

Company No 03063721
Charity No 1048934

WOODLANDS HOSPICE CHARITABLE TRUST
CONSOLIDATED FINANCIAL STATEMENTS
FOR YEAR ENDED 31 MARCH 2022

WOODLANDS HOSPICE CHARITABLE TRUST
CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

C O N T E N T S

	Page
Company information	1
Trustees annual report	2 – 13
Independent auditors' report to the members and Trustees	14 – 17
Consolidated statement of financial activities	18
Summary income and expenditure account	19
Consolidated balance sheet	20
Charitable company balance sheet	21
Consolidated cash flow statement	22
Notes to the consolidated financial statements	23 - 41

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Company Registration No.	03063721
Charity Registration No.	1048934
Registered Office	AUH Campus Longmoor Lane Liverpool L9 7LA
Directors and Trustees	B. Bartlett BA Hons Dip Arch RIBA (Chairman) C.M. Hubbert MRCGP DRCOG (Vice Chairman) C. Brennand FCA (Hon. Treasurer) A. Johnson R. Lee C Walthew (appointed 22 February 2022) C.J. Hudson (appointed 22 February 2022) S. Wooliscroft (appointed 22 February 2022) Y. Xi (appointed 17 May 2022)
Company Secretary	R. H. Milnes (MCIPD) (resigned 16 July 2021) G. Harvey (appointed 16 July 2021, resigned 31 December 2021) R. Johnston MBE, MSc, CMgr, FCMI (appointed 31 December 2021)
Auditors	Lonsdale & Marsh 509-510 Cotton Exchange Bixteth Street Liverpool L3 9LQ
Solicitors	Hill Dickinson No 1 St Pauls Square Liverpool L3 9SJ
Bankers	National Westminster Bank Plc Corner Longmoor Lane and Cedar Road Liverpool L9 0EG
Investment Managers	Investec Wealth & Investment Limited The Plaza 100 Old Hall Street Liverpool L3 9AB

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2022.

The company information set out on page 1 forms part of this report. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Charities Act 2011, Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities and FRS 102 and with the company's Memorandum and Articles of Association.

INTRODUCTION

The incorporated charity is governed by the Memorandum and Articles of Association. The first members of the council of management were appointed trustees of Woodlands Hospice Charitable Trust under the terms of a Trust Deed dated 6 July 1992.

LEGAL STATUS

The charity, which was incorporated on 1 June 1995, is limited by guarantee whereby each member of the company undertakes to contribute such amount as may be required, not exceeding £1, to the company's assets if it should be wound up while he/she is a member; or within one year after he/she ceases to be a member, for payment of the company's debts and liabilities contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

PURPOSE and PUBLIC BENEFIT

The purpose of Woodlands Hospice is to promote and develop a specialist palliative care service to the residents of North Liverpool, South Sefton, and Kirkby in Knowsley who are living with a life limiting illness through the establishment and maintenance of Hospice facilities. These services are delivered in collaboration with Liverpool University Hospital Foundation Trust (LUHFT) and Merseycare with effect from 1st April 2021.

The direct public benefits that flow from this purpose are:- (i) Improving the quality of life of those living with life limiting illnesses, (ii) Reduction in hospital admissions of those who could benefit from Hospice care, (iii) Emotional and psychological support for patients and their families, (iv) Education and training of other local organisations caring for those with end of life care needs (v) Allowing patients to die in their preferred place of care, (vi) Enhancing and retaining independence for those living with a life limiting illness.

These benefits can be evidenced through the feedback received from patients and family's satisfaction surveys, positive feedback received from Trustee visits and the Key Performance Indicators reported to Trustees, senior staff and commissioners.

There is no private benefit flowing from the organisation. Beneficiaries of Woodlands Hospice are people living with a life limiting illness and their families living in the local or wider area.

The Trustees have complied with a duty in Section 4 of the Companies Act 2006 and confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

ORGANISATION

A Board of Trustees comprising twelve members (three current vacancies carried in year) administers the charity. New Trustee appointments are recommended by the Nominations Committee and approved by the Board. A full induction programme is provided for all new Trustees to ensure that they are aware of the charity's objects, strategy and activities and their responsibilities as Trustees.

The Board has established formally constituted sub-committees, each with specific terms of reference and functions, delegated by the Board and with a Trustee as Chair. The established committees are Personnel, Finance, (which overviews the Income Generation sub-committee), Patient and Family Services Governance, and Governance (which overviews the Staff-led Health and Safety Committee). There is an additional Capital Projects sub-committee which is chaired by a Trustee to keep pace with any capital projects or planning. These committees meet on a regular, scheduled basis with at least 3 meetings held each year of each committee. Full minutes of all committee meetings are submitted to the Board meetings held every three months.

The Trustees delegate the day to day management of the Charity to the Chief Executive, Mr Robert Johnston, who superseded the previous CEO, Mrs Rose Milnes, on 15 July 2021. Mr Johnston works closely with the Executive Management Team. Day to day decisions are taken within individual teams, with managers where appropriate, and escalated to the Executive Management Team if they impact on the wider organisation.

The Chief Executive's salary is a 'spot salary' based on benchmarking against other Hospices. These are recommended by the Trustee led Personnel Committee, supported by the Trustee led Finance Committee and approved by the Board of Trustees.

CONSTITUTION

The Woodlands Hospice Charitable Trust was established as a Charitable Trust by a Trust Deed dated 6 July 1992 under registered number 1048934.

The Trust was wound down under the terms and conditions of the Trust Deed on 31 December 1995 and at that date the assets of the Trust were donated to Woodlands Hospice Charitable Trust Limited. The company was incorporated on 1 June 1995 under the Companies Act 1985 as a private company limited by guarantee under company number 03063721.

PRINCIPAL ACTIVITY

The principal activity of the charity during the year was to deliver, through collaboration with Liverpool University Hospitals Foundation Trust (LUHFT) and Merseycare, a specialised palliative care service to local people and their families.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

The provision of clinical and medical services was transferred to LUHFT with effect from 1st April 2021.

Inpatient bed occupancy was still affected throughout the year as staffing levels fluctuated as a direct result of staff shielding or isolating, and because some patients themselves were understandably reluctant to be admitted when they could not receive visitors. This directly impacted on our fundraising ability in the year.

As a result of the Covid 19 pandemic, charity shops, classed as non-essential retail, were closed in line with national guidance and all events and fundraising activities were cancelled, obviously having a huge impact on income to the Charity. As the year progressed, we began to open up our shops and limited events came back on line.

Despite the restrictions associated with Covid-19, the Hospice, in collaboration with LUHFT and MerseyCare, continued to deliver patient services to meet the ongoing needs of our patients and their families. The robust governance structure in place ensured continuing high standards of quality and safety and ongoing compliance with regulatory requirements.

There was no CQC inspection in the period covered by the accounts with the Hospices 'Good' classification being maintained as the current rating. However, with effect from July 2021 Woodlands Hospice deregulated from the Care Quality Commission with any future responsibility transferring to Liverpool University Hospitals Foundation Trust (LUHFT).

Patient Services

The following are **principal objectives** pursued by the Hospice throughout 2021/22:

- Continue to provide the highest quality of care for patients and families, working within national and local Covid-related restrictions.
- Develop the use of technology and innovation to enable the continued delivery of safe and effective care.
- Support patients to maintain contact with friends, family and those closest to them, throughout periods when regular visiting was reduced to spikes in Covid.
- Collaborate virtually with other services (NHS and charitable) to continue to educate and improve community services.
- Work closely with Community and Secondary Care clinical and managerial colleagues to develop an integrated city-wide approach to palliative care.
- Use innovative and creative methods to deliver Children and Young People's Family support services.

