the following:

**Wigan and Leigh Hospice Trading Company Limited**

Registered office: Kildare Street, Hindley, Wigan, Greater Manchester, WN2 3HZ

Nature of business: Dormant company

Class of share:	%
Ordinary	holding 100

	2021	2020
	£	£
Aggregate capital and reserves	2	2

**17. STOCKS**

	2021	2020
	£	£
Stocks	<u>5,218</u>	<u>6,194</u>

**18. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Trade debtors	81,991	24,914
Other debtors	13,120	16,624
Prepayments and accrued income	<u>610,000</u>	<u>397,736</u>
	<u>705,111</u>	<u>439,274</u>

**19. CURRENT ASSET INVESTMENTS**

	2021	2020
	£	£
Fixed Term Deposits	<u>1,298,997</u>	<u>2,049,655</u>

**20. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Trade creditors	78,751	115,871
Amounts owed to group undertakings	2	2
Accrued expenses	62,177	36,004
Other creditors	25,062	61
Deferred income	<u>68,764</u>	<u>84,499</u>
	<u>234,756</u>	<u>236,437</u>



Wigan and Leigh Hospice

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

21. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	7,545,185	1,055,952	8,601,137
<b>Restricted funds</b>			
DoH Capital Grant Funding	43,185	(2,015)	41,170
Hospice in your Care Home	124,834	(3,513)	121,321
NHS Health Education MPET funding	-	255	255
Building Fund- annexe	259,462	(7,043)	252,419
Building Fund-inpatient unit	139,637	(3,831)	135,806
Creative Arts Therapy Centre fund	15,138	(400)	14,738
NHS England Capital Grant- Woodview Centre	436,050	(10,200)	425,850
NHS England Capital Grant- Inpatient Unit	561,000	(12,000)	549,000
Macmillan 7 Day Service Project	-	20,975	20,975
Amberswood Garden Project	2,727	(454)	2,273
Hospital Saturday Fund	1,750	(250)	1,500
Westfield Health	9,297	(1,956)	7,341
Edward Gosling Foundation	4,298	(717)	3,581
Albert Hunt Trust	1,000	(1,000)	-
Wolfson Foundation	14,437	(2,063)	12,374
W G Edwards Charitable Foundation	2,231	-	2,231
Morrison's Foundation	15,349	(1,919)	13,430
D'Oyly Carte Charitable Trust	2,138	-	2,138
Bents & Bongs	-	2,170	2,170
National Lottery	-	3,971	3,971
Screwfix Foundation	-	2,907	2,907
	<u>1,632,533</u>	<u>(17,083)</u>	<u>1,615,450</u>
<b>TOTAL FUNDS</b>	<u>9,177,718</u>	<u>1,038,869</u>	<u>10,216,587</u>

**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**21. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	4,143,790	(3,335,821)	247,983	1,055,952
<b>Restricted funds</b>				
DoH Capital Grant Funding	-	(2,015)	-	(2,015)
Hospice in your Care Home	192,231	(195,744)	-	(3,513)
NHS Health Education MPET funding	-	255	-	255
Building Fund- annexe	-	(7,043)	-	(7,043)
Building Fund-inpatient unit	-	(3,831)	-	(3,831)
Creative Arts Therapy Centre fund	-	(400)	-	(400)
NHS England Capital Grant- Woodview Centre	-	(10,200)	-	(10,200)
NHS England Capital Grant- Inpatient Unit	-	(12,000)	-	(12,000)
Macmillan 7 Day Service Project	22,341	(1,366)	-	20,975
Amberswood Garden Project	-	(454)	-	(454)
Hospital Saturday Fund	-	(250)	-	(250)
Westfield Health	(732)	(1,224)	-	(1,956)
Edward Gosling Foundation	(120)	(597)	-	(717)
Alben Hunt Trust	-	(1,000)	-	(1,000)
Wolfson Foundation	-	(2,063)	-	(2,063)
Morrison's Foundation	-	(1,919)	-	(1,919)
Bents & Bongs	3,574	(1,404)	-	2,170
BUPA	1,800	(1,800)	-	-
National Lottery	9,829	(5,858)	-	3,971
Health Education England	15,404	(15,404)	-	-
Duchy of Lancaster	2,000	(2,000)	-	-
NHS England	1,453,993	(1,453,993)	-	-
Family Welfare Trust	1,200	(1,200)	-	-
Screwfix Foundation	3,322	(415)	-	2,907
Garfield Weston	25,000	(25,000)	-	-
Oak Centre	17,000	(17,000)	-	-
IPC Fund	19,922	(19,922)	-	-
WWL Funding	54,560	(54,560)	-	-
	<u>1,821,327</u>	<u>(1,838,410)</u>	<u>-</u>	<u>(17,083)</u>
<b>TOTAL FUNDS</b>	<u>5,965,117</u>	<u>(5,174,231)</u>	<u>247,983</u>	<u>1,038,869</u>



