

**THE DONNA LOUISE TRUST  
CONSOLIDATED BALANCE SHEET  
AND FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 31 MARCH 2009**

**THE DONNA LOUISE TRUST**  
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**FOR THE PERIOD ENDED 31 MARCH 2009**

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**THE DONNA LOUISE TRUST**  
**CHAIRMAN'S STATEMENT**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

THIS STATEMENT AND TRUSTEES REPORT REFERS TO A NINE MONTH REPORTING PERIOD DUE  
TO A CHANGE IN THE DATE OF THE TRUST'S ACCOUNTING PERIOD

The past nine months have been extremely challenging for us all. We are in the midst of a very severe economic downturn from which the Charity has not been immune. It has been necessary for us to review and restructure our activities to ensure that our expenditure does not exceed income. This process has necessitated some service modifications and salary restrictions for staff. I am pleased to report that, as a result of these measures we were able to finish the accounting period with a modest surplus. This is a commendable achievement in a difficult financial climate and I would like to thank all the staff who have rallied together magnificently to ensure that we continue to deliver a high quality service to our children and families.

**The Service**

Insufficient funding means that we have still not achieved full opening. In October we commenced a pattern of condensed opening so that we provide overnight respite at the hospice for 4 nights a week, although we maximise the number of children staying at that time. This has meant that mostly we have been able to provide as many respite stays to children as last period whilst realising a significant saving on our overhead costs. This is intended to be a temporary measure and it is our clear ambition to move to full opening in due course. Throughout this period we have been open for end of life care and emergencies as and when needed. Our community nursing team has continued to support families at home and we have also made good use of the building for day care.

**Finance**

We made a commitment at the start of the period that we would live within our means and try to build up a financial 'cushion' to help us to manage our way through the inevitable peaks and troughs of our income. We are heavily dependent upon voluntary income to maintain our services - over the period we received only 24% of our income from statutory sources – the remainder came as a result of donations and fundraising activity. We are grateful to all those who give, both large and small amounts, to ensure that our services to children and families are maintained. We also acknowledge the welcome support that we have received from our Stoke on Trent and Cheshire Primary Care Trusts, and from the Department of Health.

**Fundraising**

Despite the economic slowdown, we achieved pleasing income results for the financial period 2008/09. We now have a full strength team of fundraisers able to proactively fundraise across our geographical region and support the efforts of our wonderful Friends Groups. This increased staff capacity has been complemented with increased use of volunteers within the Fundraising Team.

December 2008 was highlighted by increased media coverage on the announcement of our service cutbacks as well as the launch of our Angel Love Christmas Appeal, which featured a very moving family story. The campaign was a great success, raising £10,000 as well as increasing our supporter base.

We continued our profile raising during the first part of 2009 with our SOS Appeal which was a strong call to action to generate support and income to help us through the recession. The appeal generated a large amount of media coverage along with assistance by celebrities Jo Brand, Nick Hancock and Rory Delap. Our Patron Robbie Williams also publicly backed our campaign which helped to raise the profile of the appeal and the charity.

## THE DONNA LOUISE TRUST

## CHAIRMAN'S STATEMENT (continued)

FOR THE PERIOD ENDED 31 MARCH 2009

**Personnel**

I am pleased to record that the Trustee appointments of David Carr and Dr David Brookfield have brought additional strength and experience to the Board. Bill Alderton, Treasurer since the formation of the Trust, stepped down during the period and, I am pleased to say, remains a Trustee. Valerie Wood ACA, a director of DPC Accountants Limited, was appointed Treasurer during the period.

After 10 years as Chairman, good governance requires me to step down and I am delighted to be handing over to Dr Gordon Carpenter. Gordon is a founder member of the Trust and I know he will take us on from strength to strength. I have thoroughly enjoyed my role as Chairman and would like to thank everyone who helps to make this such a special place, for your support and friendship. I particularly want to pay tribute to all our staff for their unfailing commitment and dedication to providing such an excellent service for our children and families.

X *D.J. Milburn*

.....  
David Milburn

Chairman

X *11th August 2009*

.....  
Date

**THE DONNA LOUISE TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

The Donna Louise Trust is a company limited by guarantee and not having a share capital under the Companies Acts 1985 and 1989 (registration number 3701610) and is registered with the Charity Commissioners as a charity (registration number 1075597) under the Charities Act 1993.

