



Patron: The Marquess of Bristol

## **ANNUAL REPORT**

FOR THE YEAR ENDED 30 JUNE 2020

**Charity Number 251356**

Affiliated to Attend

(Formerly the National Association of Hospital Community Friends)

**David Robertson & Co**  
84 Whiting Street  
Bury St Edmunds  
Suffolk IP33 1NZ

**FRIENDS OF WEST SUFFOLK HOSPITAL**  
**(Registered Charity No.251356)**

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**FRIENDS OF WEST SUFFOLK HOSPITAL**  
**(Registered Charity No.251356)**

**TRUSTEES ANNUAL REPORT**  
**For the year ended 30<sup>th</sup> June 2020**

**Friends Trustees**

Mrs Julie Macleod	Chairman
Mrs J Cory	Vice Chairman
Mrs S Steele	Treasurer and Secretary
Mr D Cory	
Mrs R Longman	
Mrs A Pearce	

**Administrative information**

Correspondence address

The Friends of West Suffolk Hospital  
C/o Voluntary Services  
West Suffolk NHS Foundation Trust  
Hardwick Lane  
Bury St Edmunds  
IP33 2QZ

Tel no: 01284 713169

Email: [voluntary.services@wsh.nhs.uk](mailto:voluntary.services@wsh.nhs.uk)

Email Friends Treasurer: [treasurer@friendsofwsh.co.uk](mailto:treasurer@friendsofwsh.co.uk)

**Chairmans report - Review of activities and objectives, achievements and performance**

Who could have seen how 2020 would turn out for the whole world and The Friends have been no different.

We have seen our lovely volunteers have to self isolate and not be able to assist the hospital and ourselves in the way that they have done tirelessly over the years.

However, we have managed to keep the Friends shop open which has been well received by the wonderful staff of the hospital.

We very much hope that volunteers at the hospital will be reintroduced in the coming months as the trust returns to its "new" normal.

At the end of 2019 we amended our Constitution (subject to ratification at the next AGM) to clarify the widening of the community for whose benefit The Friends exist – a widening that is in line with the greater responsibilities taken on by West Suffolk NHS FT.

This community comprises the patients, staff and visitors of the West Suffolk NHS Foundation Trust (The Trust) and its associated community healthcare services. For clarification, the area of benefit extends across the spectrum of acute and emergency services to services provided by allied health professionals, for both adults and children, and for both hospital in-patients and out-patients and those patients attending community healthcare services.

**FRIENDS OF WEST SUFFOLK HOSPITAL**  
**(Registered Charity No.251356)**

**TRUSTEES ANNUAL REPORT**  
**For the year ended 30<sup>th</sup> June 2020**

**Chairmans report - Review of activities and objectives, achievements and performance (*continued*)**

The objectives of The Friends are to preserve and protect the health of the Community by providing equipment, refurbishment of facilities, enhancements to services and items of comfort in cases where The Trust is unable to provide the appropriate funds.

My thanks, as always to Lizzie, Gwyneth and Karen for their dedication and true spirit, during what has been a very difficult time.

The support of Voluntary Services has been exceptional and we are most grateful to you.

Finally, my thanks to our board of trustees for their continued support during the year and to you our Friends Members.

I hope that we can all stay safe and look to the future and to a brighter 2021.

**Structure and governance**

The Friends of West Suffolk Hospital Trustees Committee comprises of 6 Trustees as described earlier in this report. They are joined, by invitation, by the Trust's Voluntary Services Manager and the Friend's Shop Manager.

Under normal circumstances the Trustees meet once every two months to give oversight and guidance to issues and opportunities arising from the charity's financial position, its membership, the staffing and general running of the Friends Shop, and any other matters arising from its inter-relationship with the Trust itself and the Trust's own charity My Wish. Again, under normal circumstances, the Trustees will hold an Annual General Meeting once a year to whom all members are explicitly invited. This invitation accompanies a printed copy of the charity's Annual Report for the year.

Of primary importance to the Trustees is the opportunity to help The West Suffolk NHS Foundation Trust and its associated community healthcare services through grants for equipment, refurbishment of facilities, enhancements to services and items of comfort in cases where The Trust is unable to provide the appropriate funds. When sufficient funds are available, bids for projects are requested (normally once every 12-18 months). Those bids that can be shown to offer clear benefit to a wide spectrum of patients, staff and visitors; value for money; and security/longevity of the investment are then awarded grants where the charity's available funds permit.

