

Company number: 05856324

Charity Number: 1120203

Compassion in Dying

Report and financial statements

For the year ended 31 December 2016

Compassion in Dying

Contents

For the year ended 31 December 2016

Reference and administrative information	1
Trustees' annual report	2
Independent auditor's report	11
Statement of financial activities (incorporating an income and expenditure account)	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18

Compassion in Dying

Reference and administrative information

For the year ended 31 December 2016

Company number 05856324 registered in the United Kingdom

Charity number 1120203 – registered in England and Wales

Registered office and operational address 181 Oxford Street
London
W1D 2JT

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Victoria Butler–Cole	Chair
Nicholas Chalmers	Treasurer Resigned 20 January 2017
Jo Gibbons	Appointed 12 December 2016
Dr Helen Jamison	
Dr Richard Scheffer	
Niccola Swan	Deputy Chair and appointed Treasurer 21 January 2017
Karen Sumpter	Appointed 23 May 2016

Key management personnel Sarah Wootton Chief Executive and Company Secretary
Davina Hehir Director of Policy and Legal Strategy
David Pearce Director of Fundraising and Marketing
Usha Grieve Director of Partnerships and Information

Bankers Co–Operative Bank
PO Box 250
Skelmersdale
WN8 6WT

Auditors Sayer Vincent LLP
Chartered Accountants and Statutory Auditors
Invicta House
108–114 Golden Lane
LONDON
EC1Y 0TL

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

The trustees present their report and the audited financial statements for the year ended 31 December 2016.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Purposes and aims

Compassion in Dying is a national charity that supports people at the end of life to have what they consider to be a good death by providing information and support around their rights and choices. We are the leading provider of free Advance Decisions in the UK and we also conduct and review research into rights and choices in end-of-life care.

Our vision is a world in which each individual gets the end-of-life care that is right for them. We believe everyone should be aware of their legal rights and choices when making decisions about their treatment, including how to plan their treatment in advance in a legally binding way. This means:

- access to expert information;
- support to make choices and to make your preferences known; and
- care that meets your needs as an individual.

It is our mission to raise awareness of people's legal rights and choices when decisions are being made about their care and treatment – both when they do and when they do not have capacity. We support people to plan *their way* to die well. We do this by:

- providing individuals, carers and professionals with free information about their rights and choices. This includes information and support to make a legally binding Advance Decision and guidance on making a Health and Welfare Lasting Power of Attorney (LPA);
- delivering services which support people to ensure their wishes can be respected, including:
 - an information line
 - one-to-one support
 - training for professionals
 - free factsheets and publications
 - a free online planning tool
- conducting and reviewing relevant research into rights and choices in end-of-life care; and
- putting pressure on Government and other policy makers to prioritise patient choice at the end of life

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved, and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees 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 its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

2016 was a productive year for Compassion in Dying. Record numbers of people accessed our Information Service, and we launched new resources, including the UK's first free online advance care planning tool www.MyDecisions.org.uk.

2016 saw the culmination of Compassion in Dying's two-year lottery-funded *My Life, My Decision* project, through which we supported older people from urban, rural and diverse socio-economic and ethnic communities in East London, Hillingdon, Oxfordshire, Lancashire, South Lakeland, South Tyneside and Trafford. Throughout the programme we placed special emphasis on supporting lesbian, gay, bisexual and trans (LGBT*) people and Black, Asian and Minority Ethnic (BAME) people and religious communities, as they face specific barriers to planning ahead for the end of life.

Our services continue to connect us with a huge network of people whose experiences we can draw from to inform the national picture of how choice at the end of life is working in practice.

Information Service

- Demand for our national, free Information Line continues to grow. 2016 saw a 34% increase in calls compared to the previous year.
- In January we launched www.MyDecisions.org.uk the UK's first free online Advance Decision and Advance Statement. We consulted over 300 people who used our Information Line to develop it and it has received acclaim from the people who use it and health and care professionals, and has exceeded expectations with over 3,300 people using the site to make their end of life plan in 2016.
- Our work with Black Asian and Minority Ethnic (BAME) communities highlighted a lack of accessible resources for these groups. Therefore, in partnership with SubCo and Women's Health and Family Services, we developed a planning ahead leaflet in six South Asian languages.
- We worked alongside a group of older Lesbian, Gay, Bisexual and Transgender (LGBT*) people to develop and launch a booklet on planning ahead for the LGBT* community.
- We developed a booklet on planning ahead for the Jewish Community, working in partnership with Jewish Care.