**Legal and Administrative Information**

**Directors/Trustees**

David Milburn FCA (Chairman)  
 Dr John Alexander BSc, M.B., MSc., M.R.C.P., F.R.C.P.Ch  
 Dr David Brookfield M.B., Ch.B., F.R.C.P., F.R.C.P.Ch., D.C.H – Appointed 22.09.08  
 Dr Gordon Carpenter M.B., Ch.B., Dip. Comm. Paed.  
 David Carr DL OBE  
 Keith Harrison MSc  
 Derek Miller LI.B  
 Anthony Swift  
 David Gladman BA (Hons)  
 Bill Alderton AIB  
 Christopher Barry BSc Eng  
 John Tyler BSc (Hons) CMIOSH

Trustees are appointed in accordance with the Articles of Association of the Company, one third (or the number nearest one third) retiring at each annual general meeting and being eligible for reappointment. All Trustees give their time voluntarily and receive no benefits from the charity other than reasonable travelling expenses. Any expenses claims are set out in Note 8 to the Accounts.

<b>Secretary</b>	Wendy Jennings LI.B
<b>Treasurer</b>	Valerie Wood ACA
<b>Chief Executive</b>	Nuala O’Kane
<b>Head of Care</b>	Margaret Harvey RGN, RSCN, HV
<b>Bankers</b>	Barclays Bank plc PO Box 202 Town Road Hanley Stoke on Trent
<b>Auditors</b>	DJH Accountants Limited Porthill Lodge High Street Wolstanton Newcastle under Lyme Staffordshire ST5 0EZ
<b>Legal Advisors</b>	Knight Solicitors llp The Brampton Newcastle under Lyme Staffordshire ST5 0QW
<b>Administrative Offices</b> (Registered Offices)	Treetops 1 Grace Road Trentham Stoke on Trent Staffordshire ST4 8FN

**THE DONNA LOUISE TRUST**  
**REPORT OF THE TRUSTEES (continued)**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**Trustees' Responsibilities**

Charity Law requires us to prepare for each financial period financial statements that give a true and fair view of the state of the affairs of the Charity and of its incoming resources and their application for that period. In preparing those financial statements we are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements that are reasonable and prudent
- State whether the policies adopted are in accordance with the Statement of Recommended Practice 2005 and with applicable accounting standards (subject to any material departures explained in the financial statements)
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue business

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable us to ensure that the financial statements comply with the Charities Act 1993. We are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Trustees' Investment Powers and Policy on Reserves**

The Trustees have power to invest and expend the funds of the Charity in such a manner as they shall consider most beneficial for the achievement of the objects in accordance with Article 28 of the Articles of Association of the Charity.

Funds in this context constitute all funds held in cash, at the Trust's bankers, or in the form of other current, medium or long term investments which may be publicly traded, which form part of the Trust's unrestricted funds available for expenditure on the Trust's charitable purposes. The Trustees consider that it is desirable to aim to hold a minimum of three months' total operating expenditure in reserve, with the strategic aim of building reserves up to £1 million, in order to smooth the effect of any adverse fluctuations in income. The Trustees have also reviewed the requirement for maintaining such reserves in both a readily accessible form, such as bank current, deposit and Money Market accounts, or in longer-term investments. The Trustees currently considers it prudent to maintain all reserves in a readily accessible form of bank current, deposit and Money Market accounts.

The policy is reviewed annually by the Trustees and reserve levels by the Finance and General Purposes Committee, any necessary amendments to the policy are recommended to the Full Board. When the pattern of future income streams becomes more predictable the Trustees may, with the benefit of independent professional advice, consider appropriate forms of longer-term investment of funds held in excess of the desired minimum three months' operating expenditure.

**Charitable Objectives**

The aim of the Charity is to improve the quality of life of children and young adults suffering from life limiting or life threatening conditions in Staffordshire and South Cheshire, together with those of their families and carers. It intends to achieve this aim principally through the provision of a hospice and a home support service. All of our services are provided free of charge. The admissions criteria for the service is that:

- The child or young person will have been diagnosed as having a life threatening or life limiting condition and therefore not expected to reach nineteen years of age.
- The age at referral will usually be under sixteen years old unless the child or young person is not expected to live for more than two years.

**Organisational Structure**

The Charity is a company limited by guarantee and is managed by the Trustees. Donna Louise Promotions Limited is a wholly owned subsidiary and is included in the group financial statements.

**Recruitment of Trustees**

As a matter of policy the Trust would normally advertise for new trustees locally to ensure that the most suitable candidates are selected for interview. To address any skills gaps, the Board may on occasion invite applications from people with particular qualifications. All new Trustees are given a formal induction programme. In appropriate cases, by agreement with the Trustees and the applicant, a trustee designate may attend up to three Trustee meetings before his/her appointment is confirmed.