Quality and Improvement

- Further develop systems and processes to support the delivery of high-quality care through audit, governance and regulation.

Facilities and Infrastructure

- Ensure the best possible environment for patients and visitors (when appropriate for them to return following Covid-19 visiting restrictions) to ensure dignity and respect with quality and safety paramount.
- Maintain the building and environment within government guidance and regulations to minimise the risk from Covid-19 to all patients, visitors and staff.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Patient Information Systems/Data Collection and Reporting

- Continue to develop impact reporting to include outcome measures that demonstrate the difference we make.
- Ensure the organisation meets the standards measured by the NHS Data Security and Protection Toolkit formerly known as the Information Governance Toolkit for 2020-21.
- Ensure ongoing compliance with General Data Protection Regulations (GDPR) across the organisation.

Human Resources

- Support staff throughout the pandemic through individual risk assessment, ensuring safe areas to work in, and by offering support through periods of shielding, sickness and isolation.
- Work with the Board of Trustees to develop a programme for recruiting new Trustees.
- Utilise the organisation's e-Learning platform to enable more modules of accessible high-quality training to be delivered, whilst encouraging attendance on courses to achieve nationally recognised qualifications.

Volunteers

- Embark on a strategy of recruitment and reorientation, of volunteers, as they return to the Hospice.

External Relationships and Collaboration

- Continue to work collaboratively with other providers in the best interest of Woodlands patients.
- Play a key role in local strategy groups to ensure Woodlands has a voice and is involved from the start in developing palliative care services across the city.
- Further promote the work of the Hospice to change people's perception of Hospice care and services provided.

Finance including Fundraising and Trading

- Develop lines of financial responsibility and training to managers to ensure effective and efficient financial management.
- Ensure all avenues of funding and grants are pursued.
- Embark on a recruitment drive to fulfil all fundraising positions.
- Maintain contact and develop relationships with supporters and donors.
- Focus on new ways of giving:
 - Regular giving campaign
 - Make giving easier
 - Online platforms
 - Website development
 - To embark on the development of corporate membership.
- Follow up all giving and encourage further participation.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Marketing and Communications

- Maintain communication opportunities using our website and social media platforms to reach out to people.
- Rationalise YouTube sites.
- Rationalise Facebook sites.
- Explore other social media platforms.

Education and Research

- Develop all opportunities for e-learning and 'virtual' training using platforms such as Zoom and Microsoft Teams.
- Remain open to participating in research projects as appropriate e.g., surveys, questionnaires etc.

STRATEGIC REPORT – ACHIEVEMENTS AND PERFORMANCE

Patient Services

The transition to a new way of working following the transfer of clinical and medical services to Liverpool University Hospitals Foundation Trust (LUHFT) and with the Integrated Mersey Palliative Care model, in collaboration with LUHFT and Merseycare.

Maintaining and improving, where possible, patient safety continued to be a high priority in the Hospice with robust governance systems ensuring a proactive approach to highlighting concerns and trends in patient safety issues.

We believe that during the year we have continued, with our highly skilled and competent workforce, to deliver high quality care to all.

The newly formed, Trustee led, Patient and Family Services Governance Committee, oversees all areas pertaining to the psychological, mental and spiritual wellbeing needs, activity and developments which play a key role in monitoring the standard of services offered to patients and their families.

Facilities and Infrastructure

The results of the Covid-19 pandemic have had a big impact on day-to-day Hospice life. Our team of maintenance volunteers have ensured the safety, and secured a Covid-19 risk-free environment, for our patients and staff.

Our café hours opened up to 9am to 2pm with further plans to return to pre-Covid status.

The Facilities Manager ensured that the Hospice returned to normal working controls and regulations following the changes made to ensure compliance with Covid-19 controls and social distancing regulations.

No capital projects were considered within the year.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Patient Information Systems/Data Collection and Reporting

Data collection and analysis continued throughout the year and results were reported to Trustees.

A Key Performance Indicators (KPIs) summary Board report was regularly posted to our Virtual Board Room (VBR) together with the full set of KPIs if Trustees required further detail.

The process of Data collection is now under review and will be implemented shortly.

Information Governance and compliance with the Data Protection Act 2018 remained a high priority for the Hospice and we once again achieved the required standards of the Data Security and Protection Toolkit. Information Governance remained a key agenda item on our Trustee led Governance Committee and was monitored closely.

Human Resources

The HR team continued to deliver and make progress throughout the year whilst managing issues arising from the transfer of medical and clinical services to LUHFT in April 2021. Staff and volunteer support to build resilience continued to be key priority area.

All staff throughout the Hospice adapted very well to the pressures of the changes resulting from the Covid 19 pandemic and the subsequent transfer of clinical and medical services to LUHFT.

Recruitment to vacant Trustee roles was successful with the appointment of four new Trustees in early 2022.

Volunteers

Following the Covid 19 pandemic, it has taken some time for the volunteers to return to the Hospice (although a small team of essential volunteers did continue to cover reception to support the Hospice). A number of volunteers have not returned. Thus, a new project is in place to build up the number of volunteers back to pre covid levels.

External Relationships and Collaboration

Throughout the year the Hospice has continued to work in collaboration with clinical and managerial colleagues in LUHFT and MerseyCare. As well as South Sefton CCG and other Hospices in the region in order to support each other.

Education

Education about services surrounding palliative care remains a high priority for the Hospice although face to face delivery has reduced due to the effects of the transfer of clinical and medical services to LUHFT. The services of the Patient and Family Services Team are currently being reviewed.

Research and Audit

Following the transfer of clinical and medical services to LUHFT, our research and audit programmes are currently under review.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Income Generation

Appointments have been made to some of the vacant posts within the Fundraising Team and a programme to fill the remaining posts is underway.

Our Community Fundraising Manager continues to engage with local fundraising support groups and a number of very successful virtual race nights, bingo and quiz events were held.

Our annual 'Light up a Life' service, usually taking place within the grounds of the Hospice, was not held this year. Services were instead, held at three local churches around the area. The main service is scheduled to return to the Hospice in December 2022.

Woodlands Hospice remained voluntarily registered with the Fundraising Regulator and continued to abide by the Fundraising Code of Practice throughout the year. Fundraising regulation is overseen by the Trustee led Governance Committee.

- **Donations**

The fundraising team secured donations of £528k (2020/21: £522k).

- **Legacies and Wills**

In 2021/22 we were extremely grateful to receive £128k in legacies (2020/21: £61k). Without the generosity of these supporters who kindly made these bequests, we would not be able to continue to provide the services we do for our patients and their families and as always, we remain extremely appreciative of their kindness.

Our "Make a Will" Campaign enables people to prepare a standard will with participating solicitors. We are very grateful to all the practices which have taken part and for all donations received.

- **Lottery**

A new Hospice Lottery Manager has been appointed and we look forward to him building on his successes for the future.

- **Charity Shops**

All four of our shops (Orrell Park, Old Swan, Kirkby and Norris Green) continued to work well throughout the year. The Maghull shop did not reopen after the Covid 19 pandemic and subsequently, the lease was not renewed in June 2021.

The Head of Income Generation was unable to pursue the plan for a furniture shop but hopes to pick this up again in the future.

