

FRIENDS TRUSTEES 2018- 2019

Mrs J Macleod	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

Ms E English	Friends Shop Supervisor
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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: treasurer@friendsofwsh.co.uk



Patron: The Marquess of Bristol

ANNUAL REPORT
(2018-2019)

To be presented at the
Annual General Meeting

on
Monday 14 October 2019 at 7pm
in
Northgate 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

With our Trust continuing to excel as an Outstanding hospital, The Friends endeavour to keep pace. Change is inevitable for us as we continue to work with our counterparts to stay within the guidelines and meet requirements, which our wonderful volunteers, along with Lizzie, Gwyneth and Karen, are successful in achieving.

As with any organisation, our most precious asset is our people. These volunteers turn out week in week out, to support our patients, visitors and staff in every possible way they can. I am extremely proud and most grateful to you all for your passion and gusto that you all bring. For us, without you, there would be no Friends.

This is my first year as Chairman and I have been very proud to hold the position and guide us into another era of change and diversity. Our new website www.friendsofwsh.co.uk launched in the spring and we made the leap into social media too. But we have much more to do in order to keep up with the changing face of competing charities and fundraising activities.

The Friends have supported the hospital since it's inception and, as the original charity, will continue to do so in the future with your help.

Finally, my thanks to our board of trustees, who have supported me in my role and the ladies in Voluntary Services for their help throughout the year.

With my very best wishes.

Julie MacLeod
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 2019

**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 2019 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>2019</u>	<u>2018</u>
Current Assets	£	£
Stock	15977	17601
Gift Aid Tax due	937	786
VAT debtor	321	-
Other debtors	556	232
Cash at Bank: Current Account	66639	73804
CAF Main Account	19551	45253
CAF Shop Account	4230	4942
Cash in Hand:	1727	1621
	<u>109938</u>	<u>144239</u>
Current Liabilities		
Trade Creditors	18077	13000
VAT	-	3112
Independent Examination Fee	1000	1000
	<u>19077</u>	<u>17112</u>
Net Assets	<u>90861</u>	<u>127127</u>
Represented by		
Unrestricted Income Funds	<u>90861</u>	<u>127127</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 2019

	<u>2019</u>	<u>2018</u>
Income and expenditure		
Income	£	£
Annual Subscriptions	1280	1145
Memorial Donations	-	1636
Personal & Special Donations	3405	2389
Legacies	21442	5334
Friends Collection Boxes	291	514
Lost property sale	185	799
Income Tax recovered on Gift Aid	939	116
	27542	11933
Profit from Shop Note 3	11480	21729
Total Income	39022	33662
Direct Charitable Expenditure		
Charitable Project Grants Note 2	73226	62415
Other Expenditure		
Independent Examination Fee	1000	1000
National League of Friends—Insurance	1006	951
Other Expenditure	56	-
Total Expenditure	75288	64366
Net Income (Expenditure) for Year	(36266)	(30704)
Fund balance brought forward	127127	157831
Fund balance carried forward	90861	127127

ANNUAL SUBSCRIPTIONS 2018/19

Mrs R Longman	5.00	Mrs J Springer *	5.00
Mrs B Lucas *	10.00	Mrs S Steele	5.00
Mrs J Macleod	15.00	Mrs F Stemp	5.00
Mrs J Markham *	5.00	Mrs R Stratton *	5.00
Mr T H Marsh *	5.00	Mr J F Taylor	10.00
Mr D Martin *	5.00	Mrs J Taylor *	5.00
Mr & Mrs M Mason*	5.00	Mrs C Tilbrook *	5.00
Mrs A Mayhew	5.00	Mr J M Trappes-Lomax *	5.00
Mrs V Megginson	5.00	Mrs S Tricker *	5.00
Mr I Moffat *	5.00	Mrs S Veale	20.00
Mrs J R W Moore *	10.00	Mrs R E Wallace *	10.00
Mrs S Morgan	10.00	Mrs J Warnett *	5.00
Mrs P A Paine	10.00	Mrs J Whiting *	5.00
Ms V I Pashler-Wright	20.00	Mrs V Whittaker *	5.00
Mrs A Pearce	5.00	Mr S R Whitwell	25.00
Mrs P K Pearce	5.00	Mrs J C Williams *	20.00
Mrs G Pettitt	5.00	Mrs L Williams *	**
Mrs M Pettitt	5.00	Mrs J Williamson *	5.00
Mr J E Rand	5.00	Mr & Mrs J D Wood *	10.00
Mr P Raven	5.00	Miss D A Wright *	25.00
Mrs S P Rogans *	5.00	Mrs D Wright *	5.00
Mrs D L Rogers *	5.00	Mr & Mrs C Young *	10.00
Mr B V Sargent *	5.00		
Mr M Smith*	5.00		
Mr P Smulders *	5.00	Total	1280.00

* 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.