Wigan and Leigh Hospice

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

21. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	8,262,996	(717,811)	7,545,185
<b>Restricted funds</b>			
DoH Capital Grant Funding	45,446	(2,261)	43,185
Hospice in your Care Home	120,891	3,943	124,834
Building Fund- annexe	266,505	(7,043)	259,462
Building Fund-inpatient unit	143,468	(3,831)	139,637
Creative Arts Therapy Centre fund	15,538	(400)	15,138
NHS England Capital Grant- Woodview Centre	446,250	(10,200)	436,050
NHS England Capital Grant- Inpatient Unit	573,000	(12,000)	561,000
Macmillan 7 Day Service Project	1,385	(1,385)	-
Amberswood Garden Project	3,181	(454)	2,727
Hospital Saturday Fund	-	1,750	1,750
Westfield Health	-	9,297	9,297
Edward Gosling Foundation	-	4,298	4,298
Albert Hunt Trust	-	1,000	1,000
Wolfson Foundation	-	14,437	14,437
W G Edwards Charitable Foundation	-	2,231	2,231
Morrisons Foundation	-	15,349	15,349
D'Oyly Carte Charitable Trust	-	2,138	2,138
	<u>1,615,664</u>	<u>16,869</u>	<u>1,632,533</u>
<b>TOTAL FUNDS</b>	<u>9,878,660</u>	<u>(700,942)</u>	<u>9,177,718</u>

**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**21. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	4,330,150	(4,978,186)	(69,775)	(717,811)
<b>Restricted funds</b>				
DoH Capital Grant Funding	-	(2,261)	-	(2,261)
Hospice in your Care Home	186,537	(182,594)	-	3,943
Building Fund- annexe	-	(7,043)	-	(7,043)
Building Fund-inpatient unit	-	(3,831)	-	(3,831)
Creative Arts Therapy Centre fund	-	(400)	-	(400)
NHS England Capital Grant- Woodview Centre	-	(10,200)	-	(10,200)
NHS England Capital Grant- Inpatient Unit	-	(12,000)	-	(12,000)
Macmillan 7 Day Service Project	66,792	(68,177)	-	(1,385)
Amberswood Garden Project	-	(454)	-	(454)
Hospital Saturday Fund	2,000	(250)	-	1,750
Westfield Health	10,521	(1,224)	-	9,297
Edward Gosling Foundation	4,895	(597)	-	4,298
Albert Hunt Trust	1,000	-	-	1,000
Wolfson Foundation	16,500	(2,063)	-	14,437
W G Edwards Charitable Foundation	3,840	(1,609)	-	2,231
Alex Rusby	1,500	(1,500)	-	-
Morrison's Foundation	15,349	-	-	15,349
D'Oyly Carte Charitable Trust	4,800	(2,652)	-	2,138
	<u>313,734</u>	<u>(296,865)</u>	<u>-</u>	<u>16,869</u>
<b>TOTAL FUNDS</b>	<u>4,643,884</u>	<u>(5,275,051)</u>	<u>(69,775)</u>	<u>(700,942)</u>



