



Alexander Devine Children's Cancer Trust

**Annual Report and Financial
Statements for the year ended
31st March 2020**

Company No. 05757493

Registered Charity No. 1118947

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REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05757493 (England and Wales)

Registered Charity number

1118947

Registered office

122 Tinkers Lane
Windsor
Berkshire
SL4 4LP

Trustees

Mr John Devine MBA BA (Hons) CMgr MCMI Co-Founder (Chairman)
Mrs Fiona Devine Co-Founder (Secretary)
Mrs Helen Johnson
Dr Andrew Boon BSC MD FRCP DCH
Mr Fraser Silvey
Mr Warren Tonkinson (appointed 17th January 2020)

Trustees are also Directors of the company and members of the Charity

Patrons

Rt Hon Theresa May MP
Sir Michael Parkinson CBE
Dr Sanjiv Mata
Mr Nick Parkinson
Dr Peter Sebire
Air Marshall Sir Ian Macfadyen CB OBE
Mr John Barley BEM
Mr Mark Beard

Key Management Staff

Mrs Fiona Devine, CEO
Mrs Helen Bennett, Director of Nursing
Mr Andrew Rice, Director of Finance
Mr Warren King, Director of HR and Wellbeing
Mrs Harjit Bola, Director of Fundraising

Hospice

Snowball Hill
Maidenhead
Berkshire
SL6 3LU

Telephone

01628 822777
0845 055 8276

Email

fundraising@alexanderdevine.org

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Reference and Administrative Details (continued)

Web address

www.alexanderdevine.org

Auditors

HW Fisher
Chartered Accountants
Acre House
11-15 William Road
London
NW1 3ER

Bankers

HSBC Bank Plc
25 High Street
Windsor
Berkshire
SL4 1LN

Barclays Bank Plc
29-30 High Street
Windsor
Berkshire
SL4 1PG

CAF
Scottish Widows Bank
67 Morrison Street
Edinburgh
EH3 8YJ

Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

Solicitors

Russell-Cooke
2 Putney Hill
London
SW15 6AB

REPORT OF THE TRUSTEES (including Directors Report)

The Trustees who are also directors and members of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The Trustees have adopted the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

GOVERNING DOCUMENT

Alexander Devine Children's Cancer Trust is a charitable company limited by guarantee, incorporated on 27th March 2006 and registered as a charity on 25th April 2007. The company was established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The Articles were last updated on 5th October 2017. The charity operates as Alexander Devine Children's Hospice Service.

All members of the Charity apart from Mrs Fiona Devine, give their time voluntarily and received no benefits from the charity. Mrs Devine works full time for the charity and received permission from the Charity Commission to be paid for this work. Her costs of employment and all expenses claimed by Trustees in the execution of their duties are reported in note 8 to the financial statements. The Trustees have carried out a skills audit to ensure that the Board has the necessary spread of skills to ensure good governance. They look to fill any gaps in knowledge within their contacts and charity supporters and if they do not find suitable candidates, they will widen the spread of applicants by advertising. They ask successful candidates to attend Board meetings for a period to assess their contribution before appointing them full Trustees. There is an induction process in place for new Trustees and ongoing training is available as applicable.

RESPONSIBILITIES OF THE BOARD

The Directors are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

Each of the Trustees have confirmed that In so far as they are aware:

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

Report of the Trustees (continued)

RISK MANAGEMENT

The Trustees regularly consider risk at their bimonthly meetings and are satisfied that systems in place to mitigate the impact of key risks are being observed. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety regulations for staff, volunteers and families. A comprehensive risk register is in place which is reviewed by the senior management team on a monthly basis. The charity raises money from a wide variety of bodies ensuring that a problem with one of these would not significantly impact on the overall income of the charity. Given the phased and controlled plans to open the hospice and reserves already in place, the Trustees believe that the charity will be able to sustain the service despite the threat of reduced income due to the Covid-19 virus. They believe it will prove possible to continue expansion in due course.

RESERVES

Last year the Trustees increased the target for free reserves due to the economic situation, increased complexity of illnesses, lack of Government funding and difficulty recruiting. This now stands at between twelve and fifteen months of ongoing expenditure which is between £1,436,000 and £1,795,000 based on 2019/20 costs. However, with the planned expansion of the service, these figures increase to between £1,575,000 and £1,970,000 for 2020/21. They believe this level will enable the charity to continue its activities and make all payments as they fall due whatever short-term issues may arise. The level of free reserves at the end of March 2020 was £1,688,733 (2019: £1,795,933). The Trustees are happy that this level of reserves is appropriate.