**THE DONNA LOUISE TRUST**

**REPORT OF THE TRUSTEES (continued)**

**FOR THE PERIOD ENDED 31 MARCH 2009**

**Objectives and Achievements**

The core purposes of the Trust are –

To provide respite and end of life care to life limited or life threatened children up to the age of 19 and support to parents and other family members; to run a children's hospice service from our purpose built establishment in Trentham and to offer support, nursing and end of life care in the family home if required. Our service is based on need and is offered at no charge to families in the spirit of learning and listening, valuing diversity, with children and families at the heart of all that we do. In all our endeavours - care, fundraising or support services – we will act with openness, integrity, fairness and accountability and we will aim for excellence in all that we do.

During the period the Trustees agreed a strategic plan – which includes a number of objectives and key activities. These objectives and activities have been reviewed, and the benefits that they have brought to those who access the service have been identified. In carrying out this review and in planning for future services we have referred to the guidance offered by the Charity Commission on public benefit.

**Objective 1**

**To provide a quality end of life and respite care service for life limited or life threatened children and their families**

- This is our primary purpose - all other objectives are in support of this primary aim.
- Throughout the period we have supported 153 children and their families.
- 8 children using our service have died during the period.

**Objective 2**

**To secure ongoing, and predictable and sustainable income**

- Income totalling £371,851 was received during the period from statutory sources, a combination of direct Government Grant and local PCT contributions.
- Funding from the National Lottery and Grant Making Trusts totalled £219,610.
- We have established a strong fundraising team and have in place an achievable fundraising strategy.

**Objective 3**

**To build and maintain sufficient reserves to provide continuity of service**

- We ended the financial period with reserves of £272,584.
- Our long term aim is to build up reserves of at least £1 million.

**Objective 4**

**To grow our service in a planned, incremental and affordable fashion**

- Due to financial constraints we have been unable to plan for any growth during the period.
- Our Care Development and Clinical Governance Committee is planning the growth strategy for when circumstances change.

**Objective 5**

**To provide our support and care services to all life limited or life threatened children and their families within our catchment area who wish to access us**

- We have acquired a bespoke care database and implemented training for staff in its use, to enable us to know who is accessing our service, how much support we are giving each child; ensuring that we are allocating our resources fairly.
- We have conducted a publicity campaign throughout Staffordshire and South and East Cheshire, utilising local newspapers and radio, to raise our profile throughout the catchment area.

**Objective 6**

**To maximise the use of our in-house facilities and extend the reach of our community support**

- Throughout the period we have provided 678 episodes of in house care and 317 community visits.
- Despite having to close for respite on three nights a week, we have managed to maintain the same level of support to families as last period, with increased emphasis on community support and day care.
- End of life care has remained our priority and we have always managed to respond to that need.

**THE DONNA LOUISE TRUST**

**REPORT OF THE TRUSTEES (continued)**

**FOR THE PERIOD ENDED 31 MARCH 2009**

**Objective 7**

**To prioritise our services to families in an equitable and transparent way**

- A review has been conducted of all children accessing our service to ensure that we remain an appropriate provider of care and support, taking into account their age and the nature of their condition.
- The care management team have introduced a system of needs assessment and dependency scoring to ensure that an appropriate level of care is planned and offered to each child, and which is adapted to meet changing circumstances.
- All families have been contacted to ensure that they are fully aware of our policies and the level of care we are able to offer each child.

**Objective 8**

**To fully and appropriately utilise the skills of our staff and volunteers**

- All staff received regular performance reviews and annual appraisal.
- 21 new volunteers were recruited throughout the period.
- Volunteers contributed a total of 6431 hours.
- 13 in house staff training days were held throughout the period.

**Objective 9**

**We will make use of and contribute to the collective experience that has developed within the field of children's palliative care**

- The Trust is a member of Children's Hospices UK, The Association for Children with Terminal and Life Threatening Conditions, The Paediatric Palliative Care Forum and Help the Hospices.
- Staff from all disciplines within the Trust engage and meet with colleagues across the children's hospice and paediatric palliative care sectors. Children's Hospices UK meetings regularly attended include Chief Executives Forum, Care Managers Forum, Finance Directors Forum, Heads of Fundraising and Volunteer Services Managers.

**Objective 10**

**Where appropriate and cost effective we will seek to work in partnership with other organisations whose aims are compatible with our own**

- We have a contractual arrangement with another charity for the purpose of running charity shops.
- We have joined forces with Acorns Children's Hospice to share the costs of databases.
- We are in active discussion with other potential partners with a view to establishing further strategic alliances.