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

- In response to questions commonly raised on our Information Line we developed a factsheet on Advance Decisions and mental health, in partnership with the mental health charity Mind.

Training, outreach and community development

- In October we concluded the two-year Big Lottery-funded [My Life, My Decision](#) (MLMD) programme, which provided information and support to older people in their communities.
- The programme reached 7,113 people through 574 talks and awareness raising events, delivered 1,798 one-to-one sessions, and provided accredited training to 490 health and care professionals, and community stakeholders.
- Throughout the programme we placed special emphasis on working with groups that often are not reached. We delivered community engagement projects with older Somali Women from Tower Hamlets and older South Asian people from London and Lancashire.
- To support this community development work we produced an innovative visual tool using images, to allow and support people not confident in English to record their care wishes.

Partnerships and influencing

- 2016 was a strong year for developing partnerships. Through our outreach programmes, we collaborated with seven local Age UKs, SubCo Trust, Women's Health and Family Services, Opening Doors London, Stonewall and Jewish Care.
- We set up Information Line cross-referral partnerships with the Office of the Public Guardian and Independent Age
- We were invited to speak and run workshops at national conferences such as the National Voices Annual Conference; the East London Mosque conference on end-of-life care; the Palliative Care Eradicating Inequalities Conference; and Christian Perspectives on Death and Dying series of events, further demonstrating our credibility in patient-centred advance care planning.

Research and policy

- In 2016 we consulted with 600 people on their experience of living with a terminal illness or supporting someone at the end of life. The rich data gathered showed a gap in information available about patients' rights and options for care at the end of life. We also commissioned focus group research on public attitudes to and experience of planning ahead for end of life care.
- We contributed to consultations such as on the National End of Life Intelligence Network's impact evaluation; the Resuscitation Council's proposed Emergency Care and Treatment Plans (ECTP) and a Ministry of Justice review of the European Committee on Legal Co-operation's recommendations on continuing powers of attorney and advance directives for incapacity. We also responded to numerous consultations by the National Institute for Health and Clinical Excellence (NICE) including on Motor Neurone Disease; Older people with social care needs and multiple long-term conditions; Supporting decision-making for people who may lack mental capacity; Mental wellbeing and independence for older people; and Care of the dying adult in the last days of life.

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

- We have produced and disseminated reports on learning from the *My Life, My Decision* programme including a full project report, and specific policy reports on our work with Somali Women – *Tie your Camel First*, and with South Asian Women – *Tea, Talk and Samosas*. As part of the programme we commissioned the Woolf Institute to develop focus groups and a report on planning ahead with Muslim communities. All of these reports have been shared with relevant health and voluntary sector stakeholders.

We organised a seminar to share learning from *My Life, My Decision* which included contributions from service users, academics, healthcare professionals and project staff. We also presented at a seminar series looking at Advance Decisions in practice.

Beneficiaries of our services

The trustees have had regard to the Charity Commission's guidance on the public benefit requirement under the Charities Act 2006.

The charity is actively advancing its objects for the public benefit by the means described above. Compassion in Dying is delivering a wide range of services for the benefit of many.

The potential beneficiaries of the charity include all those in the UK affected by end-of-life issues. The trustees have agreed that all information, support, and research results will be made available to the public without charge.

Financial review

This was the ninth year of the charity being operational and taking on obligations to staff. The total income received was £701,000 against a prior year figure of £777,000.

Of the total received, £333,000 was unrestricted including a further £150,000 from the Bernard Lewis Family Charitable Trust. Income during the year also included £2,000 of bank interest.

The remaining £368,000 related to donations for restricted funds for various projects:

- The Information Line received £31,000 in total and included £10,000 from Dorothy Bishop and £20,000 from the Swire Trust.
- The *My Life, My Decision* Project received £337,000 from the Big Lottery Silver Dreams Fund as part of a funded project running to the end of October 2016.