As mentioned below, the charity received another unexpectedly large donation during the year which will not be repeated, and the Trustees wish to retain the majority of this for one off projects rather than spend this on covering ongoing costs. £1,418,604 is designated for specific items. The Trustees believe that they are managing risk and have a sensible and sustainable approach.

FINANCIAL REVIEW

Total income for the year was £1,567,075 (2019: £2,621,225), showing a decrease of 40% on the previous year. Total resources expended before the cost of charitable expenditure were £468,781 (2019: £378,381). The resulting net movement of funds of £130,909 (2019: £1,318,528) represents a decrease of 90% over the previous year. The figures have been significantly distorted by the total donation of £1,250,000 from one trust in 2018/19 as well as another donation of £296,000 in 2019/20. Without this, income would have reduced by only 7% and the net movement of funds would have further reduced compared with the previous year.

Expenditure on charitable activities has increased by nearly 5% to £967,385 (2019: £924,316) reflecting the expansion of the service and the increased running costs of the hospice. Expenditure on raising funds has increased by 24% reflecting increased staffing and other costs in this area needed to generate the income required.

Support costs have increased by 8% with more staff being employed to run the hospice. Support costs have been allocated between charitable activities and activities to raise funds based on time spent by the members of staff employed in this area. Hospice costs have decreased by 15%. £129,000 of the costs relate to depreciation of the building. The legal costs mentioned in note 1c) are also charged here. Hospice costs are allocated between charitable activities and activities to raise funds on the basis of area of the building occupied. Despite the significant expansion in the service, due to a shortage of suitably qualified staff, it has not been possible to expand as quickly as Trustees would have wished. The total fund is now nearly £9,800,000 having started from nothing in 2006.

PUBLIC BENEFIT

The Trustees considered the guidance offered by the Charity Commission on public benefit and have developed strategic plans to ensure their objectives, the provision of care and support to children with life limiting and life threatening conditions and their families, fall under the purposes defined by section 4 of the Charities Act 2011.

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Report of the Trustees (continued)

HISTORY

John and Fiona Devine set up the charity after identifying the need for a dedicated local children's palliative care service within Berkshire and the surrounding area. Their experience and that of others has been one of the driving factors in making this a reality, with all credit to their amazing son Alexander. The lack of provision for quality respite, symptom management, end of life care and family support is something that has been lacking in the county of Berkshire forcing families to travel long distances out of county to access help elsewhere. The need for a local provision has been well identified by families and health care professionals.

STRUCTURE

The day to day operations, strategic management and events are managed by Fiona Devine with the support of the Trustees and the four senior management staff. Fiona and the senior team have previous management experience and are suitably qualified. By the end of the year the charity employed thirty-three permanent members of staff with sixteen of these directly involved in the provision of care. More staff have been employed since the year end. As well as the staff employed directly by the charity, an Alexander's nurse was employed by the NHS for most of the year and funded by the charity. Performance is overseen by the Board of Trustees who receive regular briefings from the management and timely financial reports.

AIMS AND OBJECTIVES

The aims of Alexander Devine are to support life limited and life threatened children and their families and carers. This is within their own homes through Alexander's nurses, whether in Berkshire or the surrounding areas, or in the hospice itself. Our ethos is "to reach out to every child and family that needs us".

ACHIEVEMENTS

HOSPICE

The position of the hospice is ideal for the needs of the children and their families with excellent motorway links between East and West Berkshire and South Bucks. The building was opened in June 2018 and currently provides day care, hydrotherapy, bereavement and sibling support. The service will be further expanded in a phased way reflecting the availability of staff and funds.

SERVICE

Alexander's nurses continue to provide regular, quality respite, end of life care and bereavement support to many families in Berkshire and its surrounding counties. With the hospice now open to day care, our parents can choose between support at home and/or in our purpose built hospice. Our ongoing work continues to recognise the significant gap in regular respite care and choice of service for life limited and life threatened children and their families. Our aim has always been to provide a seamless service that supports frequent year-round care throughout the child's life. We aim to offer accessible, responsive, flexible and frequent care to meet the individual needs of a child and that of their family: care delivered when and wherever they need it.

A Care Quality Commission (CQC) report in February 2017 resulted in an overall rating of "good" and they reported: "we saw children and young people received care and support in a personalised way. Complex medical needs were managed by staff who were well trained to deliver specialised care and support. Children and young people said they felt safe with staff".

One family shared feedback: "you do such a marvellous job, you are a real asset to the hospice and all the time, effort and work you do for those children who are unwell and continue to support the families is priceless".