The Charity's Constitution allows for between 5 and 9 Trustees. From time to time, the Trustees will write out to all members inviting expressions of interest in becoming a Trustee – particularly where the Committee can see a need for a particular skill set. Anyone, whether a current member or not, who has an interest in becoming a Trustee is also welcome to contact the Chair or the Treasurer at any time. They will be given an opportunity to join one of the normal Trustee meetings and will then have a more formal meeting with either the Chair or the Vice-Chair. If both parties are still interested, the Committee will discuss and vote on the subject as normal.

The Charity's Constitution is publicly available on the Charities Commission website – or by specific request to the Secretary.

**FRIENDS OF WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**TRUSTEES ANNUAL REPORT**

**For the year ended 30<sup>th</sup> June 2020**

**Financial review**

This year has been a very challenging one, as it has for all enterprises globally. The Trustees are enormously grateful for the continued support of our members and donors throughout this time, and in particular for the significant rise in JustGiving donations from several sources.

The Friends Shop and associated services has felt the greatest impact. These services are run by volunteers with management and administration provided by three paid staff, one full-time and two part-time. From early March 2020 until the present time, no volunteers have been permitted within the hospital. Likewise, footfall past the shop has been significantly lower given the absence of visitors.

However, aside from a short period of full closure, the three members of staff have managed to keep the shop running, albeit for shortened hours. They have adapted the products they offer to better support the very hard-working nurses and doctors during those intense months of the pandemic and worked through all the social-distancing and related healthcare changes recommended by the Government and the Trust.

Thanks to a Government grant, and the exemption from business rates for the year, the shop's profit levels have been maintained and indeed increased from last year, which is good news indeed for the Charity as a whole.

Throughout these difficult times normal Trustee Committee meetings have not been held, for obvious reasons. A decision was taken by the Chair and the Treasurer, in line with the Reserves Policy (see below), to hold back from inviting bids for new grants for the time being. The Charity's primary aim during this period was to ensure there were sufficient funds to enable the Friends Shop to safely continue providing a service to staff and patients at the Trust, even if that service were to become less profitable than in previous years, and to honour the payment of grants already authorised last year.

We are very hopeful that normal operation will be resumed in the near future.

**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.

**Funds held as Custodian**

No charitable funds are held by any Trustee as custodian.

Signed on behalf of the Board of Trustees

Julie MacLeod  
Chairman



Date: 21/9/2020

**FRIENDS OF WEST SUFFOLK HOSPITAL****(Registered Charity No.251356)****STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 30th June 2020**

<b>Income and Expenditure</b>		<b>Restricted</b>	<b>Unrestricted</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>					
Annual Subscriptions		-	1,105	1,105	1,280
Memorial Donations	Note 2	-	225	225	-
Personal & Special Donations	Note 2	-	2,791	2,791	3,405
Legacies	Note 3	20,000	-	20,000	21,442
Friends Collection Boxes		-	199	199	291
Lost property sale		-	509	509	185
Income Tax recovered on Gift Aid		-	148	148	939
		<u>20,000</u>	<u>4,977</u>	<u>24,977</u>	<u>27,542</u>
Profit from Shop	Note 5	-	17,236	17,236	11,480
<b>Total Income</b>		<u>20,000</u>	<u>22,213</u>	<u>42,213</u>	<u>39,022</u>
<b>Direct Charitable Expenditure</b>					
Charitable Project Grants	Note 4	20,000	21,562	41,562	73,226
<b>Other Expenditure</b>					
Independent Examination Fee		-	1,200	1,200	1,000
National League of Friends – Insurance		-	1,023	1,023	1,006
Other expense		-	309	309	56
<b>Total Expenditure</b>		<u>20,000</u>	<u>24,094</u>	<u>44,094</u>	<u>75,288</u>
<b>Net Income (Expenditure) for the Year</b>		-	(1,880)	(1,880)	(36,266)
<b>Fund balance brought forward</b>		<u>-</u>	<u>90,861</u>	<u>90,861</u>	<u>127,127</u>
<b>Fund balance carried forward</b>		<u>-</u>	<u>88,980</u>	<u>88,980</u>	<u>90,861</u>

All of the 2019 Income and Expenditure relate to Unrestricted Funds.