Total resources expended in 2016 were £841,000 (2015:£824,000) of which £544,000 was spent directly on restricted activities namely the *My Life, My Decision* Project (2015:£548,000) and the Information Line and Information Development £151,000 (2015:152,000). Information Development and *My Life, My Decision* were part-funded from reserves as agreed by the board in order to expand the offerings available.

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

Within the total resources expended, £782,000 – 93% (2014 – 95%) represented expenditure on charitable activities (as defined by the Charities SORP).

Total incoming resources of £701,000 and resources expended of £841,000 gave a net decrease in funds of £140,000, but still leaving a strong balance sheet position at year-end with cash balances of £510,000. At the year-end, £75,000 was due to Dignity in Dying for staff resource and accommodation overheads, relating to the quarter to the end of December 2016.

Principal risks and uncertainties

There is a risk register which is kept under review by the Company Secretary and trustees and is formally approved at least annually. The major risks that have been identified for Compassion in Dying are:

- The fundraising strategy has been successfully delivered but the organisation is constantly reviewing new opportunities for securing funding that fit with its strategic priorities.
- Staff well-being is also extremely important in order to retain staff, as end of life is a challenging subject matter and can increase the potential for staff to feel emotionally exhausted.
- In order to counter these pressures good line management and direct report relationships, together with regular one-to-one meetings are encouraged.
- It is important that communication and social media messaging by staff/Board members/Trustees is accurate. In order to achieve this, a central press team handles media contact, and organisation guidelines have been set for social media use.

Remuneration Policy

Compassion in Dying aims to maintain competitiveness of pay for its employees, while also controlling pay bill costs within set parameters, including affordability. Equally, the organisation wants to provide employees with a fair and, as far as possible, transparent process.

There is a set pay-scale with grade descriptors, which set out the behaviours, skills and abilities expected of staff at each grade. In 2016 the Trustees revised the pay scales in line with inflation.

At the absolute discretion of the Board, and based on the finances of the organisation and approved by the Finance & Audit Committee, there will be an annual cost of living increase for employees. This is likely to be recommended based on the Consumer Price Index.

Reserves policy and going concern

The Trustees have on several occasions, discussed the charity's reserves requirements. They are satisfied that the charity has sufficient reserves to enable it to fulfil its immediate commitments. At the year-end the charity held £369,000 in unrestricted funds (2015: £510,000) and £8,000 in restricted funds (2015: £7,000).

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

The Trustees believe that current reserves are more than sufficient at this moment in time, and have agreed that so long as the unrestricted reserves do not fall below £50,000, this should be sufficient to cope with immediate demands.

Future focus

Experience from the *My Life, My Decision* programme enabled us to develop practical recommendations on the importance of commissioning end-of-life planning services which support individuals and under-served communities, and which support healthcare professionals to refer patients to planning ahead services. We are currently working with the East Lancashire Clinical Commissioning Group and other commissioners with the aim of developing similar services across England.

We know that efforts to inform minority ethnic and LGBT* communities about planning ahead will be more successful if they are accompanied by work to address the existing barriers that they face in accessing health and social care and in expressing their wishes. We are therefore committed in 2017 to continuing to work with diverse groups who often are not reached by delivering both community engagement and better training for healthcare professionals.

We will use the data gathered from our research with nearly 600 dying people and their carers to produce a practical resource to support people to make choices at the end of life.

We will also use this and other research to inform the development of an updated, evidence-based policy document setting out our key calls on Government, decision-makers and commissioners in order to put patients at the centre of decision-making at the end of life. We will continue to share learning from our services to inform policy-makers, healthcare providers and charities working on end of life care and choice.

We will expand our Information Line through the appointment of helpline nurses. This will enable us to provide clinical information on what to expect at the end of life, to complement our existing information on ways to make choices and plan ahead.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 23 June 2006 and registered as a charity on 23 July 2007.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 8 to the accounts.

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

Appointment of trustees

Compassion in Dying has a policy of identifying skills gaps on its board before recruiting new trustees. We continue to work to build a stronger board with a broad skills base, covering healthcare, legal and commercial expertise.

Potential new trustees are interviewed by the Chair and the Chief Executive and meet informally with some senior staff. Recommended candidates are considered by the board as a whole and are appointed by approval of a simple majority of the trustees. All trustees are members of the charity for Companies House purposes.

