



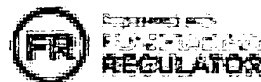
Company number: 04825988
Charity Number: 1099562

The J's Hospice

Report & Financial Statements

31 March 2018

THE J'S HOSPICE
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COMPANIES HOUSE

EVERY ONE OF US
MAKING A DIFFERENCE
NEW REPORT

The J's Hospice

Reference and administrative details

For the year ended 31 March 2018

Status	The organisation is a charitable company limited by guarantee, incorporated on 9 July 2003 in the UK and registered as a charity in England & Wales on 22 September 2003	
	It is a wholly owned subsidiary of Havens Christian Hospices, HCH, which is registered as charity number 1022119.	
Company number	04825988	
Charity number	1099562	
Registered office and operational address	119 Newland Street Witham Essex CM8 1BE	
Trustees	The trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:	
	Nicola Grant	(Chair)
	Barry Linger	(Vice Chair)
	Colin Grannell	(Resigned 1 April 2017)
	Christina Thurston	(Resigned 1 April 2017)
	Bob Barclay	(Resigned 1 April 2017)
	Christine Hill	(Resigned 1 April 2017)
	Brian Terry a)	(Appointed 1 April 2017)
	Brian Gillard a)	(Appointed 1 April 2017)
	Terry Harding a)	(Appointed 1 April 2017)
	Helen Forster	(Appointed 1 April 2017)
	Clive Pegler	(Appointed 1 April 2017)
		(Resigned 15 May 2017)
	a) Also a Trustee of Havens Christian Hospices	
Auditors	Sayer Vincent LLP Chartered Accountants and Statutory Auditors Invicta House 108-114 Golden Lane London EC1Y 0TL	
Bankers	The Co-operative Bank 11 Market Road Chelmsford Essex CM1 1XW Santander UK Plc Customer Service Centre Bootle Merseyside L30 4GB	

THE J'S HOSPICE

TRUSTEES' ANNUAL REPORT

Mission Statement

The J's provides both palliative and respite care for young Essex adults with life-limiting and life-threatening conditions.

- We aim to give the best possible quality of life.
- We give nursing, emotional, practical, psycho-social and bereavement support to patients and their families.

Vision Statement

To develop The J's services in order to deliver a comprehensive, first class and trusted palliative care *solution* for all young adults with life limiting and life threatening conditions in Essex, expanding in to the East of England.

The J's Hospice Values

- Respect: We always consider others in our words and actions.
- Behaviour: We have a respectful attitude when working with others.
- Passion: We understand and communicate the importance of The J's model of young adult hospice care.
- Ownership: We demonstrate a view and responsibility for achieving the goals of the organisation.
- Inspiring: We effectively communicate the passion and values of The J's to all.

Public Benefit

The charitable object of The J's is to provide hospice and respite care services for young adults with life-limiting and life-threatening conditions throughout Essex. We want young adults to live the best possible quality of life, as independently as they can, as well as supporting them and their families at end of life.

The Trustees' report explains how we have benefited the public within our charitable objective. When setting the objectives and planning the work of The J's Hospice for the year, the Trustees have given careful consideration to the Charity Commission's guidance on public benefit.

Objectives and activities

Activities

The J's Hospice provides skilled age-appropriate care including the following services:

- Enabling young people to transition to adult services.
- Advocacy and advice relating to health, social needs, education, employment and family matters.
- Key worker function - coordinating all aspects of care and support.
- Planned respite care and support.
- Emergency respite care.
- Access to social and therapeutic groups.
- Pain control and symptom management.
- Counselling and emotional support.
- Spiritual support to all faiths and none.
- Activities and days out.
- Music therapy.
- Complementary therapies including massage and reflexology.
- Family support.
- Volunteer drivers.
- Pre and post bereavement support.

Objectives, Measuring Success and Key Performance Indicators

During the year ended 31 March 2017 The J's Hospice faced an increasing challenge in fully funding the planned services for patients and their families. As a responsible organisation with a priority to do everything possible to safeguard the future of the care provided for young adults we focused on ensuring a robust and effective clinical service was provided whilst securing the long term financial sustainability of the charity by identifying an opportunity for merger or takeover. On 1 April 2017, The J's Hospices became a wholly owned subsidiary of Havens Christian Hospices.

1. Providing specialist services to meet need:

The J's Hospice service enhances quality of life and death for patients with life-limiting and life-threatening conditions by empowering them to make choices about their care and treatment as well as encouraging them to develop fully in to adulthood. The J's directly provides nursing, wellbeing and respite care and support to young adults. We measure our performance by the outputs (the number of young adults and their families who benefit from the service and the hours of care delivered) and the outcomes (the quality of our service and levels of satisfaction).