- **Hospice Shop**

The trading subsidiary within the Hospice reception has had a difficult year due to the restrictions on visiting times.

Marketing & Communications

The Board recognises the importance of getting marketing and communications right and will ensure that the Hospice re-focuses on this strategy in 2022/23.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

FINANCIAL REVIEW

Principal Funding Sources

Since the transfer of clinical and medical services to LUHFT in April 2021, Woodlands Hospice no longer relies on funding or grants from local NHS Commissioners (aside from a much-needed small grant of £25k received from South Sefton CCG for Patient and Family Services).

The trading company provides a source of income to the Charity. The total covenant from the trading company was £205k in 2021/22 (2020/21: £145k).

The Hospice continues to be hugely appreciative of the ongoing generosity of our wonderful supporters and their dedication, enthusiasm and hard work in raising money for the Hospice. We are so grateful to everyone who helped raise funds for us. Moving forward we will continue to engage proactively with all our communities and endeavour to introduce new and exciting ways in which people can support us and focus on growing sustainable income streams to enable us to continue to support the provision of specialist palliative care services in the future.

Significant Events

The Transfer of Clinical and Medical Services to LUHFT

Due to the significant pressure on the Hospice financial situation, the Board of Trustees voted in favour of transferring all clinical and medical services to Liverpool University Hospitals Foundation Trust (LUHFT) with effect from 1st April 2021. The clinical and medical staff were tupe'd across to LUHFT and the Charity staff remain working for the Charity.

Utilisation of Reserves to make up shortfall

The building of the In-Patient Unit in 2009 put significant pressure on the reserves of the Charitable Trust which has only been compounded since its opening due to ever increasing salary costs imposed on the Hospice. This means that the Hospice has made reported deficits in its reporting consolidated group accounts in six of the nine years prior to this report, putting added pressure onto the free reserves held by the Charity. This liability has now been removed by the transfer of clinical and medical services to LUHFT (see above). However, in the year of transfer (2021/22) there were significant costs that were agreed would still be borne by the Charity.

The surplus of £188k in 2020/21 had arisen primarily due to receipt of £385k from the NHS National Covid Response Fund and £176k from local authority retail support grants. Both of these were as a direct result of government response to the Covid-19 pandemic. In 2021/22 there were no further NHS Covid related grants received and as a result of the exceptional transfer costs, referred to above, a net loss of £252k is reported.

Overall Result

The final position for the Hospice Charitable Group, prior to gains on investments, was a loss of £253k (2020/21: surplus of £58k).

To this loss is added the gain in value of investments amounting to £1k (2020/21: gain of £130k).

This results in an overall decrease in reserves of £252k (2020/21: gain of £188k).

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Total Funds and Free Reserves

At the end of the reporting period, the Hospice Charitable Group held a total fund balance of £3.018m (2021/22: £3.270m), which includes a tangible fixed asset value of £1.813m which would only be realised on the disposal of such fixed assets. The remaining fund balance of £1.205m includes restricted funds of £62k. Free reserves, including the assets held as the investment portfolio, account for the final £1.143m of the Hospice Charitable Group fund balance (2020/21: £1.289m).

Investment policy

At the end of the reporting period (31 March 2022) the Charity held an investment portfolio (including cash held in the portfolio) valued at market value of £898k (31 March 2021: £691k). This increase in value includes an additional £200k transferred from cash reserves into the portfolio in August 2021.

The objectives of the investment policy, as documented by the Trustees, is for the funds held in the portfolio to provide an above market average income from the surplus capital of the Charity, and to achieve a balanced return from income and capital growth. The investment policy of the Trustees documents a medium level of risk for the portfolio.

Whilst the Trustees do consider the ethical implications of the investments held in the portfolio by placing restrictions on direct investments in entities that may be in conflict with the charitable objects of the Hospice, they do understand that by using a collective approach it is impossible to avoid some sectors.

Principal Risks and Uncertainties

The Board of Trustees reviewed and identified the major risks and uncertainties that had the potential to impact on the Hospice. These were:

Ongoing Financial Uncertainty

The difficult financial position of the Hospice has been documented earlier in this report and it has therefore been imperative for us to work with other providers locally to agree a new model of care and ensure the future delivery of specialist palliative care services to the people of North Liverpool, South Sefton and Knowsley.

Minimal Free reserves

As detailed earlier in the free reserves section of this report, the Board of Trustees were acutely aware of the performance of free reserves in the year 2021/22. The Charity is working well with LUHFT and Merseycare to ensure a mutually satisfactory solution to ensure our patients and families continue to receive the best possible specialist palliative care into the future.

Covid-19 restrictions

Covid-19 restrictions have now been reviewed and a return to normal working life is being resumed, with new procedures in place to cope with any future upsurge in Covid 19.

Medicines Management

Responsibility for Medicines Management transferred to LUHFT on the 1st of April 2021.

The Trustees feel that there are no further immediate risks identified. The services Woodlands provides are a key part of the National End of Life strategy and necessary for our local communities. We have a highly skilled workforce and the premises are on a long term lease and have recently been refurbished to make them fit for purpose for the future.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

PLANS FOR THE FUTURE

The Board is pleased to say that transfer of responsibility for clinical services, documented earlier in this report, was successfully delivered on the 1st April 2021. Woodlands Hospice Charitable Trust remains committed to working closely with our clinical colleagues and other providers to transform services in the best interest of our patients and their families; working collaboratively and in a more integrated way across the locality.

Woodlands Hospice Charitable Trust will still be reliant on its fundraising and trading strategies to ensure its services can continue and that we are able to support patients and families to access all aspects of specialist palliative care. Clearly there is still a concern about the ability to fundraise due to COVID-19 uncertainties, but we have confidence in new ways of raising funds and look forward to developing these in the coming year.

TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of Woodlands Hospice Charitable Trust for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these accounts, the Trustees are required to:

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

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

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

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

THE TRUSTEES

The Trustees, who are also Directors for the purposes of company law, who served the charity during the year and the period up to which the accounts were approved were as follows:

B. Bartlett BA Hons Dip Arch RIBA (Chairman)
C.M. Hubbert MRCPG DRCOG (Vice Chairman)
C. Brennand FCA (Hon. Treasurer)
W.J. Wood BSc MHSM Dip.HSM (resigned 31 December 2021)
E. McDonald (resigned 31 December 2021)
B. L. Roberts BA, Dip OT, PGCE, MBA, PhD (resigned 31 December 2021)
A. Johnson
D. Brown (resigned 30 June 2021)
R. Lee
C. Walthew (appointed 22 February 2022)
C. Hudson (appointed 22 February 2022)
S. Wooliscot (appointed 22 February 2022)
Y. Xi (appointed 17 May 2022)

None of the trustees has any beneficial interest in the company.

RELATED PARTIES AND OTHER CHARITIES

The Charity has one wholly owned subsidiary, Woodlands Hospice Limited. The subsidiary operates a lottery and charity shops and uses this to support Woodlands Hospice Charitable Trust.

RISK MANAGEMENT

The responsibilities of Trustees are defined by the Memorandum and Articles of Association, The Charities Act and company law.

These responsibilities include:

- Ensuring that the charity only undertakes activities that are within their objects and powers.
- Acting only in the interests of the charity and its beneficiaries.
- Taking decisions in keeping with their duty of care and duty to act prudently.
- Establishing management arrangements to ensure appropriate standards and procedures are in place, that those standards and procedures are complied with and corrective action taken where necessary.
- Ensuring compliance with all relevant statutory regulation and adoption of best practice principles.

