

## **FRIENDS TRUSTEES 2016 - 2017**

Mr Grant Greetham	<b>Chairman</b>
Mrs J Cory	<b>Vice Chairman</b>
Mrs S Steele	<b>Treasurer</b>
Mr D Cory	
Mrs R Longman	
Mrs J Macleod	
Mrs A Pearce	

## **West Suffolk NHS Foundation Trust**

Mrs Jan Bloomfield	Executive Director of Workforce and Communications/Fundraising
Mrs L Murrell	Voluntary Services Manager
Ms E English	Friends Shop Supervisor

## **Contact details**

The Friends of West Suffolk Hospital  
c/o Voluntary Services  
West Suffolk Hospital  
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Patron: The Marquess of Bristol

## **ANNUAL REPORT (2016-2017)**

**To be presented at the  
Annual General Meeting**

**on  
Monday 16 October 2017 at 7pm  
in the  
Committee Room, West Suffolk Hospital**

**All subscribers are invited to attend**

Registered Charity No. 251356  
Affiliated to Attend  
(Formerly the National Association of Hospital Community Friends)

## CHAIRMAN'S REPORT

Dear Friends

The Friends of West Suffolk Hospital volunteers have yet again surpassed all expectations with the generous amount of time given to support the Trust in so many ways.

It was such a delight to see so many volunteers at their annual tea party in June. Among the large number of volunteers receiving service awards were eleven from the Friends Shop & Trolley Service. Congratulations to them all.

You will see from the financial statement the amount of money raised by the shop and its volunteers, along with donations and legacies received and projects supported this year. I am sure you will be amazed to hear that over eight thousand hours were given by 73 volunteers last year.

We are all very proud to be associated with the West Suffolk Hospital which is now one of the finest hospitals in the region, thanks to continued investments by the Trust, the skilled staff who work within the organisation and of course our volunteers.

My thanks as always to Lizzie, her staff and volunteers, my co-trustees for their time and support, Ros and Val in Voluntary Services and of course to you for being a friend of this great hospital. Finally, special thanks to Linda who will be retiring at the end of the year after six years at the helm of her department.

With my very best wishes

Grant Greetham  
Chairman

# FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

## In Memoriam

We remember three former Friends who sadly died this year.

### Margaret Bonsor

Former President of the Friends, Margaret was a Friends Committee Trustee for 22 years from 1987 to 2009. She also volunteered her time each week on the Friends Stall in the foyer of the hospital, with Friends' fundraising events in the community and presented the Friends Bouquet each month to a selected patient.

### Mike Bray

Former Treasurer of the Friends, Mike was a Friends Committee Trustee for 22 years from 1988 to 2010. Mike also volunteered his time arranging and taking part in Friends' fundraising events in the community to raise funds. During his time as Treasurer he was instrumental in the Friends taking over the shop in the hospital foyer from the WRVS in 2008/09.

### Dorothy Lodge

Former Friends Committee Trustee, Dorothy was Friends Secretary from 1999 to 2012. She also chaired the Patient and Public Involvement Forum at West Suffolk Hospital.

We commend their commitment, dedication and long service to the Friends of West Suffolk Hospital over many years; their contribution to helping to raise funds to benefit the hospital's patients and staff will always be remembered.

## BALANCE SHEET

As at 30th June 2017

	<u>2017</u>	<u>2016</u>
	£	£
<b>Assets</b>		
Stock	20301	20751
Gift Aid Tax due	2392	1662
VAT due	738	0
Cash at Bank: Current Account	70868	64639
CAF Main Account	60356	45222
CAF Shop Account	3876	5626
Cash in Hand: Shop Account	300	320
	<u>158831</u>	<u>138220</u>
<b>Sundry Creditors</b>		
Trade Creditors		
VAT	0	2014
Independent Examination Fee	<u>1000</u>	1000
<b>Net Assets</b>	<u>157831</u>	<u>135206</u>
<b>Represented by</b>		
Unrestricted Income Funds	<u>157831</u>	<u>135206</u>

The financial statements are subject to an independent examination which has been carried out by David Robertson & Co, Chartered Accountants of 84 Whiting Street, Bury St Edmunds, IP33 1NZ.