- During 2017/18 we provided on-going care and support to 143 young adults and their families, 46 young adults were in the 16-25 year age group and received support with their transition to adult services.
- 9 patients died during the year and received end of life care and support. We took on 23 new referrals during the period.

THE J'S HOSPICE

TRUSTEES' ANNUAL REPORT

- We provided 7,530 hours of respite care in the patients' own homes and out in their community.
- Our Wellbeing team provided a total of 600 visits to our patients and their families through the year, including bereavement support to 89 families and carers. Our annual Light up a life Service was again very well received.
- We held eight Inspire! Saturday groups with an average attendance of 18 young adults at each, providing an opportunity for young people to socialise and have fun. Each session is themed, for example, the Paralympic themed Inspire! included inspirational talks by Paralympian Gold and Bronze medallist Dan Bentley and MBE award winner Lucy Watts, as well as boccia, archery, Scalextric cars and wheelchair races.
- We continued to work in partnership with St Helena Hospice to deliver a therapeutic transition day group (TJIM) in North East Essex. Young adults accessed complementary therapies, such as reflexology, massage, hand massage and music therapy, as well as having an opportunity to socialise and enjoy other activities such as Yoga, arts and crafts on a weekly basis.
- We also run a group, in partnership with St Francis Hospice in Barking and Havering called Rockin' and Rollin. The aim of which is to fill a gap in services available to people aged 18 to 30 in this area, with staff on hand to ensure everyone receives the support they need whilst relaxing in a fun environment.
- We organised 10 'J's Days', facilitated days out and activities. These included a visit to Tropical Wings, an Ice Skating trip, a Spa Day and watching a Pantomime. They are enjoyed by all who attend as they create strong memories of good times especially between patients and their family members but also between patients who have an opportunity to get to know each other.
- The young adult focus group continues to shape our services and our annual Service User Survey and monthly "In Touch" patients' e-newsletter facilitates communication and patient participation.
- All patients have a named Key Worker. The key worker is responsible for supporting management of the patients' conditions and illnesses through self care, therapies, specialist symptom control and advice. The key worker has a significant role in the early identification and prevention of crisis and then the management of appropriate interventions. Intervention and support extends to families and carers ensuring young people and their families are cared for in a holistic way, integrating health and social needs.
- Feedback from our Service User Survey confirmed that satisfaction level was high with 97.5% of respondents reporting a high or very high level of satisfaction and the remainder expressing satisfaction. The key themes identified for further action were with regard to the scheduling of respite care shifts and access to wellbeing services. The new care coordinator is improving the scheduling of care shifts and we are actively seeking to recruit volunteer therapists to our wellbeing team.

THE J'S HOSPICE

TRUSTEES' ANNUAL REPORT

- In January 2017 the Care Quality Commission rated The J's Hospice service as good in each of the CQC's five key lines of enquiry (i.e. that the service is Safe, Effective, Caring, Responsive and Well Led), and awarded The J's Hospice services an overall rating of "good".

2. Developing relationships and partnerships:

- The partnership with Havens Hospices is now complete, with the clinical service amalgamating fully within the Care Directorate on 1 April 2018. This consolidates children's and young adult services ensuring young people in Essex experience well coordinated care and smooth transition to adult services. This merger of the services results in the first all-age service for palliative care in the country. We worked towards a formal partnership with Havens Christian Hospice (HCH) during the year and became a wholly owned subsidiary on 1 April 2017. HCH and The J's Hospice have a long history of working together to provide care and we share a strong desire to see young people in Essex prepare for, move into and become settled in to adulthood and well coordinated adult services.
- We evidenced our clinical outcomes for quality, innovation, productivity and hospital admission avoidance to inform our business cases for support and continued to receive support from Mid Essex, North East Essex, West Essex and Castle Point and Rochford Clinical Commissioning Groups (CCGs).
- We received further funding from NHS England for our work with young adults aged 16-19 years, received funding from Action for Children to support our Inspire! social group (short breaks) and Colchester Catalyst for the TJIM therapeutic day hospice group in North East Essex.

3. Further develop our organisational structure:

- Our activities and support would not be possible without our dedicated and enthusiastic volunteers. Over 140 volunteers give their time regularly in a variety of roles, rising to over 500 for the fundraising events.
- We reviewed the Information Governance assessment using the NHS IG Toolkit and implemented its findings.
- The CQC approved the appointment of a new Registered Manager to The J's Hospice in February 2018 after the resignation of the longstanding Director of Clinical Services.