**Review of Financial Position and Affairs**

The Charity's financial position is laid out in the consolidated balance sheet and financial statements, which are attached. The total funds of the group at 31 March 2009 are £2,570,816.

**Charity Management**

A review of Board and Committee structures was undertaken during the period and as a result the business meetings have been restructured to ensure that sufficient time is given to the oversight of the Charity's activities.

The main committees, which meet bi monthly, are Finance and General Purposes, Care Development and Clinical Governance, Fundraising Communication and Trading. The Health and Safety Committee meets quarterly. Risk is a standing agenda item at every committee meeting and an annual statement is compiled for this report. The Full Board of Trustees meets on alternate months and receives reports from each of the committees for comment and approval.



**THE DONNA LOUISE TRUST**  
**REPORT OF THE TRUSTEES (continued)**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

The following is a summary of the key activity from each of the Trust's sub-groups:

**Finance and General Purposes**

Terms of reference: Maintenance of the Trust's financial control and financial reporting and ultimate responsibility for the financial affairs of the Trust. Overview of all activities of the Trust. Remuneration and appointments of senior staff and Trustees.

- Review of annual income and expenditure forecasts for adoption by the Trust
- Appraisal and report to the Trust on management accounts.
- Review of rolling cash projections.
- Management of cash resources.
- Detailed review of overhead expenditure.

**Care Development and Clinical Governance**

Terms of reference: To oversee the continuous improvement of the quality of the Trust's services thereby assuring the highest standards of care. To drive forward the process of service review.

- Receive formal reports, setting direction and monitoring progress on service performance and review.
- Monitoring Care Quality Commission reports and progress towards implementation of any statutory requirements.
- The development and review of quality monitoring criteria.

**Fundraising, Communications and Trading**

Terms of Reference: To agree long term fundraising objectives and the fundraising strategy that will achieve them.

- Agree key performance indicators and monitor performance against these targets.
- Scrutiny of income forecast versus budget.
- Report on progress to the Trust
- Provide practical help and guidance to achieve income targets.

**Key risks affecting the Business**

The Trust operates a risk averse policy in all areas of operation. It takes advice from specialist brokers and is insured by Ecclesiastical Insurance Group plc – specialist insurers in the charity field. Overall responsibility for identifying and managing risk rests with the Trust. Risk is a standing item on every committee and Full Board meeting agenda, and at each meeting identified risks are noted and appropriate action is taken.

**Clinical Governance**

The hospice operates in a heavily regulated environment and successfully passed its latest review by the Care Quality Commission. The Trustees monitor continued compliance by reviewing the results of our comprehensive quality monitoring programme.

**Funding Gap**

The Trustees review the possibility of failing to meet funding targets at its bi-monthly Full Board and committee meetings where income and expenditure is compared to budget and against forecast. An overdraft facility is in place to overcome any short term cash flow problem. Strict policies are in place regarding reduction of the risk of fraud.

**THE DONNA LOUISE TRUST**  
**REPORT OF THE TRUSTEES (continued)**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**Computer and other equipment failure**

Through a combination of maintenance contracts and in-house equipment testing, including daily and monthly computer back ups, the Trust aims to reduce the risk of equipment failure.

**Key Staff retention**

The Trust is aware of the necessity to retain high calibre staff and good employment practice including regular training and appraisal is seen as essential in retaining staff.

**Statement of disclosure to auditors**

So far as the Trustees are aware, there is no relevant audit information of which the Trust's auditors are unaware. Additionally, Trustees have taken all the necessary steps that they could reasonably take in order to make themselves aware of all relevant audit information and to establish that the company's auditors are aware of that information.

**APPROVED BY THE TRUSTEES**

X *D.J. Milburn*  
.....

David Milburn  
Chairman

X *11th August 2009*  
.....

Date

**THE DONNA LOUISE TRUST**  
**INDEPENDENT AUDITORS' REPORT**  
**TO THE MEMBERS OF THE DONNA LOUISE TRUST**

Independent Auditor's Report to the members of The Donna Louise Trust.