A copy of their report can be obtained from the Treasurer.

## FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

### STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30th June 2017

	<u>2017</u>	<u>2016</u>
<b>Income and expenditure</b>		
<b>Income</b>	<b>£</b>	<b>£</b>
Annual Subscriptions	1275	1405
Memorial Donations	140	973
Personal & Special Donations	2182	1300
Legacies	0	11332
Friends Collection Boxes	476	1582
Lost property sale	1400	0
Income Tax recovered on Gift Aid	730	466
	6203	17058
Profit from Shop                      Note 3	25941	43809
<b>Total Income</b>	<b>321444</b>	<b>60867</b>
<b>Direct Charitable Expenditure</b>		
Charitable Project Grants              Note 2	7595	85872
<b>Other Expenditure</b>		
Independent Examination Fee	1000	1000
National League of Friends—Insurance	924	947
<b>Total Expenditure</b>	<b>9519</b>	<b>87819</b>
<b>Net Income (Expenditure) for Year</b>	<b>22625</b>	<b>-26952</b>
<b>Fund balance brought forward</b>	<b>135206</b>	<b>162158</b>
<b>Fund balance carried forward</b>	<b>157831</b>	<b>135206</b>

## ANNUAL SUBSCRIPTIONS 2016/17

Mr & Mrs D T Lindsay *	20.00	Mrs S P Rogans *	5.00
Dr R Lister *	100.00	Mrs D L Rogers *	5.00
Mr & Mrs M H Little *	50.00	Mr B V Sargent *	10.00
Mr P Loft *	5.00	Mr M Smith*	5.00
Mrs R Longman	5.00	Mrs G R Smithson *	5.00
Mrs B Lucas *	10.00	Mr P Smulders *	5.00
Mrs J Macleod	5.00	Mrs S Steele *	5.00
Mrs J Markham *	5.00	Mrs F Stemp	5.00
Mr T H Marsh *	25.00	Mrs A Steward	5.00
Mr & Mrs M Mason*	30.00	Mrs P R Tattersall *	5.00
Mrs A Mayhew	5.00	Mr J F Taylor	10.00
Mr & Mrs N McSweeney	25.00	Mrs A L Tibble	10.00
Mrs V Megginson *	5.00	Mr J M Trappes-Lomax *	5.00
Mrs J R W Moore *	10.00	Mrs S Veale	20.00
Mrs S Morgan	10.00	Mrs R E Wallace *	10.00
Mrs B V Murrell	10.00	Mr H Whiteley	5.00
Mrs L Murrell *	5.00	Mr S R Whitwell	25.00
Mrs P A Paine	10.00	Mrs J C Williams *	20.00
Ms V I Pashler-Wright	20.00	Mrs L Williams *	**
Mrs A Pearce	5.00	Mr A Wilson*	15.00
Mrs P K Pearce	5.00	Mr & Mrs J D Wood *	10.00
Mrs G Pettitt	5.00	Miss D A Wright *	25.00
Mrs J Player	5.00	Mrs D Wright *	5.00
Mr J E Rand	5.00	Mr & Mrs C Young *	10.00
Mr P Raven	5.00	<b>Total</b>	<b>1280.00</b>

\* Denotes payment using Gift Aid

\*\* Paid in advance in previous year

Due to the cost of stationery and postage, the Friends will no longer provide written receipts for annual subscriptions of £20 or less or for standing orders. Email receipts will gladly be sent if the member provides their email address.