Period ahead

From 1 April 2017 The J's Hospice became a wholly owned subsidiary of Havens Christian Hospice (HCH). The acquisition was put into effect via formal resolutions which were passed by the J's former members and trustees, with Havens becoming the sole member of the J's company and charity from 1 April 2017. Practically this means that whilst HCH becomes the over-arching charity, The J's continues to govern itself via a new Trustee Board that focuses on The J's Hospice services.

The new Trustee Board includes two existing J's Hospice Trustees and four new Trustees, three of whom are HCH Trustees and one is HCH's executive Director of Care. The new Board of Trustees took responsibility for governing The J's Hospice and directing how it is managed and run. It is overseeing the transition in to HCH over time of The J's operations, functions, staff, assets and donors.

THE J'S HOSPICE

TRUSTEES' ANNUAL REPORT

In the financial year April 2018- March 2019 the objectives will be:

For service delivery:

- To provide practical nursing care and emotional support to young adults with life-limiting and life-threatening conditions in order to facilitate the following:
 - Assist in the immediate support and care of patients who wish to be discharged from hospital to hospice to home at the terminal stage.
 - Increase the numbers of patients safely supported at home in order to reduce the number of inappropriate admissions to hospitals, hospice or nursing homes.
 - Manage pain and control other symptoms.
 - Support young adults' and their families' physical, emotional and spiritual wellbeing.
- To increase the number of patients achieving their wish to die in their own home or preferred place of death.
- To facilitate a comfortable and dignified end of life when the patients preferred place of care and death is their own home.
- To develop a new Transition Project that will provide peer mentors of young adults who have gone through transition to be linked with children who are facing transition to be a role model, guide and support to this process. The project will be led by a transition worker with support and training given to mentors, children and families. This model will be piloted over a 30 month period and disseminated to other services nationally. To provide planned and emergency age-appropriate respite care in the home and in the community.
- To empower young adults so they can take ownership of their health, wellbeing, social, education, employment and family matters.
- To increase socialisation and reduce isolation for young adults.
- To identify opportunities to develop and expand services for young adults.

For fundraising, retail and communications:

- Continue to consolidate J's and Havens Hospice's fundraising and retail activities to secure income in line with budgets and planned future growth.
- Continue to consolidate J's and Havens Hospice's communications activities to ensure a coordinated approach for branding, communications activity and public relations.

For support services:

- Continue to integrate J's and Havens Hospice's support services including financial, accounting, human resources, ICT and facilities management.

Following the full merger of this organisation into Havens Christian Hospices, these objectives will be continued within the Havens group.

THE J'S HOSPICE

TRUSTEES' ANNUAL REPORT

FINANCIAL REVIEW

Reserves policy

The Trustees have examined the charity's requirements for reserves in light of risks to the organisation. The Trustees look to the future with increased confidence as a result of the J's Hospice becoming a wholly owned subsidiary of the Havens Christian Hospice on 1 April 2017 and the continuing support that HCH will provide by utilising the Group's reserves.

Funding and charitable expenditure

The principal funding for the charity is from voluntary sources. Total income from donations and fundraising events/activities was £499,544 for the year ended 31 March 2018. Our thanks go to all our donors, event participants, trusts, community groups and corporate partners for their amazing support.

Staff turnover contributed to voluntary income not reaching target with vacancies for Head of Fundraising, Trusts Fundraiser and a Corporate Fundraiser arising during the year.

The operation of The J's Hospice shop was transferred to Havens Trading Company Ltd (HHT), a wholly owned subsidiary of HCH, from 1 April 2017 via a licence agreement between The J's Hospice and HHT.

The J's received a total of £140,000 from four Essex Clinical Commissioning Groups (North East Essex, Mid Essex, West Essex and Castle Point and Rochford CCGs). The Department of Health provided a grant of £53,078 for providing palliative care to young people aged 16-19 years for the period 1 April 2017 - 31 March 2018. We secured an additional £115,416 from local authority and continuing healthcare funding as direct payments for carers.

Expenditure continues to be focussed on supporting the key activities of the Charity. Budget controls were implemented to reduce expenditure in line with the lower than anticipated income during the year.

Structure, Governance and Management

Legal status and governing document

From 1 April 2017 The J's Hospice became a wholly owned subsidiary of Havens Christian Hospice (Registered Charity Number 1022119, Company Number 02805007, Registered Address Stuart House, 47 Second Avenue, Westcliff-on-Sea, Essex SS0 8HX). As at the date of this report, the Governance structures are mostly integrated into HCH with HCH Governance Committees reporting to the Trustees of the J's as required. Clinical governance still rests with a separate committee within the J's which reports into the J's Trustee Board.