**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**21. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	8,262,996	338,141	8,601,137
<b>Restricted funds</b>			
DoH Capital Grant Funding	45,446	(4,276)	41,170
Hospice in your Care Home	120,891	430	121,321
NHS Health Education MPET funding	-	255	255
Building Fund- annexe	266,505	(14,086)	252,419
Building Fund-inpatient unit	143,468	(7,662)	135,806
Creative Arts Therapy Centre fund	15,538	(800)	14,738
NHS England Capital Grant- Woodview Centre	446,250	(20,400)	425,850
NHS England Capital Grant- Inpatient Unit	573,000	(24,000)	549,000
Macmillan 7 Day Service Project	1,385	19,590	20,975
Amberswood Garden Project	3,181	(908)	2,273
Hospital Saturday Fund	-	1,500	1,500
Westfield Health	-	7,341	7,341
Edward Gosling Foundation	-	3,581	3,581
Wolfson Foundation	-	12,374	12,374
W G Edwards Charitable Foundation	-	2,231	2,231
Morrisons Foundation	-	13,430	13,430
D'Oyly Carte Charitable Trust	-	2,138	2,138
Bents & Bongs	-	2,170	2,170
National Lottery	-	3,971	3,971
Screwfix Foundation	-	2,907	2,907
	<u>1,615,664</u>	<u>(214)</u>	<u>1,615,450</u>
<b>TOTAL FUNDS</b>	<u>9,878,660</u>	<u>337,927</u>	<u>10,216,587</u>

## Wigan and Leigh Hospice

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 21. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	8,473,940	(8,314,007)	178,208	338,141
<b>Restricted funds</b>				
DoH Capital Grant Funding	-	(4,276)	-	(4,276)
Hospice in your Care Home	378,768	(378,338)	-	430
NHS Health Education MPET funding	-	255	-	255
Building Fund- annexe	-	(14,086)	-	(14,086)
Building Fund-inpatient unit	-	(7,662)	-	(7,662)
Creative Arts Therapy Centre fund	-	(800)	-	(800)
NHS England Capital Grant- Woodview Centre	-	(20,400)	-	(20,400)
NHS England Capital Grant- Inpatient Unit	-	(24,000)	-	(24,000)
Macmillan 7 Day Service Project	89,133	(69,543)	-	19,590
Amberswood Garden Project	-	(908)	-	(908)
Hospital Saturday Fund	2,000	(500)	-	1,500
Westfield Health	9,789	(2,448)	-	7,341
Edward Gosling Foundation	4,775	(1,194)	-	3,581
Albert Hunt Trust	1,000	(1,000)	-	-
Wolfson Foundation	16,500	(4,126)	-	12,374
W G Edwards Charitable Foundation	3,840	(1,609)	-	2,231
Alex Rusby	1,500	(1,500)	-	-
Morrisons Foundation	15,349	(1,919)	-	13,430
D'Oyly Carte Charitable Trust	4,800	(2,662)	-	2,138
Bents & Bongs	3,574	(1,404)	-	2,170
BUPA	1,800	(1,800)	-	-
National Lottery	9,829	(5,858)	-	3,971
Health Education England	15,404	(15,404)	-	-
Duchy of Lancaster	2,000	(2,000)	-	-
NHS England	1,453,993	(1,453,993)	-	-
Family Welfare Trust	1,200	(1,200)	-	-
Screwfix Foundation	3,322	(415)	-	2,907
Garfield Weston	25,000	(25,000)	-	-
Oak Centre	17,003	(17,003)	-	-
IPC Fund	19,922	(19,922)	-	-
WWL Funding	54,560	(54,560)	-	-
	<u>2,135,061</u>	<u>(2,135,275)</u>	<u>-</u>	<u>(214)</u>
<b>TOTAL FUNDS</b>	<u>10,609,001</u>	<u>(10,449,282)</u>	<u>178,208</u>	<u>337,927</u>

Unrestricted funds hold incoming resources for the general purpose of the charity, to be spent within its objects; the balance at the period end £8,601,137 (2020 - £7,545,185) represents the net assets of the fund.