ANNUAL SUBSCRIPTIONS 2018/19

Mrs S Abbott *	10.00	Miss J Curtis *	10.00
Mrs R Aitken	10.00	Mrs G Debenham *	10.00
Anon	10.00	Mrs A Denby	5.00
Anonymous	5.00	Mr & Mrs J Dennis	15.00
Mrs P Arbon	10.00	Mrs J Devereux	5.00
Mr P Attwood *	5.00	Mrs M Duncan	10.00
Mrs B R Barber *	25.00	Mr & Mrs M Dunn *	10.00
Mrs G Bate	20.00	Mrs J A Eldrett	10.00
Mrs J Blake	5.00	Mr & Mrs B English	10.00
Mrs B Boorman	100.00	Ms E English*	20.00
Mrs E Bray	10.00	Mrs E Erith	5.00
Miss J Briggs MBE *	10.00	Mrs A Finch *	5.00
Ms S Bristow	5.00	Miss K Fleming *	20.00
Mrs L M Browning	15.00	Mrs A K Freeman	5.00
Mr D Burns *	5.00	Miss N E Gatland *	100.00
Mr A Butcher *	15.00	Mrs D M Gibbons	10.00
Mr & Mrs S W Campbell *	10.00	Mr J Glen	10.00
Mr & Mrs J Cauldwell *	5.00	Mrs J Grant *	10.00
Mr J Chapman	5.00	Mrs L Griffith	10.00
Mrs D Clarke *	5.00	Mrs A Hardwick	5.00
Mrs E J Clarke *	10.00	Mrs G Harris *	5.00
Mr Q Clayton *	10.00	Mrs C Hinchley	10.00
Mrs B Clements *	10.00	Mr & Mrs T Huke *	30.00
Mrs B Cole *	5.00	Mrs D H Kirkham	20.00
Miss M Colegate	10.00	Mr & Mrs Lewis	10.00
Mrs A Coleman *	5.00	Mr M Liddle *	5.00
Mrs K Colsall *	5.00	Mr & Mrs D T Lindsay *	20.00
Mr & Mrs G A Copsey *	20.00	Dr R Lister *	100.00
Mr & Mrs D Cory *	10.00	Mr & Mrs M H Little *	50.00
Mr D Crawley *	5.00	Mr P Loft *	5.00

FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

NOTES TO THE ACCOUNTS

For the year ended 30th June 2019

1 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	1159
Leg Ulcer Assessment Machine	2829
Donation to My Wish Charity - The Butterfly project	17000
RITA Systems	19365
Donation to Medical Treatment Unit	1000
Donation to Clinics	2000
CO2 Machine - Endoscopy Department	8671
Bariatric Scales	1302
Camera - ENT Department	19750
Total	73226

FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

NOTES TO THE ACCOUNTS continued

For the year ended 30th June 2019

3 The Hospital Shop

	2019		2018	
	£	£	£	£
Sales		161054		167195
Donations to Shop		9189		9812
		<u>170243</u>		<u>177007</u>
Opening Stock	17601		20301	
Purchases	97704		101087	
	<u>115305</u>		<u>121388</u>	
Closing Stock	15977		17601	
		<u>99327</u>		<u>103787</u>
Gross Profit		70916		73220
Expenses				
Wages	53489		45884	
Rates	1078		1119	
Travel	1343		1291	
Charges	2867		2303	
Sundry	658		894	
		<u>59435</u>		<u>51491</u>
Net Profit		<u>11480</u>		<u>21729</u>

FRIENDS OF WEST SUFFOLK HOSPITAL

Registered Charity No. 251356

NOTES TO THE ACCOUNTS continued

For the year ended 30th June 2019

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.

DONATIONS 2018/19

Anon	3000
Anonymous customer	50
Donation through Paypal JustGiving	10
Mr D Chandler	250
Paypal anonymous	70
Mrs P Nichols	25
	<u>3405</u>

LEGACIES 2018/19

The late Mr Ernest David Collins	4442.35
The late Mr Frank Grimwood	17000.00
	<u>21442.35</u>