As a wholly owned subsidiary, The J's Hospice retains its Registered Charity number 1099562 and remains a Company Limited by Guarantee 04825988. Its registered office is 119 Newland Street, Witham, Essex CM8 1BF.

Going concern

It is intended to merge the activities of this organisation into Havens Christian Hospices during the current financial year. Although the current services will continue as normal, the J's as a legal entity is expected to be liquidated. Therefore the financial statements are not prepared on a Going Concern basis.

THE J'S HOSPICE

TRUSTEES' ANNUAL REPORT

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and it is governed under its Articles of Association which follow the standard Charity Commission format. The Articles of Association were amended on 1 April 2017 when HCH became the sole member of The J's Hospice.

Qualifying third party insurance indemnity was in place during the year in respect of all Trustees at a cost of £246. In the event of the Charity winding-up, each Trustee's liability is £10.

Board of Trustees

The directors of the company are also known as charity Trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the Trustees are elected for a period of three years, after which they may be re-elected at the next annual meeting for a maximum of two further three year terms.

In an effort to maintain a broad skill and knowledge mix, Trustees are requested to complete a skills audit, any areas identified as being lacking will be filled through active recruitment in these skill areas.

All Trustees are familiar with the work of the charity and many are involved in our care and support or fundraising in a voluntary capacity.

New Trustees are provided with the Charity Commission 'Essential Trustee' guidance and are mentored by the Chair or Vice Chair of the Board in understanding the role and expectations of a Trustee. Induction includes attending The J's Inspire! group to meet patients and their families and attending a Volunteer Training Day that includes Information Governance training and Safe Guarding training.

None of our Trustees receive remuneration or other benefit from their work with the charity. The charity keeps a register of Trustees' interests and the Chair reminds Trustees to declare any relationship which could create a conflict of interest.

Organisational structure

The Trustees met monthly in 2017-18 and will meet quarterly in the coming year.

Key Management Personnel

All key management personnel are employed by Havens Christian Hospices.

Remuneration policy for key management personnel

The trustees have identified the executive team of HCH as the key management personnel of the charity. Executive pay is determined by the governance committee within HCH.

Fundraising

The Fundraising Regulator, established in January 2016, is the new independent regulator of charitable fundraising, established to strengthen the system of charity regulation and restore public trust in fundraising. The J's Hospice and Havens Christian Hospices are committed to ensure all their fundraising is clear, honest and open; fair and reasonable; accountable and responsible; respectful and abides by all the codes of fundraising practice. The fundraising team receive annual training to ensure they are aware of existing and new codes, and how to put these into practise. All fundraising activity is reviewed annually by the Fundraising and Communications Governance Committee, a sub-Committee of the Board of Trustees who consider the validity, value and ethics of all proposed fundraising methods under the CC20 guidance from the charity Commission.

The J's Hospice is a local charity, and most voluntary income comes for local people and organisations. In 2017-2018 many people across Essex once again took part in a J's event (including runs, cycles, and challenges) or organised their own event in aid of the charity, or donated via collection tins. The charity continued to benefit from being the Mayor of Chelmsford's Charity, receiving £ 21,900 in the year and from the association with Redrow Homes Limited which has raised £ 46,092 to date. Training is provided to all canvassers, and all activity is monitored to ensure the effectiveness of the training.

The J's also complies with all relevant legislation including General Data Protection Regulations and Electronic Communications Privacy Regulations. All J's supporters receive opportunities on their communications to choose what information they may like to receive and when. Additionally, a "friendly check" is encouraged in all donor communications, in person and on the phone, to ensure supporters are happy with the way the charity is communicating with them.

The charity, together with Havens, has implemented a "supporter promise" which states that:

- the charity will never sell donors' details to any third parties
- donors and supporters can choose the information they receive from the charity
- donors and supporters can choose how they are contacted – The J's undertakes never to contact them if they ask the charity not to

The hospice has a clear complaints policy and an organisational fundraising policy to guide acceptance of donations. These are checked and monitored via the charity's governance committees.

The charity has received no complaints in respect of Fundraising.

Risk management

The J's Hospice ensures it has effective systems and controls (including policies, practices and procedures) relating to risk management and risk assessment, taking into account the reputational risks associated with The J's Hospice activities. The risk procedures and policies of HCH are now implemented within this organisation.

Procedures are in place to ensure compliance with health and safety of staff, volunteers and visitors to the organisation. Care services are delivered in line with Care Quality Commission (CQC) requirements to ensure a consistent quality of delivery and identify areas for improvement.

THE J'S HOSPICE

TRUSTEES' ANNUAL REPORT

Statement of Trustees' responsibilities

The Trustees, who are also Directors of The J's Hospice for the purposes of company law, are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and Charities SORP: FRS 102.