**FRIENDS OF WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**BALANCE SHEET**

**As at 30th June 2020**

	<u>2020</u>	<u>2019</u>
	£	£
<b>Current Assets</b>		
Stock	13,688	15,977
Gift Aid Tax due	145	937
VAT debtor	-	321
Other debtors	214	556
Cash at Bank :		
Current account	48,159	66,639
CAF Main account	37,700	19,551
CAF Shop account	3,803	4,230
Cash in Hand :	1,139	1,727
	<u>104,848</u>	<u>109,938</u>
<b>Current Liabilities</b>		
Trade Creditors	12,225	18,077
VAT	2,543	-
Independent Examination Fee	1,100	1,000
	<u>15,867</u>	<u>19,077</u>
<b>Net Assets</b>	<u>88,980</u>	<u>90,861</u>
<b>Represented by:</b>		
Unrestricted Income Funds	<u>88,980</u>	<u>90,861</u>

Approved by the Trustees on 21/9/2020 and signed on their behalf by:

Mrs Julie Macleod  
Chairman



**FRIENDS OF WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**NOTES TO THE ACCOUNTS**

**For the year ended 30th June 2020**

**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.

**Fund Accounting**

**Unrestricted Funds**

Unrestricted funds consist of funds which the trust may use at its discretion for its main objects.

**Restricted Funds**

Restricted Funds consist of funds received for specific projects on which the donor has imposed restrictions for its application.

**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.



**FRIENDS OF WEST SUFFOLK HOSPITAL****(Registered Charity No.251356)****NOTES TO THE ACCOUNTS****For the year ended 30th June 2020**

<b>2 Donations</b>	<b><u>2020</u></b>
	<b>£</b>
<b>Memorial donations</b>	
In memory of the late Mr Paul Philip Gordon Reid	225
	<u>225</u>
<b>Donations</b>	
Just giving donations	2,149
Foreign currency donated	267
Harrison direct 100th birthday celebrations	75
Mildenhall church ladies circle	50
ID & S Baker	20
Mr & Mrs Bristow	15
Mr M Duncan	15
MW Eddershaw	50
Mrs J Macleod (provision of website hosting)	32
Mr D E Martin	5
Mrs S Veale	80
Other	33
	<u>2,791</u>
	<u>2,791</u>
<b>3. Legacies</b>	<b><u>2020</u></b>
	<b>£</b>
<b>Restricted Funds</b>	
The Late Mrs Janet Keeble	20,000
	<u>20,000</u>
	<u>20,000</u>
<b>4 Charitable Project Grants</b>	<b><u>2020</u></b>
	<b>£</b>
<b>Restricted Funds</b>	
Donation to Medical Treatment unit	10,000
Donation to Rheumatology Departments	10,000
	<u>20,000</u>
	<u>20,000</u>
<b>Unrestricted Funds</b>	
Christmas activities	207
Courtesy packs	1,328
Ambulatory ECG monitors	6,836
Kardi Alivecor devices	1,640
Phlebotomy Chair	2,646
SLT (Speech and Language Therapy) I-pads	7,532
Kershaw Award	150
Bariatric scales and hoist	1,224
	<u>21,562</u>
	<u>21,562</u>

**FRIENDS OF WEST SUFFOLK HOSPITAL**  
**(Registered Charity No.251356)**

**NOTES TO THE ACCOUNTS**

**For the year ended 30th June 2020**

<b>5 The Hospital Shop</b>	<b>2020</b>		<b>2019</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Shop Income</b>				
Sales		127,115		161,054
Donations to shop		8,766		9,189
		<u>135,881</u>		<u>170,243</u>
<b>Cost of Sales</b>				
Opening Stock	15,977		17,601	
Purchases	73,186		97,704	
	<u>89,163</u>		<u>115,305</u>	
Closing Stock	13,688		15,977	
		<u>75,475</u>		<u>99,328</u>
<b>Gross Profit</b>		60,406		70,915
<b>Other Income</b>				
Covid-19 grant		10,000		-
<b>Gross Profit</b>		70,406		70,915
<b>Expenses</b>				
Wages	48,918		53,489	
Rates	620		1,078	
Travel	781		1,343	
Charges	2,432		2,867	
Sundry	418		658	
		<u>53,170</u>		<u>59,435</u>
<b>Net Profit</b>		<u>17,236</u>		<u>11,480</u>