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Report of the Trustees (continued)

SERVICE (continued)

The care team, led by the Director of Care and supported by the Lead for Quality and Governance, is registered with CQC and operates under their quality standards. By the end of the year, as well as the Director of Care and Lead for Quality and Governance who are medically qualified, the team directly employed eight nurses, two play specialists and four carers. In the last year with the appointment of clinical nurse specialists we have been able to extend service provision improving care for children and families. The clinical nurse specialist service provides assessment and symptom management. In addition, the charity funded an NHS employed Alexander's nurse who worked from the Royal Berkshire Hospital. There is also a contract with the Royal Berkshire Hospital for the assistance of a paediatrician for two hours of medical support a week.

The charity is in the process of implementing a new way of recording the output of care staff in order that management, funders and other interested parties can fully understand the impact that the team are making. In the meantime the charity has reviewed figures for 2019/20 and produced new figures. These figures include a number of estimates but it is felt that they give a more accurate picture of the services provided despite the fact that no comparative figures are available.

Including travel where applicable and preparation and post visit work, the care team has provided 4,443 hours of community care, 2,790 hours of day care, 598 hours of hydrotherapy, 566 hours of clinical nurse specialist time and at least 1,455 hours of play specialist time. Our music specialist has provided in the region of 234 hours of music therapy. In addition, 659 hours have been spent training to ensure our staff are fully up to date with current practices.

In all the team has supported 133 families during the year (2019 121). We are finding that the cases referred to us are becoming more complex such that where a visit could be made using just one member of staff this increasingly needs two.

PLANS FOR THE FUTURE

The charity had planned to continue to grow and expand services in 2020/21 and had already employed several staff before the Covid-19 virus hit the country. This has caused us to halt further expansion and do everything we can to reduce costs. We anticipate a large drop in income with many of the companies and groups that provide a significant proportion of our income closing for a period of time and almost all suffering drops in income. We have also cancelled our ball and a number of other events have either been cancelled or are likely to be cancelled. We expect any events that are held will suffer a drop in attendance as many of our usual supporters self-isolate. We furloughed up to 14 staff (mostly fundraisers) and are supporting our families as best we can. Cash flow projections have been made and although these show a significant loss in 2020/21, the Board are happy that with the reserves we have in place, the charity can survive until the situation improves and, once funding recovers, will then be in a position to continue expanding the service. In line with the strategic plan, the fundraisers are actively seeking opportunities to develop other income streams and to ensure that our service is sustainable in the long term.

The future expansion will be phased in to reflect the availability of staff and funds.

FUNDING

The charity takes the fundraising regulations seriously and is registered with the Fundraising Regulator and Fundraising Institute. The charity raises funds through its corporate contacts who raise money on its behalf, by responding to invitations to visit community groups and by approaching trusts and foundations. Fundraising from individuals is carefully controlled following industry guidelines and no cold calling takes place. No professional fundraisers were used during the year. The charity has a Volunteer Co-ordinator in post who has responsibility for overseeing volunteers and their compliance with regulations and best practice.

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Report of the Trustees (continued)

SPONSORS

We would like to thank all our corporate sponsors for their faith and ongoing support.

KEY MANAGEMENT STAFF PAY

The pay of key management personnel is set by the Trustees on the recommendation of the Chief Executive after the posts have been benchmarked against similar posts in other charities.

PATRONS and VOLUNTEERS

In addition to our patrons, we have in excess of 135 volunteers who give up their time and offer endless enthusiasm for the charity. We would like to thank them all sincerely for their help.

AUDITORS

A resolution to reappoint HW Fisher as auditors will be presented at the AGM.

ON BEHALF OF THE BOARD

John Devine, Chairman

Date: 19th November 2020

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REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF ALEXANDER DEVINE CHILDREN'S CANCER TRUST

OPINION

We have audited the financial statements of Alexander Devine Children's Cancer Trust (the 'charity') for the year ended 31st March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate;
- or the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

Report of the Independent Auditors to the members of Alexander Devine Children's Cancer Trust (Continued)

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' 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' Report and from the requirement to prepare a Strategic Report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the 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. As part of an audit in accordance with ISAs (UK), the auditor exercises professional judgement and maintains professional scepticism throughout the audit.