Company Law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application or resources including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in existence.

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

The Trustees confirm that so far as they are aware, there is no relevant audit information of which the charitable company's auditors are unaware. They have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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

Auditor

A resolution to appoint Sayer Vincent LLP as auditor of the Charity will be put to the Trustees.

Signed for and on behalf of the Trustees



B Linger
Trustee

Approved by the Trustees on 22/8/2018

Independent auditor's report

to the members of

The J's Hospice

Opinion

We have audited the financial statements of The J's Hospice (the 'charitable company') for the year ended 31 March 2018 which comprise the statement of financial activities, balance sheet, statement of cash flows 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, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 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
- Have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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.

Emphasis of matter - matter in relation to going concern

Without qualifying our opinion, we draw attention to the disclosures in the trustees' annual report and note 1 of the financial statements. The J's Hospice plans to transfer all its assets and liabilities to Havens Christian Hospice. As a consequence, the financial statements have been prepared on a basis other than as a going concern although no adjustments were required as a result.

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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

Independent auditor's report

to the members of

The J's Hospice

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- The information given in the trustees' annual report, for the financial year for which the financial statements are prepared is consistent with the financial statements
- The trustees' annual report, has been prepared in accordance with applicable legal requirements

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

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

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, 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.

Independent auditor's report

to the members of

The J's Hospice

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.

Auditor's responsibilities for the audit of the financial statements

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

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

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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.

Joanna Pittman (Senior statutory auditor)

20 September 2018

for and on behalf of Sayer Vincent LLP, Statutory Auditor

Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

THE J'S HOSPICE

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Income from:					
Donations and legacies	4	170,350	44,983	215,333	297,665
Charitable activities	5	115,416	193,078	308,494	393,088
Other trading activities:					
Fundraising activities		284,211	-	284,211	146,934
Sale of donated goods		-	-	-	83,653
Investments		119	-	119	193
Other income		34,266	-	34,266	1,902
Total income		604,362	238,061	842,423	923,435
Expenditure on:					
Raising funds:					
Costs of fundraising activities	7	227,896	-	227,896	242,415
Costs of selling donated goods	8	-	-	-	64,876
Charitable activities	9	495,146	235,566	730,712	727,482
Total expenditure		723,042	235,566	958,608	1,034,773
Net movement in funds		(118,680)	2,495	(116,185)	(111,338)
Total funds brought forward at 1 April 2017		23,211	-	23,211	134,549
Total funds carried forward 31 March 2018		£ (95,469)	£ 2,495	£ (92,974)	£ 23,211

The income statement includes all gains and losses recognised in the year.

All activities relate to continuing operations.

THE J'S HOSPICE

BALANCE SHEET

AS AT 31 MARCH 2018

	Notes	£	2018 £	2017 £
Fixed assets				
Tangible assets	12		1,718	10,959
Investments	13		-	1
			<u>1,718</u>	<u>10,960</u>
Current assets				
Trade debtors		19,444		14,314
Prepayments and accrued income		-		20,685
Other debtors		-		22,108
Cash and cash equivalents		126,777		79,035
		<u>146,221</u>		<u>136,142</u>
Creditors: amounts falling due within one year				
Trade creditors		(8,589)		-
Amounts due to parent company and its subsidiary entities		(232,324)		-
Taxation and social security		-		(12,368)
Dilapidations and accruals		-		(31,803)
Deferred income		-		(8,408)
Other creditors		-		(15,965)
Loan		-		(50,000)
		<u>(240,913)</u>		<u>(123,891)</u>
Net current (liabilities) / assets			(94,692)	12,251
Net (liabilities) / assets			<u>£ (92,974)</u>	<u>£ 23,211</u>
Funds				
Restricted funds			2,495	-
Unrestricted funds			(95,469)	23,211
			<u>£ (92,974)</u>	<u>£ 23,211</u>

Approved by the Board of Trustees on

22/8/

2018 and signed on its behalf by:

B. Linger

B Linger - Trustee

Company registration number: 04825988
Charity registration number: 1099562

THE J'S HOSPICE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	2018 £	2017 £
Net expenditure	(116,185)	(111,338)
Add: Depreciation	3,743	9,396
Less: Interest received	(119)	(193)
Additions to fixed assets	(1,345)	-
Decrease / (increase) in debtors	37,663	(19,448)
Increase in creditors	117,022	15,545
Intra Group transfer of fixed assets	6,843	-
Profit on disposal of tangible fixed assets	-	(1,700)
Cash provided by / (used in) operating activities	47,622	(107,738)
Cash flows from investing activities		
Interest received	119	193
Disposal of tangible fixed assets	-	1,700
Disposal of investments	1	-
Cash generated from investing activities	120	1,893
Decrease in cash and cash equivalents during the year	47,742	(105,845)
Cash and cash equivalents at the beginning of the year	79,035	184,880
Cash and cash equivalents at the end of the year	126,777	79,035

THE J'S HOSPICE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2018

1 GENERAL INFORMATION

The J's Hospice is a company limited by guarantee, registered in England and Wales, registration number 04825988. The registered office address is 119 Newland Street, Witham, Essex CM8 1BE. It is also a registered charity, registration number 1099562.