The Trustees obtain comfort that their responsibilities are discharged by:

- Regular reports to the Board of Trustees.
- Independent audit of the accounts and financial systems.
- The authority of the Personnel, Finance, Income Generation and Governance Committees.
- The adoption of the appropriate policies and procedures including the risk management policy.
- Audit by external agencies (e.g. Fire Service, Environmental Health Inspectors,)

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen these risks.

WOODLANDS HOSPICE CHARITABLE TRUST

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

AUDITORS

A resolution to re-appoint Lonsdale & Marsh will be put to the Annual General Meeting.

STATEMENT OF DISCLOSURE TO AUDITORS

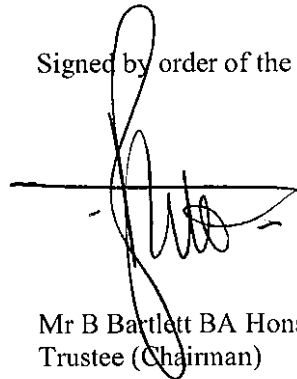
In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware, and;
- Each Trustee has taken the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

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

Registered office:
Woodlands Hospice
AUH Campus
Longmoor Lane
Liverpool
L9 7LA

Signed by order of the Trustees

A handwritten signature in black ink, appearing to be 'B Bartlett', written over a horizontal line.

Mr B Bartlett BA Hons Dip Arch RIBA
Trustee (Chairman)

Approved by the Trustees on 29 November 2022

WOODLANDS HOSPICE CHARITABLE TRUST
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF
WOODLANDS HOSPICE CHARITABLE TRUST

Opinion

We have audited the financial statements of Woodlands Hospice Charitable Trust (the “parent charitable company”) and its subsidiary Woodlands Hospice Limited (the “group”) for the year ended 31 March 2022 which comprise the group Statement of Financial Activities, the group Summary Income and Expenditure account, the group and parent charitable company Balance Sheets, the group Cash Flow Statement 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 group and parent charitable company’s affairs as at 31 March 2022 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;
- 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

In auditing the financial statements, we have concluded that the trustees’ use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group’s and parent charitable company’s ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

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

WOODLANDS HOSPICE CHARITABLE TRUST

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF

WOODLANDS HOSPICE CHARITABLE TRUST

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 the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (including the Strategic 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 by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us;
- the parent charitable company financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees 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 they 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 group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

WOODLANDS HOSPICE CHARITABLE TRUST
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF
WOODLANDS HOSPICE CHARITABLE TRUST

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

We obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and group and determined that the most significant are those that relate to fundraising regulations. We also considered those laws and regulations that have a direct impact on the financial statements such as Charity SORP including FRS 102 and Companies Act 2006.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, included the following:

- the engagement partner ensured the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- discussions with senior management;
- identified laws and regulations were communicated within the audit team and remained alert to instances of non-compliance throughout the audit.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including override of controls) and addressed the risk through testing of journal entries to identify unusual transactions and assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed our audit procedures which included, but was not limited to:

- discussions with management about any known or suspected instances of non-compliance with laws and regulations, and fraud;
- reviewing minutes of meetings of those charged with governance;
- testing of journal entries;
- checking the Charity is registered with a Fundraising Regulator;
- analytical review to identify unusual transactions;
- reviewing for any transactions undertaken with related parties such as those charge with governance and/or trustees;
- checking expenses are bona fide transactions of the charity;
- reviewing complaints received;
- reviewing controls around cash donations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulations. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

WOODLANDS HOSPICE CHARITABLE TRUST
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF
WOODLANDS HOSPICE CHARITABLE TRUST

Use of our report

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



Elaine Frances McElroy (Senior Statutory Auditor)
For and on behalf of Lonsdale and Marsh

Date: 29 November 2022

Chartered Accountants
Statutory Auditor

509-510 Cotton Exchange
Bixteth Street
Liverpool
L3 9LQ

WOODLANDS HOSPICE CHARITABLE TRUST
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from:							
Donations and legacies	2	640,205	16,304	656,509	581,706	1,783	583,489
Charitable activities	3	37,098	25,601	62,699	276,827	2,757,983	3,034,810
Other trading activities	4	455,815	-	455,815	402,446	-	402,446
Investment income	5	18,627	-	18,627	17,443	-	17,443
Other income	6	24,237	-	24,237	24,698	-	24,698
Total income		1,175,982	41,905	1,217,887	1,303,120	2,759,766	4,062,886
Expenditure on:							
Raising funds	7	610,970	-	610,970	524,821	-	524,821
Charitable activities	8	830,754	29,327	860,081	821,710	2,657,615	3,479,325
Total expenditure		1,441,724	29,327	1,471,051	1,346,531	2,657,615	4,004,146
Net gains on investments	14	1,209	-	1,209	129,545	-	129,545
Net income/(expenditure)		(264,533)	12,578	(251,955)	86,134	102,151	188,285
Transfers between funds	25	18,709	(18,709)	-	99,602	(99,602)	-
Net movement in funds	12	(245,824)	(6,131)	(251,955)	185,736	2,549	188,285
Reconciliation of funds:							
Fund balances at 1 April 2021		3,201,989	68,273	3,270,262	3,016,253	65,724	3,081,977
Fund balances at 31 March 2022		2,956,165	62,142	3,018,307	3,201,989	68,273	3,270,262

The Statement of Financial Activities includes all gains and losses in the year and therefore a Statement of Total Recognised Gains and Losses has not been prepared

The notes on pages 23 - 41 form part of these consolidated financial statements

WOODLANDS HOSPICE CHARITABLE TRUST
SUMMARY INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Total income	1,217,887	4,062,886
Total expenditure from income funds	1,471,051	4,004,146
	<u>(253,164)</u>	<u>58,740</u>
Net gains on investments	1,209	129,545
Net income/(expenditure) for the year	<u>(251,955)</u>	<u>188,285</u>

The summary income and expenditure account is derived from the statement of financial activities on page 18 which together with the notes on pages 23 to 41 provides full information on the movements during the year on all funds of the charity.

WOODLANDS HOSPICE CHARITABLE TRUST

CONSOLIDATED BALANCE SHEET

YEAR ENDED 31 MARCH 2022

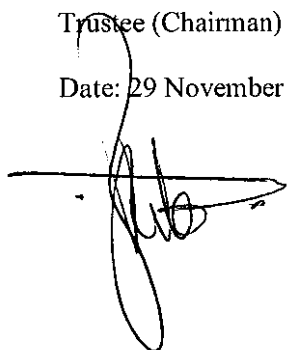
	Note	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	13	1,813,034		1,913,354	
Investments	14	897,620		690,616	
		<u>2,710,654</u>		<u>2,603,970</u>	
Current assets					
Stock	15	2,531		2,531	
Debtors	16	114,710		166,662	
Cash at bank and in hand		441,842		923,805	
		<u>559,083</u>		<u>1,092,998</u>	
Creditors: amounts falling due within one year	17	(251,430)		(326,706)	
Net current assets			<u>307,653</u>		<u>766,292</u>
Total assets less current liabilities			<u>3,018,307</u>		<u>3,370,262</u>
Provisions for liabilities	18		-		(100,000)
Net assets			<u>3,018,307</u>		<u>3,270,262</u>
Funds					
Unrestricted	19	2,956,165		3,201,989	
Restricted	20	62,142		68,273	
Total funds			<u>3,018,307</u>		<u>3,270,262</u>

These financial statements were approved by the Board of Trustees and are signed on their behalf by:

MR B BARTLETT BA Hons Dip Arch RIBA
Trustee (Chairman)

Date: 29 November 2022

Company No: 03063721



The notes on pages 23 - 41 form part of these consolidated financial statements.