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

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Julian Challis (Senior Statutory Auditor)

for and on behalf of HW Fisher 16.12.20

Chartered Accountants

Statutory Auditor

Acre House

11-15 William Road

London, United Kingdom, NW1 3ER

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2020

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2020 Total Funds £	2019 Total Funds £
INCOME from:						
Donations and legacies	2	1,131,766	285,886	-	1,417,652	2,584,191
Other trading activities	3	128,920	-	-	128,920	128,791
Other	1c	3,451	-	-	3,451	(100,000)
Investment		17,052	-	-	17,052	8,243
Total income		1,281,189	285,886	-	1,567,075	2,621,225
EXPENDITURE on:						
Raising funds	4	459,644	3,340	5,797	468,781	378,381
Charitable activities	5	536,001	308,065	123,319	967,385	924,316
Total expenditure		995,645	311,405	129,116	1,436,166	1,302,697
NET INCOME BEFORE TRANSFERS		285,544	(25,519)	(129,116)	130,909	1,318,528
Transfers		79,582	(79,582)	-	-	-
Net movement in funds	16	365,126	(105,101)	(129,116)	130,909	1,318,528
RECONCILIATION OF FUNDS						
Total funds brought forward	16	2,742,211	239,826	6,686,871	9,668,908	8,350,380
TOTAL FUNDS CARRIED FORWARD	16	3,107,337	134,725	6,557,755	9,799,817	9,668,908

The statement of financial activities also complies with the requirements for the income and expenditure account under the Companies Act 2006. All Income and expenditure derives from continuing activities.

Notes 1 to 18 form part of these financial statements

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2019

	Notes	Unrestricted Funds £	Restricted funds £	Endowment funds £	2019 Total Funds £
INCOME from:					
Donations and legacies	2	2,239,799	344,392	-	2,584,191
Other trading activities	3	128,791	-	-	128,791
Other	1c	(100,000)	-	-	(100,000)
Investment		8,243	-	-	8,243
Total income		2,276,833	344,392	-	2,621,225
EXPENDITURE on:					
Raising funds	4	365,796	6,788	5,797	378,381
Charitable activities	5	599,133	201,864	123,319	924,316
Total expenditure		964,929	208,652	129,116	1,302,697
NET INCOME BEFORE TRANSFERS		1,311,904	135,740	(129,116)	1,318,528
Transfers		109,517	(110,711)	1,194	
Net movement in funds	16	1,421,421	25,029	(127,922)	1,318,528
RECONCILIATION OF FUNDS					
Total funds brought forward	16	1,320,790	214,797	6,814,793	8,350,380
TOTAL FUNDS CARRIED FORWARD	16	2,742,211	239,826	6,686,871	9,668,908

The statement of financial activities complies with the requirements for the income and expenditure account under the Companies Act 2006.

Notes 1 to 18 form part of these financial statements

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BALANCE SHEET AS AT 31st MARCH 2020

		2020		2019	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	11		6,826,359		6,883,149
CURRENT ASSETS					
Stocks		1,910		1,895	
Debtors: amounts falling due within one year	12	42,985		21,571	
Cash at bank and in hand		162,430		55,882	
Cash on deposit		2,875,146		2,830,498	
		<u>3,082,471</u>		<u>2,909,846</u>	
CREDITORS					
Amounts falling due within one year	13	(109,013)		(124,087)	
NET CURRENT ASSETS			<u>2,973,458</u>		<u>2,785,759</u>
NET ASSETS			<u>9,799,817</u>		<u>9,668,908</u>
FUNDS	16				
Unrestricted funds:					
Reserves		1,688,733		1,795,933	
Designated		<u>1,418,604</u>		<u>946,278</u>	
		3,107,337		2,742,211	
Restricted funds:					
Restricted fund		134,725		239,826	
Endowment funds:					
Property		<u>6,557,755</u>		<u>6,686,871</u>	
TOTAL FUNDS			<u>9,799,817</u>		<u>9,668,908</u>

Notes 1 to 18 form part of these financial statements.

The financial statements were approved by the Board on 19th November 2020 and were signed on its behalf by:

John Devine - Chairman

Company Registration No. 05757493

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STATEMENT OF CASH FLOWS

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Net cash provided by operating activities	17	281,060	1,412,394
Cash flows from investing activities:			
Investment income		17,052	8,243
Purchase of property, plant and equipment		(146,916)	(111,906)
Sale proceeds from disposal of property, plant and equipment		-	-
Net cash provided by (used in) investing activities		151,196	1,308,731
Cash flows from financing activities		-	-
Change in cash and cash equivalents in the reporting period		151,196	1,308,731
Cash and cash equivalents at the beginning of the reporting period		2,886,380	1,577,649
Cash and cash equivalents at the end of the reporting period		3,037,576	2,886,380

NOTES TO THE FINANCIAL STATEMENTS

1a. ACCOUNTING POLICIES

CHARITY INFORMATION

Alexander Devine Children's Cancer Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is 122 Tinkers Lane, Windsor, Berkshire, SL4 4LP.