2 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102, effective 1 January 2015) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (September 2015) and the Companies Act 2006.

Consolidation

The charity was a parent company, holding 100% of The J's Hospice Trading Limited until its dissolution on 8 August 2017. Consolidated financial statements have not been prepared as the subsidiary company was dormant throughout the year.

Income

Donations, gifts, legacies, investment income, registration fees and sponsorship from fund raising events are included in the Statement of Financial Activities as soon as the conditions for receipt have been met, and there is a reasonable assurance of receipt.

Funds received directly for the provision of respite care services are recognised at the point of invoice, once the care has been provided.

Grants are recognised in the period to which they relate. Where grants do not relate to a specific period, they are recognised as soon as the conditions for receipt have been met, and there is a reasonable assurance of receipt. Grants received in respect of fixed assets are taken directly to the Statement of Financial Activities.

Expenditure

Expenditure is recognised in the Statement of Financial Activities when a liability is incurred. All expenditure is accounted for on an accruals basis.

Expenditure on raising funds includes the expenditure associated with the activities undertaken by the charity to generate funds.

Expenditure on charitable activities includes expenditure incurred in providing respite care to patients.

Support costs include central functions and have been apportioned to the separate classes of expenditure based on staff costs.

THE J'S HOSPICE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2018

2 ACCOUNTING POLICIES - (continued)

Fixed assets

Fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected lives on the following basis:

Premises, fixtures and office equipment	- 20% to 25% on cost
Motor vehicles	- 25% on cost
Clinical equipment	- 25% on cost

Fixed assets with a value below £500 are not capitalised.

Investments

Investments are stated at cost less provision for any diminution in value.

Donated goods and services

The charity receives certain donated services which are recognised within the Financial Statements at the fair value of the cost of services received. The balance is also recognised as donation income.

Pension costs

The parent charity operates a defined contribution pension scheme. Contributions payable are charged in the Statement of Financial Activities.

Taxation

The J's Hospice is a charity within the meaning of the Charities Act 2011 and as such is a charity within the meaning of Part 11, Corporation Tax Act 2010. Accordingly The J's Hospice is potentially exempt from taxation in respect of income or gains received within categories covered by Part 11, Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied exclusively to its charitable purposes.

2 ACCOUNTING POLICIES - (continued)

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets or financial liabilities:

- Short term debtors (financial assets) are measured at amortised cost.
- Short term creditors and loans (financial liabilities) are measured at amortised cost.

Fund accounting

Unrestricted funds are general funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity.

Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the term of the lease.

Going concern

It is intended to merge the activities of this organisation into Havens Christian Hospices during the current financial year. Although the current services will continue as normal, the J's as a legal entity is expected to be liquidated. Therefore the financial statements are not prepared on a Going Concern basis.

The transfer to Havens Christian Hospice will include all activities, assets and liabilities, and so no adjustment is required to the assets and liabilities of the J's Hospice as everything will be continuing in Havens.

Cash and cash equivalents

Cash equivalents are recognised as such and included with other cash balances where they represent short term, highly liquid investments that are readily convertible to known amounts of cash without being subject to a significant change in value.

THE J'S HOSPICE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2018

3 SIGNIFICANT JUDGEMENTS AND ESTIMATES

The more significant judgements and estimates involved in the preparation of the financial statements include assessing the depreciation rates applicable to tangible fixed assets, the estimation of costs to be incurred regarding dilapidations on rented premises, estimation of the VAT to be reclaimed in respect of current year's expenditure and the way in which certain costs should be apportioned. Further details regarding these points are included within the accounting policies or notes to the financial statements, where relevant.