Trustee induction and training

Newly appointed trustees undergo a comprehensive induction programme within a short period after appointment.

Ongoing governance reviews will highlight any further areas of training desirable for trustees and where appropriate, we will arrange for this to be undertaken.

Related parties and relationships with other organisations

The charity Compassion in Dying (CID) was founded by, and works in collaboration with, the non-charitable campaigning organisation Dignity and Choice in Dying (known as "Dignity in Dying") (DID).

Dignity in Dying and Compassion in Dying are sister organisations, both concerned with the welfare of individuals at the end of their lives, but with different aims. Compassion in Dying was established to advance the charitable objects set out above. The charity provides information, support and training on end-of-life issues, and commissions and publishes research on matters of end-of-life care.

The two organisations have separate boards, which operate independently but they share a CEO, some staff and premises. Relations between DiD and CID are further governed by a Memorandum of Understanding.

The board members (trustees) of CID have put arrangements in place to ensure that all funds received by CID are spent solely on the charitable work of CID, with no inadvertent subsidy to DID.

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

Statement of responsibilities of the trustees

The trustees (who are also directors of Compassion in Dying for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- 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 disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

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

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

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 December 2016 was 7 (2015:5). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Compassion in Dying

Trustees' annual report

For the year ended 31 December 2016

Auditors

Sayer Vincent LLP were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

The trustees' annual report has been approved by the trustees on 22 May 2017 and signed on their behalf on by

Nicola Swan
Treasurer

Victoria Butler-Cole
Chair

Independent auditors' report

To the members of

Compassion in Dying

Opinion

We have audited the financial statements of Compassion in Dying (the 'charitable company') for the year ended 31 December 2016 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

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

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 charitable company'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.

Independent auditors' report

To the members of

Compassion in Dying

Other information

The other information comprises the information included in the trustees' annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or

Independent auditors' report

To the members of

Compassion in Dying

- We have not received all the information and explanations we require for our audit; or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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.

Independent auditors' report

To the members of

Compassion in Dying

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

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

Joanna Pittman (Senior statutory auditor)

6 July 2017

for and on behalf of Sayer Vincent LLP, Statutory Auditor
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Compassion in Dying

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 December 2016

	Note	Unrestricted £	Restricted £	2016 Total £	Unrestricted £	Restricted £	2015 Total £
Income from:							
Donations and legacies	2	324,641	–	324,641	251,815	–	251,815
Charitable activities							
Information Development	3	–	31,294	31,294	–	93,450	93,450
My Life My Decision	4	–	336,799	336,799	–	429,180	429,180
Other Income		5,842	–	5,842	–	–	–
Investments		2,250	–	2,250	2,429	–	2,429
Total income		332,733	368,093	700,826	254,244	522,630	776,874
Expenditure on:							
Raising funds		58,767	–	58,767	43,710	–	43,710
Charitable activities							
Policy, research and communication		66,566	–	66,566	79,723	–	79,723
Information Development		–	150,663	150,663	–	152,157	152,157
My Life My Decision		–	544,506	544,506	–	548,331	548,331
Outreach		20,576	–	20,576	–	–	–
Total expenditure	5	145,909	695,169	841,078	123,433	700,488	823,921
Net income / (expenditure) for the year	7	186,824	(327,076)	(140,252)	130,811	(177,858)	(47,047)
Transfers between funds		(327,381)	327,381	–	(172,411)	172,411	–
Net movement in funds		(140,557)	305	(140,252)	(41,600)	(5,447)	(47,047)
Reconciliation of funds:							
Total funds brought forward		509,828	7,197	517,025	551,428	12,644	564,072
Total funds carried forward		369,271	7,502	376,773	509,828	7,197	517,025

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 16 to the financial statements.