ACCOUNTING CONVENTION

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

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

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

GOING CONCERN

At the time of approving the financial statements, despite the effects of Covid 19, given the reserves held, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

INCOME

- Donations and legacies are recognised as income when receivable, except insofar as they are incapable of financial measurement.
- Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable, or any requirement imposed on the grant is fulfilled.
- Investment income is recognised on a receivable basis.

EXPENDITURE

- Costs of raising funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds and an apportionment of support costs.
- Costs of charitable activities comprise all expenditure identified as wholly or mainly attributable to achieving the objectives of the charity. These costs include staff costs, wholly or mainly attributable support costs and an apportionment of support costs.

IMPAIRMENT OF FIXED ASSETS

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

FINANCIAL INSTRUMENTS

The charity has elected to apply the provisions of Section 11 "Basic Financial Instruments" and Section 12 "Other Financial Instruments Issues" of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Notes to the Financial Statements (continued)

1a. ACCOUNTING POLICIES (continued)

FINANCIAL INSTRUMENTS

Financial assets and liabilities are offset with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability immediately.

Basic financial assets

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

Basic financial liabilities

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

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

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

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. Items costing over £1,000 are capitalised.

Office equipment – 20% on cost
Computer equipment – 25% on cost
Hospice equipment – 20% on cost
Completed freehold buildings – 2% on cost
Land is not depreciated

STOCKS

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

DEBTORS

Debtors include amounts owed to the charity for the provision of goods and services as well as amounts paid in advance for goods and services it will receive.

CASH AT BANK AND IN HAND

Cash at bank and in hand is held to meet short term commitments as they fall due rather than for investment purposes.

Notes to the Financial Statements (continued)

1a. ACCOUNTING POLICIES (continued)

CASH ON DEPOSIT

Cash on deposit represents monies held on a short-term basis in excess of immediate requirements which are invested to produce investment income.

CREDITORS

Creditors include amounts due for goods and services provided to the charity and income received in advance.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

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

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

Endowment funds represent the value of the building and land. This is not readily realisable as the donors of the land restricted the use of the land.

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

Further explanation of the nature and purpose of each fund is included in note 17 to the financial statements.

SUPPORT COSTS

Support costs are split between charitable activities and the cost of raising funds on the basis of the number of staff employed in each activity.

1b. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

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

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

The Trustees do not consider there to be any critical accounting estimates or judgements in preparing the financial statements.

1c. OTHER INCOME

In 2019/20 this heading related to £3,451 recovery from furlough payments from HMRC..

The charity claimed damages for breach of covenant over land adjacent to their premises in 2017. £150,000 plus costs was awarded by the Lands Tribunal. However, the Trustees did not think this was adequate compensation and successfully appealed during the year 2018/19. The Lands Tribunal ruling was set aside and £150,000 damages were repaid. £50,000 was awarded in costs as an interim amount on account. The net amount of these transaction amounting to a charge of £100,000 was shown in other income in 2018/19. The other party made a counter appeal but were not successful. The Trustees now need to decide what action to take next. All costs incurred during the year are shown in note 9.

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Notes to the Financial Statements (continued)

2. INCOME FROM DONATIONS AND LEGACIES

	2020 Restricted £	2020 Unrestricted £	2020 Total £	2019 Total £
Individual donations	3,680	147,622	151,302	135,809
Collections	-	37,109	37,109	25,115
Community	580	193,512	194,092	240,763
Gift aid	-	33,491	33,491	35,393
Corporate donations	61,276	256,538	317,814	580,145
Trust and Foundations	149,431	373,459	522,890	1,420,015
In memory	-	13,265	13,265	6,412
Legacies	-	6,000	6,000	10,876
Sponsored events	-	70,770	70,770	64,654
Department of Health Grant	70,919	-	70,919	65,009
	285,886	1,131,766	1,417,652	2,584,191
	2019 Restricted £	2019 Unrestricted £	2019 Total £	
Individual donations	12,725	123,084	135,809	
Collections	567	24,548	25,115	
Community	1,000	239,763	240,763	
Gift aid	3,125	32,268	35,393	
Corporate donations	168,827	411,318	580,145	
Trust and Foundations	86,575	1,333,440	1,420,015	
In memory	-	6,412	6,412	
Legacies	-	10,876	10,876	
Sponsored events	6,564	58,090	64,654	
Department of Health Grant	65,009	-	65,009	
	344,392	2,239,799	2,584,191	

Note the income figure for trusts in 2020 includes £296,000 (2019: £1,250,000) from one trust donated as unrestricted funds.