We have audited the financial statements of The Donna Louise Trust for the period ended 31 March 2009 which comprise the consolidated Statement of Financial Activities, the consolidated and charity Balance Sheet, the consolidated Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Sections 495 and 496 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The Trustees' (who are also the directors of The Donna Louise Trust for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that they give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if we have not received all the information and explanations we require for our audit, or if certain disclosure of trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**THE DONNA LOUISE TRUST**  
**INDEPENDENT AUDITORS' REPORT**  
**TO THE MEMBERS OF THE DONNA LOUISE TRUST**

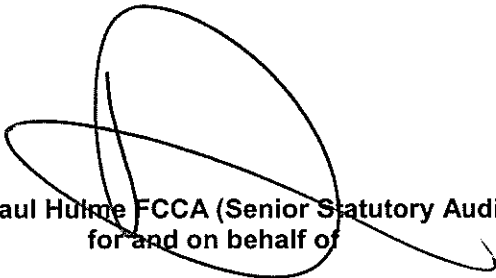
**Opinion**

In our opinion:

- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006;
- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

Porthill Lodge  
High Street  
Wolstanton  
Newcastle under Lyme  
Staffs ST5 0EZ

4/4/09

  
Mr Paul Hulme FCCA (Senior Statutory Auditor)  
for and on behalf of

**DJH ACCOUNTANTS LIMITED**  
Chartered Certified Accountants  
Registered Auditors

**THE DONNA LOUISE TRUST**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

	Note	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
<b>Incoming Resources</b>					
Incoming resources from generating funds					
Voluntary Income	2	1,319,158	103,536	1,422,694	1,449,174
Activities for generating funds		131,648	-	131,648	184,283
Investment income	3	2,068	-	2,068	7,310
<b>Total Incoming Resources</b>		<b>1,452,874</b>	<b>103,536</b>	<b>1,556,410</b>	<b>1,640,767</b>
<b>Resources Expended</b>					
Cost of generating funds					
Cost of generating voluntary income	4	232,344	-	232,344	353,420
Fundraising trading		98,110	-	98,110	141,853
Charitable activities	5	911,690	97,736	1,009,426	1,228,775
Governance costs	6	30,780	-	30,780	46,567
Depreciation		59,639	33,000	92,639	125,814
<b>Total Resources Expended</b>		<b>1,332,563</b>	<b>130,736</b>	<b>1,463,299</b>	<b>1,896,429</b>
<b>Net Resources before transfers</b>	14	120,311	(27,200)	93,111	(255,662)
<b>Gross transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		120,311	(27,200)	93,111	(255,662)
<b>Fund balances at 30 June 2008</b>		486,400	1,991,305	2,477,705	2,733,367
<b>Fund balances at 31 March 2009</b>	13	606,711	1,964,105	2,570,816	2,477,705

The statement of financial activities includes all gains and losses recognised in the period.

All incoming resources and resources expended derive from continuing activities.

The notes on the annexed pages form an integral part of these financial statements

**THE DONNA LOUISE TRUST**  
**CONSOLIDATED AND CHARITY BALANCE SHEET**  
**AS AT 31 MARCH 2009**

	Note	Group		Charity	
		2009 £	2008 £	2009 £	2008 £
<b>Fixed Assets</b>					
Tangible Assets	9	2,363,808	2,436,218	2,359,750	2,431,444
Investments	10	-	-	2	2
		<u>2,363,808</u>	<u>2,436,218</u>	<u>2,359,752</u>	<u>2,431,446</u>
<b>Current Assets</b>					
Stock		1,856	2,358	-	-
Debtors	11	5,008	37,421	21,177	32,133
Cash at bank		272,184	65,445	208,140	32,897
Cash in hand		400	400	400	400
		<u>279,448</u>	<u>105,624</u>	<u>229,717</u>	<u>65,430</u>
<b>Creditors - amounts falling due within one year</b>	12	<u>(72,440)</u>	<u>(64,137)</u>	<u>(50,670)</u>	<u>(53,866)</u>
<b>Net Current Assets</b>		<u>207,008</u>	<u>41,487</u>	<u>179,047</u>	<u>11,564</u>
<b>Total assets less current liabilities</b>		<u>2,570,816</u>	<u>2,477,705</u>	<u>2,538,799</u>	<u>2,443,010</u>
<b>Funds</b>					
Unrestricted	13	606,711	486,400	574,694	451,705
Restricted	13	1,964,105	1,991,305	1,964,105	1,991,305
		<u>2,570,816</u>	<u>2,477,705</u>	<u>2,538,799</u>	<u>2,443,010</u>

The financial statements were approved by the Board on 21/8/09 and were signed on their behalf by:

X D.S. Milburn  
 David Milburn  
 Chairman

X Valerie Wood  
 Valerie Wood  
 Treasurer

The notes on the annexed pages form an integral part of these financial statements