Compassion in Dying

Balance sheet

Company no. 05856324

As at 31 December 2016

	Note	£	2016 £	£	2015 £
Current assets:					
Debtors	12	2,088		50,900	
Cash at bank and in hand		510,415		697,776	
		<u>512,503</u>		<u>748,676</u>	
Liabilities:					
Creditors: amounts falling due within one year	13	135,730		231,651	
				<u>231,651</u>	
Net current assets			376,773		517,025
Total net assets			376,773		517,025
The funds of the charity:	16a				
Restricted income funds			7,502		7,197
Unrestricted funds			369,271		509,828
			<u>376,773</u>		<u>517,025</u>
Total charity funds			376,773		517,025

Approved by the trustees on 22 May 2017 and signed on their behalf by

Nicola Swan
Treasurer

Victoria Butler Cole
Chair

Compassion in Dying

Statement of cash flows

For the year ended 31 December 2016

	Note	2016	2015
		£	£
Cash flows from operating activities			
Net cash provided by / (used in) operating activities	17	(189,611)	(93,204)
Cash flows from investing activities:			
Dividends, interest and rents from investments		2,250	2,429
Net cash provided by / (used in) investing activities		<u>2,250</u>	<u>2,429</u>
Change in cash and cash equivalents in the year		(187,361)	(90,775)
Cash and cash equivalents at the beginning of the year		<u>697,776</u>	<u>788,551</u>
Cash and cash equivalents at the end of the year		<u><u>510,415</u></u>	<u><u>697,776</u></u>

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

1 Accounting policies

a) Statutory information

Compassion in Dying is a charitable company limited by guarantee and is incorporated in United Kingdom. The registered office address is 181 Oxford Street, London, W1D 2JT.

b) Basis of preparation

The financial statements have been prepared in accordance with 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 2015) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (September 2015) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

e) Income

Income is 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 that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

1 Accounting policies (continued)

f) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

g) Interest receivable

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

h) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

i) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of providing information about the aims, objectives and projects of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

j) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Where such information about the aims, objectives and projects of the charity is also provided to potential donors, activity costs are apportioned between fundraising and charitable activities on the basis of area of literature occupied by each activity.

● Cost of Raising Funds	6%
● Policy, Research and Communication	7%
● Information Development	14%
● My Life My Decision	58%
● Outreach	2%
● Support costs	11%
● Governance costs	2%

1 Accounting policies (continued)

j) Allocation of support costs (continued)

Support and governance costs are re-allocated to each of the activities on the following basis which is an estimate, based on staff time, of the amount attributable to each activity

● Cost of Raising Funds	8%
● Policy, Research and Communication	10%
● Information Development	21%
● Outreach	4%
● My Life My Decision	57%

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

n) Pensions

The charity makes payments to defined contribution pension schemes on behalf of employees. The assets of the schemes are held separately from those of the charitable company in independently administered funds. The pension cost charge represents contributions payable to the funds during the year. The charity has no liability under the schemes other than the payment of those contributions.

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

2 Income from donations and legacies

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
Legacies				
Coleman	-	-	-	8,000
Boswall	14,691	-	14,691	-
Homer	6,876	-	6,876	60,000
Total legacies	21,567	-	21,567	68,000
Donations				
The GW Cadbury Charitable Trust	8,000	-	8,000	3,000
Andrew R Ferguson	-	-	-	5,000
The Bernard Lewis Family Charitable Trust	150,000	-	150,000	150,000
Peter Brown	80,000	-	80,000	-
Joffe Trust	5,000	-	5,000	-
Charlotte Heber Percy	5,000	-	5,000	-
Gift Aid	34,689	-	34,689	-
General donations under £1,000	20,385	-	20,385	25,815
Total donations	303,074	-	303,074	183,815
Total income from legacies and donations	324,641	-	324,641	251,815

Income from charitable activities:

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
3 Information development				
Nick Stacey	-	-	-	10,000
Dorothy Bishop	-	10,000	10,000	-
Swire Trust	-	20,000	20,000	20,000
The Bernard Lewis Family Charitable Trust	-	-	-	63,000
Other Under £1,000	-	1,294	1,294	450
	-	31,294	31,294	93,450
4 My Life My Decision				
Big Lottery Fund – MLMD	-	336,799	336,799	429,180
	-	336,799	336,799	429,180
Total income from charitable activities	-	368,093	368,093	522,630