3. INCOME FROM OTHER TRADING ACTIVITIES

	2020 Unrestricted £	2019 Unrestricted £
Fundraising events	82,491	84,984
Volunteer events	42,082	42,662
Recycling	15	-
Sale of merchandise	1,916	1,145
Recharge of costs	2,416	-
	128,920	128,791

Alexander Devine Children's Cancer Trust
Annual report and financial statements for the year ended 31st March 2020

Notes to the Financial Statements (continued)

4. EXPENDITURE ON RAISING FUNDS

	2020 Restricted £	2020 Endowment £	2020 Unrestricted £	2020 Total £	2019 Total £
Staff and recruitment costs	-	-	263,179	263,179	194,204
Share of hospice costs	-	-	3,985	3,985	7,637
Share of hospice depreciation	-	5,797	2,542	8,339	6,883
Fundraising events and other direct costs	-	-	27,394	27,394	30,656
Cost of merchandise sold	-	-	935	935	1,287
Cost of sponsored events	-	-	9	9	3,824
Share of support and governance costs	3,340	-	161,600	164,940	133,890
	<u>3,340</u>	<u>5,797</u>	<u>459,644</u>	<u>468,781</u>	<u>378,381</u>

	2019 Restricted £	2019 Endowment £	2019 Unrestricted £	2019 Total £	
Staff and recruitment costs	-	-	194,204	194,204	
Share of hospice costs	-	-	7,637	7,637	
Share of hospice depreciation	-	5,797	1,086	6,883	
Fundraising events and other direct costs	-	-	30,656	30,656	
Cost of merchandise sold	-	-	1,287	1,287	
Cost of sponsored events	-	-	3,824	3,824	
Share of support and governance costs	6,788	-	127,102	133,890	
	<u>6,788</u>	<u>5,797</u>	<u>365,796</u>	<u>378,381</u>	

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	2020 Restricted £	2020 Endowment £	2020 Unrestricted £	2020 Total £	2019 Total £
Staff and recruitment costs	276,120	-	142,672	418,792	335,798
Other direct costs	21,254	-	7,048	28,302	14,275
Payments to NHS for external nursing costs	-	-	29,411	29,411	36,009
Payments to NHS for paediatrician support	-	-	5,378	5,378	5,073
Patients Christmas party	75	-	1,330	1,405	900
CQC subscription	-	-	1,933	1,933	1,920
Share of hospice running costs	-	-	84,778	84,778	162,447
Share of hospice depreciation	-	123,319	54,065	177,384	146,420
Share of support and governance costs	10,616	-	209,386	220,002	221,474
	<u>308,065</u>	<u>123,319</u>	<u>536,001</u>	<u>967,385</u>	<u>924,316</u>

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Annual report and financial statements for the year ended 31st March 2020

Notes to the Financial Statements (continued)

	2019 Restricted £	2019 Endowment £	2019 Unrestricted £	2019 Total £
Staff and recruitment costs	181,126	-	154,672	335,798
Other direct costs	10,122	-	4,153	14,275
Payments to NHS for external nursing costs	-	-	36,009	36,009
Payments to NHS for paediatrician support	-	-	5,073	5,073
Patients Christmas party	-	-	900	900
CQC subscription	-	-	1,920	1,920
Share of hospice running costs	-	-	162,447	162,447
Share of hospice depreciation	-	123,319	23,101	146,420
Share of support and governance costs	10,616	-	210,858	221,474
	<u>201,864</u>	<u>123,319</u>	<u>599,133</u>	<u>924,316</u>

The charity has supported the cost of a palliative care nurse based at The Royal Berkshire NHS Trust Hospitals for most of the year and also at the end of March 2020, and employed a Director of Nursing, Lead for Quality and Governance, nurses, play specialists and carers directly.

6. SUPPORT AND GOVERNANCE COSTS

	2020 £	2019 £
Support costs		
Staff and recruitment costs	277,675	238,753
Office rent and utilities	18,272	19,385
Telephone, bank costs, printing and other office costs	45,901	52,019
Travel costs	488	223
Consultancy	-	1,634
Insurance	19,083	18,410
Depreciation	17,983	17,990
	<u>379,402</u>	<u>348,414</u>
Governance costs		
Audit fee	4,949	4,998
Trustee expenses	591	1,952
	<u>5,540</u>	<u>6,950</u>
Total support and governance costs	<u>384,942</u>	<u>355,364</u>
Reallocated to raising funds	164,940	133,890
Reallocated to charitable activities	220,002	221,474
	<u>384,942</u>	<u>355,364</u>

Support and governance costs are split between charitable activities and cost of raising funds on an assessment of the workload of each employee allocated to support.