**THE DONNA LOUISE TRUST**  
**CONSOLIDATED CASH FLOW STATEMENT**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

	2009		2008	
	£	£	£	£
<b>Net cash inflow/(outflow) from operating activities</b>		224,900		(198,978)
<b>Returns on investments and servicing of Finance</b>				
Interest received	<u>2,068</u>		<u>7,310</u>	
<b>Net cash inflow from returns on investments and servicing of finance</b>		2,068		7,310
<b>Capital expenditure</b>				
Payments to acquire tangible assets	<u>(20,229)</u>		<u>(5,921)</u>	
<b>Net cash outflow for capital expenditure</b>		<u>(20,229)</u>		<u>(5,921)</u>
<b>Net cash inflow/(outflow) before management of liquid resources and financing</b>		<u>206,739</u>		<u>(197,589)</u>
<b>Increase/(decrease) in cash in the period</b>		<u>206,739</u>		<u>(197,589)</u>

**DONNA LOUISE TRUST**  
**NOTES TO THE CONSOLIDATED CASH FLOW STATEMENT**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**1. Reconciliation of net incoming/(outgoing) resources to net cash flow from operating activities**

	2009 £	2008 £
Net incoming/(outgoing) resources	93,111	(255,662)
Depreciation of tangible assets	92,639	125,814
Investment income	(2,068)	(7,310)
Decrease in stocks	502	172
Decrease/(increase) in debtors	32,413	(208)
Increase/(decrease) in creditors within one year	8,303	(61,784)
<b>Net cash inflow/(outflow) from operating activities</b>	<b>224,900</b>	<b>(198,978)</b>

**1. Analysis**

	1 July 2008 £	Cash flow £	Other non cash changes £	31 March 2009 £
Net cash:				
Cash at bank and in hand	65,845	206,739	-	272,584
Net funds	65,845	206,739	-	272,584

**2. Reconciliation of net cash flow to movement in net funds**

	2009 £	2008 £
Increase/(decrease) in cash in the period	206,739	(197,589)
<b>Movement in net funds in the period</b>	<b>206,739</b>	<b>(197,589)</b>
Opening bank and cash balances	65,845	263,434
<b>Closing bank and cash balances</b>	<b>272,584</b>	<b>65,845</b>



**THE DONNA LOUISE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**1. Accounting Policies**

**a) Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as set out in the Statement of Recommended Practice 2005, Accounting and Reporting by Charities.

**b) Group accounts**

These financial statements consolidate the results of the charity and its wholly owned subsidiary Donna Louise Promotions Limited on a line by line basis. A separate statement of financial activities for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by paragraph 397 of SORP.

**c) Incoming resources**

- (i) Voluntary Income is derived from corporate, individual and community donations, grant making trusts, National Lottery Funds, and statutory sources. It is included in the Statement of Financial Activities when receivable. Legacy income is included before receipt when there is sufficient evidence of the certainty of its impending receipt and value.
- (ii) Pledges and gifts in kind having monetary value are included in the Statement of Financial Activities when received and in use, at the appropriate market value.
- (iii) Trading income from Donna Louise Promotions Limited, representing amounts receivable from Lucky Star Lottery members, promotional merchandise, court tea bar receipts, meeting room hire and shop trading, is disclosed in the Statement of Financial Activities as "Activities for Generating Funds".

**d) Investment income**

Investment income is included in the Statement of Financial Activities when received.

**e) Restricted and Unrestricted Funds**

Incoming resources with conditions attaching to future capital or revenue expenditure are classified as restricted funds until the restriction has been discharged by that expenditure. All other income is classified as unrestricted funds.

**f) Resources expended**

Costs of generating voluntary income include all direct and indirect costs of the Trust's Fundraising Department.

Fundraising trading costs include all direct and indirect costs of Donna Louise Promotions Limited Shop, Lucky Star Lottery, Tea Bars, meeting room and general merchandise.

Charitable activities include all direct and indirect costs of delivering the hospice service comprising nursing care in house and in the community, and the provision of accommodation at Treetops for children and their families.

Governance costs are all general running costs not associated with fundraising or charitable activities.

Support costs are allocated to the activity categories of Resources Expended based on reasoned estimates of staff time employed on the activities concerned.

**THE DONNA LOUISE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**1. Accounting Policies (Continued)**

**g) Fixed Assets**

- (i) Consumable and replacement items are written off in the year incurred.
- (ii) Tangible fixed assets other than freehold land are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Freehold land	Nil
Freehold Buildings	2% straight line
Hospice fixtures, fittings and equipment	15 % straight line
Office fixtures, fittings and equipment	20 % straight line
Shop fixtures, fittings and equipment	15% straight line
Computer equipment	33½% straight line

**h) Investments**

Fixed asset investments are stated at cost less provision for diminution in value.