Restricted funds hold grants and other income given for specific purposes. The balance at the year end represents the net assets of the funds.



## Wigan and Leigh Hospice

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 21. MOVEMENT IN FUNDS - continued

Department of Health Capital Grant Funding - This is a contribution from the Department of Health under its programme to enhance the hospice environment for patients and carers.

Hospice in your Care Home - This is a contribution from the Wigan & District Cancer Research Committee and Wigan Council to fund a pilot project offering ongoing practical advice and support in eight nursing homes across the Borough.

NHS Health Education England MPET funding - These are contributions from NHS Health Education England (MPET monies) to fund training for staff in Care Homes and GP practices.

Building Fund annexe - This is a contribution from Ashton, Leigh and Wigan PCT and The Big Lottery Fund to assist with the build of the new annexe.

Building Fund inpatient unit, Creative Arts Therapy Centre Fund and replacement of floorcoverings Fund - These are all contributions from the Department of Health for capital improvements under the Dignity in Care for Older People programme.

NHS England Capital Grant Woodview Centre capital costs - This is a contribution from NHS England to enhance the hospice environment for patients and carers.

NHS England Capital Grant Inpatient Unit - This is a contribution from NHS England towards the capital costs for the inpatient refurbishment project.

Macmillan 7 Day Service fund - This is funding from Macmillan Cancer Care for a two year project involving Wrightington Wigan & Leigh NHS Trust and the Hospice to trial enhanced access to specialist medical and nursing support at weekends and Bank Holidays in the community and acute settings.

Amberswood Garden Project fund - This is funding from the National Lottery 'Awards for All' programme for the creation of a secluded garden area and wildflower retreat within the Hospice grounds.

Hospital Saturday Fund - This is a contribution from the Hospital Saturday Fund to purchase 2 syringe pumps for use on the In Patient Unit.

Westfield Health - This is a contribution from Westfield Health to purchase 9 syringe pumps for use on the In Patient Unit.

Edward Gosling Foundation - This is a contribution from the Edward Gosling Foundation for the purchase of 7 mattresses for use on the In Patient Unit.

Albert Hunt Trust - This is a contribution from the Albert Hunt Trust to fund replacement duvet covers for the In Patient Unit rooms.

Wolfson Foundation - This is a contribution from the Wolfson Foundation to fund the installation of a canopy over the patients' entrance.

W G Edwards Charitable Foundation - This is a contribution from W G Edwards Charitable Foundation for the installation of an organic patio garden for use by the Oak Centre patients.

Alex Rusby - This grant was awarded to fund the cost of tuition fees.

Morrisons Foundation - This is a contribution from Morrisons Foundation to fund the refurbishment of our mortuary.

D'Oyly Carte Charitable Trust - This is a contribution from D'Oyly Carte Charitable Trust to fund the establishment of Music and Art therapy groups in our Oak Centre.

Bents & Bongs - This grant was awarded to fund the purchase of 10 nebulisers and 2 suction pump units.

## Wigan and Leigh Hospice

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 21. MOVEMENT IN FUNDS - continued

**BUPA** - This grant was received from BUPA UK Foundation to help towards increased costs of PPE and cleaning equipment due to COVID-19.

**National Lottery** - The National Lottery Community Fund awarded this grant to install a path in the car park to improve the accessibility to the Hospice for pedestrians and those who use wheelchairs and bicycles.