4 INCOME FROM DONATIONS AND LEGACIES

Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Analysis by activity:				
Clinical services	£ 170,350	£ 44,983	£ 215,333	£ 297,665
This can be further analysed as follows:				
Redrow Homes Ltd	46,092	-	46,092	-
Matchroom	-	37,500	37,500	-
Mayor of Chelmsford	21,900	-	21,900	-
The Charis Trust	10,000	-	10,000	-
Chelmsford Cemetary and Crematorium	5,000	-	5,000	-
The Albert Hunt Trust	7,000	-	7,000	5,000
The Rotary Club of South Woodham Ferrers	2,750	-	2,750	-
John Lewis	1,833	-	1,833	-
Wickford Inner Wheel Club	2,000	-	2,000	-
The PJK Charitable Trust	2,610	-	2,610	3,000
Colchester Catalyst Charity	-	7,483	7,483	2,572
The Joan Ainslie Charitable Trust	5,000	-	5,000	5,000
Lady Yven Peng McNeice Foundation	4,000	-	4,000	-
Walter Farthing (Trust) Ltd	-	-	-	2,000
The Souter Charitable Trust	-	-	-	2,000
Essex Youth Trust	-	-	-	1,000
Essex Community Foundation	-	-	-	5,000
The W O Street Charitable Foundation	-	-	-	2,500
Other donations	62,165	-	62,165	269,593
	£ 170,350	£ 44,983	£ 215,333	£ 297,665

Restricted funds received above total £44,983 (2017 : £15,381).

THE J'S HOSPICE

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

5 INCOME FROM CHARITABLE ACTIVITIES

Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Analysis by activity:				
Clinical services	£ 115,416	£ 193,078	£ 308,494	£ 393,088
This can be further analysed as follows:				
NHS West Essex CCG	-	30,000	30,000	30,000
NHS North East Essex CCG	-	50,000	50,000	50,000
NHS Mid Essex CCG	-	40,000	40,000	40,000
NHS England (see note below)	-	53,078	53,078	73,071
Castle Point and Rochford CCG	-	20,000	20,000	20,000
Havens Hospices	-	-	-	42,000
Action for Children	-	-	-	6,670
St Francis Hospice	-	-	-	1,400
St Helena Hospice	-	-	-	16,635
Respite care services	115,416	-	115,416	113,312
	£ 115,416	£ 193,078	£ 308,494	£ 393,088

NHS England provided a grant of £53,078 (2017: £53,078) for providing palliative care to young people aged 16-19. Included in the year is an amount of £nil (2017 : £19,993) released from deferred income brought forward.

Restricted funds received above total £193,078 (2017: £279,776).

THE J'S HOSPICE

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

6 SUPPORT COSTS

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Staff costs	76,238	-	76,238	97,988
Premises and office costs	59,594	-	59,594	58,129
Administration	85,401	-	85,401	48,005
Depreciation	3,742	-	3,742	2,661
Recoverable VAT	-	-	-	(43,817)
	£ 224,975	£ -	£ 224,975	£ 162,966

Allocated as follows:

		Total Funds 2018 £		Total Funds 2017 £
Expenditure on charitable activities	75.0%	168,731	75.0%	122,225
Expenditure on raising funds	25.0%	56,244	25.0%	40,741
		£ 224,975		£ 162,966

Restricted funds included in support costs total £ nil (2017 : £7,536).

7 COSTS OF FUNDRAISING ACTIVITIES

	Note	2018 £	2017 £
Support costs	6	56,244	40,741
Staff costs		127,586	135,982
Administrative costs		-	11,647
Other direct costs		44,066	54,045
		£ 227,896	£ 242,415

THE J'S HOSPICE

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

8 COSTS OF SELLING DONATED GOODS

	2018 £	2017 £
Staff costs	-	31,406
Premises costs	-	21,242
Administration	-	5,568
Depreciation	-	6,660
	<u>£ -</u>	<u>£ 64,876</u>

9 EXPENDITURE ON CHARITABLE ACTIVITIES

	Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Analysis by activity:					
Clinical services		<u>£ 495,146</u>	<u>£ 235,566</u>	<u>£ 730,712</u>	<u>£ 727,482</u>
This can be further analysed as follows:					
Support costs	6	168,731	-	168,731	122,225
Staff costs		260,000	235,566	495,566	465,969
Administration		13,347	-	13,347	3,738
Clinical expenses		42,254	-	42,254	101,043
Bad debts and write offs		1,571	-	1,571	-
Depreciation		3,743	-	3,743	76
Auditor's remuneration		5,500	-	5,500	5,250
Accountancy costs		-	-	-	7,272
Legal costs		-	-	-	7,509
IT Support		-	-	-	14,400
		<u>£ 495,146</u>	<u>£ 235,566</u>	<u>£ 730,712</u>	<u>£ 727,482</u>

Restricted funds expended above total £235,566 (2017 : £ 336,338).