WOODLANDS HOSPICE CHARITABLE TRUST

CHARITABLE COMPANY BALANCE SHEET

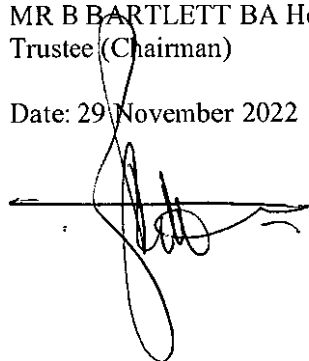
YEAR ENDED 31 MARCH 2022

	Note	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	13		1,808,541		1,905,107
Investments	14		897,623		690,619
			<u>2,706,164</u>		<u>2,595,726</u>
Current assets					
Stock	15	409		409	
Debtors	16	225,130		271,857	
Cash at bank and in hand		<u>289,537</u>		<u>754,681</u>	
		515,076		1,026,947	
Creditors: amounts falling due within one year	17	(221,221)		(270,512)	
Net current assets			<u>293,855</u>		<u>756,435</u>
Total assets less current liabilities			<u>3,000,019</u>		<u>3,352,161</u>
Provisions for liabilities	18		-		(100,000)
Net assets			<u>3,000,019</u>		<u>3,252,161</u>
Funds					
Unrestricted	19		2,937,877		3,183,888
Restricted	20		62,142		68,273
Total funds			<u>3,000,019</u>		<u>3,252,161</u>

These financial statements were approved by the Board of Trustees and are signed on their behalf by:

MR B BARTLETT BA Hons Dip Arch RIBA
Trustee (Chairman)

Date: 29 November 2022



Company No: 03063721

The notes on page 23-41 form part of these consolidated financial statements.

WOODLANDS HOSPICE CHARITABLE TRUST

CONSOLIDATED CASH FLOW STATEMENT

YEAR ENDED 31 MARCH 2022

	2022		2021
	£	£	£
CASH FLOWS FROM OPERATING ACTIVITIES			
Net income/(expenditure) for the year (as per the SOFA)	(251,955)		188,285
Adjustments for:			
(Gains)/losses on investments	(19,891)		4,212
Fair value (gains)/losses on investments	(9,072)		(119,457)
Depreciation of tangible fixed assets	135,389		132,421
Bank interest receivable	(70)		(87)
Dividend income from investments	(18,627)		(17,443)
Increase/(decrease) in provisions	(100,000)		100,000
(Increase)/decrease in debtors	51,055		30,429
Increase/(decrease) in creditors	<u>(74,379)</u>		<u>36,764</u>
<i>Net cash provided by / (used in) operating activities</i>	(287,550)		355,124
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchases of tangible fixed assets	(35,069)		(34,536)
Bank interest receivable	70		87
Income from other fixed asset investments	18,627		17,443
Purchase of investments	(284,769)		(73,919)
Proceeds from sale of investments	<u>106,728</u>		<u>48,298</u>
<i>Net cash (used in) investing activities</i>	(194,413)		(42,627)
INCREASE/(DECREASE) IN CASH	<u>(481,963)</u>		<u>312,497</u>
CASH AT THE BEGINNING OF THE YEAR	923,805		611,308
CASH AT THE END OF THE YEAR	<u>441,842</u>		<u>923,805</u>

WOODLANDS HOSPICE CHARITABLE TRUST

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Company Information

Woodlands Hospice Charitable Trust is a private company limited by guarantee, incorporated in England and Wales. Its wholly owned subsidiary Woodlands Hospice Limited is a private company limited by shares incorporated in England and Wales (Company no: 03278425). The registered office of both the parent and subsidiary company is AUH Campus, Longmoor Lane, Liverpool, L9 7LA.

Basis of Accounting

The charity is a public benefit entity as defined by FRS 102.

The financial statements have been prepared under the historical cost convention, except for investments, modified for the revaluation of leasehold interest, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (FRS 102) effective 1 January 2015, the Financial Reporting standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

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

Group Financial Statements

The consolidated financial statements incorporate the results of the charity and its wholly owned subsidiary Woodlands Hospice Limited on a line-by-line basis. A separate Statement of Financial Activities, and income and expenditure account, for the charity itself are not presented because the charity has taken advantage of the exemptions conferred by s408 of the Companies Act 2006. A summary of the financial performance of the charity can be found in Note 27.

Going Concern

The principal risks and uncertainties have been commented on in the Trustees Report. At the time of approving the financial statements, 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 the preparing the financial statements.

Income

Income from donations, grants and legacies are recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

Grants which are to be used for specific purposes, as laid down by the donor, are treated as restricted funds. Expenditure that meets the criteria is charged to the fund. Deferred income includes amounts received in advance of work to be undertaken in the next financial year. The funds are released when an individual fulfils the post and funds are released monthly in line with costs to deliver the service.

Grants, including those received from government agencies, are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received. They are recognised using the performance model. A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable.

WOODLANDS HOSPICE CHARITABLE TRUST

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

Income (continued)

Income from commercial trading operations represents shop sales of goods, excluding value added tax, and income from the sale of lottery tickets.

Donated goods are not recognised as incoming resources on the Statement of Financial Activities on receipt of an item as it is impractical and not a cost effective use of resources. Instead the value of the donated goods is recognised as income when sold.

In accordance with the SORP (FRS102), the general volunteer time is not recognised on the Statement of Financial Activities. Refer to the trustee's annual report for more information on their contribution.

Interest Receivable

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

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT that is not recoverable.

The cost of functions which support more than one of the charity's activities have been allocated to those activities to give a full cost of an activity. Management salaries, payroll costs and legal fees have been allocated to activities based on the size of the expense incurred, as this is in line with time spent. Depreciation has been allocated to the activities for which the depreciated assets are used.

Fund Accounting

Funds held by the charity are either:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds – these are funds set aside out of unrestricted general funds for specific purposes.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are raised for a particular restricted purpose.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are held at cost or valuation less depreciation. The costs of minor additions, being those below £250, are not capitalised.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment	- 33% straight line
Fixtures and fittings	- 25% straight line
Furniture and equipment	- 25% straight line
Leasehold buildings	- Over the remaining lease term

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

Stock

Stock comprises bought in goods for resale and is stated at the lower of cost or net realisable value. For donated goods see the accounting policy on income.

Financial Instruments

The company has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at the amount receivable or payable. Investments are held at fair value.

Investments

Listed investments are held at fair value, which is the market value as at the balance sheet date with any realised or unrealised gains or losses being recognised within the Statement of Financial Activities.

The investment in the subsidiary company, Woodlands Hospice Limited, is held at cost within the company balance sheet.

Debtors

Debtors are basic financial assets and are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand and deposits held with banks. It also includes cash held with the investment portfolio in order to meet short term cash commitments such as the purchase of shares as they fall due.