**Health Education England** - Health Education England awarded this grant in regards to student placements.

**Duchy of Lancaster** - This was a grant received from Duchy of Lancaster to fund the purchase of bed linen.

**NHS England** - The NHSE awarded funding to allow the hospice to make available bed capacity and community support from April 2020 to July 2020 to provide support to people with complex needs in the context of the COVID-19 situation and to provide bed capacity and community support from November 2020 to March 2021 for the same purpose.

**Family Welfare Trust** - This is a contribution from Family Welfare Trust to fund the purchase of a suction pump.

**Screwfix Foundation** - This is a contribution from Screwfix Foundation to fund the refurbishment of the kitchen on the in-patient unit.

**Garfield Weston** - This is a contribution from The Garfield Weston Foundation to help fund the Oak Centre project.

**Oak Centre** - This grant was received to cover the payment of employees who were seconded to Wigan Council for three months.

**IPC Fund** - The Adult Social Care Infection Control Fund was issued by the Government to reduce the rate of transmission of COVID-19 within and between care settings, in particular by helping to reduce the need for staff movements between sites.

**WWL Funding** - This grant was used to commission two additional Nurse Specialist posts, to enhance access to specialist palliative care services at weekends and public holidays.

#### 22. RELATED PARTY DISCLOSURES

##### Walter Brown Printers Limited

During the period the company made purchases of £25,189 (2020: £31,112) from Walter Brown Printers Limited, a company in which Mr W Brown is a director. Walter Brown Printers Limited have supplied the company for a number of years, prior to Mr W Brown's appointment as a trustee, and all transactions are at arm's length following trustees' approval.

At the year end the charity owed £nil (2020: £1,815) to Walter Brown Printers Limited.



**Wigan and Leigh Hospice**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**23. FINANCIAL INSTRUMENTS**

The carrying amounts of the charity's financial instruments are as follows:

	31.3.21	31.3.20
	£	£
<b>Financial assets</b>		
Measured at fair value through income and expenditure:		
- Fixed asset listed investments (note 16)	<u>1,293,801</u>	<u>1,039,551</u>
Debt instruments measured at amortised cost:		
-Trade debtors (note 18)	81,991	24,914
-Other debtors (note 18)	13,120	16,624
-Cash at bank	2,210,682	777,112
-Fixed term deposits (note 19)	<u>1,298,997</u>	<u>2,049,655</u>
	3,604,790	2,868,305
Equity instruments measured at cost less impairment:		
-Investment in subsidiary (note 16)	<u>2</u>	<u>2</u>

**Financial liabilities**

Measured at amortised cost:		
-Trade creditors (note 20)	78,751	115,871
-Amounts owed to group undertakings (note 20)	2	2
-Accrued expenses (note 20)	62,177	36,004
-Other creditors (note 20)	<u>25,062</u>	<u>61</u>
	165,992	151,938

**24. ANALYSIS OF RESERVES**

	31.3.21	31.3.20
	£	£
Total reserves	10,216,587	9,177,718
Less:		
Restricted funds	(1,615,450)	(1,632,533)
Designated funds	(300,000)	(550,000)
Unrestricted tangible fixed assets	<u>(3,472,973)</u>	<u>3,660,083</u>
Freely available reserves	4,828,164	3,335,102

## Wigan and Leigh Hospice

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 25. DESIGNATED FUNDS

The following designated funds have been set aside out of unrestricted funds by the directors for specific purposes:

	Balance at 1.4.20 £	New Designations £	Utilised/ released £	Balance at 31.3.21 £
Dilapidation and refurbishment	300,000	8,769	(8,769)	300,000
Wellbeing service (including Oak Centre)	250,000	0	(250,000)	0
	<u>550,000</u>	<u>8,769</u>	<u>(258,769)</u>	<u>300,000</u>

#### 26. PENSION COSTS

The company made contributions to defined contribution pension schemes during the year. The contributions for the year, charged to the Statements of Financial Activities were £348,578 (2020 - £333,157). There were no amounts outstanding at the end of the year (2020 - £nil).

