

FRIENDS TRUSTEES 2017- 2018

Mr Grant Greetham	Chairman
Mrs J Cory	Vice Chairman
Mrs S Steele	Treasurer
Mrs J Macleod	Assistant Treasurer
Mr D Cory	
Mrs R Longman	
Mrs A Pearce	

West Suffolk NHS Foundation Trust

Mrs Jan Bloomfield	Executive Director of Workforce and Communications/Fundraising
Mrs L Murrell (until November 2017)	Voluntary Services Manager
Ms E English	Friends Shop Supervisor

Contact details

The Friends of West Suffolk Hospital
c/o Voluntary Services
West Suffolk Hospital
Hardwick Lane
Bury St Edmunds
IP33 2QZ

Tel No: 01284 713169
Email: voluntary.services@wsh.nhs.uk
Email Friends Treasurer: fowshtreasurer@btinternet.com



Patron: The Marquess of Bristol

ANNUAL REPORT (2017-2018)

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

**on
Monday 19 November 2018 at 7pm
in
Southgate Meeting Room, Quince House
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

It has been a challenge for The Friends this year, we have had restrictions imposed by NHS England across the hospital including the Friends shop with regards to the amount of sugar in products and the size of bags of sweets and chocolate bars on sale. It has not helped that an alternative outlet at the trust have been slower to comply but we are hopeful that things will eventually settle and become more on an even keel in the future.

We have also seen a drop in our weekly turnover and it appears that with more of the Trust staff being accommodated outside of the main building our footfall has been reduced significantly.

However, as ever our faithful volunteers steered by Lizzie have again come through for us and continued their support for the hospital, staff and patients. I am confident that this dedication will continue as long as we are needed.

I shall be standing down as Chairman of The Friends at the next AGM, I have enjoyed my time guiding my fellow trustees through the years and I have been privileged to have worked with some fine people along with supporting the West Suffolk Hospital for the past 40 years.

As always I thank our shop manager Lizzie and her staff, our wonderful volunteers that help run the shop, Ian, Val & Ros in Voluntary Services and you for being a Friend of this wonderful charity.

With my very best wishes for the future.

Grant Greetham
Chairman

those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

84 Whiting Street
Bury St Edmunds

DAVID ROBERTON & CO
Chartered Accountants

FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

INDEPENDENT EXAMINER'S REPORT**BALANCE SHEET**

As at 30th June 2018

**TO THE TRUSTEES OF
THE FRIENDS OF WEST SUFFOLK HOSPITAL**

(Registered Charity No 251356)

We report on the accounts of the Charity for the year ended 30th June 2018 which are set out on pages 1 to 4

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts.

The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and
- state whether particular matters have come to our attention

Basis of Independent Examiner's Report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with

	<u>2018</u>	<u>2017</u>
Assets	£	£
Stock	17601	20301
Gift Aid Tax due	786	2392
VAT due	-	738
Other debtors	232	-
Cash at Bank:		
Current Account	73804	70868
CAF Main Account	45253	60356
CAF Shop Account	4942	3876
Cash in Hand:	1621	300
	<hr/>	<hr/>
	144239	158831
Sundry Creditors		
Trade Creditors	13000	-
VAT	3112	-
Independent Examination Fee	1000	1000
	<hr/>	<hr/>
Net Assets	127127	157831
	<hr/>	<hr/>
Represented by		
Unrestricted Income Funds	127127	157831
	<hr/>	<hr/>

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 2018

	<u>2018</u>	<u>2017</u>
Income and expenditure		
Income	£	£
Annual Subscriptions	1 145	1 275
Memorial Donations	1 636	1 40
Personal & Special Donations	2 389	2 182
Legacies	5 334	0
Friends Collection Boxes	514	476
Lost property sale	799	1 400
Income Tax recovered on Gift Aid	116	730
	1 1933	6 203
Profit from Shop Note 3	2 1729	2 5941
Total Income	33 662	32 144
Direct Charitable Expenditure		
Charitable Project Grants Note 2	6 2415	7 595
Other Expenditure		
Independent Examination Fee	1 000	1 000
National League of Friends—Insurance	951	924
Total Expenditure	64 366	95 19
Net Income (Expenditure) for Year	-30 704	22 625
Fund balance brought forward	15 7831	13 5206
Fund balance carried forward	127 127	157 831