Leases

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

Pension Costs

The company pays into three separate schemes:

On 1 April 2021, the clinical and medical staff were TUPED to Liverpool University Hospital Foundation Trust (LUHFT) and Woodlands no longer contributes to the NHS Superannuation Scheme for certain former NHS employees. Woodland's contribution into the scheme in the prior year was at a rate of 14.38% of pensionable pay. The scheme is unfunded and the charity has no further liability beyond the payments made during the prior year. The scheme is therefore accounted for as a defined contribution pension scheme with the costs equal to the contributions made for the accounting period.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

Pension Costs (continued)

The charity also contributes to a separate defined contribution pension scheme for non NHS employees and the contribution is disclosed in Note 11. The assets of the scheme are held in an independently administered fund. The company also contributes to the government's NEST pension scheme for fixed term workers, which is also a defined contribution scheme.

The cost of the employer pension contributions to the NHS Superannuation and other scheme is charged to the Statement of Financial Activities. The pension costs have been allocated according to the activity the employee undertakes. The costs of the activities are allocated between restricted or unrestricted according to how the funding for the activity is received.

Employee costs

The costs of short-term employee benefits are recognised as a liability and an expense.

Where material, the cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Where material, termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Judgements and key sources of estimation uncertainty

In the application of the charity'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.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

2. INCOME FROM DONATIONS, LEGACIES AND GRANTS

	Unrestricted Funds	Restricted funds	Total Funds 2022
	£	£	£
Donations, events, and grants	511,856	16,304	528,160
Legacies	128,349	-	128,349
	<u>640,205</u>	<u>16,304</u>	<u>656,509</u>
	Unrestricted Funds	Restricted funds	Total Funds 2021
	£	£	£
Donations, events, and grants	520,613	1,783	522,396
Legacies	61,093	-	61,093
	<u>581,706</u>	<u>1,783</u>	<u>583,489</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted funds	Total Funds 2022
	£	£	£
Family support services	-	25,601	25,601
Education/training	37,098	-	37,098
	<u>62,699</u>	<u>25,601</u>	<u>62,699</u>
	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Well-being & support centre	233,950	-	233,950
Outreach service	-	110,538	110,538
Hospice at home	-	240,000	240,000
Family support services	-	25,596	25,596
In-patient unit	-	1,909,756	1,909,756
Superannuation fund	17,790	-	17,790
Education/training	10,500	-	10,500
Outpatient accommodation	5,950	-	5,950
End of life training prog-care homes	-	46,794	46,794
NHS England Covid-19 grants	-	385,050	385,050
Other Covid-19 support grants	8,637	-	8,637
Equipment funds	-	40,249	40,249
	<u>276,827</u>	<u>2,757,983</u>	<u>3,034,810</u>

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

4. INCOME FROM OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Lottery	154,850	157,897
Charity shops	229,704	68,546
Government grants	14,667	176,003
Other income	56,594	-
	<u>455,815</u>	<u>402,446</u>

5. INVESTMENT INCOME

	2022	2021
	£	£
Dividends received	<u>18,627</u>	<u>17,443</u>

6. OTHER INCOME

	2022	2021
	£	£
Catering services	23,528	12,633
Sundry income	639	11,978
Bank interest receivable	70	87
	<u>24,237</u>	<u>24,698</u>

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

7. EXPENDITURE ON RAISING FUNDS

Activity	Direct Cost of Activity £	Support Costs £	Total Costs 2022 £
Fundraising and publicity:			
Appeals costs	52,345	28,298	80,643
Fundraising salaries	111,982	60,537	172,519
Investment management fee	6,959	-	6,959
	<u>171,286</u>	<u>88,835</u>	<u>260,121</u>
Commercial trading operations:			
Lottery expenditure	77,832	33,478	111,310
Charity shops expenditure	165,672	73,867	239,539
	<u>243,504</u>	<u>107,345</u>	<u>350,849</u>
	<u>414,790</u>	<u>196,180</u>	<u>610,970</u>

Activity	Direct Cost of Activity £	Support Costs £	Total Costs 2021 £
Fundraising and publicity:			
Appeals costs	43,511	8,088	51,599
Fundraising salaries	153,089	28,457	181,546
Investment management fee	5,346	-	5,346
	<u>201,946</u>	<u>36,545</u>	<u>238,491</u>
Commercial trading operations:			
Lottery expenditure	64,939	9,086	74,025
Charity shops expenditure	182,015	30,290	212,305
	<u>246,954</u>	<u>39,376</u>	<u>286,330</u>
	<u>448,900</u>	<u>75,921</u>	<u>524,821</u>

Expenditure on raising funds was £610,973 (2021: £524,821) of which all was unrestricted.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

8. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct Cost of activity	Support Costs	Total Costs
	£	£	2022 £
Charitable activity:			
Well-being & support centre	50,911	25,780	76,691
In-patient bedded unit	243,350	217,781	461,131
Family support services	176,150	89,199	265,349
Catering services	35,306	17,878	53,184
Equipment funds	3,726	-	3,726
	<u>509,443</u>	<u>350,638</u>	<u>860,081</u>

	Direct Cost of activity	Support Costs	Total Costs
	£	£	2021 £
Charitable activity:			
Well-being & support centre	313,662	52,151	365,813
In-patient bedded unit	2,183,946	368,405	2,552,351
Hospice at Home	163,011	20,629	183,640
Lymphoedema Service	925	-	925
End of life training – care homes	34,646	4,385	39,031
Family support services	139,213	17,617	156,830
Outreach	134,696	17,046	151,742
Catering services	24,690	3,125	27,815
Equipment funds	1,178	-	1,178
	<u>2,995,967</u>	<u>483,358</u>	<u>3,479,325</u>

Expenditure on charitable activities was £860,081 (2021: £3,479,325) of which £830,754 (2021: £821,710) was unrestricted, and £29,327 (2021: £2,657,615) was restricted.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

9. ANALYSIS OF GOVERNANCE AND SUPPORT COSTS

	General Support	Governance Function	Total Costs
	£	£	2022 £
Depreciation	135,388	-	135,388
Management salaries	342,546	-	342,546
Audit fees	-	9,250	9,250
Payroll & other costs	36,247	-	36,247
Insurance & legal fees	23,387	-	23,387
	<u>537,568</u>	<u>9,250</u>	<u>546,818</u>

	General Support	Governance Function	Total Costs
	£	£	2021 £
Depreciation	132,421	-	132,421
Management salaries	373,008	-	373,008
Audit fees	-	9,050	9,050
Payroll & other costs	25,176	-	25,176
Insurance & legal fees	19,623	-	19,623
	<u>550,228</u>	<u>9,050</u>	<u>559,278</u>

10. TAXATION

Corporation Tax has not been chargeable to either company for the year to 31st March 2022. The trading subsidiary has tax losses carried forward of £11,649 (2021: £15,443).

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

11. EMPLOYEE COSTS

The aggregate payroll costs were:		2022		2021	
	£	£	£	£	£
Wages and salaries		789,298		2,566,835	
Social security costs		60,853		193,979	
Redundancy costs		-		11,752	
Pension costs:					
Defined contribution scheme	48,702		85,142		
Contributions to Superann. Scheme	3,898	52,600	139,760	224,902	
		<u>902,751</u>		<u>2,997,468</u>	

Particulars of employees:

	2022	2021
	No	No
The average number of staff employed by the charity and the group during the financial year:		
Number of charitable service staff	23	80
Number of administrative staff	13	14
Number of fundraising staff	9	11
	<u>45</u>	<u>105</u>

Numbers of employees who received remuneration in excess of £60,000 per annum are listed below:

	GROUP		COMPANY	
	2022	2021	2022	2021
£60,000 - £69,999	-	1	-	1

Although no individual employee received remuneration in excess of £60,000 in the year to 31 March 2022, the combined remuneration of the CEOs was between £60,000 and £69,999.