## **INDEPENDENT EXAMINER'S REPORT**

### **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 2020 which are set out on pages 1 to 8.

#### **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 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 Act;have 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**

Date: 21/9/2020

**FRIENDS OF WEST SUFFOLK HOSPITAL**  
**(Registered Charity No.251356)**

**ANNUAL SUBSCRIPTIONS 2019/20**

Mrs S Abbott*	10.00	Mr & Mrs T D Huke*	20.00
Mrs R Aitken	10.00	Mrs D Kirkham	20.00
Anon	10.00	Mr & Mrs Lewis*	5.00
Anon2	5.00	Mr M Liddle*	5.00
Mrs P Arbon	10.00	Mr & Mrs D Lindsay*	20.00
Mr P Attwood*	5.00	Mr & Mrs M Little*	50.00
Mrs B R Barber*	25.00	Mr P Loft*	5.00
Mrs G Bate	20.00	Mrs R Longman	5.00
Mrs J Blake*	10.00	Mrs B Lucas*	10.00
Mrs B Boorman	100.00	Mrs J Markham*	5.00
Mrs E Bray	10.00	Mr D Martin*	5.00
Miss J Briggs MBE*	10.00	Mrs C Mason*	5.00
Ms S Bristow	5.00	Mrs A Mayhew	5.00
Mrs L Browning	15.00	Mrs V Megginson	5.00
Mr A Butcher*	5.00	Mrs J Moore*	10.00
Mr & Mrs S Campbell*	10.00	Mrs S Morgan	10.00
Mr & Mrs J Cauldwell *	10.00	Mr & Mrs F Orbell*	5.00
Mr J Chapman	5.00	Mrs P Paine	10.00
Mrs E J Clarke*	10.00	Ms V Pashler-Wright	20.00
Mr Q Clayton*	10.00	Mrs A Pearce	5.00
Mrs B Clements*	20.00	Mrs P K Pearce	5.00
Miss M Colegate	10.00	Mrs G Pettitt	5.00
Mr & Mrs G Copsey*	20.00	Mrs M Pettitt*	5.00
Mr & Mrs D Cory	10.00	Mr J E Rand	5.00
Mr D Crawley*	5.00	Mr P Raven	5.00
Miss J D Curtis*	10.00	Ms C Ridgeon	5.00
Mrs G Debenham*	10.00	Mrs D Rogers*	5.00
Mrs A Denby	5.00	Mr B V Sargent*	10.00
Mr J D Dennis	5.00	Mr M Smith*	5.00
Mr & Mrs J D Dennis	10.00	Mr P Smulders*	5.00
Mrs J Devereux	5.00	Ms J Springer*	10.00
Mr & Mrs A R Dunn*	5.00	Mrs S A Steele	10.00
Mrs M Duncan	5.00	Mrs F Stemp	5.00
Mr & Mrs B. English	10.00	Mr J F Taylor	10.00
Ms E English*	20.00	Mrs J Taylor	5.00
Mrs E Erith*	10.00	Mrs C Tilbrook	5.00
Miss K Fleming*	20.00	Mr J M Trappes-Lomax*	5.00
Mrs A K Freeman	5.00	Mrs S Tricker*	10.00
Miss N Gatland*	100.00	Mrs S Veale	20.00
Mrs D Gibbons	10.00	Mrs R E Wallace*	10.00
Mr J Glen	10.00	Mr S R Whitwell	25.00
Mrs J Grant*	10.00	Mrs J C Williams*	20.00
Mrs L Griffith	10.00	Miss D A Wright	25.00
Mrs A Hardwick	5.00	Mrs D Wright*	5.00
J A Hardy	10.00	Mr & Mrs C Young*	10.00
Mrs G Harris*	5.00		
Mrs C Hinchley	10.00		
		<b>Total</b>	<b><u><u>1,105</u></u></b>

\*Denotes payment using Gift Aid

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