## ANNUAL SUBSCRIPTIONS 2016/17

Mrs S Abbott *	5.00	Mrs J Devereux	5.00
Mrs R Aitken	10.00	Miss H Dowsing	5.00
Anonymous	5.00	Mrs M Duncan	10.00
Mr & Mrs P Arbon *	10.00	Mrs J A Eldrett	10.00
Mr P Attwood *	5.00	Mr & Mrs B English	10.00
Mrs B R Barber *	25.00	Ms E English*	20.00
Mrs G Bate	20.00	Mrs E Erith	5.00
Mrs J Blake *	5.00	Miss K Fleming *	20.00
Mr K E Boorman	10.00	Mr R G C Freeman *	5.00
Mrs E Bray *	10.00	Mrs A K Freeman	5.00
Miss J Briggs MBE *	10.00	Mrs J Gage *	10.00
Mrs S Bristow	5.00	Miss N E Gatland *	100.00
Mrs L M Browning *	15.00	Mrs D M Gibbons	10.00
Mr M Burton MBE*	5.00	Mr & Mrs J Glen	10.00
Mr A Butcher *	10.00	Mrs J Grant *	10.00
Mr & Mrs S W Campbell *	10.00	Mrs V Greenfield *	5.00
Mr & Mrs J Cauldwell *	5.00	Mr G Greetham *	5.00
Mr J Chapman	5.00	Mrs L Griffith	10.00
Mrs E J Clarke *	10.00	Mrs A Hardwick	5.00
Mr & Mrs Q Clayton *	10.00	Mrs G Harris *	5.00
Mrs B Clements *	5.00	Mrs C Hinchley	10.00
Miss M Colegate	10.00	Ms J Hirst *	5.00
Mr & Mrs G A Copsey *	20.00	Mr R B Holt *	50.00
Mr & Mrs D Cory *	10.00	Mr & Mrs T Huke *	25.00
Miss J Curtis *	10.00	Mr & Mrs A Hurst	10.00
Mrs G Debenham *	10.00	Mrs J Kiddy	5.00
Mrs A Denby	5.00	Mrs D H Kirkham	20.00
Mr J Dennis	15.00	Mr R Knight *	5.00

## FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

### NOTES TO THE ACCOUNTS

For the year ended 30th June 2017

#### I Accounting Policies

##### General

These accounts have been prepared under the historic cost convention with items recognised otherwise stated in the relevant note(s) to the accounts. The financial statements have been prepared in accordance with the Statement at cost or transaction value unless of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102

##### Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised when the charity has received the money. Legacy gifts are recognised on a case by case basis.

##### Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

#### 2 Charitable Project Grants

Christmas activities	140
Bizzi Bags	980
Courtesy Packs	1325
Chapel Flowers	450
Macmillan Fund	1000
Damian Kershaw Award	50
Donation to Ward G5	200
Fibroscan	2950
Medical Treatment Unit	500
<b>Total</b>	<b>7595</b>

**FRIENDS OF WEST SUFFOLK HOSPITAL**

Registered Charity No. 251356

**NOTES TO THE ACCOUNTS continued**

For the year ended 30th June 2017

**3 The Hospital Shop**

The Friends took over the running of the Hospital Shop on 1st April 2009.

A summary of the shop trading is given below -

<b>Sales</b>		171087
Donations to Shop		<u>10785</u>
		181872
Opening Stock	20751	
Purchases	<u>104560</u>	
	125311	
Closing Stock	<u>20301</u>	<u>105010</u>
<b>Gross Profit</b>		76862
<b>Expenses</b>		
Wages	44653	
Rates	2427	
Travel	1297	
Charges	1702	
Sundry	<u>842</u>	
		<u>50921</u>
<b>Net Profit</b>		<u>25941</u>

**FRIENDS OF WEST SUFFOLK HOSPITAL**

Registered Charity No. 251356

**NOTES TO THE ACCOUNTS continued**

For the year ended 30th June 2017

**5 Reserves Policy**

All funds are held for the benefit of the hospital and its patients. In considering the reserves policy, the Trustees have identified the need to hold back sufficient funds to ensure any unforeseen emergency expenditure can be honoured and to ensure that the Friends Shop can continue to run should any of its management staff require long term sick leave.

**MEMORIAL DONATIONS 2016/17**

For the late Mrs Muriel Violet Brown	140.00
	<u>140.00</u>

**DONATIONS 2016/17**

	<b>£</b>
Cryspen Court Residents	6.60
Mr Andrew Catton for Courtesy Packs	50.00
Anonymous	1500.00
Mr Keith Blasby	25.00
Anonymous - for the Cardiology Department	100.00
Mr Ralph Brighton	100.00
JustGiving	0.25
Joan Grover for Molly's bingo club	200.00
Mr A D Butcher for Ward G5	200.00
	<u>2181.85</u>