Neither the trustees nor any other person connected with them have received any remuneration during the year.

The trustees were not reimbursed for expenses during the year (2021: £Nil).

The key management personnel of the group comprise the trustees, Chief Executive Officer and senior management. The total amount of employee benefits received by the key management personnel of the group were £181,839 (2021: £134,205).

On 1 April 2021 the clinical and medical services were transferred to Liverpool University Hospitals NHS Foundation Trust (LUHFT). Therefore the associated staff were TUPED to LUHFT on this date.

£11,752 of redundancy costs outstanding at 31 March 2021 were paid in the year ended 2022. During prior year the year the charity made changes to its workforce to improve efficiency and reduce costs, resulting in staff being made redundant.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

12. MOVEMENT IN TOTAL FUNDS FOR THE YEAR

This is stated after charging:

	2022	2021
	£	£
Depreciation	135,389	132,421
Fees payable to the charity's auditors for:		
• the audit of the charity's annual accounts	5,100	5,100
• the audit of the charity's subsidiary	2,700	2,700
• other accounting services	1,250	1,250
	<u>9,050</u>	<u>9,050</u>

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

13. TANGIBLE FIXED ASSETS

GROUP:	Fixtures, Fittings & Computers £	Motor Vehicles £	Short Leasehold Buildings £	Furniture & Equipment £	Total £
COST					
At 1 April 2021	335,010	3,500	3,305,199	441,318	4,085,027
Additions	11,193	-	-	23,876	35,069
At 31 March 2022	<u>346,203</u>	<u>3,500</u>	<u>3,305,199</u>	<u>465,194</u>	<u>4,120,096</u>
DEPRECIATION					
At 1 April 2021	313,704	1,458	1,439,031	417,480	2,171,673
Charge for the year	8,944	875	111,552	14,018	135,389
At 31 March 2022	<u>322,648</u>	<u>2,333</u>	<u>1,550,583</u>	<u>431,498</u>	<u>2,307,062</u>
NET BOOK VALUE					
At 31 March 2022	<u>23,555</u>	<u>1,167</u>	<u>1,754,616</u>	<u>33,696</u>	<u>1,813,034</u>
At 31 March 2021	<u>21,306</u>	<u>2,042</u>	<u>1,866,168</u>	<u>23,838</u>	<u>1,913,354</u>
COMPANY:					
	Fixtures, Fittings & Computers £		Short Leasehold Buildings £	Furniture & Equipment £	Total £
COST					
At 1 April 2021	321,611		3,284,586	441,318	4,047,515
Additions	10,705		-	23,876	34,581
At 31 March 2022	<u>332,316</u>		<u>3,284,586</u>	<u>465,194</u>	<u>4,082,096</u>
DEPRECIATION					
At 1 April 2021	302,267		1,422,661	417,480	2,142,408
Charge for the year	7,604		109,525	14,018	131,147
At 31 March 2022	<u>309,871</u>		<u>1,532,186</u>	<u>431,498</u>	<u>2,273,555</u>
NET BOOK VALUE					
At 31 March 2022	<u>22,445</u>		<u>1,752,400</u>	<u>33,696</u>	<u>1,808,541</u>
At 31 March 2021	19,344		1,861,925	23,838	1,905,107

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

14. INVESTMENTS

GROUP:

Listed investment portfolio:		2022	2021
		£	£
Market value as at 1 April 2021		684,676	529,510
Additions at cost		284,769	73,919
Disposal proceeds at market value		(106,728)	(48,298)
Net gain/(loss) in market value	Realised	19,891	(4,212)
	Unrealised	(18,682)	133,757
		<u>1,209</u>	<u>129,545</u>
Market value as at 31 March 2022		863,926	684,676
Cash held in portfolio		<u>33,694</u>	<u>5,940</u>
		<u>897,620</u>	<u>690,616</u>

The historical cost of the investments as at 31 March 2022 was £768,898 (2021: £536,960).

COMPANY:

	2022	2021
	£	£
Portfolio as above	897,620	690,616
Investment in subsidiary company	<u>3</u>	<u>3</u>
	<u>897,623</u>	<u>690,619</u>

The charity has an investment of £3 in its wholly owned subsidiary Woodlands Hospice Limited (WHL), which is incorporated in England & Wales (Company No: 03278425).

WHL operates charity shops and the hospice lottery to help support its parent company. During the year, WHL transferred £205,000 (2021: £145,000) under the terms of a profit shedding agreement.

The summary financial position and performance of the subsidiary alone is:

	2022	2021
	£	£
Turnover	384,554	226,469
Government grants	14,667	176,003
Other income	56,594	-
Expenditure	455,646	401,914
Profit after covenant	187	558
Gross assets	184,216	209,117
Liabilities	165,921	191,009
Net assets	18,295	18,108

WOODLANDS HOSPICE CHARITABLE TRUST

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

15. STOCK

	GROUP		COMPANY	
	2022	2021	2022	2021
	£	£	£	£
Goods bought for resale	2,531	2,531	409	409

16. DEBTORS

	GROUP		COMPANY	
	2022	2021	2022	2021
	£	£	£	£
Trade debtors	2,011	-	2,011	-
Prepayments	27,893	33,825	19,443	22,467
Other debtors	84,806	122,337	67,967	104,828
Accrued income	-	10,500	-	10,500
Amount owed by subsidiary	-	-	135,709	134,062
	<u>114,710</u>	<u>166,662</u>	<u>225,130</u>	<u>271,857</u>

17. CREDITORS: Amounts falling due within one year

	GROUP		COMPANY	
	2022	2021	2022	2021
	£	£	£	£
Trade creditors	83,800	79,729	79,164	55,580
Accruals	48,700	78,764	39,944	63,486
Deferred income	16,301	16,770	-	-
Taxation and social security	19,293	76,553	19,293	76,553
Other creditors	82,817	74,890	82,817	74,890
Amounts owed to subsidiary	519	-	3	3
	<u>251,430</u>	<u>326,706</u>	<u>221,221</u>	<u>270,512</u>

Deferred income

	GROUP		COMPANY	
	2022	2021	2022	2021
	£	£	£	£
Balance brought forward	16,770	18,131	-	-
Release of deferred income	(469)	(1,361)	-	-
Balance carried forward	<u>16,301</u>	<u>16,770</u>	<u>-</u>	<u>-</u>

Deferred income relates to the lottery membership subscriptions within the trading company.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

18. PROVISIONS FOR LIABILITIES

	GROUP		COMPANY	
	2022	2021	2022	2021
	£	£	£	£
Restructuring provision	-	100,000	-	100,000
	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>

Analysis of movements on provisions:

	Restructuring provision £
Provision brought forward	100,000
Utilised in the year	<u>(100,000)</u>
Provision carried forward	<u>-</u>

The restructuring provision relates to costs incurred by Woodlands Hospice Charitable Trust on behalf of Liverpool University Hospitals Foundation Trust under the transfer of clinical and medical services on 1st April 2021.