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

5 Analysis of expenditure

	Charitable activities							2016 Total £	2015 Total £
	Cost of raising funds £	Policy, research and communication £	Information development £	My Life My Decision £	Outreach £	Governance costs £	Support costs £		
Staff costs (Note 8)	30,626	37,455	81,194	193,190	15,190	19,286	12,999	389,940	325,253
Other staff costs	-	-	342	10,148	477	-	8,535	19,502	27,483
Grants payable (Note 6)	-	-	-	184,894	0	-	-	184,894	198,233
Office costs	-	-	812	14,966	341	-	71,155	87,274	88,817
Project costs	18,128	11,871	11,938	68,066	-	-	-	110,003	78,394
Volunteer costs	-	-	-	-	-	-	33	33	149
Seminars, conferences and meetings	-	750	-	-	-	-	-	750	2,054
Literature, printing and postage	-	21	-	-	-	-	3,488	3,509	3,860
Web design and hosting	-	4,470	30,070	-	-	-	-	34,540	83,241
Audit, accountancy and professional fees	-	-	-	1,996	-	6,013	(2,248)	5,761	13,201
Trustee costs	-	-	-	-	-	4,872	-	4,872	3,236
	48,754	54,567	124,356	473,260	16,008	30,171	93,962	841,078	823,921
Support costs	7,634	9,337	20,240	48,156	3,787	4,808	(93,962)	-	-
Governance costs	2,379	2,662	6,067	23,090	781	(34,979)	-	-	-
Total expenditure 2016	58,767	66,566	150,663	544,506	20,576	-	-	841,078	
Total expenditure 2015	43,710	79,723	152,157	548,331	-	-	-		823,921

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

6 Grant making

Under the terms of the Big Lottery Silver Dreams funding for the My Life My Decision project a number of grants were issued from CiD to Age UK partners as detailed below:

	2016 £	2015 £
East London	35,063	31,382
Hillingdon	18,803	24,732
Lancashire	38,039	32,786
Oxfordshire	23,452	30,426
Trafford	21,374	27,181
South Tyneside	25,235	24,030
South Lakeland	22,928	27,696
Total	<u>184,894</u>	<u>198,233</u>

7 Net outgoing resources for the year

This is stated after charging / crediting:

	2016 £	2015 £
Auditors' remuneration (excluding VAT):		
Audit	6,000	5,850
Other services	-	630
	<u>-</u>	<u>6,480</u>

8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2016 £	2015 £
Salaries and wages	349,203	287,736
Social security costs	28,495	26,203
Employer's contribution to defined contribution pension schemes	12,242	11,314
	<u>389,940</u>	<u>325,253</u>

No employee earned more than £60,000 during the year (2015: nil).

The total employee benefits (including employer national insurance and employer pension contributions) of the key management personnel were £94,688 (2015: £84,064).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2015: £nil). No charity trustee received payment for professional or other services supplied to the charity (2015: £nil).

Trustees' expenses represents the payment or reimbursement of travel, subsistence and accommodation costs totalling £2,024 (2015: £1,564) incurred by 2 (2015: 2) members relating to attendance at meetings of the trustees.

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

9 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2016 No.	2015 No.
Raising Funds	1.5	1.5
Policy, Research and Communication	5.0	6.0
Information Development	1.9	2.0
My Life My Decision	4.5	4.3
Outreach	0.7	–
Support	7.0	7.0
Governance	0.5	0.5
	<hr/>	<hr/>
	21.1	21.3
	<hr/> <hr/>	<hr/> <hr/>

The average number of employees full time and part time equivalent during the year was:

	2016 No.	2015 No.
Cost of Raising Funds	0.40	0.36
Policy, Research and Communication	0.84	0.85
Information Development	1.92	2.00
My Life My Decision	3.61	3.57
Outreach	0.52	0.00
Support	1.71	1.48
Governance	0.29	0.20
	<hr/>	<hr/>
	9.29	8.46
	<hr/> <hr/>	<hr/> <hr/>

10 Related party transactions

As explained in the Trustees' Report, the charity works closely with the sister organisation Dignity in Dying (DID). In particular, the charity shares office accommodation and some staff with DID, and DID acts as the charity's payroll agent. There is a related party current account through which these costs are charged – see note 13.

As at 31 December 2016, one of the six (2015: one of the six) trustees of Compassion in Dying is also a board member of Dignity in Dying. The two organisations have separate chairs and treasurers and any financial transactions between the organisations are negotiated on an arm's length basis.