Alexander Devine Children's Cancer Trust
Annual report and financial statements for the year ended 31st March 2020

Notes to the Financial Statements (continued)

7. NET INCOME

Net income is stated after charging:

	2020 £	2019 £
Depreciation – owned assets	203,706	171,294
Auditors remuneration	4,949	4,998
Auditors other fees	-	-

8. TRUSTEES' REMUNERATION AND BENEFITS

Apart from as set out below, there were no Trustees' remuneration or other benefits for the year ended 31st March 2020 nor for the year ended 31st March 2019. Trustees' expenses paid for the year ended 31st March 2020 were £591 (2019: £1,952) paid to two (2019: one) Trustees. These sums were paid in reimbursement of items purchased on behalf of the charity.

The Charity Commission has given approval for the employment of Mrs Fiona Devine as CEO. Her total remuneration for the year to 31st March 2020 amounted to £68,316 (2019: £67,627). Employer National insurance costs on this amounted to £8,236 (2019: £8,170) and pension costs to £2,049 (2019: £1,352).

There are no other related party transactions other than those disclosed above.

9. HOSPICE COSTS

	2020 £	2019 £
Utilities	30,641	26,388
Depreciation of buildings and equipment	185,723	153,303
Equipment maintenance	17,045	7,256
Legal costs (see note 1c)	34,736	127,108
General running costs	6,341	9,332
	<u>274,486</u>	<u>323,387</u>
Reallocated to raising funds	12,324	14,520
Reallocated to charitable activities	<u>262,162</u>	<u>308,867</u>
	<u>274,486</u>	<u>323,387</u>

Hospice costs are split between charitable activities and cost of raising funds on the basis of area occupied.

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Notes to the Financial Statements (continued)

10. STAFF COSTS

	2020 £	2019 £
Wages and salaries		
Charitable activities	339,154	273,244
Fundraising activities	233,115	169,626
Support and governance	239,652	210,409
Total wages and salaries	811,921	653,279
Employer National Insurance	73,116	58,204
Travel and uniforms	19,464	17,526
Staff training	3,435	3,738
Pension costs	39,395	24,123
Recruitment fees	12,315	11,885
	959,646	768,755

There were thirteen permanent full-time employees and twenty part time employees as at 31st March 2020, equal to 25.14 (2019: 20.72) full-time employees. The average number of full-time equivalent employees during the year was 24.39 (2019: 19.69).

No employee earned more than £60,000 per annum apart from Mrs Devine as above. Remuneration for the five key management staff in the year was £269,201 (2019: five staff, £247,383).

11. TANGIBLE FIXED ASSETS

	Land and Buildings £	Hospice Equipment £	Office Equipment £	Computer Equipment £	Total £
COST					
At 1st April 2019	6,955,808	184,046	11,024	86,750	7,237,628
Additions	-	146,916	-	-	146,916
Disposals	-	-	-	-	-
At 31st March 2020	6,955,808	330,962	11,024	86,750	7,384,544
DEPRECIATION					
At 1st April 2019	268,937	33,998	10,193	41,351	354,479
Charge for year	129,116	56,607	465	17,518	203,706
Disposals	-	-	-	-	-
At 31st March 2020	398,053	90,605	10,658	58,869	558,185
NET BOOK VALUE					
At 31st March 2020	6,557,755	240,357	366	27,881	6,826,359
At 31st March 2019	6,686,871	150,048	831	45,399	6,883,149

Land was gifted to the charity in March 2012 and was valued at £500,000. The cost of fees, construction and of additional work, have been capitalised and added to the cost of land.

Alexander Devine Children's Cancer Trust
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Notes to the Financial Statements (continued)

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Prepayments	12,075	8,103
Other debtors	16,434	220
Floats	200	400
Gift aid outstanding	4,545	5,627
VAT due from HMRC	6,598	6,218
Interest receivable	3,133	1,003
	<u>42,985</u>	<u>21,571</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Social security and other taxes	17,298	13,795
Income received in advance	5,540	12,540
Accruals	79,197	93,771
Pension payments due	6,978	3,981
	<u>109,013</u>	<u>124,087</u>

14. COMMITMENTS UNDER OPERATING LEASES

At 31st March 2020, the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Expiry date:		
Within one year	11,667	4,855
Between two and five years	-	-
	<u>11,667</u>	<u>4,855</u>

15. CAPITAL COMMITMENTS

There were no capital commitments at 31st March 2020 (2019: £nil).