#### 27. OPERATING LEASES

Total future minimum lease payments under non-cancellable operating leases are as follows:

	31.03.21 £	31.03.20 £
Not later than one year	137,636	150,340
Later than one year and not later than five years	<u>57,178</u>	<u>88,919</u>
	<u>195,014</u>	<u>239,259</u>

#### 28. LEGAL STATUS OF THE CHARITY

Wigan & Leigh Hospice is a company limited by guarantee in England and has no share capital. The liability of each member in the event of winding up is limited to £5. The address of the registered office is given in the charity information on page 10 of these financial statements.

#### 29. CONTINGENT ASSET

The charity has a claim pending for loss of income in respect of a business interruption insurance policy. The trustees are confident that this claim will be successful, but a final figure has not yet been agreed.



**Wigan and Leigh Hospice**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021**

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	665,755	417,846
Legacies	97,877	160,127
Member's subscriptions	<u>40</u>	<u>50</u>
	763,672	578,023
<b>Other trading activities</b>		
Fundraising events	489,408	522,818
Charity shops	188,741	1,174,868
Lottery income	<u>529,008</u>	<u>536,765</u>
	1,207,157	2,234,451
<b>Investment income</b>		
Rents received	12,000	2,000
Dividends	20,491	22,442
Deposit account interest	<u>12,241</u>	<u>20,191</u>
	44,732	44,633
<b>Charitable activities</b>		
Wigan Borough Clinical Commissioning Group	1,766,768	1,533,449
Covid Grant Income	1,968,216	.
Education Fees income	(2,275)	8,204
Hospice in your Care Home	194,506	178,332
Macmillan 7 Day Service Project income	<u>22,341</u>	<u>66,792</u>
	3,949,556	1,786,777
<b>Total incoming resources</b>	<b>5,965,117</b>	<b>4,643,884</b>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fund raising costs	135,910	219,983
Shop operating costs	405,039	525,523
Lottery operation costs	<u>133,292</u>	<u>233,284</u>
	674,241	978,790
<b>Investment management costs</b>		
Portfolio management	14,224	13,943
<b>Charitable activities</b>		
Staff costs	3,483,612	3,263,595
Carried forward	<u>3,483,612</u>	<u>3,263,595</u>

This page does not form part of the statutory financial statements

**Wigan and Leigh Hospice**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021**

	2021 £	2020 £
<b>Charitable activities</b>		
Brought forward	3,483,612	3,263,595
Travel costs	23,209	32,998
Insurance	42,100	40,031
Rates, light and heat	55,633	50,663
Telephone	27,731	21,874
Postage, stationery & printing	28,274	29,971
Laundry	13,991	17,302
Sundry expenses	8,682	18,615
Medical supplies	50,785	46,830
Catering	23,890	23,278
Cleaning	112,644	129,214
Repairs and renewals	111,426	98,977
Recruitment costs	5,715	6,064
Bank charges	6,462	8,308
Education and training	8,115	17,196
Drugs costs	102,584	90,992
Computer consumables & website	77,790	78,708
Subscriptions and journals	6,099	13,977
Legal fees	26,426	18,363
Auditor's remuneration	13,000	13,000
Venue Hire	-	42
Development costs	10,553	8,933
Depreciation of tangible fixed assets	248,109	253,387
Profit on sale of tangible fixed assets	<u>(1,064)</u>	<u>-</u>
	<b><u>4,485,766</u></b>	<b><u>4,282,318</u></b>
<b>Total resources expended</b>	<b><u>5,174,231</u></b>	<b><u>5,275,051</u></b>
<b>Net income/(expenditure) before gains and losses</b>	<b>790,886</b>	<b>(631,167)</b>
<b>Realised recognised gains and losses</b>		
Realised gains/(losses) on fixed asset investments	<u>247,983</u>	<u>(69,775)</u>
<b>Net income/(expenditure)</b>	<b><u>1,038,869</u></b>	<b><u>(700,942)</u></b>

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