There were no donations during the year from related parties.

11 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

12 Debtors

	2016 £	2015 £
Trade debtors	178	92
Other debtors	–	9
Prepayments	1,910	799
Accrued income	–	50,000
	<hr/>	<hr/>
	2,088	50,900
	<hr/> <hr/>	<hr/> <hr/>

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

13 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	35,028	4,591
Taxation and social security	4,071	5,963
DID current account (see note 10)	74,515	44,256
Accruals	22,116	26,841
Deferred income – donations received in advance (note 14)	–	150,000
	<u>135,730</u>	<u>231,651</u>

14 Deferred income

Deferred income comprises a donation from The Bernard Lewis Family Charitable Trust. The donation from the trust was received in 2015, for expenditure in 2016.

	2016 £	2015 £
Balance at the beginning of the year	150,000	150,000
Amount released to income in the year	(150,000)	(150,000)
Amount deferred in the year	–	150,000
	<u>–</u>	<u>150,000</u>
Balance at the end of the year	<u>–</u>	<u>150,000</u>

15a Analysis of net assets between funds (current year)

	General unrestricted £	Restricted £	Total funds £
Net current assets	369,271	7,502	376,773
	<u>369,271</u>	<u>7,502</u>	<u>376,773</u>
Net assets at the end of the year	<u>369,271</u>	<u>7,502</u>	<u>376,773</u>

15b Analysis of net assets between funds (prior year)

	General unrestricted £	Restricted £	Total funds £
Net current assets	509,828	7,197	517,025
	<u>509,828</u>	<u>7,197</u>	<u>517,025</u>
Net assets at the end of the year	<u>509,828</u>	<u>7,197</u>	<u>517,025</u>

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

16a Movements in funds (current year)

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
Restricted funds:					
Information Line Fund	-	31,294	(150,663)	119,674	305
Big Lottery Fund – ELRA	7,197	-	-	-	7,197
Outreach	-	-	-	-	-
Big Lottery Fund – MLMD	-	336,799	(544,506)	207,707	-
Total restricted funds	7,197	368,093	(695,169)	327,381	7,502
Unrestricted funds:					
General funds	509,828	332,733	(145,909)	(327,381)	369,271
Total unrestricted funds	509,828	332,733	(145,909)	(327,381)	369,271
Total funds	517,025	700,826	(841,078)	-	376,773

16b Movements in funds (prior year)

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
Restricted funds:					
Information Line Fund	5,447	93,450	(152,157)	53,260	-
Big Lottery Fund – ELRA	7,197	-	-	-	7,197
Big Lottery Fund – MLMD	-	429,180	(548,331)	119,151	-
Total restricted funds	12,644	522,630	(700,488)	172,411	7,197
Unrestricted funds:					
General funds	551,428	254,244	(123,433)	(172,411)	509,828
Total unrestricted funds	551,428	254,244	(123,433)	(172,411)	509,828
Total funds	564,072	776,874	(823,921)	-	517,025

Purposes of restricted funds

Information Line Fund

This is matched funding transferred from reserves as agreed and committed by the trustees at the start of the year and Mrs G Barnes' restricted donation for the provision of an End-of-Line Care Information Line, available to the public via a free-phone number.

Big Lottery Funds – ELRA and MLMD

This represents funding for a pilot project in partnership with Age UK East London and its subsequent roll-out with 6 other Age UK delivery partners and some strategic partners. The project is a service which helps vulnerable older people cope with major life transitions. The transfer from Unrestricted funds represents the matched funding from reserves committed by the trustees as part of the funding application.

The pilot project (ELRA) and the roll-out (MLMD) were subject to completely separate funding applications and as a result are accounted for individually in these accounts.

Compassion in Dying

Notes to the financial statements

For the year ended 31 December 2016

17 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2016 £	2015 £
Net income / (expenditure) for the reporting period (as per the statement of financial activities)	(140,252)	(47,047)
Dividends, interest and rent from investments	(2,250)	(2,429)
(Increase)/decrease in debtors	48,812	(50,808)
Increase/(decrease) in creditors	(95,921)	7,080
Net cash provided by / (used in) operating activities	(189,611)	(93,204)

18 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.