



Patron: The Marquess of Bristol

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022

Charity Number 251356

Affiliated to Attend

(Formerly the National Association of Hospital Community Friends)

David Roberton & 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 30th June 2022

Friends Trustees

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

Mr D Blackman was co-opted to the board at a trustees meeting during the year and this appointment will be ratified at the AGM.

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

Email Friends Treasurer: treasurer@friendsofwsh.co.uk

Chairmans report - Review of activities and objectives, achievements and performance and financial review

I am very pleased to say that The Friends have had a better year this year, thanks to the retreat of Covid and the lessening of what were very necessary restrictions within the Trust.

Our volunteers are continuing to return to help staff the Friend's Shop, and the trolley service will resume in the coming weeks.

I am very excited to announce the launch of our new online shop which will enable family members who are unable to visit the hospital to purchase items from the Friend's Shop for delivery to patients on the wards. Patients and staff can also use this service if they are for any reason unable to come to the shop. Orders before 11am (weekdays) will be delivered same day.

The new online shop can be accessed on <https://www.wsfriendsshop.co.uk/>, or by reading the QR code below on your mobile phone.



THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
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TRUSTEES ANNUAL REPORT
For the year ended 30th June 2022

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

Thanks to the ongoing generosity of members of the public, the Friends have now been able to ringfence £100,000 to distribute as grants within the Trust. A process to select eligible causes will be starting in the coming month.

My thanks, as always to Lizzie, Gwyneth and Karen for their dedication in succeeding to turn around a significant loss last year into a small profit, whilst also contributing to the development of the new online shop.

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 continue to stay safe and look to the future and to a bright 2023.

Structure and governance

The Friends of West Suffolk Hospital Trustees Committee comprises of 7 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 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.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
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TRUSTEES ANNUAL REPORT
For the year ended 30th June 2022

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

A handwritten signature in black ink, appearing to read 'Julie MacLeod', written in a cursive style.

Date: 30 SEPTEMBER 2022

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 30th June 2022**

		Restricted	Unrestricted	2022	2021
		£	£	£	£
Income and Expenditure					
Income					
Annual Subscriptions		-	820	820	948
Memorial Donations		-	-	-	2,805
Personal & Special Donations	Note 2	-	1,916	1,916	4,007
Legacies	Note 3		16,801	16,801	51,000
Friends Collection Boxes		-	146	146	50
Lost property sale		-	20	20	127
Income Tax recovered on Gift Aid		-	141	141	140
		-	19,844	19,844	59,077
Profit/(Loss) from Shop	Note 5	-	1,496	1,496	(17,908)
Total Income		-	21,340	21,340	41,169
Direct Charitable Expenditure					
Charitable Project Grants	Note 4		2,678	2,678	848
Other Expenditure					
Independent Examination Fee		-	1,200	1,200	1,300
National League of Friends – Insurance		-	1,075	1,075	1,022
Other expense		-	395	395	151
Total Expenditure		-	5,348	5,348	3,321
Net Income (Expenditure) for the Year		-	15,992	15,992	37,848
Fund balance brought forward		-	126,828	126,828	88,980
Fund balance carried forward		-	142,820	142,820	126,828

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

BALANCE SHEET
As at 30th June 2022

	<u>2022</u>	<u>2021</u>
	£	£
Current Assets		
Stock	11,952	9,416
Gift Aid Tax due	426	285
VAT debtor	-	1,986
Other debtors	52	-
Cash at Bank :		
Current account	37,839	34,748
CAF Main account	102,645	91,915
CAF Shop account	5,145	2,066
Cash in Hand :	<u>2,168</u>	<u>1,776</u>
	<u>160,227</u>	<u>142,192</u>
Current Liabilities		
Trade Creditors	14,139	14,114
VAT	2,018	-
Independent Examination Fee	<u>1,250</u>	<u>1,250</u>
	<u>17,407</u>	<u>15,364</u>
Net Assets	<u><u>142,820</u></u>	<u><u>126,828</u></u>
Represented by:		
Unrestricted Income Funds	<u><u>142,820</u></u>	<u><u>126,828</u></u>

Approved by the Trustees on.....30 SEPTEMBER 2022.....and signed on their behalf by:

Mrs Julie Macleod
Chairman



NOTES TO THE ACCOUNTS
For the year ended 30th June 2022

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
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NOTES TO THE ACCOUNTS
For the year ended 30th June 2022