**i) Stock**

Stock is valued at the lower of cost and net realisable value.

**j) Pension Costs**

The pension costs charged in the Financial Statements represent the contributions payable by the Trust during the year in accordance with FRS17.

**k) Leasing**

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term.

**2. Voluntary Income**

	Unrestricted Funds	Restricted Funds	2009 Total Funds	2008 Total Funds
	£	£	£	£
Individuals and Community	524,861	7,200	532,061	407,593
National Lottery Distributors	-	68,336	68,336	134,170
Grant Making Trusts	127,774	23,500	151,274	160,695
Companies	156,495	4,500	160,995	359,511
Statutory income	371,851	-	371,851	370,770
Legacies	138,177	-	138,177	16,435
	<u>1,319,158</u>	<u>103,536</u>	<u>1,422,694</u>	<u>1,449,174</u>

Monies actually received from National Lottery Distributors during the year amounted to £68,336 from the Big Lottery Fund.

Monies received, as Statutory Income from the Department of Health s64 specific grant scheme was £233,834.

**THE DONNA LOUISE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**3. Investment Income**

	Unrestricted Funds	Restricted Funds	2009 Total Funds	2008 Total Funds
	£	£	£	£
Interest received	2,068	-	2,068	7,310

**4. Cost of generating voluntary income**

	Unrestricted Funds	Restricted Funds	2009 Total Funds	2008 Total Funds
	£	£	£	£
Salaries and staff costs	182,628	-	182,628	296,975
Running costs	11,834	-	11,834	31,210
Management costs	1,373	-	1,373	2,137
Fundraising costs	36,509	-	36,509	23,098
	232,344	-	232,344	353,420

**5. Charitable Activities**

	Unrestricted Funds	Restricted Funds	2009 Total Funds	2008 Total Funds
	£	£	£	£
<b>(i) Hospice Service</b>				
Salaries and staff costs	616,257	94,336	710,593	868,921
Running costs	59,100	2,900	62,000	82,407
Management costs	12,137	-	12,137	14,130
<b>(ii) Community Nursing Team</b>				
Salaries and staff costs	220,652	-	220,652	258,323
Running costs	3,454	500	3,954	4,612
Management costs	90	-	90	382
	911,690	97,736	1,009,426	1,228,775

	Unrestricted Funds	Restricted Funds	2009 Total Funds	2008 Total Funds
	£	£	£	£
<b>6. Governance Costs</b>				
Salaries and staff costs	13,818	-	13,818	22,297
Running costs	918	-	918	2,196
Management costs	16,044	-	16,044	22,074
	30,780	-	30,780	46,567

## Indemnity insurance costs:

	2009 £	2008 £
To protect the Trust	4,820	4,758
To indemnify the Trustees	1,366	1,366

**THE DONNA LOUISE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**7. Support costs**

Support costs are allocated to the activity categories of Resources Expended based on reasoned estimates of staff time employed on the activities concerned.

Total support costs for the year is as follows:-

	Period Ended 2009 £	Year Ended 2008 £
<b>Salaries and staff costs</b>	203,029	237,621
<b>Running costs</b>	4,557	7,011
<b>Management costs</b>	72	-
	<u>207,658</u>	<u>244,632</u>

**8. The total staff salaries is as follows: -**

	Period Ended 2009 £	Year Ended 2008 £
<b>Gross Salaries</b>	969,787	1,240,288
<b>Employers National Insurance</b>	80,141	100,069
<b>Employers Pension Contributions</b>	66,192	95,036
	<u>1,116,120</u>	<u>1,435,393</u>

The average number of full time equivalent employees analysed by function, was:

	Number	Number
Hospice Service Team	24	25
Community Nursing Team	6	8
Fundraising Team	8	8
Support Service	10	8
	<u>48</u>	<u>49</u>

The number of higher paid employees whose emoluments fell between the band £60,000 to £70,000 was:

<u>1</u>	<u>1</u>
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The Trustees received no remuneration from the charity during the year. One Trustee received reimbursed expenses totalling £261.