19. UNRESTRICTED FUNDS

	GROUP 2022 £	COMPANY 2022 £
Balance at 1 April 2021	3,201,989	3,183,888
Incoming resources	1,175,982	925,149
Resources expended	(1,441,724)	(1,191,078)
Gains on investments	1,209	1,209
Restricted Funds Transfer (Note 20, 25)	18,709	18,709
Balance at 31 March 2022	<u>2,956,165</u>	<u>2,937,877</u>

	GROUP 2021 £	COMPANY 2021 £
Balance at 1 April 2020	3,016,253	2,998,710
Incoming resources	1,303,120	1,045,648
Resources expended	(1,346,531)	(1,089,617)
Gains on investments	129,545	129,545
Restricted Funds Transfer (Note 20, 25)	99,602	99,602
Balance at 31 March 2021	<u>3,201,989</u>	<u>3,183,888</u>

WOODLANDS HOSPICE CHARITABLE TRUST

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

20. RESTRICTED FUNDS

GROUP AND COMPANY:

	Balance as at 1 April 2021 £	Incoming Resources £	Resources Expended £	Transfer (to) / from unrestricted fund £	Balance as at 31 March 2022 £
Family support services	-	25,601	(25,601)	-	-
Equipment fund- donations	10,375	2,197	(1,745)	(2,566)	8,261
Equipment fund - grants	21,531	14,107	(1,981)	(16,143)	17,514
Other restricted funds	36,367	-	-	-	36,367
	<u>68,273</u>	<u>41,905</u>	<u>(29,327)</u>	<u>(18,709)</u>	<u>62,142</u>
	Balance as at 1 April 2020 £	Incoming Resources £	Resources Expended £	Transfer (to) / from unrestricted fund £	Balance as at 31 March 2021 £
15 - Bed in-patient unit	-	1,909,756	(2,183,946)	274,190	-
Hospice at Home	10,180	240,000	(163,011)	(87,169)	-
Family support services	-	25,596	(139,213)	113,617	-
Community outreach	-	110,538	(134,696)	24,158	-
End of Life – care homes	-	46,794	(34,646)	(12,148)	-
Lymphoedema service	-	-	(925)	925	-
NHS England grants	-	385,050	-	(385,050)	-
Equipment fund- donations	8,638	1,783	(46)	-	10,375
Equipment fund - grants	10,539	40,249	(1,132)	(28,125)	21,531
Other restricted funds	36,367	-	-	-	36,367
	<u>65,724</u>	<u>2,759,766</u>	<u>(2,657,615)</u>	<u>(99,602)</u>	<u>68,273</u>

See note 25 for further details on transfer (to) / from unrestricted fund.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

20. RESTRICTED FUNDS (continued)

Family Support Services

Grant received from South Sefton CCG to contribute to the cost of family support services for South Sefton residents.

Equipment Funds

This includes grants from various Charitable Trusts and also donations from individuals for specific items of equipment and furniture to be used either for the benefit of patients or staff. Where funds are expended on capital items the fund is appropriately reduced by a transfer equivalent to the capital cost.

Other restricted funds

These brought forward funds include monies from Merseyside and Cheshire Cancer Network (MCCN), hosted on behalf of the Aintree Integrated Cancer Network (ICN), monies from Multi Professional Education and Training levy (MPET) and monies received by South Sefton CCG to develop and deliver various training, events and awareness. Monies are released as costs are incurred.

NHS England grant

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

21. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets	Investments	Other net assets	Total 2022
	£	£	£	£
Restricted Funds	-	-	62,142	62,142
Unrestricted Funds	1,813,034	897,620	245,508	2,956,162
	<u>1,813,034</u>	<u>897,620</u>	<u>307,650</u>	<u>3,018,304</u>
	Tangible fixed assets	Investments	Other net assets	Total 2021
	£	£	£	£
Restricted Funds	-	-	68,273	68,273
Unrestricted Funds	1,913,354	690,616	598,019	3,201,989
	<u>1,913,354</u>	<u>690,616</u>	<u>666,292</u>	<u>3,270,262</u>

WOODLANDS HOSPICE CHARITABLE TRUST

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

22. COMMITMENTS UNDER OPERATING LEASES

At 31st March 2022 the group and company had future minimum payments under non-cancellable operating leases as follows:

GROUP:	2022	2021
	£	£
In one year or less	54,172	31,626
In more than one year, but not more than 5 years	<u>112,673</u>	<u>84,380</u>
	<u>166,845</u>	<u>116,006</u>
 COMPANY:	 2022	 2021
	£	£
In one year or less	21,172	15,626
In more than one year, but not more than 5 years	<u>18,373</u>	<u>24,380</u>
	<u>39,545</u>	<u>40,006</u>

23. CONTINGENT LIABILITY

At 31 March 2021, Woodlands Hospice Charitable Trust agreed to pay Liverpool University Hospitals Foundation Trust an additional £109,000 in the year ended 31 March 2022 in respect of the transfer of clinical and medical services on 1st April 2021. This was paid in the year end 31 March 2022.

24. RELATED PARTY TRANSACTIONS

There are no related party transactions in the current or prior year that require disclosure.

25. GROSS TRANSFERS BETWEEN FUNDS

Transfers from the equipment fund balances represent expenditure on capital items equivalent to the capital cost.

NHS England awarded funding to allow the hospice to make available bed capacity and community support from April 2020 to July 2020 to provide support to people with complex needs in the context of the COVID-19 situation, and to provide bed capacity and community support from November 2020 to March 2021 for the same purpose. The transfer between funds allows this to be allocated across the Hospice services in order to provide bed capacity and community support.

Transfers from unrestricted funds to restricted funds represent a particular restricted area of resources where total expenditure exceeds the incoming resources for this service. The deficit is therefore transferred from the unrestricted funds to ensure that individual funds do not show a deficit at the year end.

26. GUARANTEE

The charitable company is limited by guarantee and has no share capital. The members' liability is restricted to £1 in accordance with the Memorandum and Articles of Association.

WOODLANDS HOSPICE CHARITABLE TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

27. RESULTS OF THE COMPANY

The consolidated statement of financial activities includes the results of the charity's wholly owned subsidiary, Woodlands Hospice Limited, which operates the hospice lottery and charity shops.

The summary financial performance of the charity alone is:

	Total Funds 2022 £	Total Funds 2021 £
Income from:		
Donations and legacies	640,485	583,489
Payments from subsidiaries	205,000	145,000
Grants receivable	78,723	3,034,810
Interest receivable	52	-
Investment income	18,627	17,443
Other income	24,167	24,672
Total Income	<u>967,054</u>	<u>3,805,414</u>
Expenditure on:		
Raising funds	171,286	201,946
Charitable activities	1,049,119	3,545,286
Total Expenditure	<u>1,220,405</u>	<u>3,747,232</u>
Net gains on investments	1,209	129,545
Net movement in funds	<u>(252,142)</u>	<u>187,727</u>
Reconciliation of funds:		
Total funds brought forward	3,252,161	3,064,434
Total funds carried forward	<u>3,000,019</u>	<u>3,252,161</u>
Represented by:		
Restricted funds	62,142	68,273
Unrestricted funds	<u>2,937,877</u>	<u>3,183,888</u>
	<u>3,000,019</u>	<u>3,252,161</u>

Document Activity Report

Document Sent

Wed, 14 Dec 2022 09:59:39 GMT

Document Activity History

Document history shows most recent activity first

Date

Activity

Fri, 23 Dec 2022 10:22:56 GMT

Tony Kletz viewed the document

You can verify that this is a genuine Portal document by uploading it to the following secure web page:

<http://lonsdales.accountantspace.co.uk/messages/VerifyDocument>