



Patron: The Marquess of Bristol

## **ANNUAL REPORT**

FOR THE YEAR ENDED 30 JUNE 2021

**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**

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

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**THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**TRUSTEES ANNUAL REPORT**

**For the year ended 30<sup>th</sup> June 2021**

**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 and financial review**

When I wrote the annual report last year I did not expect to be writing about virtually the same situation and restrictions in a year's time – but here we are again. Thankfully, life is starting to return to something more akin to normal.

We are enormously pleased to be able to say that our volunteers have started to return to support the Friend's Shop and our lovely three staff members Lizzie, Gwyneth and Karen who have worked tirelessly throughout the year to keep the shop running. They have faced several challenges in order to keep the shop open and have always found a way to cope and carry on smiling.

As notified to you when we distributed last year's annual report, we have focused this year on supporting the continuation of the service that the Friend's Shop provides to the staff, patients and visitors of the West Suffolk Hospital. We felt that this was the best way that the charity could support our wonderful hospital and staff during these very difficult times. We have therefore not made any other significant grants to the hospital during this year.

You will see from the accounts below that, despite our best efforts, the Shop has made a loss this year. There are several points that I wish to draw to your attention about this.

1. The Trustees can absolutely assure you that not one penny of other Friends income (subscriptions, donations, legacies) received since 1<sup>st</sup> July 2020 has been used to pay for shop expenses. It has been set aside for the time at which we can start making grants again.

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

**TRUSTEES ANNUAL REPORT**  
**For the year ended 30<sup>th</sup> June 2021**

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

2. The Shop has continued to have the same necessary expenses as normal, whilst having significantly reduced income due to closure at the weekend and weekday evenings as there were no volunteers.
3. Last year's shop income was boosted by a Government Covid grant of £10,000 which was not repeated this year.

Due to the understandable restrictions on meetings at the hospital over this period we have not been able to hold an AGM. We are actively looking at the opportunities of holding a combined 2020/21 AGM within the next few months.

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

We are also most grateful for the support of Voluntary Services in helping to keep the Friend's Shop and staff operational.

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 2022

**Structure and governance**

The Friends of West Suffolk Hospital Trustees Committee comprises of 6 Trustees. 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

**THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**TRUSTEES ANNUAL REPORT**

**For the year ended 30<sup>th</sup> June 2021**

**Structure and governance *(continued)***

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.

**Reserves Policy**

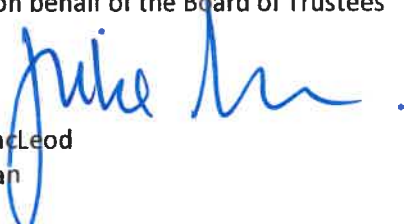
All funds are held for the benefit of the hospital and its patients. In considering the reserves policy, the Trustees have identified the need to hold back sufficient funds to ensure any unforeseen emergency expenditure can be honoured and to ensure that the Friends Shop can continue to run should any 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: 27 September 2021

**THE FRIENDS OF THE WEST SUFFOLK HOSPITAL****(Registered Charity No.251356)****STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 30th June 2021**

		<u>Restricted</u>	<u>Unrestricted</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£
<b>Income and Expenditure</b>					
<b>Income</b>					
Annual Subscriptions		-	948	948	1,105
Memorial Donations	Note 2	-	2,805	2,805	225
Personal & Special Donations	Note 2	-	4,007	4,007	2,791
Legacies	Note 3		51,000	51,000	20,000
Friends Collection Boxes		-	50	50	199
Lost property sale		-	127	127	509
Income Tax recovered on Gift Aid		-	140	140	148
		-	59,077	59,077	24,977
(Loss)/Profit from Shop	Note 5	-	(17,908)	(17,908)	17,236
<b>Total Income</b>		-	41,169	41,169	42,213
<b>Direct Charitable Expenditure</b>					
Charitable Project Grants	Note 4		848	848	41,562
<b>Other Expenditure</b>					
Independent Examination Fee		-	1,300	1,300	1,200
National League of Friends – Insurance		-	1,022	1,022	1,023
Other expense		-	151	151	309
<b>Total Expenditure</b>		-	3,322	3,322	44,094
<b>Net Income (Expenditure) for the Year</b>		-	37,847	37,847	(1,881)
<b>Fund balance brought forward</b>		-	88,980	88,980	90,861
<b>Fund balance carried forward</b>		-	126,828	126,828	88,980

**THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**BALANCE SHEET**

**As at 30th June 2021**

	<u>2021</u>	<u>2020</u>
	£	£
<b>Current Assets</b>		
Stock	9,416	13,688
Gift Aid Tax due	285	145
VAT debtor	1,986	-
Other debtors	0	214
Cash at Bank :		
Current account	34,748	48,159
CAF Main account	91,916	37,700
CAF Shop account	2,066	3,803
Cash in Hand :	<u>1,776</u>	<u>1,139</u>
	<u>142,192</u>	<u>104,848</u>
<b>Current Liabilities</b>		
Trade Creditors	14,114	12,225
VAT	-	2,543
Independent Examination Fee	<u>1,250</u>	<u>1,100</u>
	<u>15,364</u>	<u>15,867</u>
<b>Net Assets</b>	<u><u>126,828</u></u>	<u><u>88,980</u></u>
<b>Represented by:</b>		
Unrestricted Income Funds	<u><u>126,828</u></u>	<u><u>88,980</u></u>

Approved by the Trustees on 27 September 2021..... and signed on their behalf by:

Mrs Julie Macleod  
Chairman



**THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**NOTES TO THE ACCOUNTS**

**For the year ended 30th June 2021**

**1. Accounting Policies**

**General**

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5th October 2018), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice.

**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.



**THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**

**(Registered Charity No.251356)**

**NOTES TO THE ACCOUNTS**

**For the year ended 30th June 2021**

<b>2 Donations</b>	<b><u>2021</u></b>
	<b>£</b>
<b>Memorial donations</b>	
In memory of the late L Hopton	10
In memory of the late Mrs Ann Dunhill	25
In memory of the late Mr Michael Parker	110
In memory of the late Doris Cuddehay	160
In memory of the late David Henry Gibson	2,500
	<u>2,805</u>
<b>Donations</b>	
Just giving donations	3,549
Friend Giving Com Ltd donations	115
Mrs B Boorman	95
Ms M O'Reilly-Cicconi	40
Ms Tessa Wise	20
Mrs P Scott	15
Mrs J Macleod (provision of website hosting)	173
	<u>4,007</u>
<b>3. Legacies</b>	<b><u>2021</u></b>
	<b>£</b>
<b>Unrestricted Funds</b>	
The late Mr Quinton Clayton	1,000
The Late Mrs Winifred Brame	50,000
	<u>51,000</u>
<b>4 Charitable Project Grants</b>	<b><u>2021</u></b>
	<b>£</b>
<b>Unrestricted Funds</b>	
Courtesy packs	831
Sunflowers lanyards for hidden disabilities	17
	<u>848</u>

**THE FRIENDS OF THE WEST SUFFOLK HOSPITAL****(Registered Charity No.251356)****NOTES TO THE ACCOUNTS****For the year ended 30th June 2021**

<b>5 The Hospital Shop</b>	<b><u>2021</u></b>		<b><u>2020</u></b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Shop Income</b>				
Sales		66,788		127,115
Donations to shop		<u>7,940</u>		<u>8,766</u>
		<u>74,728</u>		<u>135,881</u>
<b>Cost of Sales</b>				
Opening Stock	13,688		15,977	
Purchases	<u>37,863</u>		<u>73,186</u>	
	51,551		89,163	
Closing Stock	<u>9,416</u>		<u>13,688</u>	
		<u>42,135</u>		<u>75,475</u>
<b>Gross Profit</b>		32,593		60,405
<b>Other Income</b>				
Covid-19 grant		<u>-</u>		<u>10,000</u>
<b>Gross Profit</b>		32,593		70,405
<b>Expenses</b>				
Wages	48,109		48,918	
Rates	102		620	
Travel	-		781	
Charges	2,124		2,432	
Sundry	<u>166</u>		<u>418</u>	
		<u>50,502</u>		<u>53,170</u>
<b>Net Profit/(Loss)</b>		<u>(17,908)</u>		<u>17,236</u>

**6 Contingent Asset - Legacy Income**

As at 30 June 2021, the charity had been notified of one residuary legacy the value of which is uncertain. An interim payment of £50,000 has been received and is included in these accounts but a further amount may also be due, but is unlikely to exceed £5,000. At the date of signing of these accounts, no further information has been received and so the remainder of this legacy has not been accrued.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
THE FRIENDS OF THE WEST SUFFOLK HOSPITAL  
(Registered Charity No.251356)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30<sup>th</sup> June 2021 which are set out on pages 1 to 8.