Alexander Devine Children's Cancer Trust
Annual report and financial statements for the year ended 31st March 2020

Notes to the Financial Statements (continued)

16. MOVEMENT IN FUNDS

	At 1st April 2019 £	Net movement in funds £	At 31st March 2020 £
Unrestricted funds			
Designated	946,278	472,326	1,418,604
Free reserves	1,795,933	(107,200)	1,688,733
Restricted funds			
Restricted	239,826	(105,101)	134,725
Endowment fund	6,686,871	(129,116)	6,557,755
TOTAL FUNDS	9,668,908	130,909	9,799,817

	At 1st April 2018 £	Net movement in funds £	At 31st March 2019 £
Unrestricted funds			
Designated	150,000	796,278	946,278
Free reserves	1,170,790	625,143	1,795,933
Restricted funds			
Restricted	214,797	25,029	239,826
Endowment fund	6,814,793	(127,922)	6,686,871
TOTAL FUNDS	8,350,380	1,318,528	9,668,908

The endowment fund represents the value of land donated on 28th March 2012 plus amounts spent on the building less depreciation.

There is a covenant in the transfer agreement that the land may only be used for a hospice, hospital or nursing home and a change of use could not be attempted without the approval of the donors or their successors.

Designated funds were set aside by the Trustees for further work on the hospice and gardens and for ongoing maintenance for the hospice, and also to take account of the amounts tied up in fixed assets that cannot readily be realised.

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Notes to the Financial Statements (continued)

FUND BALANCES AT 31st MARCH 2020

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £
Tangible fixed assets	268,604	-	6,557,755	6,826,359
Current assets	2,947,746	134,725	-	3,082,471
Creditors: amounts falling due within one year	(109,013)	-	-	(109,013)
TOTAL FUNDS AS AT 31st MARCH 2020	3,107,337	134,725	6,557,755	9,799,817

FUND BALANCES AT 31st MARCH 2019

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £
Tangible fixed assets	196,278	-	6,686,871	6,883,149
Current assets	2,670,020	239,826	-	2,909,846
Creditors: amounts falling due within one year	(124,087)	-	-	(124,087)
TOTAL FUNDS AS AT 31st MARCH 2019	2,742,211	239,826	6,686,871	9,668,908

PURPOSE OF RESTRICTED FUNDS

Restricted funds must be used in accordance with specific conditions imposed by donors.

	At 1st April 2019 £	Incoming Resources £	Resources Expended £	Transfers £	At 31st March 2020 £
Alexander Nursing team	26,601	71,912	(79,085)	-	19,428
Children's Christmas party	-	75	(75)	-	-
NHS palliative care funding	-	70,919	(70,919)	-	-
Play specialist	37,844	20,668	(49,873)	-	8,639
Additional nurse	51,324	113,450	(104,028)	-	60,746
Hospice gardens	105,707	-	-	(68,332)	37,375
Equipment	18,350	8,862	(7,425)	(11,250)	8,537
Total Restricted Funds	239,826	285,886	(311,405)	(79,582)	134,725

	At 1st April 2018 £	Incoming Resources £	Resources Expended £	Transfers £	At 31st March 2019 £
Alexander Nursing team	28,363	13,360	(15,122)	-	26,601
NHS palliative care funding	-	65,009	(65,009)	-	-
Play specialist	-	49,344	(11,500)	-	37,844
Additional nurse	36,491	102,435	(87,602)	-	51,324
Additional carer	12,015	-	(12,015)	-	-
Hospice building and gardens	44,181	108,713	-	(47,187)	105,707
Equipment	93,747	5,531	(17,404)	(63,524)	18,350
Total Restricted Funds	214,797	344,392	(208,652)	(110,711)	239,826

Alexander Devine Children's Cancer Trust
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Notes to the Financial Statements (continued)

The Alexander Nursing team fund arose from a number of donations which were restricted to the care team associated activities and is being spent on providing direct care and support to life limited children and their families.

NHS palliative care funding is a Section 64 grant from the Department of Health specifically for the cost of palliative care in the community.

Donations have also been received to fund a play specialist as well as an additional nurse and carer.

The gardens fund was set up to raise money to construct gardens for the hospice. Donations to this fund are set against expenditure on the gardens.

A number of other donations have been received for equipment for the hospice. A number of these are restricted to specific items.

The transfers arose in respect of expenditure on gardens and equipment which were directly allocated to the balance sheet and not to the income and expenditure account.

17. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income for the reporting period (as per the statement of financial activities)	130,909	1,318,528
Adjustments for:		
Depreciation charges	203,706	171,294
Investing activities	(17,052)	(8,243)
(Increase) / decrease in stocks	(15)	750
(Increase) / decrease in debtors	(21,414)	24,857
(Decrease) in creditors	(15,074)	(94,792)
Net cash provided by operating activities	<u>281,060</u>	<u>1,412,394</u>

18. ANALYSIS OF NET CHANGES IN FUNDS

The charity had no debt during the year.