ANNUAL SUBSCRIPTIONS 2017/18

Mrs J Markham *	5.00	Mrs P R Tattersall *	5.00
Mr T H Marsh *	25.00	Mr J F Taylor	10.00
Mr & Mrs M Mason*	30.00	Mrs A L Tibble	10.00
Mrs A Mayhew	5.00	Mr J M Trappes-Lomax *	5.00
Mrs P McSweeney	5.00	Mrs S Veale	20.00
Mrs V Megginson	5.00	Mrs R E Wallace *	10.00
Mrs J R W Moore *	10.00	Mr H Whiteley	5.00
Mrs S Morgan	10.00	Mr S R Whitwell	25.00
Mr FA & Mrs G Orbell*	5.00	Mrs J C Williams *	20.00
Mrs P A Paine	10.00	Mrs L Williams *	**
Ms V I Pashler-Wright	20.00	Mr & Mrs J D Wood *	10.00
Mrs A Pearce	5.00	Miss D A Wright *	25.00
Mrs P K Pearce	5.00	Mrs D Wright *	5.00
Mrs G Pettitt	5.00	Mr & Mrs C Young *	10.00
Mr J E Rand	5.00		
Mr P Raven	5.00		
Mrs S P Rogans *	5.00		
Mrs D L Rogers *	5.00		
Mr B V Sargent *	5.00		
Mr M Smith*	5.00		
Mrs G R Smithson *	5.00		
Mr P Smulders *	5.00		
Mrs J Springer *	5.00		
Mrs S Steele	10.00		
Mrs F Stemp	5.00		
		Total	1145.00

* 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.

FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

NOTES TO THE ACCOUNTS

For the year ended 30th June 2018

ANNUAL SUBSCRIPTIONS 2017/18

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

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 the 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	150
Courtesy Packs	1222
Urology Department	132
NIV Machines - Respiratory ward	11200
Thoracic Suction Unit	1500
ENT Department	36178
Recognition award	125
Medical Treatment Unit (from a donor)	700
Macmillan Centre - haematology (from a donor)	700
Macmillan Centre - oncology (from a donor)	700
ENT Department	6474
Macmillan Centre (from a donor)	3334

Total

FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

NOTES TO THE ACCOUNTS continued

For the year ended 30th June 2018

3 The Hospital Shop

Sales		167195	
Donations to Shop		<u>9812</u>	
		177007	
Opening Stock	20301		
Purchases	<u>101087</u>		
	121388		
Closing Stock	<u>17601</u>	<u>103787</u>	
Gross Profit		73220	
Expenses			
Wages	45884		
Rates	1119		
Travel	1291		
Charges	2303		
Sundry	<u>894</u>		
		<u>51491</u>	
Net Profit		<u>21729</u>	

FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

NOTES TO THE ACCOUNTS continued

For the year ended 30th June 2018

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 2017/18

For the late John Edward Bankes Ashton	250.00
For the late William F Hamblin	132.00
For the late Mrs M Wainoff	10.00
In memory of Maisie Rose Baker	340.81
In memory of the late Mr P Arbon	713.40
In memory of the late Mr Garry Garden	190.00
	<u>1636.21</u>

DONATIONS 2017/18

From a grateful patient	10.00
Mrs Shirley Yvonne Hudak	228.00
Anon	2100.00
JA and SE Morley-Smith	10.00
Mr A D Butcher	30.00
Mr R Oakes	11.00
	<u>2389.00</u>

LEGACIES 2017/18

From the estate of the late Mr Timothy Collard	2000.00
From the estate of the late June Caroline Elizabeth Mary Burrows	3334.00
	<u>5334.00</u>