**Responsibilities and Basis of Report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records ; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**STEPHEN COOK FCA  
DAVID ROBERTON & CO  
Chartered Accountants**

84 Whiting Street  
Bury St Edmunds

Date 27 September 2021

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

**ANNUAL SUBSCRIPTIONS 2020/21**

Mrs S Abbott*	10.00	Mrs G Harris*	5.00
Mrs R Aitken	10.00	Mrs C Hinchley	10.00
Anon	10.00	Mr & Mrs T D Huke*	20.00
Anon2	5.00	Mrs D Kirkham	20.00
Mrs P Arbon	10.00	Mr & Mrs Lewis*	5.00
Mr P Attwood*	5.00	Mr M Liddle*	5.00
Mrs B R Barber*	25.00	Mr & Mrs D Lindsay*	20.00
Mrs G Bate	20.00	Mr & Mrs M Little*	50.00
Mrs J Blake*	5.00	Mr P Loft*	5.00
Mrs B Boorman	5.00	Mrs R Longman	5.00
Mrs E Bray	10.00	Mrs B Lucas*	10.00
Miss J Briggs MBE*	10.00	Mr D Martin*	20.00
Ms S Bristow	10.00	Mrs A Mayhew	5.00
Mrs L Browning	15.00	Mrs J Moore*	10.00
Mr A Butcher*	5.00	Mrs P Paine	10.00
Mr & Mrs S Campbell*	10.00	Ms V Pashler-Wright	20.00
Mr & Mrs J Cauldwell *	10.00	Mrs A Pearce	5.00
Mrs E J Clarke*	10.00	Mrs G Pettitt	5.00
Mrs B Clements*	20.00	Mrs M Pettitt*	5.00
Miss M Colegate	10.00	Mr J E Rand	5.00
Mr & Mrs G Copley*	20.00	Mr P Raven	5.00
Mr & Mrs D Cory	10.00	Ms C Ridgeon	5.00
Mr D Crawley*	5.00	Mrs D Rogers*	5.00
Miss J D Curtis*	10.00	Mr M Smith*	5.00
Mrs G Debenham*	10.00	Mr P Smulders*	5.00
Mrs A Denby	5.00	Ms J Springer*	10.00
Mr J D Dennis	5.00	Mrs S A Steele	10.00
Mr & Mrs J D Dennis	10.00	Mrs F Stemp	5.00
Mrs J Devereux	5.00	Mr J F Taylor	10.00
Mr & Mrs A R Dunn*	5.00	Mrs J Taylor	5.00
Mrs M Duncan	20.00	Mrs C Tilbrook	5.00
Mr & Mrs B. English	10.00	Mr J M Trappes-Lomax*	5.00
Ms E English*	20.00	Mrs S Veale	20.00
Mrs E Erith*	8.00	GT & JLA Warnett	5.00
Miss K Fleming*	20.00	Mrs R E Wallace*	10.00
Mrs A K Freeman	5.00	Mr S R Whitwell	25.00
Miss N Gatland*	100.00	Mrs J C Williams*	20.00
Mrs D Gibbons	10.00	Mrs D Wright*	5.00
Mr J Glen	10.00	Mr & Mrs C Young*	10.00
Mrs J Grant*	10.00		
Mrs L Griffith	10.00		
Mrs A Hardwick	5.00		
J A Hardy	10.00		

**Total**

**948**

\*Denotes payment using Gift Aid

Due to the cost of stationery and postage, the Friends will no longer provide written receipts for subscriptions. E-mail receipts will gladly be sent if the member has provided their e-mail address