THE J'S HOSPICE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2018

10 TRUSTEES' REMUNERATION AND EXPENSES

None of the Trustees have received remuneration or been reimbursed any expenses from the Charity during the year (2017: £ nil)

11 STAFF COSTS

	2018 £	2017 £
Wages and salaries	625,204	669,979
National insurance contributions	41,365	45,020
Pension contributions	28,369	16,346
Other staff costs	4,552	-
	<u>£ 699,490</u>	<u>£ 731,345</u>

There were no employees whose annual remuneration was £60,000 or more.

The average number of employees during the year/period was:

	2017 Number	2016 Number
Clinical	15	19
Fundraising	4	9
Administrative	2	4
	<u>21</u>	<u>32</u>

All employees are now employed by HCH and staff costs/numbers include staff employed by HCH but providing services to J's. All key management personnel were paid by HCH during the year.

THE J'S HOSPICE

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

12 TANGIBLE FIXED ASSETS

	Premises, fixtures and office equipment £	Motor vehicles £	Clinical equipment £	Total £
Cost				
At 1 April 2017	72,497	16,000	3,250	91,747
Additions	1,345	-	-	1,345
Disposals	(39,433)	(16,000)	(3,250)	(58,683)
Intra Group transfers	(6,843)	-	-	(6,843)
At 31 March 2018	27,566	-	-	27,566
Depreciation				
At 1 April 2017	61,538	16,000	3,250	80,788
Charge for the year	3,743	-	-	3,743
Depreciated on disposals	(39,433)	(16,000)	(3,250)	(39,923)
At 31 March 2018	25,848	-	-	25,848
Net book value				
At 31 March 2018	£ 1,718	£ -	£ -	£ 1,718
At 31 March 2017	£ 10,959	£ -	£ -	£ 10,959

13. FIXED ASSET INVESTMENTS

	£
Cost at 1 April 2017	1
Disposals	(1)
At 31 March 2018	-

14. ANALYSIS OF NET LIABILITIES BETWEEN FUNDS: AS AT 31 MARCH 2018

	Restricted funds £	General funds £
Tangible fixed assets	-	1,718
Cash in hand and at bank	2,495	124,282
Other net liabilities	-	(221,469)
	2,495	(95,469)

THE J'S HOSPICE

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

15. ANALYSIS OF NET LIABILITIES BETWEEN FUNDS COMPARISON: AS AT 31 MARCH 2017

	Restricted funds £	General funds £
Tangible fixed assets	-	10,960
Cash in hand and at bank	-	79,035
Other net liabilities	-	(66,784)
	<u>-</u>	<u>23,211</u>

16. MOVEMENT IN FUNDS; YEAR ENDED 31 MARCH 2018

	At the start of the year	Incoming resources	Outgoing resources	At the end of the year
Restricted funds	-	238,061	(235,566)	2,495
Unrestricted funds	23,211	604,362	(723,042)	(95,469)
	<u>23,211</u>	<u>842,423</u>	<u>(958,608)</u>	<u>(92,974)</u>

MOVEMENT IN FUNDS: YEAR ENDED 31 MARCH 2017

	At the start of the year	Incoming resources	Outgoing resources	At the end of the year
Restricted funds	41,181	295,157	(336,338)	-
Unrestricted funds	93,368	628,278	(698,435)	23,211
	<u>134,549</u>	<u>923,435</u>	<u>(1,034,773)</u>	<u>23,211</u>

THE J'S HOSPICE

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

17. STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2017

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £
Income from:			
Donations and legacies	282,284	15,381	297,665
Charitable activities	113,312	279,776	393,088
Other trading activities:			
Fundraising activities	146,934	-	146,934
Sale of donated goods	83,653	-	83,653
Investments	193	-	193
Other income	1,902	-	1,902
Total income	628,278	295,157	923,435
Expenditure on:			
Raising funds:			
Costs of fundraising activities	242,415	-	242,415
Costs of selling donated goods	64,876	-	64,876
Charitable activities	391,144	336,338	727,482
Total expenditure	698,435	336,338	1,034,773
Net expenditure for the year/period	(70,157)	(41,181)	(111,338)
Balances brought forward at 1 April 2016	93,368	41,181	134,549
Balances carried forward 31 March 2017	£ 23,211	£ -	£ 23,211

18. OPERATING LEASES

At 31 March 2018 the Charity had total future minimum lease payments under non-cancellable leases expiring as follows:

	2018 £	2017 £
Within one year	19,500	21,033
Between two and five years	19,500	561
	£ 39,000	£ 21,594

During the year the Charity incurred expenditure of £24,086 (2017: £40,140) relating to operating leases.

THE J'S HOSPICE

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

19. ULTIMATE CONTROLLING PARTY

The ultimate controlling party is Havens Christian Hospices, the sole member.