2 Donations	<u>2022</u>
	£
Donations	
Just giving donations	188
Friend Giving Com Ltd donations	2
Mr S Jarvis	129
Miss JD Curtis	140
Mrs G K Laursen-Jones	200
The Trehalla family	1,000
Mrs J Macleod (provision of website hosting)	173
Others of £25 and less	84
	<hr/>
	<u>1,916</u>

3. Legacies	<u>2022</u>
	£
Unrestricted Funds	
The late Jean Rosemary Godfrey	16,801
	<hr/>
	<u>16,801</u>

4 Charitable Project Grants	<u>2022</u>
	£
Unrestricted Funds	
Courtesy packs	1,233
Online Shop	1,135
Advanced Practice week posters, stands and pens	217
Christmas Trees	93
	<hr/>
	<u>2,678</u>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
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NOTES TO THE ACCOUNTS

For the year ended 30th June 2022

5 The Hospital Shop	<u>2022</u>		<u>2021</u>	
	£	£	£	£
Shop Income				
Sales		115,053		66,788
Donations to shop		11,610		7,940
		<u>126,663</u>		<u>74,728</u>
Cost of Sales				
Opening Stock	9,416		13,688	
Purchases and consumables		73,358		37,863
		<u>82,774</u>		<u>51,551</u>
Closing Stock		<u>11,952</u>		<u>9,416</u>
		<u>70,822</u>		<u>42,135</u>
Gross Profit		55,841		32,593
Expenses				
Wages	49,951		48,109	
Rates	555		102	
Charges	3,799		2,124	
Sundry	40		166	
		<u>54,345</u>		<u>50,501</u>
Net Profit/(Loss)		<u><u>1,496</u></u>		<u><u>(17,908)</u></u>

6 Contingent Asset - Legacy Income

As at 30 June 2022, the charity had been notified of one residuary legacy, the value of which is uncertain. During the year ended 30th June 2021, an interim payment of £50,000 was received and included in the accounts but a further amount may also be due, but is unlikely to exceed £5,000. At the date of signing 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 30th June 2022 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

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

84 Whiting Street
Bury St Edmunds

Date: *30 October 2022*

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
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ANNUAL SUBSCRIPTIONS 2021/22

Mrs S Abbott*	5.00	Mrs G Harris*	5.00
Mrs R Aitken	10.00	Mrs C Hinchley	10.00
Anon	10.00	Mrs D Kirkham	20.00
Anon2	5.00	Mrs G Laursen-Jones	5.00
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
Mr & Mrs D Blackman*	30.00	Mr P Loft*	5.00
Mrs E Bray	10.00	Mrs R Longman	5.00
Miss J Briggs MBE*	10.00	Mrs B Lucas*	10.00
Mrs L Browning	15.00	Mr D Martin*	5.00
Mr & Mrs S Campbell*	10.00	Mrs J Moore*	10.00
Mr & Mrs J Cauldwell *	10.00	Mr S Orbell*	5.00
Mrs E J Clarke*	10.00	Mrs P Paine	10.00
Mrs B Clements*	5.00	Ms V Pashler-Wright	20.00
Miss M Colegate	10.00	Mrs A Pearce	5.00
Mr & Mrs G Copsey*	20.00	Mrs G Pettitt	5.00
Mr & Mrs D Cory	20.00	Mr J E Rand	5.00
Mr D Crawley*	5.00	Mr P Raven	5.00
Miss J D Curtis*	10.00	Mrs D Rogers*	5.00
Mrs G Debenham*	10.00	Mr M Smith*	5.00
Mrs A Denby	5.00	Mrs S A Steele	10.00
Mr J D Dennis	5.00	Mrs F Stemp	5.00
Mr & Mrs J D Dennis	10.00	Mr J F Taylor	10.00
Mrs J Devereux	5.00	Mrs J Taylor	5.00
Mrs M Duncan	5.00	Mrs C Tilbrook	5.00
Mr & Mrs B. English	10.00	Mr J M Trappes-Lomax*	5.00
Mrs E Erith	10.00	Mrs S Veale	20.00
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 D Wright*	5.00
Mrs D Gibbons	10.00	Mr & Mrs C Young*	10.00
Mr J Glen	10.00		
Mrs J Grant*	10.00		
Mrs L Griffith	10.00		
J A Hardy	10.00		

Total

820

*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