**THE DONNA LOUISE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**9. Tangible Fixed Assets**

Group	Land and Buildings	Fixtures Fittings and Equipment	Computer Equipment	Total
Cost and Valuation	£	£	£	£
At 1 July 2008	2,508,768	574,734	41,745	3,125,247
Additions at cost	-	6,652	13,577	20,229
<b>At 31 March 2009</b>	<b>2,508,768</b>	<b>581,386</b>	<b>55,322</b>	<b>3,145,476</b>
<b>Depreciation</b>				
At 1 July 2008	220,000	429,555	39,474	689,029
Charge for the period	33,000	55,118	4,521	92,639
<b>At 31 March 2009</b>	<b>253,000</b>	<b>484,673</b>	<b>43,995</b>	<b>781,668</b>
<b>Net Book Value</b>				
At 30 June 2008	2,288,768	145,179	2,271	2,436,218
At 31 March 2009	2,255,768	96,713	11,327	2,363,808
Freehold land	308,768			
Freehold buildings	1,947,000			
	<u>2,255,768</u>			
<b>Charity</b>				
Cost and Valuation	£	£	£	£
At 1 July 2008	2,508,768	565,295	41,745	3,115,808
Additions at cost	-	6,652	13,577	20,229
<b>At 31 March 2009</b>	<b>2,508,768</b>	<b>571,947</b>	<b>55,322</b>	<b>3,136,037</b>
<b>Depreciation</b>				
At 1 July 2008	220,000	424,890	39,474	684,364
Charge for the period	33,000	54,402	4,521	91,923
<b>At 31 March 2009</b>	<b>253,000</b>	<b>479,292</b>	<b>43,995</b>	<b>776,287</b>
<b>Net Book Value</b>				
At 30 June 2008	2,288,768	140,405	2,271	2,431,444
At 31 March 2009	2,255,768	92,655	11,327	2,359,750
Freehold land	308,768			
Freehold buildings	1,947,000			
	<u>2,255,768</u>			

The freehold buildings included above at £1,947,000 are stated at valuation by the donor, Gladman Homes Partners, less accumulated depreciation.

**THE DONNA LOUISE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**10. Investments**

The Trust holds 2 Ordinary £1 shares being the entire share capital of Donna Louise Promotions Limited.

**11. Debtors**

	Group		Charity	
	2009 £	2008 £	2009 £	2008 £
Sundry debtors	5,008	37,421	5,008	32,133
Amount due from Donna Louise Promotions Limited	-	-	16,169	-
	<u>5,008</u>	<u>37,421</u>	<u>21,177</u>	<u>32,133</u>

**12. Creditors: Amounts Falling Due Within One Year**

	Group		Charity	
	2009 £	2008 £	2009 £	2008 £
Amount due to Donna Louise Promotions Limited	-	-	-	10,199
Accruals	21,852	26,577	19,833	24,511
Taxation and social security	30,837	-	30,837	-
Deferred income from the Community Fund and New Opportunities Fund	-	19,156	-	19,156
Deferred income from the Lucky Star Lottery	19,751	18,404	-	-
	<u>72,440</u>	<u>64,137</u>	<u>50,670</u>	<u>53,866</u>

**13. Funds**

	Group		Charity	
	2009 £	2008 £	2009 £	2008 £
<b>a. Unrestricted Funds</b>				
Unrestricted funds are represented by:				
Fixed assets	416,808	456,218	412,750	451,444
Net current assets	189,903	30,182	161,944	261
	<u>606,711</u>	<u>486,400</u>	<u>574,694</u>	<u>451,705</u>
<b>b. Restricted Funds</b>				
<b>Group and charity</b>				
Fixed assets	1,947,000	1,980,000		
Net current assets	17,105	11,305		
	<u>1,964,105</u>	<u>1,991,305</u>		

**THE DONNA LOUISE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2009**

**14. Net Outgoing Resources**

Net outgoing resources are stated after charging:

	<b>2009</b>	<b>2008</b>
	£	£
Depreciation	<b>92,639</b>	125,814
Remuneration of Auditors - Audit	<b>3,231</b>	3,113
- Other Services	<b>3,917</b>	4,406

**15. Pension Costs**

The Trust operates a defined contribution scheme for non-nursing staff. The assets of the scheme are held separately from those of the Trust in an independently administered fund. Certain qualifying staff are members of the NHS Pension Scheme. The pension cost charge represents contributions paid by the trust to both schemes and amounted to £66,192 (2008 £95,036).

**16. Financial Commitments**

At 31 March 2009 the charity had annual commitments under non-cancellable operating leases as follows:-

	<b>Land and Buildings</b>		<b>Motor Vehicles</b>	
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>
	£	£	£	£
Expiry date				
Two to five years	-	-	4,699	4,699
Over five years	-	21,152	-	-